

# EPSOM NORMAL PRIMARY SCHOOL



# PARENT INFORMATION GUIDE

Dear Parents

Welcome to our education community and the beginning of an exciting learning journey! We are delighted to be entering into this partnership with you. Our aim is to meet your child's educational needs, recognise and celebrate their individuality, develop their personal potentiality especially their creativity, and inspire them to reach for the stars!

Learning is a journey rather than a race and just as children walk, talk and gain teeth at different rates, so does their learning grow at different rates. At Epsom Normal we believe that communication is invaluable. Please do not hesitate to talk first to your child's teacher and then to any member of the senior management team if you need clarification or our help in any way or if you would like to share important information about your child and their learning experiences. Our doors are open and we welcome your input.

We invite you to explore our information package, navigate our website and become involved in our school's events and activities. The 'primary years' are full of learning adventures and research clearly shows that when you as parents become involved in your child's learning, you are contributing to their future successes as learners.

Yours in Education

**The Senior Management Team  
Epsom Normal Primary School**

## EPSOM NORMAL PRIMARY SCHOOL

### **Contact Details**

#### **Physical and Postal Address**

Epsom Normal Primary School  
41 The Drive  
Epsom  
Auckland 1023

**Tel:**                    [09 630 5144](tel:096305144)

**Fax:**                    [09 630 0972](tel:096300972)

**Email:**                [office@epsomnormal.school.nz](mailto:office@epsomnormal.school.nz)

**Website:**            [www.epsomnormalprimary.school.nz](http://www.epsomnormalprimary.school.nz)

#### **School Office Hours**

Monday – Friday:      8 am – 4 pm

#### **Uniform Shop Hours**

Tuesday and Friday:   8.30 – 9.30 am

#### **Dental Clinic Contact Details**

The Dental Clinic is domiciled at Cornwall Park Primary School

**Tel: [09 524 5558](tel:095245558)**

## Term Dates 2010

	Start	Finish
<b>Term 1</b>	Wednesday 3 February	Thursday 1 April
TEACHER ONLY DAY: FRIDAY 19 MARCH		
<b>Term 2</b>	Monday 19 April	Friday 2 July
<b>Term 3</b>	Monday 19 July	Friday 24 September
<b>Term 4</b>	Monday 11 October	Thursday 16 December

Public Holidays - Occur within school terms

<b>Term 1</b>	N/A	
<b>Term 2</b>	Queen's Birthday	Monday 7 June
<b>Term 3</b>	N/A	
<b>Term 4</b>	Labour Day	Monday 25 October

## Term Dates 2011

	Start	Finish
<b>Term 1</b>	Wednesday 2 February	Friday 15 April
<b>Term 2</b>	Monday 2 May	Friday 15 July
TEACHER ONLY DAY: DATE TO BE CONFIRMED		
<b>Term 3</b>	Monday 1 August	Friday 7 October
<b>Term 4</b>	Tuesday 25 October	Friday 16 December

Public Holidays - Occur within school terms

<b>Term 1</b>	Waitangi Day	Sunday 6 February
<b>Term 2</b>	Queen's Birthday	Monday 6 June
<b>Term 3</b>	N/A	
<b>Term 4</b>	Labour Day	Monday 24 October

Public Holidays - Occur within school holidays

Auckland Anniversary Day  
 Good Friday  
 Easter Monday  
 Easter Tuesday  
 Anzac Day

Monday 31 January  
 Friday 22 April  
 Monday 25 April  
 Tuesday 26 April  
 Monday 25 April

