



# Information Booklet



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P.O. Box 538  
Silverdale 0944  
09 4265510

[www.silverdaleprimary.school.nz](http://www.silverdaleprimary.school.nz)  
[office@silverdaleprimary.school.nz](mailto:office@silverdaleprimary.school.nz)

# Nau Mai Haere Mai Welcome to Silverdale School

## Our Vision

Learn to Journey - Journey to Learn  
Ako Ki te Haere - Haere Ki te Ako

## Our Mission

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

## Our Values

- Kindness - Atawhai
- Excellence - Hiranga
- Respect - Whakaute
- Integrity - Ngākau pono

## Children will have:

- Respect for our value system that includes kindness, respect, excellence and integrity.
- A belief in themselves as learners and as valuable people.
- A thirst for knowledge and a curiosity about life.
- An appreciation for other cultures and beliefs.
- Passion and skills to continue learning and persevering.
- Confidence to set and achieve personal goals.
- Positive attributes to be valuable members of society.
- The ability to take risks, yet be supportive of challenges and confident to ask questions.
- An open, inquiring attitude.
- Confidence in their own ability.
- Responsibility to themselves and their community, and a willingness to co-operate.
- Respect for people and property.



Our school students, 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.

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. Meet The Parent takes place in February and a Student-led conference in July. You will receive two written reports during the year.

Should you have any questions or concerns please make the teacher 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.

We look forward to working together to support your child's learning journey.

## **Silverdale School Staff**

### **Leadership Team**

Principal	Cameron Lockie
Deputy Principal	Lynn Scott
Deputy Principal	Kat Porter

### **Team Tui Year 5/6**

Room 24	Rhian Storey
Room 25	Lesley Carruthers
Room 26	Naomi Gilliam
Room 28	Donna Kitching
Room 30	Sarah Betts
Room 32	Sheree McLeish - Team Leader
Room 34	Nick Bateman

### **Team Pukeko Year 3/4**

Room 12	Stacey Strickson
Room 16	Maree Larsen
Room 18	Jackie Boyd
Room 20	Carolyn Holmes
Room 22	Melody Harries
Room 27	Laura Webster - Team Leader
Room 29	Meghan Zuyl
Room 31	Marion Durose
Room 33	Kellie Cremer

### **Team Kiwi Year 2**

Room 2	Lisa Wallace
Room 4	Estee Hall
Room 6	Marlize Kane
Room 8	Eleanor Wenman
Room 10	Lyn Ashford

### **Team Te Ohanga Year 0/1**

Room 5	Debbie Oram
Room 7	Kendall Martin
Room 9	Rebecca Bassett-Smith - Team Leader (Reception Room)
Room 11	Phillipa Rive
Room 15	Jenna Thomason
Room 17	Antonette McIver
Room 19	Lucy Mills
Room 21	Afke Bath
Room 23	Jayne Bennett

### **Maori Language Teacher**

Mark Ralston

### **ESOL Teacher**

Tarryn Floyd (3 days)

Cesca Jensen (Teacher Aide)

### **Part Time Teachers**

Rebecca Walton

Cathi Hempel

Usha Balay-Upperton

Tracey Kaminski

### **Teacher Aides**

Monique Fleming  
Louise Balding  
Lisa Peacock  
Karleigh Banks  
Cesca Jensen  
Arran Keane  
Julie Haliday  
Dayna Anderson  
Anton Williams  
Katie Lutschesko  
Calvin Ivan  
Adlena Oh  
Cerys Holleron

### **Administration Staff**

Vickie Matich (Administrator)  
Tina Branks (Administrator)  
Anne Reid (Executive Officer to Principal, Finance)  
Cushla Walsh (Library, Resource Room)  
Andy Pierce (Caretaker)

### **Board of Trustees**

Alison Gilchrist (Board Chairperson)  
Megan Catterall  
Hayley Thow  
Steven McCleery  
Nicola Kayes  
Cameron Lockie  
Sheree McLeish



## Teams

Silverdale School has taken the concept of birds in flight and applied it to rename our four team levels.

### Team Te Ohanga (The Nest)

#### Years 0 - 1

A nest provides those that live in it all that they require to survive; food, warmth and shelter. It is a place to be nurtured and loved. Our nest for the Year 0 and Year 1 children is the starting place for all our learners to begin their learning journey.

### Team Kiwi

#### Year 2

Named after their flightless counterparts, Team Kiwi is our junior team of students finding their learning wings.

### Team Pukeko

#### Years 3/4

Like the New Zealand native bird, these students are beginning to fly for short periods in their learning journey.

### Team Tui

#### Years 5/6

Team Tui are emerged in their learning journey, busy absorbing knowledge and skills.

## Bell Times

The Silverdale School bell is a Tui singing.

