

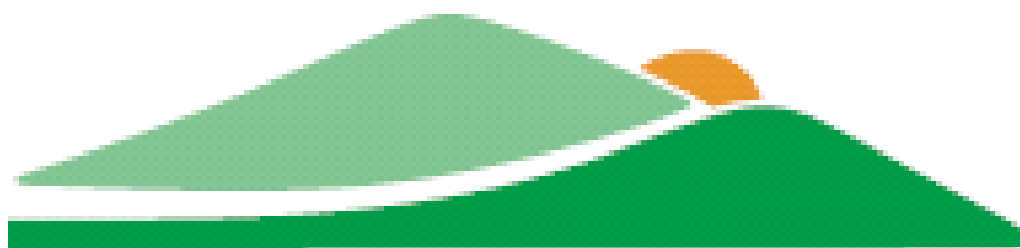
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# SILVERDALE SCHOOL

## SILVERDALE SCHOOL

### INFORMATION MANUAL

## Our Shared Vision:

**“Learn to Journey – Journey to Learn”**

## Our Mission Statement:

**“To actively prepare, each child to take responsibility for their own life-learning, values and behaviour, in partnership with the home and community”**

## *Welcome to Silverdale School*

Our School pupils, staff, parents and local community work together to create a caring, stimulating and challenging learning environment.

Your children will receive an education based on the national curriculum enhanced by creative activities, sports and cultural events. Silverdale School has a long history, growing from a small rural school to a larger semi-rural school.

For the parent, child, teacher partnership to be successful we need to be well informed about our students. The staff report to parents informally and carry out two interviews. Goal setting takes place in February/March and a 3 way conference in June. Portfolios are distributed in Term Two and Term Four. Should you have any questions or concerns please make the teacher or principal your first contact. If you would like an interview at any time of the year it is preferable to make an appointment so that the teachers can have ready all of the information to answer your queries.

Many aspects of our lives affect children. Any major changes or happenings communicated to the teachers are confidential and will allow the teacher to handle the school situation for your child with understanding and care.

To adhere to the Privacy Act, the school may request your permission for information to be passed on to school related services. We would welcome your support should this be necessary, as any referral would be made for the best interest of the student. Speech Language Therapist, Specialist Education Services are two examples of these services. You will be consulted if a referral is being considered.

***Your child and family will gain the greatest benefit from this school by: -***

- Listening to the child (ren) talk about their activities. Asking questions to further their thinking.
- Sharing information to build up their knowledge base. Sharing the positive aspects of interest and enjoyment.
- Discussing concerns and contacting the school if necessary.
- Setting aside quiet time for homework.
- Contacting the school for information to solve a problem, share a concern.
- Contacting the school when you are pleased about your child or activities happening at school.

By supporting our endeavours in these ways the school will be an effective learning environment for us all.

We trust that your association with us will be a happy and rewarding one.

### **New Entrants**

Starting school for the first time is an important event in both your child's life and yours, especially if it is your first child to start.

In order to make the transition to school life easy and comfortable, you are invited to bring your child for weekly school visits for up to three - four weeks prior to their starting date.

This gives both you and your child a chance to become familiar with the environment, routines, staff and other children.

The New Entrant teacher will contact you to arrange visits.



## **Staff**

Principal	Mrs	Viv Collins
Deputy Principal	Mr	Gareth Jones
Associate Principal	Mrs	Sue Brothers
Senior Teacher	Mrs	Nicola Eka
Senior Teacher	Mr	Glen Savage

## **Teachers**

Room 2	Mr	Glen Savage
Room 4	Mrs	Lanna Gell
Room 5	Mrs	Cathi Hempel
Room 7	Mrs	Nicola Eka
Room 8	Mr	Gareth Jones
Room 9	Mrs	Jennifer Court
Room 10	Mrs	Linda Pavitt
Room 11	Mrs	Christine Williams
Room 12	Mrs	Sune Boswell
Room 15	Mrs	Karen Holleron
Room 16	Mrs	Sue Brothers
Room 17	Miss	Katie Crow
Room 18	Mr	Mark Ralston

Part-time Teacher	Mrs	Sandra Owen
Part-time Teacher	Mrs	Sue Jones
Part-time Teacher	Mrs	Rebeccah Bassett-Smith
Part-time Teacher	Mrs	Sarah Robinson
Reading Recovery	Mrs	Maree Larsen

## **Administration**

Principal PA / Admin. Officer	Mrs	Anne Reid
Resource Administrator	Mrs	Vickie Matich

## **Teacher Aides**

Mrs	Tina Branks
Ms	Sandy Evans
Mrs	Monique Fleming





### **Attendance**

Children are expected to attend school every day unless too ill to do so. Please contact the office if you know in advance that your child may not be attending school for any reason. Regular attendance is an important factor in a child's learning through a planned programme. Days off for minor reasons are detrimental to your child's progress. Every time a child is absent from school a note is required explaining the reason for the absence. A phone call or an email to the school office on the day of absence is necessary for your child's safety.