## STAFF LIST: TELEPHONE EXTENSIONS

**ENPS FAX: 630 0972**

**MATRIX SECURITY: TEL: 579 1567**

ADLAM	JENNIE	R6	806
BAKKER	THERESE	Liaison for Middle Sch	704
BELLO ESTRELLA	SARAH	Receptionist	701
BISHOP	CARLY	R25	825
CAVANAGH-EYRE	JANE	Principal	
COLBY	GAIL	R17	817
COPE	KATE	R26	826
CREAMER	SHAWN	R1	801
D'SOUZA	HEATHER	R24	824
DE MARIGNY	LORRAINE	Music Room	814
DENNIS	TRISHA	R5	805
DODGE	ADRIENNE	Admin Assistant	710
FAULDER	ANDY	R8	808
ICT ROOM		ICT Room	714
JACKA	JOHN	Property Manager	707
JACKSON	ZARA	R19	819
JEPHSON	INNES	R9	809
KANG	LEE	R11	811
KELLY	AMY	R4	804
KILGOUR	HELEN	R27	827
KUNG	SELINA	R2	802
LOOKER	PAULA	R12	812
MILLS	ANNIE	R16	816
MONKS	TARYN	R10	810
MORRIS	DENISE	Library	713
MURPHY	FIONA	R22	822
NGAN	KATHY	R28	828
O'SHEA	RACHEL	R23	823
PAYNE	KATE	Resource Manager	711
POYNTER	LISA	R13	813
QUINLIVAN	SHELLEY	Liaison for Junior Sch	705
ROBINSON	GABBY	R3	803
RUNGAN	DILLON	R18	818
SEGAR	SHOBA	R21	821
SHELLEY	MARY	Finance Officer	712
SITTERS	SANDY	R7	807
STAFFROOM		Staffroom	715
TINNION-MORGAN	ANDREA	R20	820
WIGHT	KAY	Liaison for Senior Sch	703

**Adult Cell Phone Etiquette**

Teacher and Parent cell phones are expected to be on silent during the school day and for all school meetings or parent conferences unless by prior arrangement.

**Arrival at School and Bell Times**

Teachers are on playground duty from 8.30 am and parents are asked to ensure that children do not arrive prior to this time as supervision is not available. We do provide a before school supervision option run by Parnell Community Trust which operates from 7.30 am in 'The House'. Please see our office staff for more information on this option.

Any child who arrives prior to 8.30 am will be asked to wait on the hall steps. If a child is regularly arriving prior to this time, a member of the Senior Management Team will contact parents as we consider this is to be a serious health and safety issue that needs to be addressed.

*NB: Some children may have a class trip, music practice or crossing patrol duties and will be expected to be at school early.*

<b>BELL ONE</b>	<b>8.30am</b>	<b>Children allowed into classrooms</b>
<b>BELL TWO</b>	<b>8.55am</b>	<b>First Session starts</b>
	<b>10am</b>	<b>Brain Break</b>
<b>BELL THREE</b>	<b>10.55am</b>	<b>Morning tea</b>
<b>BELL FOUR</b>	<b>11.20am</b>	<b>Second Session starts</b>
<b>BELL FIVE</b>	<b>1pm</b>	<b>Lunch</b>
<b>BELL SIX</b>	<b>1.10pm</b>	<b>Children finish lunch eating and wait for the duty teacher to release them</b>
<b>BELL SEVEN</b>	<b>1.50pm</b>	<b>Third Session starts</b>
<b>BELL EIGHT</b>	<b>2.55pm</b>	<b>School finishes</b>

Those children attending organised before and after school care must go directly to 'The House' beside the music room.

At 2.55pm children should be collected, or if walking head straight home. They should not linger in the school grounds.

**ALL CHILDREN IN YEAR ONE** must be collected from the classroom by an adult or responsible caregiver or sibling. If no caregiver appears by 3.10pm to pick children up, they will be taken to the office to wait in the office foyer and office staff will contact parents.

**Before School and After School Care**

Our school is a venue for a privately run before school and after school care programme. Please note the school simply provides the venue and not the service. These programmes are run by Parnell Trust, Programmes for Children. Places are limited. For an enrolment form and more information, please contact the school office. These programmes operate in 'The House' which is a brick building located behind the music classroom. Parents deliver their enrolled children to the morning

programme. As soon as school finishes, enrolled children go directly from their classroom to 'The House'.

