



Information Book

2022



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Welcome to Glendene School

Tenā koutou, talofa lava, ni sa bula vinaka, namaste, fakalofa lahi atu, mālo e lelei, As-Salaam-Alaikum and welcome to Glendene School. Our enthusiastic team is ready to work together with your tamariki/tamaiti and whānau/family to make your child's time at school happy and successful.

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

We strive to give Glendene School students many rich learning experiences during their time at Glendene School. You are their first teachers so we always begin by finding out who our students and their whānau/aiga are. If you have skills and talents you want to share with the children or to enrich our school/kura, please contact us.

We begin every year by learning about each other and our place - Ko Wai Au/Ko Wai Mātou/O ai a'u/O ai matou? Our first hui/fono of the year is at Cornwallis Beach where families and staff have the opportunity to get to know each other through talanoa.

We encourage you to come in and get to know us and what we do. In 2022 our learning for term 1 will be embedding our school values of look after yourself, look after others, look after our place. From term 2 onwards will be about Papatūānuku/Our Earth.

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 celebrations (whakanui/fiafia days) during the year where you can come in and see your children learning.

Please note there will be NO school fees in 2022.

We trust that your involvement with Glendene School will be an enjoyable one. We welcome you to the Glendene School whanau/aiga/family.

Ngā mihi nui/Soifua,

Sepora Mauigoa
Principal/Tumuaki



Glendene School Map



Glendene School Vision

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

Our Best Always - Tō Tātou Pai rawa i ngā wa katoā

The Glendene Gecko Way

Ko au, ko ia, ko tō tatou nei turangawaewae ka tiaki

Look after ourselves

Look after others

Look after our place

Manaaki mai, manaaki atu, manaaki te kura

What We Teach



We follow the New Zealand Curriculum and our curriculum reflects our people and our place grounded in Te Tiriti o Watitangi principles. There are opportunities for children to engage in rich learning experiences and to use their home/heart/heritage languages in and out of the classroom in all the learning areas.

The Gecko Learning Way

I know what I am learning (E mohio ana au i ngā pukenga ako)

I know why I am learning (E mohio ana au he aha te tūmomo akoranga)

I know how to learn (E mohio ana au he aha te tūmomo akoranga)

I know when to use my learning (E mohio ana ahau a hea ka whakamahio i ngā pukenga ako)

Staff 2022

Management and Leadership Team

Sepora Mauigoa	Principal
Ann-Maree Molloy	Deputy Principal and Senco/Reading Recovery Teacher
Bernice Schicker	Assistant Principal/Pohutukawa Team Leader
Ashley Williams	Nga Kākano Team Leader

Teaching Staff

Ashley Williams	Kākano Toru (Room 3)	Years 0/1
Moana Brown	Kākano Wha (Room 4)	Years 1/2
Jeanine Hohepa	Kākano Tahī (Room 1)	Years 2/3
Bernice Schicker	Pohutukawa Rima (Room 5)	Years 5/6
Lana Kiss	Pohutukawa Whitu (Room 7)	Years 3/4
Rasmita Patel	Pohutukawa Waru (Room 8)	Years 3/4
Liesel Morley	Reading Recovery Teacher	
Crystal Toluaki	Learning Support Co-ordinator	

Support Staff

Cecilia Vincent Apiata	School Secretary
Greg Middleton	Property Manager
Nicola Poliko	Teacher Aide
Kisa Maifala	Teacher Aide
Celeste Falesima	Teacher Aide
Sharon Talafaaoti	Teacher Aide
Melanie Hohua	Social Worker in Schools (SWIS)
Christine Bloome	Accounts (Ed Tech)

Arohanui School Teachers

Hamish	Teacher Room 12
Vicky Waters	Teacher Room 13

Board of Trustees

Sepora Mauigoa	Principal
Ann-Maree Molloy	Staff Trustee
Ruth Harman	Chairperson
Angela Salt	Deputy Chairperson
John Hitching	Parent Representative
Emma Muliaga	Parent Representative
Rita Ah Kau	Parent Representative
Cecilia Vincent-Apiata	Minute Secretary

Attendance

Children are required to attend school every day. The more children are at school the more chances there are for them to learn. We would like all our students to have 100% attendance as this will help greatly with their learning in school.

