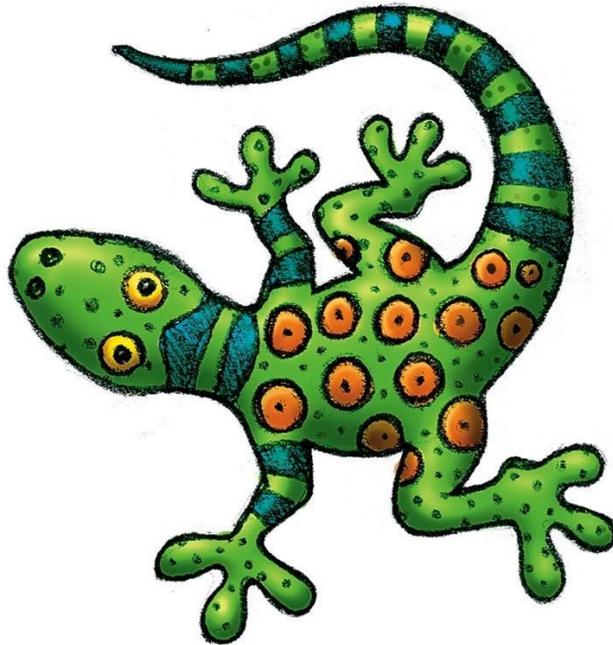


Information Book 2018



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Phone: 09 8388603
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Email: office@glendene.school.nz
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Welcome to Glendene School

Dear Whānau,

Tenā koutou, talofa lava and welcome to Glendene School. Our enthusiastic team of passionate teachers and awesome support staff are ready to work with you to have successful learning outcomes for our Glendene School students.

Our school vision is together, the Glendene School community will empower our children with the knowledge, confidence and the opportunities to achieve our best always.

Our school vision is the **Glendene Gecko Way**: together, **G**lendene School and the community, **E**mpowers children with **C**onfidence, **K**nowledge and **O**pportunities.

We strive to give Glendene School students many rich learning experiences during their time at Glendene School and your assistance would be warmly welcomed. If you have skills and talents you want to share with the children or to enrich our school please contact us.

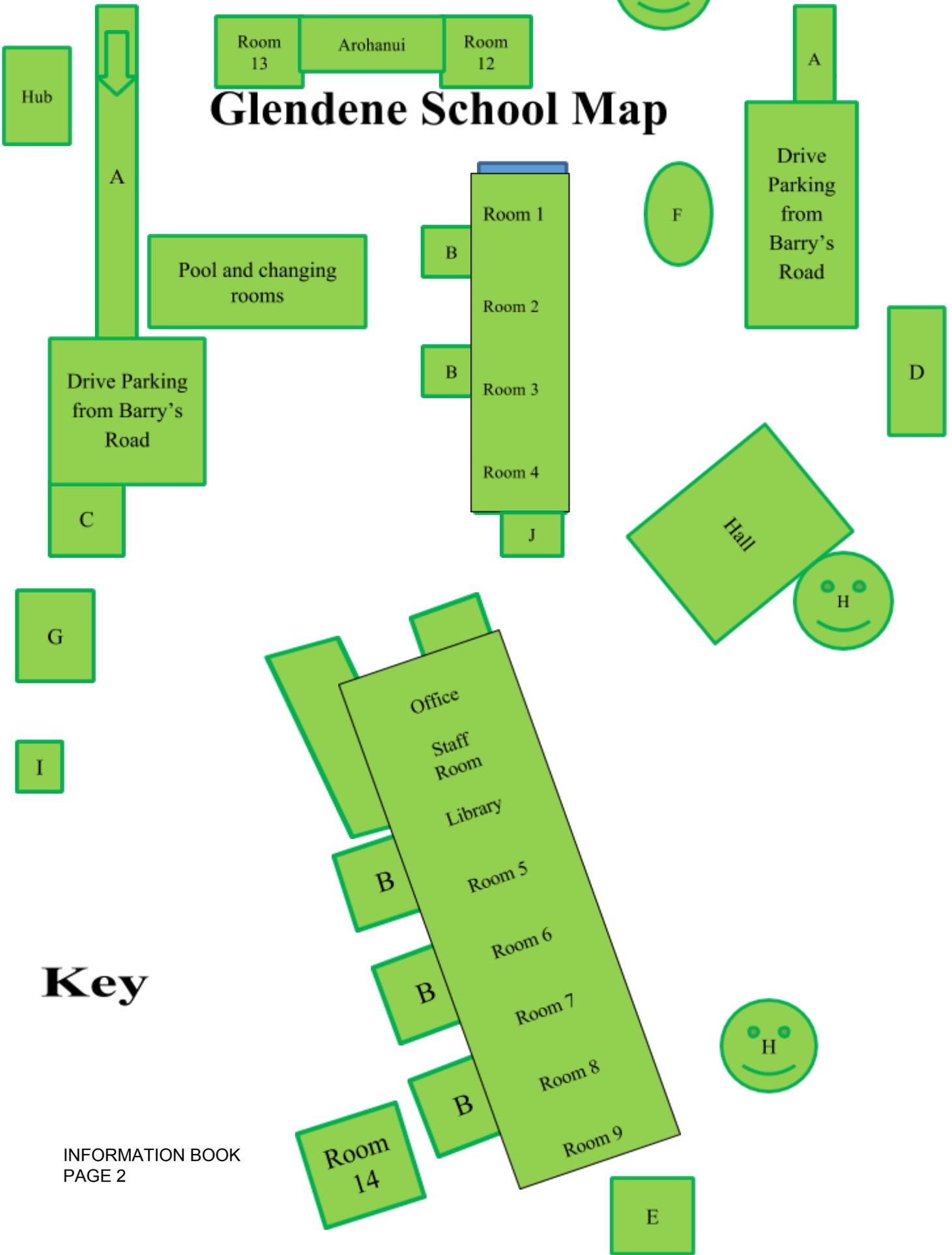
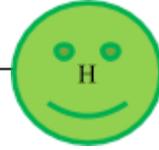
We encourage you to come in and get to know us and what we do. We have learning meetings with students, teachers and parents twice a year and we report on student progress and achievement in writing at the end of the year, with a short report at mid-year. We also have learning celebration (fiafia days) during the year where you can come in and hear or see your children talk about or engage in their learning.

