



LONG BAY PRIMARY

Parent Information Booklet

2012



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Ralph Eagles Place, Torbay
Ph: 473 6077
Email: admin@longbayprimary.ac.nz

LONG BAY PRIMARY SCHOOL

MISSION STATEMENT: To inspire students to become confident, connected, actively involved lifetime learners through high quality whole child education

Tena Koutou Nga Whanau O Te Kura O Long Bay

We welcome you to the Long Bay Primary School community. Families are encouraged to participate in school activities and an open door policy is in operation. This in fact means you may call and discuss anything about your child's education, at a time suitable to the teacher/senior teacher/principal/and you.

We have a Board of Trustees and a PTA where parents and teachers work together to achieve the School's Charter and its aims and objectives. We encourage you to become involved in our school community through parent morning teas/parent help/class trips/sports coaching and PTA membership. Ways in which we communicate include our fortnightly newsletter, website, email and the community noticeboard. Our school website address is www.longbayprimary.ac.nz



THE BOARD OF TRUSTEES

A Board of Trustees elected by the parents every 3 years governs the school. The Board comprises 7 members, 5 elected by parents, 1 appointed, 1 elected by staff, and the principal, who is automatically a member.

Mike Mackay	Chairperson	mike.mackay@clear.net.nz
Brent Haywood	Property	bremco@ihug.co.nz
Justin O'Sullivan	Finance	j.m.osullivan@massey.ac.nz
Sheryl Pawley	Personnel	sherylpawley@orcon.net.nz
Julie Butler	Staff Rep	julieb@longbayprimary.ac.nz
Toni-Maree Allison-Carnie		don-tm@ihug.co.nz
Linda Barton	Principal	lindab@longbayprimary.ac.nz
Sandy Tickner	BOT Secretary	botsec@longbayprimary.ac.nz

The Board meets regularly and these dates are advertised in the school newsletter. A copy of the Charter, Board of Trustee minutes, Annual Report and PTA minutes are available for you to read.

THE STAFF OF LONG BAY PRIMARY

Principal	Mrs Linda Barton	lindab@longbayprimary.ac.nz
Associate Principals	Mrs Julie Butler Mrs Nicola Couch Mrs Jo Patrick	julieb@longbayprimary.ac.nz nicolac@longbayprimary.ac.nz jop@longbayprimary.ac.nz
Teachers	Mr Daniel Oades Mrs Chris Turner Mrs Tracey Hardey Mrs Helen Fairclough Mrs Lisa Martin Mrs Stephanie Masefield Miss Briar Parker Mrs Nikki Douglas Mrs Lianne Swann Mrs Diane Edgoose Mrs Ann Grayson Ms Anne Kelly Mrs Bonnie Mills Ms Victoria Koopen	dano@longbayprimary.ac.nz christ@longbayprimary.ac.nz traceyh@longbayprimary.ac.nz helenf@longbayprimary.ac.nz lisam@longbayprimary.ac.nz stephaniem@longbayprimary.ac.nz briarp@longbayprimary.ac.nz nikkid@longbayprimary.ac.nz liannes@longbayprimary.ac.nz dianee@longbayprimary.ac.nz anng@longbayprimary.ac.nz annek@longbayprimary.ac.nz bonniem@longbayprimary.ac.nz victoriak@longbayprimary.ac.nz
Teacher Aides:	Ms Betty Knoppert Mrs Trish Judd Mrs Glenda Ensor-Smith Mrs Tracy Ward	
School Secretary	Mrs Di Ewen	admin@longbayprimary.ac.nz
Office/ Finance Assistant	Mrs Sandy Tickner	admin@longbayprimary.ac.nz
Property Manager	Mr Peter Lloyd	peterl@longbayprimary.ac.nz
Dental Therapist	Mrs Sheryl Broederlow	473 6130

ADMINISTRATION GUIDELINES FOR PARENTS

ENROLMENT

New families are invited to contact the school office to arrange an appointment to meet with the principal to discuss enrolment. Parents are required to provide the child's Birth Certificate and Immunisation Certificate (for all 5 year old new entrants) and passport if necessary to confirm status for enrolment in a state school. Children may begin school from their 5th birthday.

INTERNATIONAL STUDENTS

Limited places are available for international students. Please enquire about enrolment from the Principal or School Secretary. As a guideline the fees for one year's tuition are \$10,000 plus administration costs and GST (currently 15%). Please note that all prospective students must be residing with their parents.