Absence

If your child is sick, or will not be attending school for some other reason, please let the school know as soon as possible. This is important so that we can quickly discover if a child has failed to arrive at school.

You can let the school know by phoning, texting, emailing or via the Skool Loop App.

School phone numbers: (09) 838 8603 or 021 0847 5283

School email: office@glendene.school.nz

School Loop App: Instructions on page 22 of this booklet.

Children who are absent for more than 3 days will need a medical certificate from the doctors. Please send a medical certificate to school with your child when they return to school or you can email or text the medical certificate through the above.

Late to School

If your child is late for school, please send them to the school office to sign in. This is to ensure that your child has arrived safely to school. Families will be notified if their child is not at school and we have not received a reason for absence.

Early Pick Up from School

If you need to collect your child before the end of the school day, please sign your child out at the school office via the school sign out system. You will receive a 'sign out ticket' to give to your child's teacher to show they have been signed out of school. Please note that all adults onsite must sign in at the school office.

Assemblies

A whole school assembly is usually held in the hall each week to celebrate good work and behaviour, and to share class work and achievements. Please note that assembly dates and times vary each year and you will be notified through our fortnightly newsletters. Parents/caregivers are welcome to attend these assemblies. Special assemblies for important events are held throughout the year. You will be notified when these happen. Newsletters will be sent out by email and in order for your child to go into the draw to win a prize at our assemblies, all you need to do is reply to the email and state that you have received and read our school newsletter.

Banking

School Banking is with ASB. Please see Cecilia in the school office if you are interested in opening an account for your child/ren through school banking. Application forms are available in the school office which you must return to school when completed. ASB will send starter packs to school for children who have applied.

Behaviour Management (The Glendene Gecko Way)

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 for learning (PB4L), 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 learn how to make a plan to put things right if they cause a problem.

Behaviour Management steps-The Gecko Way

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 to help me 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.
- I will meet with a teacher to help put things right.
- My parents will be contacted.

Please contact the school office if you have any concerns.

Look after Yourself, Look after Others, Look after Our Place

Rewards

Ka Pai tickets, wristbands with values

- We are working towards children being intrinsically motivated, however, we have a range of rewards and ways of acknowledging the behaviour we want to encourage and the character we want to build.
- Our older students are encouraged to be role models and leaders for younger students in these areas - tuakana teina.

Certificates and Awards

- These are given in class and at 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.



Board of Trustees

The Board of Trustees meets in the school staffroom week 4 and 8 each term (Tuesday 6.30pm). Upcoming meetings are usually advertised in the school newsletter.



Parents/caregivers are welcome to attend the Board meetings. Please notify the school office if you wish to attend our Board of Trustees meetings. Visitors may, very occasionally, be asked to leave the meeting in order that sensitive matters may be discussed by the Board, 'In Committee'.

Any person who attends any of the Board of Trustees meetings will have no speaking rights unless a movement is made.

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

Board elections are every three years. The next elections will be held in 2022.

Books in Homes

Glendene School is sponsored by Owens Transport and our 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 all our children receive free books to take home to read, share and keep.

Children's Health

Illness at School

In line with Covid-19 protocols if your child is unwell at school you will be asked to collect your child from school.

All teachers are able to administer basic First Aid and attend to minor injuries. Our school secretary and Deputy Principal have a current First Aid certificate. In the case of a serious illness or injury, an ambulance will be called and you will be notified.

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

- If a child vomits at school or if they have a cold/flu, they are expected to stay home for 48 hours or until they are well to help prevent the illness from spreading.
- If your child needs to be given medication during the school day, please sign a medication form which gives the school permission to administer their medication. **This is a legal requirement.**
- If it is considered that your child requires professional (but non-emergency) medical assistance, a staff member will take your child to the nearest doctor if you and your emergency contacts cannot be contacted.
- Please note that the school does not have paracetamol on the school grounds for the students. Families must sign the permission form for the school to administer paracetamol and provide paracetamol for their child.

