



Information Book

2021



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Welcome to Glendene School

Tenā koutou, talofa lava and welcome to Glendene School. Our enthusiastic team is ready to work together with your tamariki and whānau/family to make your child's time at school happy and successful.

Our school vision is together, the 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 are. If you have skills and talents you want to share with the children or to enrich our school, please contact us.

We begin every year by learning about each other and our place - Ko Wai Au/Ko Wai Mātou. 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 2021 our learning for term 2 will be embedding our school values of look after yourself, look after others, look after our place. From term 3 onwards will be about Ahi/Fire.

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 2021.

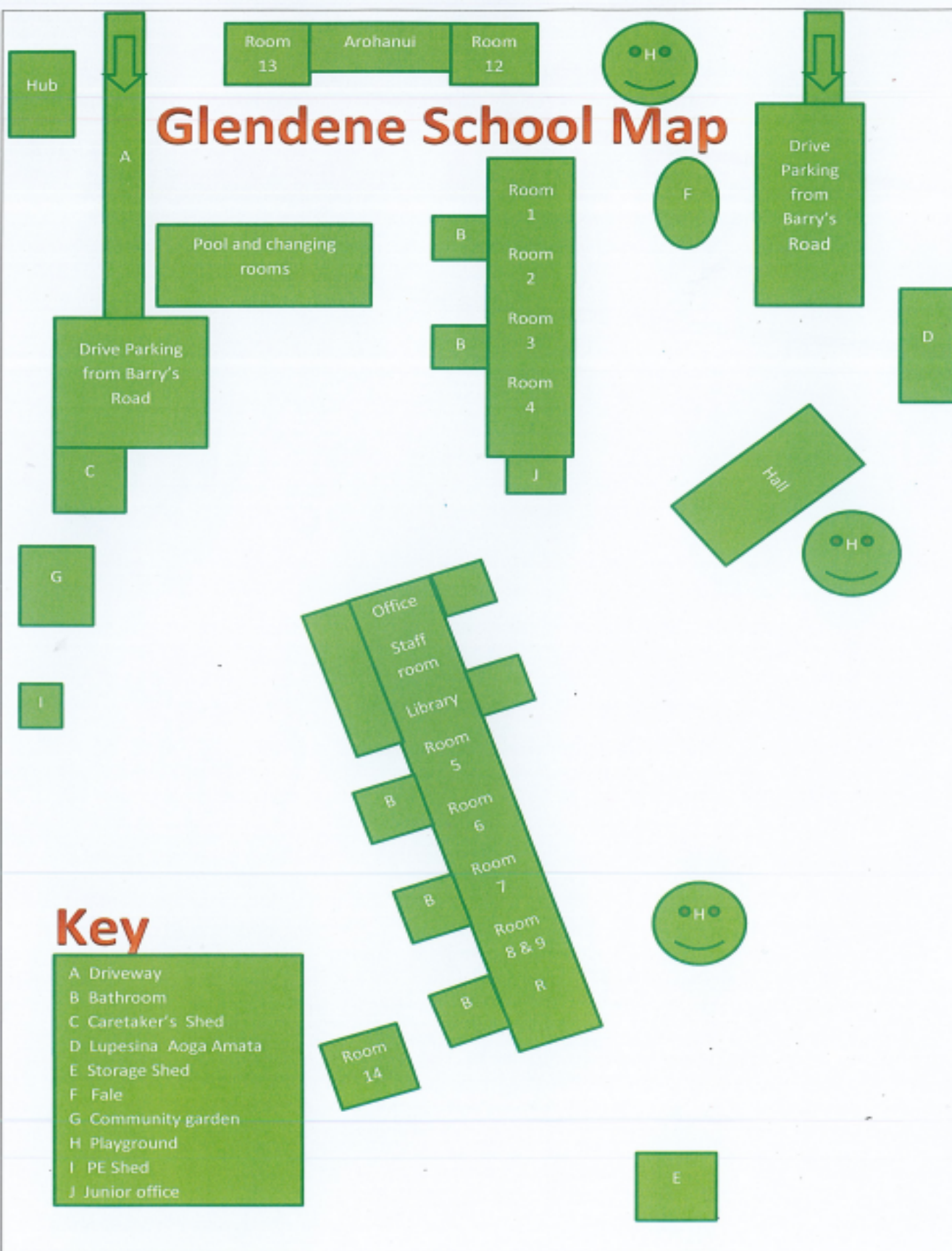
We trust that your involvement with Glendene School will be an enjoyable one. We welcome you to the Glendene School whanau/aiga/family.