SCHOOL HOURS

School begins at 8.55am and finishes at 2.55pm. Children need to arrive before 8.55am so that work can start on time. Children should not arrive at school before 8.30 a.m. as there is no supervision and the school cannot accept responsibility for their well-being before that time. Morning tea break is 10.30-10.50 and Lunchtime 12.30-1.25.

OFFICE HOURS

Our school office is open from 8.30 a.m. to 3.30 p.m. daily. An answerphone is in operation when the office is unattended.

OPEN DOOR POLICY

The school promotes open communications with parents. We welcome visits but if you wish to discuss your child's progress with the teacher please make an appointment at a time convenient to both you and the staff member. Should you have a concern please discuss this with your child's teacher first before seeing the syndicate leader, then principal

DONATIONS

School donations form a vital part of our school finances. Items covered include photocopying, extra staffing, computers, computer software, plus other technological aids, sports equipment, musical instruments, specialised books and anything else that is not covered by the Government Operations Grant. A letter is sent to parents at the beginning of the year and follow-up reminders are sent each term. A 10% incentive is offered for prompt payment in full before the end of March and as well, payment can be made term-by-term.

ABSENCES

It is essential for you to please telephone the school before 9.15am if your child is absent through sickness or for any other reason. Please note that an answerphone message may be left if you wish to phone before 8.30 a.m. Failure to do this will lead us to believe that your child has left home but has not arrived at school. We are concerned about the safety of your child and we will try to contact you to verify absences.

CHILDREN'S RECORDS

Whenever there is a change of address, home or business telephone, parents' hours of work, medical information or family circumstances and emergency contact, please inform the school promptly. Out of date information can mean that we are unable to contact you in an emergency. It is IMPORTANT that up to date emergency contact information is kept.

STATIONERY

Children may purchase emergency items of stationery from the school office (although it is cheaper to purchase from a supplier such as Stationery Warehouse) **before school** each day. At the end of each year, stationery lists are sent home advising parents of the requirements for each class so that parents can purchase the books required for school.

SCHOOL UNIFORM

Correct school uniform is compulsory. An exemption must be sought from the Principal if you oppose this policy. Items may be purchased directly from Postie+ in Albany. A range of clothing options is available. Sensible footwear must also be worn at all times. Donated second-hand items are available for purchase at the office (\$5 per item). All proceeds go to PTA. Please ensure that all clothing is named.

MONEY

On the occasions when it is necessary for money to be brought to school please send it in a sealed envelope marked with the child's name, teacher's name, amount enclosed and purpose. Class trips, sports fees, etc can also be paid via internet to the school bank account **12-3080-0105403-00 (ASB Browns Bay)**. Please include your child's name and details and send the emailed confirmation of payment to your child's teacher for their records.

NEWSLETTER

School newsletters are sent home every second Friday to inform parents about events, policies and events of interests. The Newsletter is also available on www.longbayprimary.ac.nz and on file in our foyer as well as being posted on the school notice board.

PARKING

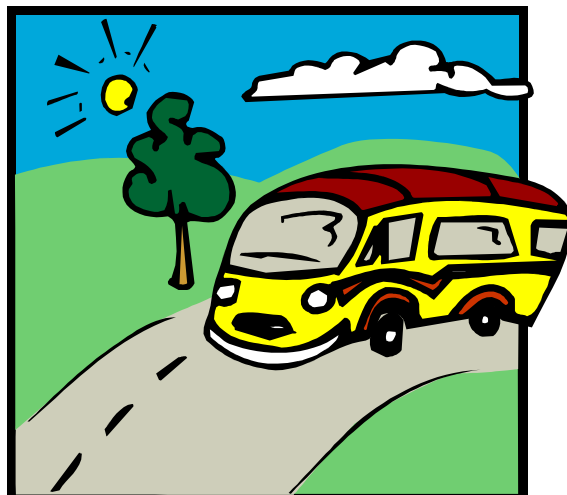
There is a large area for parking vehicles outside the school gates just beyond the main entrance. We ask parents visiting the school, waiting for or delivering children, to please use this car park. **If stopping in the 2-minute parking zone, please stay in your vehicle as this is a pick-up/drop-off area only. Please do not drive into the grounds or park across the gateway, the bus loading area or near the area used as a pedestrian crossing.** By keeping these areas free we keep traffic hazards to a minimum. Walking up and down the grass bank from the car park is prohibited.