### **Accidents and Illness at School**

Initial treatment will be carried out by our qualified first aiders. Parents will be contacted should it be necessary for the child to be sent home or to receive further treatment. If we are unable to contact the parents, then it will be the teachers' decision as to whether the injured child will be taken to the doctor. Parents should supply an alternative phone number for back up in an emergency.

### **Bell Times**

There may be some seasonal changes to bell times but you will be notified of these in advance. At this point the bell is rung at the following times: -

08.55am	Start of school
10.45am – 11.15am	Morning Break
12.45- 1.30pm	Lunch Break
02.55pm	End of School

Please ensure that the children arrive at school prior to 8.55am so that they can get their 'tools of work' ready, to greet their friends and start the day off in a settled way. Students will be able to enter their classrooms at 8.30am. Prior to this time they will

wait in the Meet & Greet area outside the Library.

### **Contacting the School**

The best time for this is between 8.30am and 4.30pm. The office is manned from 8.30am to 3.30pm.

### **Hours of Operation**

School is open for instruction from 8.30 to 3.15 every day. If any variation is needed to this it must be negotiated with your child's teacher.

### **Staff Meetings**

These are held on Tuesdays between 3.15pm and 5.00pm. It would be appreciated if parents would refrain from phoning during this time unless the matter is urgent.



### **Behaviour Management Processes In the Playground**

#### **Stage One Use of Cool Schools Mediators**

Senior students have been trained to investigate, mediate and alleviate minor disagreements in the playground. They record these and report each day to the Deputy Principal. A minor disagreement could be as simple as not sharing, having difficulties getting a turn, somebody being mean, or not having a friend to play with.

#### **Stage Two Teacher on Duty**

The teacher on duty deals with any incidents beyond the scope of our mediators. He or she investigates the incident and reports this to the Deputy Principal. Depending on the occurrence the child must undertake a consequence. This may be spending time out of the playground walking with the Teacher on duty or carrying out some designated community service. This may be up to 5 days.

### **Stage Three Teacher Aides**

The student then spends a further 3 – 5 days with the teacher aide in a mini social skills programme. The teacher aide helps the children learn skills such as turn taking, following rules of a game, learning how to respond appropriately in a given situation, etc. When learning has taken place the child is transitioned to the playground with formal check-in reporting every 5 minutes for a further 3 – 5 days.

*The above stages are in-house programmes and will not generally involve parents unless we consider there may be some future safety issue concerns. Each stage above involves training and instruction in our expected “Code of Conduct” –*

- *Treat others the way you would like to be treated;*
- *Be careful and respectful with the belongings of others and the school’s property; Respect all teachers and adults;*
- *Play safely and fairly both inside and outside the classroom.*

### **Stage Four Reflection Room**

This is an area set aside for completely withdrawing a child from the playground for an extended period of time. An intensive social skills programme is implemented by senior management which focuses on cause-effect relationships. Parents are notified of this involvement. After performance indicators are met the student is then referred to the earlier interventions prior to full engagement in the playground.