### **Catering for Diverse Needs**

At Epsom Normal we strongly believe in challenging and growing all our students, including children with both special abilities or needs in learning. Our teachers therefore differentiate learning for all students by planning to meet individual needs. For example, we might group by ability or by clustering of students with similar needs.

Stimulating activities that aim to develop higher level thinking skills are evident throughout the school. We have a number of optional chess groups and selected maths extension classes that cater for advanced thinkers at all levels of the school. Experts in their fields instruct both of these classes. Throughout the week teachers take groups of students for a range of sporting, musical and cultural classes in order to allow them to develop their special skills and strive to reach their potential. We are constantly looking at new ways of catering for our children with special abilities.

### **Maths Extension Classes**

These small removal groups work with a maths specialist on Thursdays and Fridays throughout the school year. Children from Year 1 to 6 are selected on the basis of their performance in maths in standardised tests and/or teacher judgment on maths-related behaviours in the classroom. The children's thinking and skills in maths are developed through challenging tasks in a stimulating environment. These groups have been running with great success for over a decade now and are an important element in terms of our outstanding performance on a range of standardised measures.

### **Collecting Money from Children**

From time to time students may be required to bring money to school to pay for an event or make a donation, eg fundraising events such as purchasing individually made student calendars or school camp fees for older students.

All money collected from students should be placed in the '**money postal box**' sited directly opposite the office reception desk, for safekeeping and receipting. Please place money for each purpose in a separate **sealed and named envelope and note details on the front**. Old envelopes are fine for this purpose. The office staff will collate collected monies against a class list and will secure all money sent to the office. Upon payment, receipts will be issued.

### **Cultural Events/Trips**

At ENPS we see cultural events as being a vital part in the delivery of the curriculum. Such events broaden children's experiences when we allow outside presenters to offer live performances here at school or encourage students to go on a school trip as part of their learning. The cost of these cultural events and trips cannot be met by school income but are supported by parents who are invoiced a pre-set amount.

Trips or events are all planned for at the beginning of the year by year-level teams. All cultural events/trips are covered by a single payment. Upon payment, a receipt will be issued by the office staff.

### **Enrolment Guidelines**

The Enrolment Committee is comprised of the Principal and the Senior Management Team. The committee reports to the Board of Trustees Chairperson on the status of enrolment.

The school office staff are available at any time to talk to prospective parents and assist with completion of enrolment forms.

Parents are requested to enrol children as soon as possible after their child's 4<sup>th</sup> birthday.

New Entrants may start on the Monday after their fifth birthday. Children who transfer from other schools or from other countries may start school 24 hours after enrolment procedures are completed.

### **Out-of-zone applications**

Children who live out of our zone are accepted through a ballot system only. In October each year we usually hold an out of zone ballot for children starting the following year. Application forms are available at the school office.

### ***Parents of siblings of out-of-zone students who currently attend ENPS***

Parents must complete application forms for their younger children to be included in this ballot.

### **Evacuation Scheme**

Our school has an evacuation plan should an emergency arise. The students and teachers are all aware of their responsibilities and practise these regularly.

### **English Language Learners (ELLs) Programme**

All children develop at varying rates in their acquisition of language and this is also true of learners acquiring an additional language. Some English Language Learners (ELLs) may need extra instruction and resources or a 'special need' which is to accelerate their learning of English. At ENPS we aim:

- To develop each child's confidence, competence and independence in the use of the English language so that they are able to access learning opportunities in line with their English speaking peers
- To promote and maintain an awareness and respect for all linguistic and cultural backgrounds and ensure a positive self image

- To encourage children and give them opportunities to use their first language
- To provide opportunities to share and promote their cultural heritage, eg through music, dance, drama and food festivals
- To encourage all ethnic groups to interact socially, both in the classroom and playground
- To provide an environment that is welcoming, positive and supportive
- To provide language instruction that is most effective within a meaningful, natural context based on the learning requirements of the total school curriculum (immersion)

### **Organisation**

Parents and teachers identify children needing additional support for learning English. Support is offered in multiple ways such as the following:

- Differentiated classroom instruction, individually or in small groups
- Small withdrawal groups working with a specialist teacher aide
- In-class support by a teacher aide or volunteer parent
- Literacy support by a specialist teacher
- Rainbow Reading programme

### **Guidelines for Placement of Children in Classes**

The teaching staff consults with the Sector Leaders on the placement of children in classes. Consultation between sectors occurs to ensure that student needs are met. This occurs early in Term 4.