SCHOOL ENVIRONMENT

We take pride in our school and work hard to maintain a litter-free playground. All green waste is composted in our worm farm and we recycle paper, glass, etc. Students do need to take their food wrappings/lunchtime rubbish back home.

BUSES

A free contract school bus (currently Ritchies) serves the Okura - Redvale area, travelling via Northcross Intermediate to Long Bay Primary School to arrive by 8.45am. A Northstar bus (No.15) leaves school each afternoon via Stredwick Drive and Awaruku Road. Bus passes are available from the local stores at a small cost. Both buses leave the school at 3.00pm on the homeward journey. A teacher has the responsibility of assisting the children to the buses after school from the assembly point in the School Hall. A check-list is kept at the school and we ask that you advise us if your child is going to travel to and/or from school by bus. Children must comply with the Long Bay School Bus Behaviour Code.



BIKES AND SCOOTERS

Written permission from a parent is necessary if your child wishes to bring a bike/scooter to school. Cyclists must wear a helmet and those on scooters are strongly encouraged to wear one for their safety. Parents accept full responsibility for their child's safety to and from school outside of the school grounds and the security of the bike/scooter while at school. Please ask at the office for the relevant letter.

WALKING SCHOOL BUS

We have a walking school bus which leaves from the County Road shops each morning. Please call the parent co-ordinator Sarah Hedley 473 4284 or email jayandsarah@clear.net.nz for further information

BELONGINGS/CLOTHING AND LOST PROPERTY

Please name all your child's clothing and footwear. Loops on coats will help ensure they stay on pegs in the cloak bays. Large quantities of unmarked clothing accumulate in our lost property boxes. Syndicates show lost property to the children, then it is stored in the yellow school Lost Property Bin which is kept at the rear of the hall. You should check through this bin for your child's property. Children should also be encouraged to be responsible for their own possessions, and to also look through the box. Valuable items (toys, electrical goods, jewellery etc) should not be brought to school. We cannot accept responsibility for loss or damage, and have only limited time to make enquiries when problems arise. Children participating in school sports teams, choir, school trips or visits are required to wear the Long Bay School polo shirt which is part of our uniform. The children are expected to wear clothing that is appropriate for activities to be undertaken, particularly physical education.

AFTER-SCHOOL CARE

Holiday Fun Company offer care on the school premises until 6:00pm daily. Please contact them directly either by telephone 443 5386 or visit their website www.holidayfun.co.nz

SCHOOL BANKING

ASB brochures with application forms are available from the school office if you wish your child to participate in school banking. The envelopes are left in a special box in the school foyer for collection every Tuesday.



CURRICULUM RELATED INFORMATION

REPORTING TO PARENTS

Each Term formal reporting to parents takes place.

Term 1: Parent/Teacher Interviews (Week 5) – students may attend

Term 2: Written Report and formal Parent Teacher Interview to discuss the report and to set future goals – students may attend

Term 3: Parent /Teacher interviews as requested.

Term 4: Written report.

Our open door policy encourages parents to see their child's teacher regularly, popping in before or after school to keep in touch. It may be wise to make an appointment time to discuss any concerns. The best way to do this is by email.

READING

Reading is a key of all our children's learning at Long Bay Primary. Children bring home books from our library as well as classroom readers. We run support programmes throughout the school such as Reading Recovery, Bookworm and Rainbow Reading. Encouragement at home by reading with and to your child will help them develop their reading skills.

EXPECTATIONS

In all areas of school life, academic and social, we encourage children to be caring of others and of their environment. We set guidelines for such things as behaviour, work habits and presentation of work. These expectations help your child to reach the best possible level of achievement. Certificates, stamps and other awards are given to the children to mark particular achievements in behaviour.

HOMEWORK

Year 1-2 children will bring home reading homework in the form of instructional readers, poem books and library books. As children progress, a spelling programme will be introduced. Year 3-6 children are expected to do weekly homework contracts based around the current terms of study. If your child is taking a very long time to do the work or is unable to do it, check with the teacher concerned. Homework has a place in consolidating and enriching school related activities with support and encouragement of parents. By acknowledging your child's efforts you will be encouraging your child to achieve well.

ASSEMBLIES

Assemblies are held each fortnight on Friday in the School Hall. Special Syndicate-lead assemblies are held at different times during the term which are listed on our key dates in the newsletter. Parents are invited to attend all assemblies.