Infectious Diseases & Illnesses

Please see the link below for details about infectious illnesses and the required period of exclusion from school: <http://www.health.govt.nz/your-health/conditions-and-treatments/school-exclusion>

Please note that a medical clearance or certificate will be required from the doctors for your child to return to 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 the patient is 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

Head lice is a nationwide problem in all schools throughout New Zealand. A head lice form will be sent home to families if a case of head lice has been reported to the school. Head Lice treatment and combs are available from the school office free of charge. Please contact the office if you need the treatment and comb.

Health Specialists

We contact our Public Health Nurse if we need her assistance. Families will be contacted if we need to refer your child for any medical reasons.

Vision and hearing tests are carried out for new enrolments. Permission is required for this testing and forms will be sent home if they haven't already been signed when your child was enrolled. If your child is tested and needs to be referred, a note will be sent home from the Vision and Hearing nurse.

The school dental mobile clinic will visit our school approximately once or twice a year. The mobile Dental unit is normally located in the car park by the office when they are at school. If your child needs to see the dentist urgently, please call (09)837-9133.

Classroom Help

From time to time, we ask parents/caregivers to help with school activities eg. 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 school office. We are very happy to provide guidance and/or training. Please note that all volunteers will be police vetted and you will need to show us your Covid-19 vaccination certificate to show you are fully vaccinated.

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 school office and she will happily refer you to the right person as below:

- The Team leader
- The Deputy Principal
- The Principal
- A Board Trustee

School contact - Email: office@glendene.school.nz, Phone: (09)8388603, Mob: 02108475283

Cultural Groups

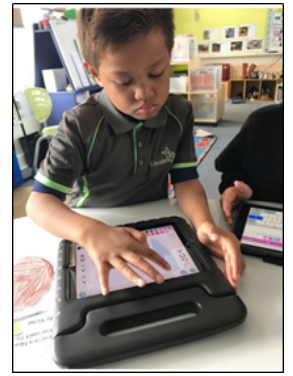


Children are encouraged to participate in our multicultural groups. Our culture groups perform at West Auckland events in term four and at our school end of year events.

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

Digital Technology

We have computers in every classroom, sets of ipads, chrome books 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.



Seesaw

Seesaw is a simple way for teachers and students to record and share what's happening in the classroom. Seesaw is a place where students and teachers can keep a record of students' learning. When there are new posts or messages, you'll be notified and can see what's new! Seesaw is private. You'll only see posts created by your child. Seesaw has been our main online learning platform our students and teachers use during lockdown. Please go to the Glendene School website for instructions about how to download the Seesaw app.

Sunshine Classics



Sunshine Classics offers a range of levelled reading books and literacy activities online which your child can access through their own username and password. Your child's teacher will assign books for your child to read, according to their reading level, which they can read at school and at home too. Sunshine Classics is a great online resource to increase your child's reading mileage.

Emergencies

- Regular emergency drills are held at school to ensure that we all know what to do should a real emergency occur.
- In the event of an emergency, eg. earthquake or fire, children will remain at school, in the care of their teachers, until they are collected by their parents/caregiver.
- Please note that in the event of a **Lock Down**, the **school website** is your main source of information. Please do not ring the school during lockdown drills or an actual lockdown. All communication will be through email or the school website.

Emergency Contact Information: Please notify the school office if you change your address, phone number, work address/phone number, emergency contact number or if there are any changes in health issues relating to your child. It is vitally important that our records are kept up-to-date at all times so that we can contact you immediately should the need arise.

Outside of School Hours

- If you become aware of an emergency outside of school hours, please phone the emergency services on 111.
- If you become aware of a non-emergency issue e.g. vandalism outside of school hours, please phone the police on their non-emergency number, 105.

Enrolments

We are not able to enrol children before their fifth birthday but if your child is turning five, please contact the school office two months prior to their birthday to arrange an enrolment interview with our principal.

- A pre-enrolment form will be sent out before your enrolment interview. Once this is completed an enrolment interview with the principal or deputy principal will be booked by the secretary.
- At your enrolment interview you will be able to discuss any concerns or particular needs of your child in order to ensure a smooth transition to school life.
- Your child may have up to four class visits before they start school. These class visits are helpful for all children to help them transition into their class.
- To enrol your child at school, you will need to show a NZ birth certificate or passport, or proof of New Zealand residency if born outside of New Zealand. Children will not be able to start school if we have not received their proof of identity.
- An Immunisation Certificate must also be produced to show that your child is up-to-date with their immunisations. Children will not be able to attend school if we do not receive proof of identity.