On the morning of the final school day, current teachers inform students of their placement for the following year. At 11am all students go to 'visit' their newly assigned teacher for a familiarisation period. Where the class teacher is a new teacher and not available, a member of the SMT or existing staff member will 'cover' so that students may meet each other in other designated spaces.

### **Health and Physical Literacy**

Health and PL are an essential learning area in the NZ Curriculum and we provide a range of learning experiences across the school. In the Senior School, students participate in a variety of different sporting codes competing in Field Days and exchanges with other schools in the Remuera Zone throughout the year. We always appreciate parent help to assist with coaching, supervision at events and to support the teams. Practices and exchanges are generally always on a Tuesday afternoon.

Children who are well enough to be at school are deemed to be well enough to take part in PL unless special circumstances exist. If special circumstances do exist, please write a letter to the child's teacher. A doctor's certificate will be required to exempt children from school swimming lessons.

### **Homework Expectations**

Because children work at different levels there will be differentiation in homework set, even within a class. Parents may need to be aware of the expectations for particular learners. Homework is set during weeknights with weekend tasks being optional.

Please understand these guidelines:

<b>Y1/2</b>	<i>10 - 15 minutes reading, 4 nights per week. Towards the middle of Year 2, basic math facts may be added.</i>
<b>Y3</b>	<i>15 - 20 minutes homework, 3 - 4 nights per week</i>
<b>Y4</b>	<i>20 - 30 minutes homework, 3 - 4 nights per week</i>
<b>Y5/6</b>	<i>30 minutes homework, 4 nights per week</i>

We expect that on occasion tasks might not be able to be completed, eg family circumstances may prevent work being done, illness, children misinterpreting or forgetting etc. Parents may be asked to sign homework and it is therefore appropriate to request a brief message in these circumstances. Teachers will check/mark any written homework that has been set.

### **Information Resources Centre (Library, IT)**

ENPS has a well-equipped Information Resources Centre. This comprises of a library, a computer laboratory that houses MAC computers and a Teacher Resources store.

Every class is allocated 45 minutes library time per week. Some of the allocated time is used to develop library skills. Also in this time students choose 2 books to be issued (which they may take home) or they can return books. Books are issued for a 2 week period.

The Library is also open at lunchtime for 30 minutes and students are welcome to use this time to read, research, get books issued or return books.

Students from Years 5 and 6 can apply to be Librarians at the beginning of each new school year.

Parents are welcome to visit the Library. We are very grateful for offers of help from any parents who would like to volunteer to help with the various duties in the Library. At the beginning of each new school year a form is sent home and also posted on the website asking for parents who can help with issuing, returns and shelving of books during their child's library time, or at any other convenient time.

### **Late Arrival of Children**

There are times when arriving late at school might be unavoidable and rare. However, children who are late to school must report to the office.

They give their name to office staff and sign in the 'late arrivals to school' sheet at reception before heading to their classroom.

Arriving late on a regular basis is detrimental to student learning. Should you need help to manage this, please seek help from the member of the Senior Management Team who is the liaison in your child's school sector.

### **Lost Property**

Please ensure that uniforms, bags, lunchboxes, drink bottles etc are clearly named at all times. Problems with lost property can be minimised if children bring only named items to school. We hope that children will be encouraged to be responsible for looking after their own belongings.

The lost property cupboard is located in the corridor by Room 5. Parents and children can check here if they are unable to locate an item. More valuable lost items such as watches and jewellery will be kept in the office lost property box.

From time to time, all items in the lost property cupboard will be laid out on the hall steps for classes to file past and check through.