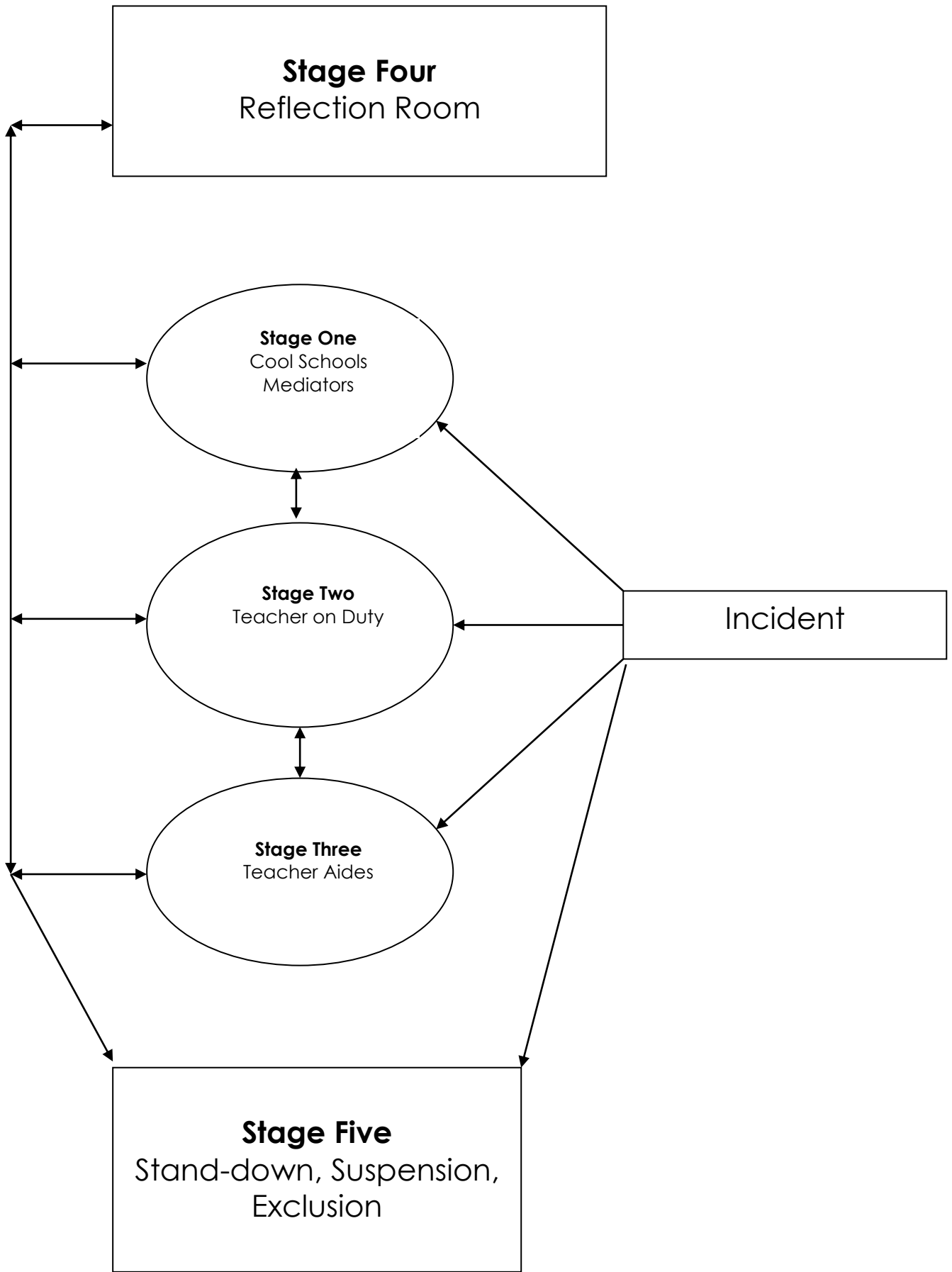
### **Stage Five Stand Down, Suspension, Exclusion**

These are considered to be serious steps to take and parents are involved in this process. It involves very stringent investigation and the Ministry of Education is notified. Return to school may be under certain conditions. A student may move directly to this stage without the other interventions depending on the risk to others or self.

- A stand-down is the formal removal of a student from school, by the principal for a specified period. Stand-downs of a student can total no more than 5 school days in a term or 10 school days in a year. This decision is made when a student’s gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school or because the student’s behaviour is likely to seriously harm the student, or other students or staff at the school, if the student is not stood-down or suspended for an unspecified period.
- A suspension is the formal removal of a student from the school, by the principal, until the board of trustees decides the outcome at a suspension meeting. At this meeting the board may decide to;
  1. lift the suspension without conditions;
  2. lift the suspension with reasonable conditions imposed;
  3. Extend the suspension with reasonable conditions imposed; or
  4. Exclude the student.

Exclusion is for students under 16 and means the student is removed from the school and must enrol at another school.

**Behaviour Management Processes in the Playground**



## **Buses**

Three buses serve the school ~ Stillwater, Lennon Access and Pine Valley / Main Road.

### **Bus Notes**

Should a child be travelling home in a different way from the usual, a note is required. If there is no note, the child will be sent home in the usual way.

### **Bus Rules**

1. Pupils are not permitted to stand in front of, or at the side of the driver in such a manner as to interfere with his vision or control of the vehicle.
2. Children are expected to behave properly at all times on the bus. Failure to do so may mean removing the child from the bus for a period and parents finding alternative ways to get to school.
3. On leaving the bus, pupils must wait on the side of the road until the vehicle has moved off (say, two telegraph poles distance) so they have a clear view of the road before crossing.
4. When parents driving cars are meeting pupils, they should wait at the side of the road on which the bus stops, if possible, to avoid the hazards involved in pupils crossing the road
5. In the event of a breakdown, where children must leave the bus (e.g. punctured tyre necessitating wheel change) they must stand clear of the bus and off the road. Where visibility is restricted, senior pupils must be posted to warn other road users.
6. Except in an emergency, pupils must not leave the bus between their homes and the school with out prior permission from the principal.
7. Only personal belongings required by pupils for school use to be carried on buses.