LIBRARY & INFORMATION CENTRE

All the children have regular visits to the school library and are encouraged to use this facility. They may borrow up to 2 books at a time and may keep them for 2 weeks. Please assist your child to care for books on loan and return books promptly. There is a charge for replacement of books damaged or lost.

INFORMATION AND COMMUNICATION TECHNOLOGY

Information and Communication technology is integrated into all curriculum areas to enhance children's learning. We are well resourced and children have access to a wide variety of ICT in addition to multi-media tools, for example digital cameras, scanner. Internet access is also available under the control of the teacher. An Internet Access Contract is completed by all parents/caregiver. The school has a website (www.longbayprimary.ac.nz) which contains information about the school with photographs, newsletters, children's work, staff profiles and ongoing updates as well as school policies and procedures.

WATERWISE PROGRAMME

One special feature of our school is the Waterwise Programme, which is available to children in the Year 5 and 6 classes. The students do need to be able to swim 25m. Year 5 children complete Waterwise theory and Year 6 children learn practical sailing skills. Parents and teachers who are certified Waterwise sailing instructors carry out the teaching. Training is offered to enable parents to be certified sailing instructors. Please enquire at the school.

Year 3-4 children are given the opportunity to develop water confidence - skills which lead into the Year 5-6 programme.

EXTRA CURRICULAR ACTIVITIES

Children have opportunities to participate in a wide range of interschool sports, music tuition, German and Dutch language tuition, choir, dance group, school orchestra and sports teams. Details of all these programmes will be found in our school newsletters or in direct communication from the programme coordinators.

SPECIAL PROGRAMMES

As these arise the children have opportunities to participate in a School Musical Production and an Art Exhibition (alternate years for both), Northern Bay Performing Arts Festival, APPA Choir Festival and special school-wide programmes such as Science Fairs, book parades and cultural festivals.

CHILDREN'S HEALTH AND WELFARE

EMERGENCIES AND INJURY

There is a First Aid Room where children are able to rest when they are feeling unwell. It is usually best for these children to be cared for at home or to be taken to a doctor. In these cases we will telephone and ask you to collect your child from school. All parents are asked to provide an alternative contact in case of emergency.

HEALTH ISSUES

Several students have severe allergies to such foods as nuts and soy so we would ask all parents to cooperate with our request that no food containing nuts (especially peanuts) is sent to school. Exposure by smell as well as touch can cause an anaphylactic attack in these children which is life-threatening.

DENTAL CLINIC

The School Dental Clinic is available to all children from the age of two and a half years. Please phone the Dental Clinic for an appointment (473 6130). The Dental Therapists are based at school once a year usually for about 8 weeks. For all queries and emergencies please call the above number and you will be given information to go to one of the adjacent school dental clinics.

PUBLIC HEALTH NURSE

The Nurse visits the school regularly and is available on appointment to discuss health matters with parents. Vision and hearing are also tested every six months (for new entrants or re-tests)

SMOKING

The school has a smoke free policy that will ensure a smoke free environment.

SUNHATS AND SUNSCREENS

The school has a sunhat policy which requires children to wear sun hats when outside during Terms 1 and 4. Sunscreens are also encouraged.



HOW YOU CAN HELP OUR SCHOOL

P.T.A.

P.T.A supports the school in the areas of education, fundraising and social. It provides a link to the school, building stronger parent/community and B.O.T. partnerships. PTA meets on a monthly basis, with meeting dates advised in the school newsletter. Informal and fun, everyone is welcome. You can contact our acting PTA chairperson, Jules O'Malley for more information about meetings and activities at tylerjakelukekailah@gmail.com.

PARENT HELP IN THE CLASSROOM AND ELSEWHERE

We warmly encourage parents (and grandparents) to help with our classroom programmes and this can be arranged through the school office or your child's teacher. We also appreciate help with our Bookworm reading mileage programme and sports support.

USE OF SCHOOL FACILITIES

The school has a procedure for Use of School Facilities, which allows for the school grounds to be available at any time to Long Bay Primary School students and the PTA (at the Principal's discretion). Outside organisations require Board permission.

The school hall is available for hire. Please contact the Property Manager Mr Peter Lloyd on peterl@longbayprimary.ac.nz (or 021 2988795) or enquire at the school office.