We trust that your involvement with Glendene School will be an enjoyable one and we welcome you to the Glendene School family.

Ngā mihi nui,

Sepora Mauigoa
Principal

Barrys Road



Glendene School Map

Key

Glendene School Vision:

Together, the Glendene School community will empower our children with the knowledge, confidence and the opportunities to achieve Our Best Always.

The Glendene Gecko Way:

1. Look After Yourself
2. Look After Others
3. Look After Our Place

What we teach

We follow the New Zealand Curriculum and have an integrated approach to curriculum delivery. There are opportunities for children to engage in rich learning experiences in and out of the classroom in all the learning areas.



The Gecko Learning Way

- Know what we are learning
- Know why we are learning
- Know how to learn
- Know when to use our learning

{Our Best Always}

Staff 2018

Management Team

Sepora Mauigoa	Principal
Ann-Maree Molloy	Deputy Principal and Senco
Bernice Schicker	Assistant Principal
Robert Burton	Junior Team Leader and Sports Coordinator

Teaching Staff

Kowhai Team

Robert Burton	Kowhai Tahī (Rm 1)	Years 0/1
Margot Ward	Kowhai Rua (Rm 2)	Years 0/1
Jeanine Hohepa	Kowhai Toru (Rm 3)	Year 2
Shelley Latimer	Kowhai Whā (Rm 4)	Year 3

Pohutukawa Team

Moana Brown	Pohutukawa Whitu (Rm 7)	Years 3/4
Rasmita Patel	Pohutukawa Waru (Rm 8)	Year 5
Bernice Schicker	Pohutukawa Iwa (Rm 9)	Year 6

Support Staff

Cecilia Fa'alili	School Secretary
Karen Hayes	Accounts Officer
Mr Greg Middleton	Property Manager
Nicola Poliko	Teacher Aide
Renie Harpur	Teacher Aide
Hannah Kift	Social Worker

Arohanui Special School Staff

Helen McWhinnie	Teacher Room 12
Julie Skelling	Teacher Room 13

Board of Trustees

John Hitchings	Chairperson
Ruth Harman	Deputy Chairperson
Emma Muliaga	Parent Representative
Katie Sila	Parent Representative
Joanna Welch	Parent Representative
Sepora Mauigoa	Principal
Ann-Maree Molloy	Staff Trustee
Cecilia Fa'alili	Minute Secretary



Absences/Lateness

- The more your children are at school the more chances there are for them to learn.