## **Complaints Procedure**

1. This procedure has been formulated to ensure that all complaints concerning staff are handled in manner which is fair and just.
2. Action taken under this procedure must take due regard and abide by the relevant sections of the appropriate Employment Contract.
3. All participants to a complaint action should maintain a confidentiality of information and documents.
4. **Procedures for Investigating Formal Complaints**
  - Complaints are best settled as quickly and as informally as possible. The school has an Open Door Policy to encourage open lines of communication and it is therefore expected that in most instances this will happen. It is important that the complaint is able to be addressed by the person concerned, in the first instance.
  - All formal complaints need to be in writing, signed by the complainants and must be submitted to the Principal. In the event of a complaint against the Principal, the complaint will be submitted to the Chairperson of the Board of Trustees.
  - All formal complaints will be acknowledged in writing. If possible, acknowledgement will be within one day of receipt.
  - The receipt of a formal complaint will be noted on the complaints record sheet.
  - If necessary, a sub-committee will be established to investigate the complaint.
  - A date will be set for a hearing – where possible this will be within one week of receipt of the complaint.
  - All relevant information will be gathered, so that both sides' views are heard.
  - If a meeting is necessary, the complainant and person / people complained against will be informed of the date and time of the meeting and their right to have a support person/ group with them.
  - All proceedings will be documented.
  - A decision will be reached.
  - All parties will be informed of the result of the investigation and any further action that will be taken (if any). If the complaint involves a staff member, a record will be kept on the staff member's personal files, if appropriate.

## **Dental Therapist**

The dental therapist attends the school for approximately 6 weeks per year. She can be contacted at Red Beach Clinic at other times. Please phone the school office for the current information.



## **Enrolment Zone Silverdale School**

The Boundaries of the Enrolment Zone are outlined below and illustrated on the attached map.

### **Home Zone**

All students who live within the home zone described below, and as shown on the map below, shall be eligible to enrol at the school.

Starting at the point where the northern motorway (SH1A) crosses the Orewa Estuary, the zone follows the southern coastline east to the Hibiscus Coast Highway bridge.

It then travels south west down the centre of the Hibiscus Coast Highway as far as the left hand exit lane of Whangaparaoa Road.

The zone then joins the western edge of the Weiti River, and follows the coastline south to the Okura River, where it joins Haigh Access and East Coast Roads, crossing to the northern motorway (SH1)

It then travels north along the centre of the motorway, leaving at the Silverdale off ramp, and continues west along the centre of SH17 before turning north into Pine Valley road and tracking along to, but not including, Kahikatea Flat Road.

Retracing back to SH17 and northern motorway, (to include Poynter Lane, Young Access and Old Pine Valley Road), the zone then travels north back to the starting point.

All residential addresses on both sides of boundary roads and exit roads off boundary roads are included in the zone unless otherwise stated.

### **Out of Zone Enrolments**

Each year the Board of Trustees 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 out of zone enrolments will be processed in the following order of priority:

- First Priority Will be given to students who have been accepted for enrolment the following special programmes(s). *This priority is not applicable at this school because the school does not yet run special programme approved by the Secretary for Education.*
- 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 applicants who are children of board employees
- Fifth Priority will be given to all other applicants

If there are more applicants in the first or second or third priority groups that there are places available, selection will be by ballot conducted in accordance with instructions issued by the Ministry of Education under Section 11G(1) 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.

Applicants seeking first or second priority status will require to give proof of a sibling relationship.

**Rationale:**

1. The area selected encompasses our current enrolments and incorporates our current bus runs e.g. to Stillwater and along Pine Valley Road.

2. A large part of the area between Spur Road and Haigh Access Road is farmed and forested and sparsely populated.

3. The provides an Boundary with the Pine Valley River is a natural and the Orewa northern

4. The Weiti River to the Highway and highway forms a boundary school and our Beach School.

the students as the closest

Silverdale School Proposed ES July 07



Motorway effective Western the exception of area; the Weiti Eastern Boundary Estuary is natural track from the Hibiscus Coast along this logical eastern between our neighbouring Red

5. Generally would travel to us state school.

### **Hats**

Students are required to wear hats in Term One and Term Four so we can keep them sunsafe. If a student does not have a hat they will be required to play in shaded areas. Hats are available with your uniform order. Please ensure it is named.