Ngā mihi nui,

Sepora Mauigoa
Principal



Glendene School Map



Glendene School Vision

Together, Glendene School 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

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 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 2021

Management and Leadership Team

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

Teaching Staff

Ashley Williams	Kākano Tahi (Room 1)	Years 0/1
Moana Brown	Kākano Rua (Room 2)	Years 1/2
Jeanine Hohepa	Kākano Wha (Room 4)	Years 2/3
Bernice Schicker	Pohutukawa Rima (Room 5)	Years 5/6
Shelley Latimer	Pohutukawa Ono (Room 6)	Years 4/5/6
Lana Kiss	Pohutukawa Whitu (Room 7)	Years 3/4
Rasmita Patel	Pohutukawa Waru (Room 8)	Years 3/4
Liesel Morley	Reading Recovery Teacher	
Liz Cassidy	Learning Support Coordinator	

Support Staff

Cecilia Vincent Apiata	School Secretary
Greg Middleton	Property Manager
Nicola Poliko	Teacher Aide
Kisa Maifala	Teacher Aide
Celeste Falesima	Teacher Aide
Adrianna Morrison	Teacher Aide
Lisette Bech	Teacher Aide
Sharon Talafaaoti	Teacher Aide
Hannah Kift	Social Worker in Schools (SWIS)
Christine Bloome	Accounts (Ed Tech)
Claudia Sutherland	Counsellor

Arohanui Special School Teachers

Jodi Barry	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
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 the 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, they must come to the school office to get a 'late slip' to give to their teacher. This is to ensure that we know who is at school at all times, for safety reasons.

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 'signed out ticket' to give to your child's teacher so show they have been signed out of school.

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 notify families with instructions on School Banking.

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 need to make a plan to put things right if they cause a problem.

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 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.

We also use KidPower and Innerfit Character Building.

Bullying is not tolerated at Glendene School. 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 3 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, 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

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 a current First Aid certificate. In the case of a serious illness or injury, an ambulance will be called and you will be contacted.

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 they are expected to stay home the following day 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 hold paracetamol on the school grounds for the students.

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>

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.

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 at our school office for the whereabouts of this mobile clinic, if your child needs to visit at other times of the year.

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 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

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 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.

Digital 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.

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. 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 parent/caregiver.
- Please note that in the event of a Lock Down the school website is your main source of information.

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 eg 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.

- At your meeting with the principal, you'll 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 but especially for those who have not attended preschool
- 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. 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 and you would like them to enrol at Glendene School. Please phone/text the school on (09) 8388603 or 021 0847 5283, or email office@glendene.school.nz . You may also like to go to our Glendene School website 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 2021

Starting in 2021, Glendene School children will each receive a free, healthy lunch through the Government's Ka Ora, Ka Ako healthy free lunches programme for school children.

Eat My Lunch will provide each child with a healthy lunch each day so please let the school know if your child has any particular dietary requirements eg, vegetarian, dairy free.

Please note that there will no longer be Milk in Schools or Kids Can food as in previous years but every child will continue to receive a piece of fruit each day through the Fruit in Schools programme.



Glendene Parent Support Team

We do not currently have a Parent Support Team. If you feel you would like to help the school by forming a parent group and helping to fundraise or helping out with events at the school, please contact 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.

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 child. If you would like a meeting with the classroom teacher, please arrange a time, in advance, with the teacher involved.

Learning Meetings take place twice a year. In 2021, Learning Meeting times will be arranged through the Skool Loop App. Notices will be sent out ahead of time with all the relevant information.

Term 1

- Cornwallis Beach Picnic Day
- Learning meetings - to talk about each student's baseline achievements and agree on student's individual learning goals for the term.
- Powhiri - to welcome new students, families and staff.



Term 2

- Teachers are available for contact at school (before/after school). Please phone for a time if you would like a meeting.
- Mid-year reports are sent home.
- Learning meetings.