Changes of clothes are available through the office staff for children who get dirty or soil their clothing.

### **Lunch Eating Procedures**

#### **Summer Procedure:**

**Terms 1 & 4 (after Labour Weekend or when weather permits)**

All students eat lunch from 1 – 1.10pm in specific locations under teacher supervision. Children remain seated for **ten minutes** (when a bell is rung), or until they finish eating an acceptable amount and are dismissed by the teacher. Lunchtime is from 1 – 1.50pm.

#### **Winter Procedure:**

**Terms 2, 3 & 4 (up to Labour Weekend or when appropriate)**

Lunch is eaten inside if wet: 1 – 1.10pm. Children are supervised by teachers rostered on duty. Classroom teachers provide suitable activities if children are unable to go outside to play. All children are expected to take any uneaten lunch and rubbish home.

### **Lunch Scheme**

A school lunch scheme offering healthy eating options is available. This is located in the kitchen attached to the school hall. Menus and order forms are available outside the hall on the verandah in fine weather or just inside the hall if it is wet and cold. Students or parents fill in the order form before school starts in the morning. The form is handed in to the lunchroom supervisor who will be in the kitchen taking orders before school. The orders will be filled and delivered to classrooms just before lunchtime. Should your child forget their home-packed lunch for some reason, they

should talk to their classroom teacher. The teacher will ask the supervisor to provide a lunch and send you an account to cover the cost.

**Menu order forms are available at the lunchroom or on our school website. Please click on this link to access the order form on the website.**

### **Music**

ENPS is very lucky to have a specialist music teacher. All students attend weekly lessons in the music room. In Year 4 students learn to play the recorder.

### **Notices Home and School Website**

From time to time children might bring home a notice from their teacher. For example, these might be in regard to a PTA event, a field trip that you need to give permission for by signing and returning a slip, or a class newsletter. Check with your child daily to see if they have any notices.

Our school newsletter is accessible through our school website and a hard copy is distributed to the eldest and only children regularly on a Thursday. The website also contains general information about the school, upcoming events and messages from the Principal and the Board of Trustees.

### **Out of Bounds Areas**

To keep themselves safe students need to be reminded of those areas considered out of bounds.

These are:

All car parks, the rear drive way, behind Rooms 6 - 8 along the southern boundary and below view on the bottom field or in classes. The Library is open most lunchtimes with teacher supervision. Students may not access the Internet without teacher supervision.

### **Parent Help**

We welcome and appreciate parent helpers in our school. There are a number of ways parents are able to help and support teachers and children:

- \* helping in the classroom preparing teaching materials, eg making charts/cards/maths equipment, mixing paint, cutting paper, helping with displays etc
- \* assisting on class trips
- \* helping in the Library and resource room

Please contact your child's class teacher or the school office if you would like to be a parent helper.

### **Playground Duty**

A staff member is rostered on duty on the school pedestrian crossing at 8.30am and at 2.55pm to assist the students on road crossing patrol duty to manage other students to cross the busy roads.

Teachers are also rostered on supervision duty at morning tea and lunch times. Teachers can be identified wearing bright yellow vests. Students who have any concerns are encouraged to seek help from duty teachers.

**There are 3 main duty areas in fine weather:**

**AREA A:** Lunch Room, Court outside Rooms 2, 3 & 23, outside Library & Hall

**AREA B:** Junior Playing Field, Sandpit, Gazebo, Music Room, Swimming Pool

**AREA C:** Senior Playing Field, Car park, Court outside Rooms 9 and 10

**A wet day is indicated by 2 short blasts on the bell.** When the weather is unpleasant and students cannot eat or play outside, teachers are rostered for classroom duties.

**An Introduction to the PTA**

The Parent Teacher Association exists to support the learning and social activities of the school. We are an all-comers group – any member of the school community is welcome to become involved in the work we do which centres around fundraising and making ourselves available when extra pairs of hands are needed for any school organised activity.