Phone-in scheme for absences

- On enrolment parents/caregivers are asked to phone or text the school if their child is going to be absent. This is designed to quickly discover children who have failed to arrive at school.
- The school numbers are **(09) 838-8603 or 02108475283**
- Please let us know if your child is likely to be absent for several days
- A note or telephone call explaining lateness is also welcomed.
- Please call at our school office if you wish your child to leave school before dismissal time at 3pm. We will ask you to sign them out. This is to ensure every child's safety and care at school.



Books in Homes

Glendene School is sponsored by Owens Transport and our own school Board of Trustees as part of the Books in Homes programme. This means that we hold special Books in Homes assemblies several times a year where our children all receive free books to take home, read, share and keep.

Assemblies

- A whole school assembly is held every 2 weeks to share work, celebrate good work/behaviour, and share class work and achievements. Parents/caregivers are welcome to attend these assemblies, which are usually held in the hall on alternate Mondays. Sometimes we hold a singing assembly on Mondays at 2.15pm.
- Special assemblies for important events are held throughout the year. You will be notified when these happen.

Banking

School Banking is with the ASB - See Cecilia in the office for information about this. Information is also given about this at enrolment.

School Stream App



To be in contact and to keep up to date with what is going on at school you can load this free App onto your Smart or Android phone.

1. Go to **google play store** (android) on your mobile device go to the search for **School Stream App Store** (iphone/ipad), and **install**.
2. Ensure you tick **Agree** to the notifications.
3. Once School Stream has finished installing, **open** the app, type your school name into the search **THEN** select your school.
4. For more detailed instructions, go to schoolstream.com.au/download

Behaviour Management - Looking After Ourselves

Children are encouraged to look after themselves, look after others and look after our place as part of our school values. We hope that by giving children guidance, trust, responsibility and a framework for positive behaviour that they will develop independence and self-discipline. We want our students to be caring, resilient, independent, confident problem solvers and thinkers.

We operate a Restorative Justice Behaviour management programme within the school that is based on the belief that teachers have the right to teach, and children have the right to learn. The children are given clear information and taught the behaviour that is expected to make sure that our school remains a safe and happy place to work, learn and play.

Students need to make a plan to put things right again if they cause problems.

GECKO Acronym

G	Glendene
E	Encourages
C	Confidence
K	Knowledge
O	Opportunities



Glendene School GECKO

GLENDENE SCHOOL GECKO PLAN

Behaviour Management steps

If there is a problem or disagreement in the playground I can find a Mediator or Duty Teacher to help me with the problem and make good choices.

Problem

- I can cool down.
- I can talk about good behaviour choices and solve the problem.

Trouble

- I can cool down.
- If I am in trouble I can talk with the mediators or teacher and fill in the reflection sheet.
- We can make a plan for good behaviour choices.

Big Trouble

- I can cool down.
- If I am in Big Trouble there will be consequences.
- I will have Time Out.
- My parents will be contacted.
- It is my responsibility to share in making a restorative justice plan and to change my behaviour choices.

{{ Look after Yourself, Look after Others, Look after Our Place }}



- We have range of rewards and acknowledgement of the behaviour we encourage and expect. Our older students are encouraged to be role models and leaders for younger students in these areas - tuahana teina.

Certificates/Awards

- These are given in class and at School and Syndicate Assemblies to recognise and celebrate outstanding or extra achievements.

Caught Being Good Box / Ka Pai Box

- Children are rewarded with Ka Pai cards for positive playground behaviour choices.
- Each school assembly we draw several winners from The Good Box, who can then choose a book to take home and keep.

Bible in Schools

Bible in Schools run a lunchtime programme called Champions once a week in the school hall. Lunch is provided and attendance is voluntary.

Board of Trustees

The Board of Trustees meets in the school staffroom week 3 and 8 each term (Tuesday at 6.00 pm). Upcoming meetings are usually advertised in the school newsletter.

Parents/caregivers are welcome to attend the Board meetings. Visitors may, very occasionally, be asked to leave the meeting in order that sensitive matters may be discussed, by the Board, 'in committee'.

The agenda and minutes for Board of Trustees meetings are available at the school office. Annual reports, budgets and policies are also available from the office if you would like to read these.



Our Board of Trustees members are elected every three years (2016, 2019, 2022 etc). Annual reports are presented in November/ December. Our current Board was elected in 2016.