Term 3

- Teachers are available for contact at school (before/after school).
- Celebration of Learning - Whakanui/Fiafia Day.

Term 4

- Teachers are available for contact at school (before/after school)
- End of year reports are sent home
- Prize Givings

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 or on the internet.
- Read magazines and books for pleasure.
- Get a book to take back to class to read.
- 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 in the computer suite.



The mobile library bus calls at our school approximately every two weeks. All children enrolled at Glendene School will be issued with a mobile library bus card which will be sent home once the school receives it. More information will be sent home with the library cards. 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

Our school newsletters are produced every 2 weeks. The school newsletter will be sent via email, and can be viewed through the Glendene School website or the Skool Loop App. Notices and reminder notices can also be viewed via these digital platforms. From 2021, we will no longer be sending home paper newsletters.

Office Hours & Contact Details

- The school office is open from Monday to Friday from 8.30am to 4.00pm.
- Please contact the school office if you have any enquiries.
- Contact details: phone (09) 8388603, text 021 0847 5283 or email office@glendene.school.nz.

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 into the office for safekeeping. Families will be contacted if their child comes to school with a large amount of money.
- 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 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 our children take part in **Duck n Dive** swimming lessons in our school pool. 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.



Community Swimming

We have a trial period only for the month of March 2021. If you are interested in purchasing a week's pass for 1. \$10 for your family - 2 x Adults & 3 or more x Children or 2. \$5 for 1 adult & 2 children. These will be available from the school office from tomorrow Tuesday 16 March for the month of March only – there are limited numbers. You must purchase a pass to gain entry, without a pass you will not be able to enter.

There will be a contract for you to sign and comply to the rules.

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 Liz Cassidy will be running this programme. Please ask Liz Cassidy or 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 2021**. 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. There is also a fale outside the school hall.

School Hours

8.30am	School opens for children
8.50am	Get ready for learning
9.00am	Classes begin
11.00am - 11.40am	Morning tea break
1.00pm - 1.40pm	Lunch break
3.00pm	Classes finish

We do not close early on wet days.

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 Term Dates and Holidays 2021

Term 1	Wednesday 3 February to Friday 16 April
Term 2	Monday 3 May to Friday 9 July
Term 3	Monday 26 July to Friday 1 October
Term 4	Monday 18 October to Thursday 16 December

Statutory Holidays and Teacher Only Days 2021

Auckland Anniversary Day	Monday 1 February
Teacher/Staff Only Day	Tuesday 2 February (the School Office is open)
Waitangi Day	Monday 8 February
WAPA 2020 Teacher/Staff Only Day	Friday 12 March
Kahui Ako Teacher/Staff Only Day	Thursday 1 April
Good Friday	Friday 2 April
Easter Monday	Monday 5 April
Easter Tuesday	Tuesday 6 April
ANZAC	Monday 26 April
Queen's Birthday	Monday 7 June
Teacher/Staff Only Day	Tuesday 8 June
Labour Day	Monday 25 October
Teacher/Staff Only Day	Monday 15 November

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.

Skids After School Care Programme



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. The SKIDS programme has OSCAR Approval status so you may be eligible to receive a WINZ subsidy.

For more information go to <https://www.skids.co.nz/locations/glendene/>, phone 0800 274 172 or email glendene@skids.co.nz.

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 then select Glendene School. If you need more information, contact the school office on (09) 8388603 or 021 0847 5283.

Stationery

All stationery packs are available only through the school office. These packs are carefully selected by your child’s teaching for your children’s learning. Stationery packs are \$50 each which will include any extra stationery that your child will require during the year. Your child must have a stationery pack at the beginning of the year so that they can start their learning.

WINZ quotes are available from the school office. For enquiries, please contact the school office.

Sunsense

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.

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 and the school website. 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.

Volunteering

If you would like to volunteer at Glendene School, please see Cecilia in the school office. Volunteers are welcome anytime.

Warrant of Fitness for Children

Please try to send your child/ren to school with a school 'warrant of fitness'.

They need the following:

- Plenty of sleep.
- To have had breakfast.
- 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 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 and Counsellor who come 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 are always happy to support our children and families in any way we can.

Thank you.