Fundraising pursuits act to foster community spirit and at the same time raise much needed money for “extras”. In the past we have raised money for smart boards in classrooms, computers and a smart board for the ICT suite, a new sound system for the hall, as well as smaller items such as library books, science equipment, musical instruments, sheet music and CD’s, tables for the hall and sports uniforms.

Where it is possible, the PTA aims to support the funding of items that current ENPS children will derive benefit from during their time at school. When raising funds for larger projects however, this might not always be feasible.

To make our efforts most effective (profitable) for the school, we often need input and help from the wider parent-community. To this end we ask you to provide details as to how you may be able assist the PTA, whether it be the donation of goods & services, making yourself available when the PTA needs extra manpower, or by actually joining the PTA.

The information provided will be private and confidential and will be used for school purposes only.

**Please click on this link to access the PTA form for parents on the website.**

**Relieving Teachers**

From time to time the teacher in your child's classroom may be sick or attending a development opportunity. In this case, the school will employ a qualified relieving teacher who will follow the instructions left by the classroom teacher. Should your child's teacher be away for an extended period of time, the sector liaison will notify you in writing.

### **Reporting to Parents**

Teachers report to parents four times per year, twice in writing and twice at parent teacher conferences. The first teacher parent conference is a 'getting to know students' format where parents share information about their children as learners. Teachers set goals for students learning in consultation with teachers. The first conference is held in Term 1 and the second in Term 3.

Written reports go out in the middle and at the end of the year. Dates will be set at the start of each school year. Written comments in Reading, Writing and Maths should all include the learner's current goal and the next step in the student's learning.

### **School Communication Pathways**

Our school website is updated regularly with a plethora of school information and we recommend this as your first choice as a portal for information. This outlines upcoming events, school celebrations of achievements details, important notices and showcases of student work.

Our office staff are always delighted to help with any inquiries you may have regarding school matters. You can contact them on the school phone line at **Tel: 630 5144**, by fax on **Fax: 630 0972** or by email on **[office@epsomnormal.school.nz](mailto:office@epsomnormal.school.nz)**.

A school newsletter is available on a regular basis. It is distributed to parents in hard copy and an electronic copy is available on request by signing up on our website.

### **School Donation**

Each year the Board of Trustees requests from parents a donation to enable us to supplement the funding we receive from the Ministry of Education to provide rich and varied curriculum activities to our students. Prompt payments permit us to plan our expenditure for the year. Receipts will be issued and donations are tax deductible. Reminders will be sent out periodically.

Parents may choose to pay an equal amount each term. If there are any difficulties, please arrange an interview with the Principal.

### **School Map**

**Please click on this link to access the school map on the website.**

### **School Rules**

Rules at ENPS are minimised to allow students to take responsibility for their own behaviour. They are as follows:

- *Keep yourself and others safe*
- *Respect others and school property*
- *Always do your best work*

These simple rules cover most eventualities and require students to ask themselves “Am I making a wise choice for myself and others?” or “Am I doing my job the best way I can?”

### **School Trips**

Parent permission slips must be filled in for **all** school trips - sports and cultural. Teachers or coaches prior to any event where students leave the school grounds will send the appropriate forms home. Children only travel in private vehicles with the Principal's approval.

Parents are often invited to accompany a class or team on a trip to ensure that the student to adult ratio is within our health and safety guidelines, or to assist with learning tasks. It is often not possible to include pre-schoolers on such trips when parents help as the cost often precludes this and also prevents a parent paying full attention to those students in their care.

### **School Uniforms**

In 2010 all children are expected to wear the new school uniform. The old uniform has been phased out over the past 2 years. Teachers will monitor their own class by checking up on the wearing of uniforms, so please assist us to have our students looking the best they can to be super ambassadors for our school.

A note from parents is expected if children are not able to wear the correct uniform for any reason.

As part of teacher monitoring, it may be necessary to send home reminder notices to parents when students are in incorrect uniform. If children are regularly unable to wear the correct school uniform, the Sector Liaison will contact you to see how we can help you.