Children's Health

Illness at school

All teachers are able to administer basic First Aid and attend to minor injuries. Our school

Secretary and at least two other staff members have current First Aid certificates. If it is considered that the child requires professional medical assistance a staff member will take the child to the nearest Doctor if parents/caregivers cannot be contacted.

Please ensure that the school has current phone numbers and email addresses up to date medical information and an emergency contact number for your child.

Children who need medication while at school must have a parent or caregiver to come into the school office to sign a medication form which gives the school permission to administer medication. **This is a legal requirement.**

Please keep us fully informed if your child is on any form of medication during school time.

Health Specialists

We contact our Public Health Nurse if we need her assistance.

Vision and hearing tests are carried out on five-year-olds if parents complete the permission forms. These tests are done annually and parents and teachers may refer children whom they suspect have some vision or hearing problem. Similar tests can be carried out by a Speech-Language Therapist for those with speech and language problems.

The school dental mobile clinic will visit our school approximately once a year. Please ask in our school office for the whereabouts of this mobile clinic if your child needs to visit at other times of the year.

Common diseases

Period of exclusion from school:

Measles	For at least 7 days from the appearance of rash until recovery.
Chicken pox	For 1 week from the appearance of rash until all scabs are gone.
Diphtheria	For at least 2 weeks from onset
Mumps	Until all swelling has subsided and patient restored to normal health.
Ringworm	Nil, if under treatment.
Head lice	Nil, if under treatment.
Scabies	Nil, if under treatment.
School sores	Nil, if under treatment.

From time to time cases of head lice are reported. When this occurs a note is sent home to all children from the room where the case was reported and we ask parents and caregivers to act on the advice in the information sent home.

Doctor's advice should be sought in all these matters (except head lice) where information is unavailable from the school or the Public Health Nurse.

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Cultural groups

Children are encouraged to participate in our multi-cultural group. Our culture

groups perform at West Auckland events in term four and at our school end of year events.

We really appreciate support from parents, families and tutors for Maori, Pasifika, Indian and Hip Hop performance groups. If you can help teach action songs and dance, crafts, carving, weaving, etc. please contact us at school.

Class Trips and Visits

As part of the class programmes educational visits are undertaken by classes, usually once a term. These are a valuable extension of the class programmes and involve a large amount of work and organisation. Their value, however, is unquestioned with class programmes of teaching and learning related to the experiences before and after the trips. Parent/caregiver help on such trips is essential and offers of transport or supervision at these times are greatly appreciated.

Parents/caregivers offering transport are requested to provide seatbelts for all passengers and must have a current drivers' licence and car registration.

Classroom help

From time to time we ask parents/caregivers to help in school activities e.g. library, book maintenance, sports days, transport etc. Offers of assistance with in-class programmes such as reading, story writing or art and craft are also appreciated. If you feel that you might have some time to contribute to help in class please contact the teachers. We are very happy to provide guidance and/or training.

Complaints

Sometimes unnecessary worry can be caused by unfounded information or misinterpretation. If you ever have any concerns, please contact the classroom teacher about a classroom matter in the first instance.

If the matter is not resolved satisfactorily, please contact:

- the Team leader
- the Deputy Principal
- the Principal
- a member of the Board of Trustees

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Emergencies

Regular emergency drills are held in the school to ensure that we all know what they should do should a real emergency occur.

In the event of an emergency, e.g. earthquake, fire, children will remain at school, in the care of their teachers, until collected by their parent/caregiver.

Emergency contact information

Please notify the school office if you change your address, phone number, work address/phone number, emergency contact number or with any changed health issues

relating to your child. It is vital that we are able to contact you immediately, should the need arise, and our records need to be up to date, for your child's safety.

Enrolments

We are not able to enrol children before their fifth birthday. Please contact the school office to meet the principal before enrolment and fill in enrolment details before doing pre-visits if your child is turning five.

A birth certificate or passport must be produced when a child is enrolled at school. Evidence of New Zealand residency must also be produced for all immigrant children.

Pre-visits for children and parents prior to enrolment is most helpful for all children and especially those with no pre-school experience.

If you know of children who are prospective new entrant enrolments, please notify our school secretary in the office on (09) 8388603 or text 02108475283, alternatively you can go to our Glendene School website and send us a message through our website.

