



Information Book

2025



60 Barrys Road, Glendene, Auckland 0602

Phone: 09 8388603

Mobile: 021 0847 5283

Email: office@glendene.school.nz

Website: www.glendene.school.nz

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For all enquiries regarding the Information Booklet for 2025, please contact the school office by
Email: office@glendene.school.nz, Phone: (09)8388603 or Text: 02108475283.

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 dedicated team is ready to work together with your tamariki/tamaiti and whānau/aiga/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/family 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/what makes me happy. Our first hui/fono/meeting of the year is at Cornwallis Beach where whānau and staff have the opportunity to get to know each other through talanoa/talking.

We encourage you to come in and get to know us and what we do. In 2025 our learning for term 1 will be embedding our school values of look after yourself, look after others, look after our place. Our learning theme this year will be The Wind/Te Hau.

We have learning hui with students, teachers and parents twice a year where we talanoa about how our ākonga/learners are progressing. We have a short midyear report at mid-year and a longer written report at the end of the year. We also have other learning celebrations during the year where you can come in and see your children's learning in action.

Please note there will be NO school fees in 2025.

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



Ngā mihi nui/Soifua
Ann-Maree Molloy
Principal/Tumuaki

Glendene School (1293)

Enrolment Scheme

Effective from Term 1 2023

The guidelines for development and operation of enrolment schemes are issued under Schedule 20 section 4 of the Education and Training Act 2020 (formerly section 11G (3) of the Education Act 1989) for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

Home Zone

All students who live within the home zone described below and/or shown on the attached map shall be entitled to enrol at the school.

Starting at the intersection of Great North Road and Hepburn Road, travel northwest along Great North Road (4135-4263 odd addresses included) to Kirby Street. Travel east along Kirby Street (both sides included) to Glendene Avenue. Travel northwest along Glendene Avenue (both sides included) to Crystal Avenue. From Crystal Avenue (both sides included) follow the coastline east towards Sabulite Road. Travel southwest along Sabulite Road (42 and below even addresses included; Rerewai Place and St Leonards Road excluded) to Great North Road and back to the starting point.

All residential addresses on included sides of boundary roads and all no exit roads off included sides of boundary roads are included in the zone unless otherwise stated.

Proof of residence within the home zone will be required.

Each year, applications for enrolment in the following year from in-zone students will be sought by a date which will be published in a daily or community newspaper circulating in the area served by the school. This will enable the board to assess the number of places which can be made available to students who live outside the home zone.

Special Programmes

This priority category is not applicable at this school because the school does not run a Special programme approved by the Secretary.

Out of Zone Enrolments

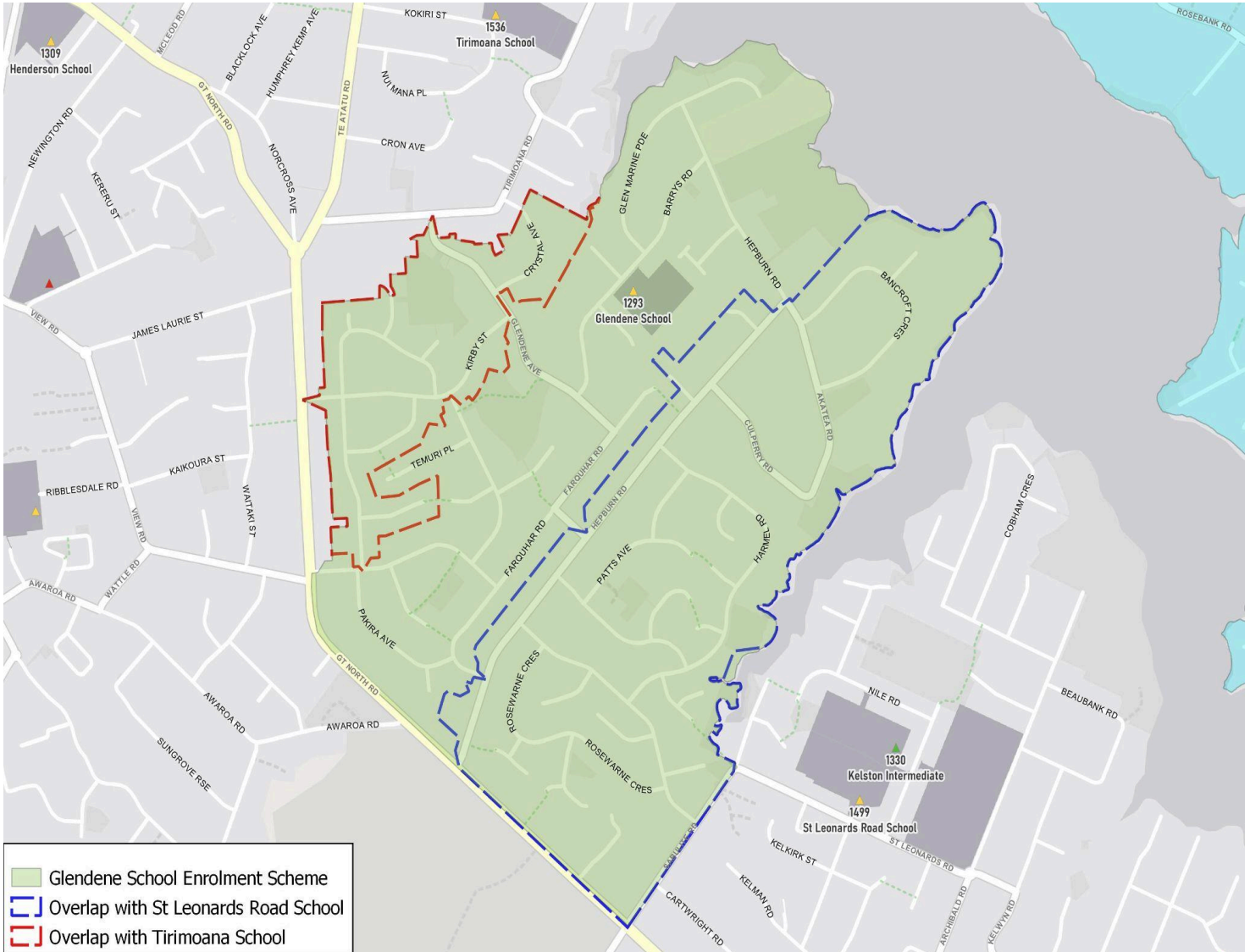
Each year the board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:

First Priority will be given to students who have been accepted for enrolment in the following special programme(s) run by the school and approved by the Secretary for Education. *This priority category is not applicable at this school because the school does not run a special programme approved by the Secretary*

Second Priority will be given to applicants who are siblings of current students.

- Third Priority** will be given to applicants who are siblings of former students.
- Fourth Priority** will be given to any applicant who is a child of a former student of the school.
- Fifth Priority** will be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school.
- Sixth Priority** will be given to all other applicants.



If there are more applicants in the second, third, fourth, fifth, or sixth priority groups than there are places available, selection within the priority group must be by ballot conducted in accordance with instructions issued the Secretary under Schedule 20 section 4 of the Education and Training Act 2020 (formerly section 11G (3) of the Education Act 1989).

Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.



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)



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





Glendene School Fa'a Samoa

Puipui malu i tatou
Look after yourself
Puipui malu isi
Look after others
Puipui malu lau aoga
Look after our place



Tausili i le mea silisili
'Our Best Always'

Staff 2025

Leadership Team

Ann-Maree Molloy	Acting Principal
Bernice Schicker	Acting Deputy Principal
Ashley Williams	School Leader

Teaching Staff

Ashley Williams	Rua (Room 2)	Years 0/1
Rasmita Patel	Toru (Room 3)	Years 2/3
Jeanine Hohepa	Wha (Room 4)	Year 2
Moana Brown	Ono (Room 6)	Years 3/4
Shelley Latimer	Whitu (Room 7)	Years 3/4/5/6
Valuaki Taylor	Iwa (Room 9)	Years 4/5/6
Crystal Toluaki	Learning Support Co-ordinator	

Support Staff

Cecilia Vincent Apiata	School Secretary
Greg Middleton	Property Manager
Nicola Poliko	Kaiawhina/Teacher Aide
Kisa Maifala	Kaiawhina/Teacher Aide
Sharon Talafaaoti	Kaiawhina/Teacher Aide
Joanna Tavai	Reliever Kaiawhina/Teacher Aide
Folole Tolai	Social Worker in Schools (SWIS)
Christine Bloome	Accounts (Ed Tech)

Arohanui School Teachers

Alicia Tereanu	Teacher Room 12
Susan Joseph Naidu	Teacher Room 13

Board of Trustees 2023

Ann-Maree Molloy	Principal
Ashley Williams	Staff Trustee
John Hitchings	Elected Representative
Rita Ah Kau	Parent Representative
Gary Sharma	Parent Representative
Eriina Kea	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 Etap My School App.
Please contact the school office for an email to be sent out to you to join this app.**

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

School email: office@glendene.school.nz

Submit through new Etap Parent app

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 (after 9.00am), 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 to celebrate learning or cultural events. Please note that assembly dates and times vary and you will be notified through our fortnightly newsletters. Whānau/Aiga are welcome to attend these assemblies. 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.

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 3 and 8 each term (Wednesday 6.00pm). Upcoming meetings are usually advertised in the school newsletter and on the website calendar.



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 2025.

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 from school.

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

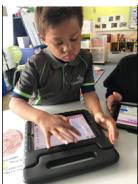
Complaints

Sometimes unnecessary worry can be caused by unfounded information or misinterpretation. If you have any concerns, please contact the school office and an appointment will be booked with your classroom teacher. If the matter is not resolved satisfactorily, the school office will happily refer you to either of the following:

The Team Leader, 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.