Please note that **ENPS HATS ARE THE ONLY HATS TO BE WORN** and are **COMPULSORY IN TERM 1 and TERM 4** when children are outside.

### **Uniform Standard**

Our uniform supplier is 'Argyle Schoolwear'. Argyle has been an established supplier of quality garments for 30 years. We have worked very hard to negotiate the lowest prices while not comprising quality. These garments are New Zealand made and are sold through our school, rather than an outside agent.

Our uniform shop carries samples in all appropriate sizes which are available for students to try on prior to parents placing an order. Payment

by cash or cheque made payable to **Epsom Normal Primary School** must be made at the time of ordering.

**Uniform order forms are available at the uniform shop, the school office and on our school website. Please click on this link to access the order form on the website.**

**UNIFORM SHOP OPENING HOURS:  
Tuesday and Friday mornings  
8.30 am to 9.30 am**

School support staff assisted by volunteer parents manages the shop. The shop is located behind and below the library and can be found by following the path down beside the big pohutukawa tree in the senior courtyard, continuing along to the staff car park to where the shop is signposted.

All shorts, culottes, trousers and polar fleece jackets are in navy, while the short sleeved and long sleeved polo shirts are in bottle green. The culottes can be made available in a longer length for those girls who require these for cultural or religious purposes. Please speak to the uniform staff to arrange this.

Please note that students are required to wear black or brown shoes only or black or brown sandals in summer. Most children choose to wear black.

All hair ties and ribbons for girls must be in navy. Hijab may be worn in white or navy. Socks for both boys and girls are to be white or navy (plain) only.

Stud earrings, watches and religious jewellery are allowed in school but other items such as hoop earrings, rings and loose necklaces are not allowed. **PLEASE HELP US TO MONITOR THIS CAREFULLY AS THIS IS A SAFETY ISSUE.**

### **Security**

An outside contractor - Matrix Security, provides security for our school. Matrix Security monitors our alarms, grounds and buildings. Should you be concerned about school security outside of school hours, please contact Matrix on **Tel: 579 1567**. During school hours, please talk to our Property Manager on **Tel: 630 5144 Ext 707**.

### **Sickbay Procedures**

To keep all school community members healthy, please pay attention to the following guidelines. If your child is sick in the morning, has a rash, has an elevated temperature or has been vomiting, please do not send them to school. Children may return to school when their temperature has been normal or vomiting has stopped for 24 hours. Our staff are not equipped to

attend to any child's illness for extended periods and sick children need to be at home.

The sickbay is located opposite the school office. If children are hurt or fall ill during class time, they will go (if they are able and on teacher instruction) to the office **with a sickness note** from their teacher, accompanied by a classmate. The teacher will be notified if the child is sent home. A basic first aid kit kept in the classroom can help teachers address minor injuries such as cuts and scrapes. If a child is hurt or falls ill during break times (and is able), they should also head to the sick bay with a classmate or the duty teacher. An office staff member will be on sick bay duty.

If your child requires medication to be administered during school time, please see one of our office staff who will ask you to complete an 'Administration of Medicine at School' form. **Medication cannot be given without this form being completed.**

If children have existing medical conditions, the school needs to know about these and they will be recorded on file by office staff, eg if children are high-risk, eg has a severe allergic reaction (peanut or bee sting allergies). In this case, all staff members will be notified and trained in how to deal with the student's needs and a photo of them will be put in the sick-bay and child's class room with details outlining their particular needs and emergency protocols.

### **Stationery**

All school stationery can be ordered for your child through the '**Paper Plus**' store situated in the **Royal Oak Mall** (please note that our school stationery is not available at any other Paper Plus store). Please ask for a pre-prepared pack for your child's particular year level. The school has a list of requirements for all year levels of our school. Please do not name or cover any stationery until your child's teacher instructs you to do so.

### **Student Absences**

It is important for students to attend school regularly in order to be able to access the great learning opportunities we offer at ENPS. We therefore ask your help in minimising any extended holidays, or missed days. However, illness or family circumstances sometimes mean a student is away.