Events

During the school year children will be participating in a variety of events that include celebrating learning, cultural and sports events. You will be informed by newsletter when these events are to be held and you will be most welcome to attend and support us.

As a school we warmly welcome all parents/caregivers, grandparents and friends of the children to come along and join us on these occasions.



Glendene Parent Support Team

We have a fund-raising and school events parent committee called the Glendene Parent Support Team. This wonderful group of parents and teachers meet about twice a term to forward plan. You are most welcome to join us. Meetings are usually advertised to our school community via newsletters and reminder notices.

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Homework

Children in Kowhai Team will bring home a book to read with parents/caregivers/family each day. Please discuss the book with them and let them find any words they know. Sometimes the child will know the book well. Usually it is a book that has been read in class that day. Whatever the case, the book can be shared and enjoyed. Remember that reading is fun! Make it a happy experience.

From Year 3 onwards, homework tasks may include reading for pleasure, learning basic maths facts and/or spelling words and other work or research related to school studies.

If difficulties arise with homework, the attempt should be noted, the homework left and the student helped by the teacher the following day.

ICT (Information and communications technology)

We have computers in every classroom, sets of ipads and a computer suite adjacent to the library. These tools are available for children to use in their learning. Each student and parent needs to read and sign the Cyber safety use agreement before using the internet.

Library

The school library is very well stocked, attractively maintained and is a valuable teaching resource. Classes have opportunities to visit the library to read and enjoy the resources and to borrow books.

Children can come to our school library to:

- Find information in books or on the internet.
- Read magazines and books for pleasure.
- Get a book to take back to class and read.
- Listen to stories at lunchtime.
- Just sit quietly and relax.
- Display their work or read other students' work.
- See displays by other people.
- Play board games and puzzles.
- Use the computers in the computer suite.



A mobile library bus calls at our school once a week on Tuesdays from 12.45 – 1.40pm. Your child will need a Waitakere Libraries card to borrow books from the Mobile Library. You can get these cards directly from the Mobile Library Bus also.

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Lost property

Problems with lost property are solved much more easily if all items are named. Lost property is kept in Room 8 and parents/caregivers are welcome to look through it. Articles remaining in the box at the end of each term are given to Salvation Army or similar. Please name all your child's uniform and property if at all possible. We can help you with this if you ask at the office.



Lunches, Milk and Fruit in School

We do not currently have school lunches for sale, although we can supply lunch for any child who needs it. Any child without food can call at the office and let us know in the morning. We will then make sure that he or she has enough healthy food to eat, and enough to be able to learn and play for the day. We are a Kids Can school and receive food such as muesli bars, nuts and raisins from them for our children.



We are also A Milk in School school - so every child receives a small carton of chilled milk each day in class.

We also have fruit in schools - so every child receives fruit daily in class.

We encourage children to bring a healthy morning tea, lunch and drink, preferably water. We encourage children to take home uneaten lunches.

Our parent support team also run lunchtime sausage sizzle fundraisers from time to time. We keep party food and drinks for parties.

Newsletters

Newsletters are sent home regularly, usually fortnightly Tuesday, to inform parents/caregivers of school news, coming events and changes or developments in the school and to share information on student progress and achievement with you. You can also access the school newsletter on the school website or school app.

Office hours

Our school secretary Cecilia Faalili works from 8.30am until 4.00pm every day. She is very happy to help you as needed. If you need to contact Cecilia please ring (09)8388603 or text 02108475283 or go to our website and send us a message through our contact page.

Personal property

We discourage children from bringing toys, games, jewellery and valuable items to school.

Only money for stationery, trips, fundraising etc. should be brought to school. The school cannot take responsibility for money that is not handed in to the office for safekeeping.

Knives, any sort of weapons, even play ones, matches, lighters and fireworks are not to be brought to school under any circumstances. The safety of our children is paramount.

Physical Education

All children are expected to take part in the school's physical education/fitness programmes, including swimming in Term 1, unless a note is sent from home requesting that your child is excused for health reasons.

During swimming lessons the children are taught to float, kick and swim. They also learn survival skills in the water and how to use life jackets. We ask children to bring their swimming togs/towels every day during the swimming season.

Children wishing to play games on the fields during the winter term should have a complete set of old clothes to change into as they can get quite muddy. We ask children playing supervised contact sports, like rugby, to bring and use mouthguards for safety reasons.