StepsWeb

StepsWeb is an effective, easy-to-use web-based and an online literacy program which uses a structured literacy approach and practises all the core skill needed for reading and spelling. Students work through levels in the program and receive certificates on the completion of each level. Students can also do the StepsWeb as part of their homework at home.

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. All families will receive an email of before and after the lockdown drill.
- 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 either through email or text and updates will be on 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.

Phone: (09)8388603

Email: office@glendene.school.nz

Mobile: 02108475283

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 link will be emailed to you before an enrolment interview is booked or you can access the pre-enrolment form on our website by clicking on ENROLMENTS. 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 or valid visa documents.
- An Immunisation Certificate must also be produced to show that your child is up-to-date with their immunisations. If your child is not immunised for any reason at all, we will require a letter from you informing us of this reason.

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.

Etap Parent/Caregiver App:

Etap is the Student Management System that we use at Glendene School. You will receive an email from the school when your child is enrolled. Please follow the instructions on the email on how to access the etap parent app. The password will be sent to your mobile number. Students mid-year and end of year reports will also be sent out via etap. Teachers will also send text messages or email via this app. Please contact the school if you have any questions or queries about this app.

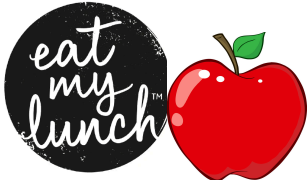
Events

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.

Facebook

Glendene School has a closed Glendene School Facebook page for whānau of students currently attending our kura. Please send a request to join our “Glendene School Families” page.

Free School Lunches & Fruit in Schools 2025



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.

Homework

Students 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 and the homework left. The student will be 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

Our Learning Meetings are held twice a year at Glendene School. These meetings will be booked through our Etap My School App. Please contact the school office for an email to be sent out to you to join the school app. 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.
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. Short written reports are sent home.
3. Mid-year reports and End of year reports will be emailed via our Student Management System (Etap) to parents and caregivers.

Main Events throughout the year – (Please see events below):

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



Term 2: Pōwhiri

Term 3: Pōwhiri, Celebration of Learning - Whakanui/Fiafia Day

Term 4: Pōwhiri, 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.

Please refer to our calendar via our school newsletters or the calendar on our school website.

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.



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 sent to the school office, please check with the school office.
- Items that are not school uniform remaining in the box at the end of each term and are not claimed will be 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. Newsletters will also be found on our Glendene School website under Newsletters. If your email has changed, please contact the school office to update your email address to continue receiving our 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.

Parent Support Team

We do not currently have a Parent Support Team. We would a 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.

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.
- We politely request that you do not send your child to school with expensive branded clothing (not school uniform) or shoes. The school will not be responsible for missing “branded” clothing or shoes.

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.
- Swimming Instructors 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. A medical certificate must be provided to the school if they are unable to participate in the swimming lessons 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 or 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. To logon to School Docs, 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 2025**. 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. Please remember that you will still have to pay for your child/ren's stationery and uniform.

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. Please contact the police for all emergencies.

School Hall, School Hub & Fale

The School Hall is used for church organisations and other groups every weekend. We are very fortunate to have a fale built onsite outside the school hall.

School Hours & Bell times

8.30am	Classrooms 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

**Please note that
Glendene School does
not finish 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 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 start of the year 2024, parents/caregivers will be asked to sign an EOTC Blanket Consent Form which will give permission for your child to attend local area trips. This blanket consent form will be valid throughout their years at Glendene School. 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. Online permission will be sent home before the trip to your email address.

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 - Parking

Many children are brought to and collected from school by parents/caregivers driving motor vehicles. **Please drop off and pick up your children to and from the carpark by the hall.**

For safety reasons, the carpark by the school office is for staff and for service vehicles only. This carpark is also used for emergencies. 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 2025

Term One:

Thursday 30 January

Teacher Only Day

Friday 31 January

Staff Only Day, Classrooms open for whanau between 1pm-3pm

Monday 03 February

Term 1 starts - School open for ākongā/students

Thursday 06 February

Waitangi Day - School Closed

Friday 11 April

Term 1 ends (holiday includes Easter)

Term Two:

Monday 28 April

Term 2 starts - School open for ākongā/students

Monday 02 June

King's Birthday

Friday 20 June

Matariki Day - School Closed

Friday 27 June

Term 2 ends

Term Three:

Monday 14 July

Term 3 starts - School open for ākongā/students

Friday 19 September

Term 3 ends

Term Four:

Monday 06 October

Term 4 starts - School open for ākongā/students

Monday 27 October

Labour Day

Tuesday 16 December

Term 4 ends - School closes for the year

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 will be given to your child once we have received payment.

Stationery packs for 2025 will be \$50 for each class.

Uniform & Stationery List as below:

Grey Polo Shirt	Polar Fleece Jumper	School Cap & Bucket Hat	Junior Stationery Pack	Senior Stationery Pack
				
Size 4 - 3XL \$37.00	Size 6 – 16 \$42 Size XS – 4XL \$44	One size fits all \$16 each	\$50.00	\$50.00

Ministry of Social Development 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.

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 for two days 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.