**Please help us to manage student absences  
as in the instructions below**

Your child's safety is important to the ENPS community. Teachers inform the office by 9.15 am of any child who is not present when the roll is taken and we follow up any unexplained student absence by phoning parents at home or their place of work.

When your child is sick or will be absent for some reason, please phone the school prior to 9.00am. Please leave a message on our automated phone system by following the voice prompts with the name of the

student/s, the date of absence, the room number or teacher name for each student and their expected date of return to school. **Please speak slowly and clearly.**

For a planned absence, please inform the office by letter or email prior to the planned absence. The office will inform the teacher and the member of the Senior Management Team who has responsibility for that particular school sector.

### **Sun Safety**

We have a “No Hat No Play” policy that forms part of our school safety programme. In this all students are expected to wear an ENPS hat in Term 1 and Term 4. Those not wearing a hat must play in the shaded areas only.

When outside, especially for extended periods children are encouraged to wear sunscreen. Putting this on in the mornings prior to coming to school is encouraged. Some students use simple ‘roll on’ sunscreen devices that they can keep in their school bags. ‘Rash Suits’ for swimming are also encouraged.

### **Supported Organisations**

Each year the school supports some selected charities with a fund raising activity. These activities often involve a PTA organised muffin day on the last day of term. Here, students make a gold coin donation. Other events may include a sausage or sushi sale, a school disco and a variety of other events. Each year the school supports the Save The Children organisation by holding a fair where children only buy and sell goods to each other - a great form of recycling combined with fund raising! Decisions on charities are based on needs.

### **Team Leaders**

Each year group team has a team leader whose role it is to facilitate team planning, team meetings, monitor team documentation, oversees assemblies and organise trips etc. Should you want more information about your child's year level, please see the member of the Senior Management team who is the liaison for your child's school sector or the team leader of your child's year level.

### **Telephone Usage**

All students must have teacher permission to use any telephone. Students are responsible for their own cell phones at school.

**Cell phones must be switched off during school hours**

### **Walking School Bus**

The Walking School Bus is a fun, safe, sustainable, social and active way for children to travel to and from school with adult supervision, improving their health and fitness along the way! The service is free! At present we have two walking school buses operating, however we would welcome new bus routes set up. Please contact **Georgina Burt Tel: 638 5254** for further information.

### **Who Might Work With Your Child?**

As in any school, children at ENPS may work with a number of other adults as well as their regular classroom teacher.

The Dental Clinic therapists are domiciled at Cornwall Park Primary School. They can be contacted for an appointment for your child on **Tel: 524 5558**. Children may be enrolled in this free service from the age of two years. Forms are available from the Dental Clinic and our school office.

We have a strong parent helper programme at ENPS so your child might read, play games, be read to or write with another parent. As we are a Normal School, we have a close association with The University of Auckland and as such we host student teachers on teaching practicums. Most classes will, at some time, have student teachers working in their rooms.

You, as parents, may identify students with special needs prior to them enrolling. In this case you will meet with both Kay Wight, the member of the Senior Management Team with responsibility for special learning needs, and the liaison member from your child's school sector. Alternatively, teachers who work with your child may raise queries or concerns.

Should any concerns around a child's learning be raised or identified, an initial meeting will be arranged with parents and senior managers before any actions are taken. Our aim is to ensure that all children's needs are met. Where required, an individual programme will be developed in consultation with parents and other consultants and this will be implemented to meet the individual needs of particular learners. This may involve your child working with one or more of the following people from outside our school staff: a Speech and Language therapist, an Occupational Therapist, a Resource Teacher of Learning, Behaviour or Literacy or a Communications Worker.

Your child may also work with people from within our school staff, eg a teacher aide, a teacher trained in Literacy support, an aide in English language support, or a teacher of the gifted and talented.

**We hope the material in this guide  
has been informative to you.**

**Please do not hesitate to contact us for any  
information that may not be outlined above.**