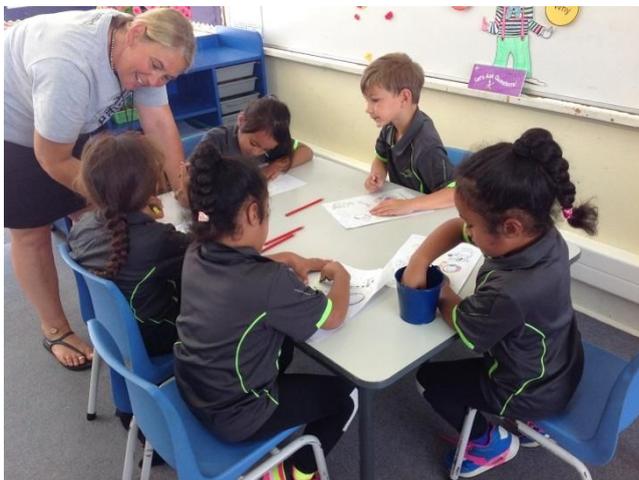
Please ensure that all clothing brought to school is clearly named.



Progress through school

Children progress through school according to their readiness and ability and it is not useful to compare one child's progress with that of another. Not only do children begin school at different times but they also progress, individually, at different rates. Emotional

barriers can be set up against learning if comparative, or unrealistic, demands are made of children before they are ready. Even children in one family have differing educational needs, abilities and learning rates.



Reading

The following are suggestions you may like to use when listening to your child read.

The Right Three

- The Right Time

10-15 minutes when neither you nor your child is tired, hungry or keen to do something else and when you can enjoy reading together four or five regular times per week.

- The Right Place

Choose a place as quiet, comfortable and as peaceful as possible, where you can be alone and free from interruption.

- The Right Book

Choose material that is interesting for the child and is not too difficult. Contact your child's teacher if you would like suggestions of books or would like to pick up some books to borrow.



What can your child do when he/she doesn't know a word?

- Go back to the beginning of the sentence.
Read again.
Say the first sound.

If he/she gets stuck again:

- Go back to the beginning of the sentence.
Read again.

Say the first sound, then...
Read on to the end of the sentence.

Now have a try:

- Does it make sense?
Does it look right?
Does it sound right?

We run a programme called **Reading Together** for parents of our newly enrolled 5 year olds each year.
Please ask Whaea Margot and Mr Burton.

Learning Meetings - Working Together

Parents/caregivers are encouraged to contact the school at any time during the year if they have any concerns regarding the progress of their children. If you would like a meeting with the classroom teacher please arrange a time, in advance, with the teacher involved.

Term 1

Picnic Day

Learning meetings – to talk about each student’s baseline achievements and agree on student’s individual learning goals for the term.

Welcome for new students, families and staff - Powhiri

Term 2

Teachers are available for contact at school, before/after school.

Please phone for a time if you wish for a meeting.

Mid-year reports home.

Learning meetings

Term 3

100 days of learning.

Teachers are available for contact at school, before/after school.

Celebration of Learning - Fiafia Day

Term 4

Celebration of learning

Please phone for a time if you wish for a meeting.

School end of year reports are sent home

Satellite classes

Glendene School is the host school for two satellite classes from Arohanui Special School.

The children in these classes have intellectual and, sometimes, physical disabilities but are able to receive their education in a semi-mainstreamed school setting.

We welcome these children, and their associated staff, to Glendene School as their presence adds a special dimension to our school.

Some children from the mainstream classes operate 'buddy' systems with the satellite class children to assist them with their integration. We all gain from the inclusion of our satellite classes within the structure of our school

School donations

The Board of Trustees has decided **not to ask for school donations for 2018** again. This was decided to be equitable to all of our parents and to try to ensure that all students have their stationery and their school uniform in Term 1.

We appreciate continued school community support with our usual fund raising events during the year.

School Grounds

Families are welcome to use the school grounds during out-of-school hours or hire the school hall for functions, when it is available. Contact our school office for more information. We ask parents/caregivers to accept responsibility for the behaviour of their children and the sensible use of our facilities.

Swimming pool

Unfortunately, due to misuse and damages incurred our school swimming pool is no longer open for public use during out of school hours, but our children use it daily during the first term.

Community hall / Community Hub

The Community Hall is used for church organisations and other groups. Casuals/groups wishing to hire the hall may apply to do so through the office.

There is also a fale outside the school hall.