Please contact Cecilia, in the school office, if you have a child who is turning 5 years old if you would like them to be enrolled at Glendene School. Please phone (09) 8388603 or text 02108475283, or email office@glendene.school.nz . You may also like to go to our Glendene School website www.glendene.school.nz for more information.

Events

During the school year, children will be participating in a variety of events that include celebrating learning, cultural and sporting 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, family and friends of the children to come along and join us on these occasions. Photos will be on our website under Gallery for events throughout the year.

Free School Lunches & Fruit in School 2022



Glendene School is a part of the Government's Ka Ora, Ka Ako healthy free lunches programme. **Eat My Lunch** will provide lunch for each child in the school. If your child has special dietary requirements or religious

requirements for e.g allergies or halal, please let the school office know so that your child can receive the correct lunch.

We are also a part of the **Fruit in Schools** programme. Fresh fruit is delivered to the school weekly so that your child can have fresh fruit everyday.

We have a **Breakfast Club** at School in the Heke Hub. The breakfast club opens at 8.30am every morning and closes at 8.50am. Breakfast is the most important meal of the day which helps your child to focus on their learning at school and helps to improve cognitive function particularly memory, attention and helps them to focus on their learning.

Glendene School Facebook

Glendene School has a closed Glendene School Facebook page for whānau of students currently attending our kura.

Glendene Parent Support Team

We do not currently have a Parent Support Team. We would love our parent support team to help organise fundraising for the school and help to set up school events like prizegiving. If you feel that you are capable of forming a parent support team for Glendene School please contact Cecilia in the school office for more information.

Homework

Children in Kākano (formerly Kowhai) 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 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.

If you have any questions or would like to enquire about your child's homework, please ring the school office and make an appointment to see your child's teacher before or after school. Teachers have different methods for homework, so talking with your child's teacher will help you to understand more about your child's homework.

Learning Meetings

Formal Learning Meetings (Teacher/Child/Whānau)

Our formal Learning Meetings are held twice a year at Glendene School. These meetings are booked through our Skool Loop App. Instructions on how to download this app will be found on page 21 of this booklet. Please read below for the purposes of our formal Learning Meetings.

1. Term 1: Our start of the year learning meetings are held in term 1. The purpose of our Start of the Year Learning Meetings is for the teacher, child and parents/caregivers to get to know each other and agree on the next steps for learning and sharing learning goals.
2. Term 2: Our mid-year learning meetings are held in term 2. The purpose of our mid-year Learning Meetings is to inform you of your child's learning progress and achievements and what the next steps for learning will be for your child.

Informal Learning Meetings – (Please see events below):

Term 1: Powhiri, School Picnic to Cornwallis Beach, Start of year learning meetings



Term 2: Mid-year reports are sent home

Term 3: Celebration of Learning - Whakanui/Fiafia Day

Term 4: End of year reports are sent home, Minor and Major Prizegiving, Year 6 graduation.

Parents/caregivers are encouraged to contact the school at any time during the year if they have any concerns regarding the progress of their child. If you would like a meeting with the classroom teacher, please arrange an appointment through the school office.

Library

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

Children can come to our school library to:

- Find information in books.
- Read magazines and books for pleasure.
- Listen to stories at lunchtime.
- Just sit quietly and relax.
- Display their work.
- Read other students' displayed work.
- Play board games and puzzles.
- Use the computers with permission.



The **Mobile Library Bus** calls at our school twice a term. All children enrolled at Glendene School will automatically be enrolled through the school and a library card and information sheet will be sent home. If you do not wish for your child to be enrolled with the Mobile Library Bus through school, please contact the school office. Books taken out from the mobile library bus will be kept at school to read.

Lost Property

- Please name all of your child's clothing and property. We can help with this if you ask at the office. Named items can more easily be returned to your child if they are found.
- Lost property is kept in the cloak bay outside Room 8. You are welcome to look through it to find your child's lost items.
- Items remaining in the box at the end of each term are given to the Salvation Army or similar.
- Please remind your child to be responsible with his/her belongings.