### **Head Lice**

Notes are sent home advising parents when children are seen to have lice or eggs. Please act on this note. It also pays to check regularly on your own children for this problem.

### **Health Services**

Audio-Visual Tester: sight/hearing is done at five years and on request. The Public Health Nurse is available if necessary.

### **Homework - Challenge**

Generally a small amount of homework will be given in the school –Years 1-3 10-20 minutes, Y4- Y8 about 30 minutes. This will include revision of spelling and Basic Facts and some Reading. Further home learning is undertaken through the optional PEAKS challenge programme.

### **Library**

The children are allowed two books out of the school library weekly for use at school or to take home. Please make sure library books are treated with care and returned regularly. The library is an excellent resource and constant use by the children makes a positive difference in their learning. All books out on loan need to be returned at the end of each term for checking and repair.

### **Lunches**

Lunches can be bought at school and are delivered daily from Orewa New World, and once a month from Subway. Please ensure money, name, room number and correct change is in a sealed envelope and given to the teacher. A menu is available at the office.

### **Lost Property**

Lost property is held in a box in the student foyer. "Parades" are held at intervals for children to retrieve (hopefully!) their belongings. All clothing and footwear should be clearly named. This helps to keep the amount down (and saves parents' money).

### **Newsletters**

These are sent out every week on a Wednesday and are available on our web site or by email. They are informative about school events and successes. Any notices from residents of the districts may be placed in the newsletters. Contact the school if you wish to make use of this service.

### **Birth Certificates**

Birth Certificates need to be photocopied when a student is enrolled.

### **Book Club**

At various times throughout the year children may purchase books through the Book Club. (There is no compulsion for parents to purchase books for their children.) Please ensure your orders are correct. Make any cheques payable to Scholastic.

### **Photocopying**

The school's photocopier is available for use by the residents of the district. The charge is 20c a copy.

### **Board of Trustees**

Chairperson/Personnel

Vice Chairperson

Finance

Minute Secretary/Communication

Health & Safety/Property

Staff Trustee

Principal

Alison Gilchrist

Rhys Windybank

Sonja Brown

Cushla Walsh

Paul Murphy

Katie Crow

Viv Collins



### **Physical Education**

P. E. is part of the daily curriculum. Please ensure your children have suitable clothes and footwear to participate. Please ensure clothing and shoes are named.

### **Sports and Cultural activities**

Children have the opportunity to attend a wide variety of these activities at this school or in the local area over the school year.

### **School Trips**

Classes make excursions beyond the classroom. A specific permission/information slip is required. If private cars are used they must be registered, have a current warrant, have functioning seat belts and the driver must hold a current licence. A ratio of parent numbers is also required for supervision on all trips. Buses will be used for transporting large numbers of children. Permission slips and money should be at school before or on the day, for the child to go on the trip.

### **Outdoor Education**

Camps are held periodically by the school to provide children with learning experiences in different environments. As well as providing the children with opportunities to gain more knowledge in specific areas, the camps allow them to develop socially and personally. The range of outdoor camps is wide and may include physical pursuits, field studies and visits to places of educational interest.

### **Parent Helpers**

Parent help is welcomed. Aspects of help include: Helping in the classroom under the teacher's guidance, maintaining or making resources, for transport or assistance on trips, sports events and camps.

### **FOSS ~ PTA ~ Friends of Silverdale School**

This active group meets once a month. This group organises a number of school fundraising events including Country Show Day (October/November) and provides information opportunities for parents to learn more about the school.

### **School Uniforms**

The school uniforms are compulsory. A price list and uniforms are available for purchase through the office. All clothing and footwear must be named.

### **Support Services**

The psychologist and speech language therapist are available by either parents or teacher request.

### **Vaccination Register**

On enrolment of new entrants information of vaccination is needed for the school register. The information is intended to be used for health protection in the event of epidemics or serious health situations.

### Water Bottles

Our school is a Health Promoting school and as such students are to bring their own named water bottles for drinking water. We believe the health benefits of water for our learners far outweighs drinks with high sugar content.

### Visitors to School

All visitors to school during school hours, are requested to call at the office (and sign the visitors and safety book), rather than interrupt teachers working with children. Although we welcome parents in our school, we also have a commitment to giving children our full attention in school time.

Please let us know if you have special skills or interests that you are willing to share at school. Your contribution is valued.

If you have any further queries or we can help in any way, please let us know.



Check out the school website for further information [www.silverdaleprimary.school.nz](http://www.silverdaleprimary.school.nz)

***We welcome your  
family to our school***