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School hours

8.30am

School opens for children

8.50am	Fitness
9.00am	Classes begin
11.00 -11.40am	Morning tea break
1.00 -1.40pm	Lunch break
3.00 pm	Classes finish

We do not close early on wet days.

The school grounds are usually cleared at 3.15 pm. All children are expected to go straight home after school.

Parents are informed and permission requested if children are involved in after school activities.

School term dates and holidays 2018

Term 1	Wednesday 7 February - Friday 13 April
Term 2	Monday 30 April - Friday 6 July
Term 3	Monday 23 July - Friday 28 September
Term 4	Monday 15 October - Thursday 20 December

Statutory & other holidays in 2018

Waitangi Day	6 February
Good Friday	30 March
Easter Monday	2 April
ANZAC Day	25 April
Queen's Birthday	4 June
Labour Day	22 October

Skids After school care

SKIDS (Safe Kids in Daily Supervision) offer after school care at Glendene School from 3pm – 6pm weekdays. They provide afternoon tea, a homework club and a variety of fun activities. It is CYFS approved and some families may be eligible for a WINZ subsidy.

For more information email: healkids@gmail.com phone or text Sam on 0226577433 or book online through the AIMY booking system. Alternatively, you can contact Haydee on 0275381991 or 09 3924325.

Stationery

All stationery used in the classrooms may be bought at the office before school. We have

complete stationery packs, including pens, pencils and everything the student will need for the year. Stationery packs are sold at cost price so that every student can have their stationery as soon as possible. Costs for the stationery packs in 2018 are \$50 each.

Sun Sense

Our health teaching programmes make constant reference to the need for sun sense and the children are reminded to wear hats, shirts and sun-block creams when playing outdoors. The long sunlight hours we enjoy in Auckland make sun sense precautions at school particularly necessary. Please ensure that your children come to school with adequate protection from the sun. We strongly encourage our children to wear a hat when playing outside in the sun. School hats are available at the school office for \$14.00.

Traffic Safety

Many children are collected from school by parent/caregivers driving motor vehicles. Please avoid driving into the main school car park to collect or drop off children except in cases of emergency or disability, for safety reasons. The hall parking area may be used for this purpose.

We run programmes of pedestrian safety and have school patrols at the crossing before and after school. We also have parents who run the Walking School Bus, where children walk home together supervised.

When collecting children please park safely and be aware of the safety of our children on the roads and footpaths. If your children need to cross the road to your vehicle please ask them to do this by using the pedestrian crossing and obeying the instructions of our trained road patrol children.

The roadway immediately outside the school on Barrys Road is marked as a NO PARKING area. Parents/caregivers are asked to observe this for the safety of our children.

Road Sense

Children should know how to conduct themselves on their way to and from school. They should be aware of how to cross the road and on which side of the road to walk. Other safety reminders are:

- Look both ways before crossing the road.
- Walk home with friends, if you can
- Walk quickly across the road.
- Walk straight home from school, preferably with friends.
- Ask parents' permission before visiting or playing with friends after school.
- Children should be warned against going anywhere with strangers.

Road Patrols

Year 6 children, with teacher supervision and police training, operate the road patrol

crossing on Barrys Road every morning from 8.30-8.50am and afternoon from 3.00-3.10pm.

Parents/caregivers are asked to:

- Use the pedestrian crossing.
- Keep clear of the bus stop, main school entrance and No Parking areas near the pedestrian crossing.
- Not to call children from across the road.



Uniform

Glendene School has had a compulsory school uniform implemented since 2009. The full range of uniform and the price list is available from the school office, 8.30am – 9.00am each school day. Children must wear the full school uniform every day. They are asked to have long hair tied back neatly. Uniforms need to be named to avoid loss and unnecessary expense for parents.

We have Sports and Cultural Uniforms for teams and groups that represent our school at inter school events and performances. These are provided for the teams and collected after the events for washing and any mending. They do not usually come home with your child, but if they do please send them straight back to school. Thank you.

Please try to send your children to school with a school 'warrant of fitness.'
They need the following:

- Plenty of sleep.
- To have had breakfast and to bring healthy food for lunch.
- To come to school every day.
- To feel secure.
- To have a positive attitude.
- To be on time.



Please let us know if we can support you or help you in any way if things get difficult for you in any of the areas above. Contact the office and one of our staff members will be happy to assist.

We are happy to support our families and children in any way we can.

Thank You