Newsletters

School newsletters will be emailed to families every fortnight. Newsletters will also be found through the Skool Loop app and on our Glendene School website under Newsletters.

Office Hours & Contact Details

The school office is open from Monday to Friday from 8.30am to 4.00pm for all enquiries.

Email: office@glendene.school.nz, Phone: (09) 8388603 or Text: 021 084 75283.

Personal Property

- Please do not send your child or children to school with toys, games, jewellery and valuable items.
- Knives, any sort of weapons (even play ones), matches, lighters and fireworks are not to be brought to school under any circumstances. Families will be contacted if a child has brought a weapon to school. This is for the safety of children and staff.

Physical Education



All children are expected to take part in the school's physical education and fitness programmes, including swimming, as this is an important part of the school curriculum.

Sports clothes & Mouth Guards

- 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 that children playing supervised contact sports, like rugby, bring and use a mouth guard for safety reasons.
- Please ensure that all clothing brought to school is clearly named.

Swimming

- In Term 1, all children must take part in swimming lessons at school in our school pool as this is part of our curriculum. **Duck n Dive** run swimming lessons for Years 3-6. They are taught how to float, kick and swim, and water survival skills including how to use a life jacket.
- In Term 1, our children are also able to enjoy a lunchtime swim in exchange for a gold coin donation.
- All children are expected to participate in swimming lessons unless they provide a medical certificate excusing them due to health reasons.
- Children must bring their togs and towel to school every day during Term 1.



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 emotional needs, abilities and learning rates.

Reading

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

The Right Three

1. The Right Time

10-15 minutes (four to five times per week) when neither you nor your child are tired, hungry or keen to do something else so that you can enjoy reading together.

2. The Right Place

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



3. The Right Book

Choose material that is interesting and not too difficult for your child. 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. Our Learning Support Co-ordinator will be running this programme. Please ring Cecilia in the school office for more information.

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 our 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 Docs

Please use this link <http://glendene.schooldocs.co.nz/> to see the policies and procedures that guide how Glendene School is run. We encourage families to read these policies and procedures. The username is **glendene** and the password is **gecko**.



School Donations

The Glendene School Board of Trustees decided to opt into the Government's Donation Scheme which means that **Glendene School will not ask for school donations in 2022**. We appreciate, however, the continued support of our school community with our fundraising events that happen during our school year.

It is hoped that the Donation Scheme will help our families ensure that their children have their stationery and school uniform in Term 1.

School Grounds

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

School Pool

Unfortunately, due to misuse and damage incurred, our Glendenen School Board of Trustees has made the decision that our school swimming pool is no longer open for public use out of school hours.

School Hall, School Hub & Fale

The School Hall is used for church organisations and other groups every weekend. Casuals/groups wishing to hire the hall may apply to do so through the school office on availability. We are very fortunate to have a fale built onsite outside the school hall.

School Hours (8.50am to 3.00pm)

Bell Times as below: (We do not close early on wet days)

8.30am	Classroom open for children
8.50am	Get ready for learning
9.00am	Classes begin for the day
11.00am - 11.40am	Morning Tea
1.00pm - 1.40pm	Lunchtime
3.00pm	School finishes for the day

The school grounds are usually cleared at 3.15pm. 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 Trips

Classes undertake educational trips as a valuable extension of their class programmes. All children are expected to attend these trips as they are part of the curriculum.

School/class trips involve a great deal of work and organisation and parent/caregiver help is usually essential on such trips. Offers to help with transport, supervision and other support is greatly appreciated. Parents/caregivers offering transport must be able to provide seatbelts for all of their passengers and the driver must have a current drivers' licence and car registration.

Education Out of The Classroom EOTC Blanket Consent permission form

At the beginning of each school year, parents/caregivers will be asked to sign an EOTC Blanket Consent Form which will give permission for your child to attend local area trips. If there is a trip that is out of our local school area, you will be asked to sign a permission slip for that particular trip. The permission slip will be sent home with your child to be returned before the trip.

Skool Loop App



Glendene School has a school app “**SKOOL LOOP**”. Please download this app to receive all school communication and information.

To download the Skool Loop App, go to the Google Play & App Store, search Skool Loop, install it and select Glendene School. If you need more information, contact the school office on (09) 8388603 or 021 0847 5283.

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 child/ren come to school with adequate protection from the sun. School hats may be purchased at the school office.

Traffic Safety

Many children are brought to and collected from school by parents/caregivers driving motor vehicles. For safety reasons, please avoid driving into the main school car park near the office to drop off or collect children, except in cases of emergency or disability. Please use the car park by the school hall.

When collecting children, please park safely and be aware of the safety of our children on the roads and footpaths. **If your child/ren 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 straight home after school, preferably with friends.
- Walk quickly across the road.
- 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 8.30am to 8.50am and afternoon from 3.00pm to 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.



Walking School Bus

If you would like to start a Walking School Bus route, please contact Cecilia in the school office.

Term Dates 2022

Term One

Tuesday 1 February	Teacher Only Day
Wednesday 2 February	Staff Only Day
Thursday 3 February	<u>School open for ākonga/students</u>
Friday 11 March	WAPA 2020 Teacher Only Day
Thursday 14 April	Staff Only Day
Friday 15 April	School closed for Term 1 and Easter Holiday

Term Two

Monday 2 May	Term 2 starts
Monday 6 June	Queen's Birthday
Friday 8 July	Term 2 ends

Term Three

Monday 25 July	School open for ākonga/students
Friday 30 September	Term 3 ends

Term Four

Monday 17 October	School open for ākonga/students
Monday 24 October	Labour Day
Friday 16 December	School closes - Term 4 ends

Uniform & Stationery

Uniform

Glendene School students must wear our Glendene school uniform. The full range of uniform and the price list is available from the school office and the school website. Children must wear the full school uniform every day. They are asked to have long hair tied back neatly. Please name all uniform items to help children look after their belongings.

We have Sports and Cultural Uniforms for teams and groups that represent our school at inter-school events and performances. These are provided for by the school for the teams and collected after the events for washing and any mending. These uniforms must be returned to school after use. If your child has worn the multicultural uniforms home after an event, please send the uniforms to school the next school day.

Stationery

All stationery packs are available only through the school office. These packs are carefully selected by your child's teacher for your children's learning. Your child must have a stationery pack at the beginning of the year so that they can start their learning.

Stationery pack prices may vary each year . **Please remember to check with Cecilia what the stationery costs will be for the year before submitting your quote through WINZ.**

Glendene School will not be able to refund the difference if the quote you have supplied to outside agencies (e.g. Winz or Variety) is more than the actual cost

Uniform & Stationery List as below:

Grey Polo Shirt Size 4 - 3XL  \$37.00	Polar Fleece Jumper  Size 6 – 16 \$42 Size XS – 4XL \$44	School Cap & Bucket Hat One size fits all  \$16 each	Junior Stationery Pack  \$40.00	Senior Stationery Pack  \$30.00
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WINZ quotes are available from the school office. For a quote to be emailed to you, please email office@glendene.school.nz with items you would like on your quote.

Volunteering


If you would like to volunteer at Glendene School, please see Cecilia in the school office. Volunteers are welcome anytime. Please note all volunteers are required to be police vetted. You will also need to show us your Covid-19 vaccination certificate to show you are fully vaccinated.

Warrant of Fitness for Children

Please try to send your child/ren to school with a school 'warrant of fitness' (plenty of sleep, breakfast, positive attitude, be on time)



Please let us know if we can help or support you if things get difficult in any of the areas above. Our staff are happy to assist but we also have a Social Worker who comes into our school each week to assist children and their families with difficulties or issues. Please contact the school office if we can be of any assistance, or if you would like to be referred to our Social Worker or Counsellor. We will try to support you anyway we can.



Glendene
SCHOOL
"OUR BEST ALWAYS"

**Nga whai painga o Te Kura o
Onewherowhero**
Glendene School Values

'Ko au, Ko ia, Ko tō tātou nei turangawaewae ka tiaki'

Look after yourself
Look after others
Look after our place

Te Kura o Onewherowhero
Glendene School

'Ko to Tātou pai rawa I ngā wā katoa'
Our Best Always