8:30am	First Bell: This means students are allowed in the school and the classroom doors are open. Prior to this students need to be either with parent waiting in the meet and greet area or in Kelly Club before school care.
8:55am	Second Bell: This signals the beginning of the school day. Students arriving after this need to collect a late pass from the school office.
10.00am	Brainbreak
10.55am-11.25am	Morning Tea eating time is 10 minutes. All students are supervised and seated. This is followed by playtime.
12.55pm-1.50pm	Lunch eating time is 10 minutes. All students are seated and supervised to eat. This is followed by playtime.
2:55pm	Bus bell. Students catching the bus home make their way to a common meeting point, usually the hall.
3.00pm	End of school day bell.

## Silverdale School Behaviour Approach

Silverdale School aims to improve and maintain appropriate learning and social behaviour. We view this as a partnership between the school, whanau and community. Students have the right to feel secure and happy at school. We actively provide an environment that is safe and nurturing.

Silverdale School is a Positive Behaviour For Learning (PB4L) school. PB4L provides clear guidelines and behaviour management strategies to ensure that a consistent and effective school wide programme operates. All staff are familiar with PB4L and follow the system.

We aim to teach students to take responsibility for their behaviour so that they are familiar with rules and consequences, both positive and negative.

All staff have a shared understanding of behaviour expectations and apply these consistently in a firm and fair manner.

Silverdale School is also a Restorative School. The essence of restorative practices is simple: that all people are happier, more productive and more likely to make positive changes in their behaviour when those in positions of authority do things with them, rather than to them or for them. Building, enhancing and restoring relationships is absolutely essential for a strongly connected, empathetic, functioning society.

As a staff we are using restorative conversations:

### **Tell the Story**

Tell me what happened?

What has led to us needing this conversation?

What were you thinking when you did that?

What have you thought about since?

How does that fit with our values here?

### **Explore the Harm**

Who do you think has been affected? Who else?

In what ways?

What do you think it must have been like for them?

What that a fair or unfair thing to do? The right or the wrong thing to do?

### **Repair the Harm**

What needs to happen to put things right?

What do you think \_\_\_\_\_ needs to hear/see from you now?

Is there anything else that you can think of that might help?

What will sorry look like in action from here?

### **Reach an Agreement**

What do you need to stop doing, stay doing, start doing?

If this happens again - what could/would you do differently?

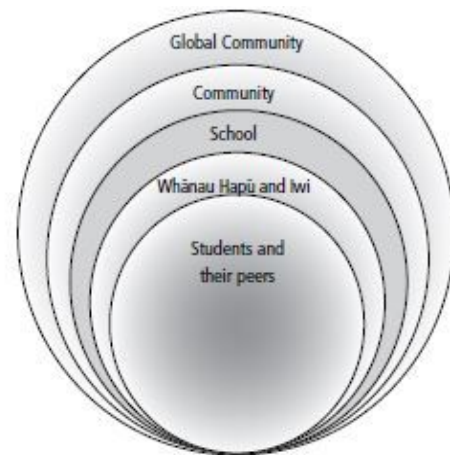
From now on how will you show the school/home values?

What do you need from me/us to support you?

### **Plan Follow Up**

When shall we check in with you to see how you're going?

What will happen if our agreed outcomes haven't been reached?





## **General Information**

### **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 Leaderships decision as to whether the injured child will be taken to the doctor. Parents should supply an alternative phone number for backup in an emergency.

### **Attendance**

An absence must be registered via our website or phone app. If a child is absent for more than 5 consecutive days a medical certificate may be required.

### **Assemblies**

Whole School assemblies are held on a fortnightly basis, check the newsletter or School App (see School App) which Team is presenting. These start at 2.00pm every second Friday. Parents and whanau are welcome to attend.

### **Buses**

One bus serves the school travelling to Stillwater and Lennon Access.

### **Bus Notes**

Should a bus child be travelling home in a different way from the usual, parent contact is required. Please register any bus changes via our website or the phone app. If there is no contact, the child will be sent home in the usual way. The office must be notified by the parents of any change before 2pm.

### **Bus Rules**

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.

### **Brainfood**

Our learners have a 'brain food snack' around 10.00 am every day. The idea behind this is to boost flagging energy levels as by morning tea time it may have been over 3 hours since breakfast. The children need a small, healthy snack that can be consumed in a few minutes.

Some snack suggestions are:

- Raisins/sultanas/dried apricots/other dried fruit
- A peeled mandarin, some grapes/strawberries/apple slices
- Carrot or celery sticks

It would be a good idea to put this in a separate container so your child is aware of which item of food is for their brain food break.

### **Change of address or email**

Please update your contact details via the school website. and your child's teacher immediately of any change of address, email or phone number.

### **Contacting the School Office**

The best time for this is between 8.30am and 3.30pm.

### **Dental Therapist**

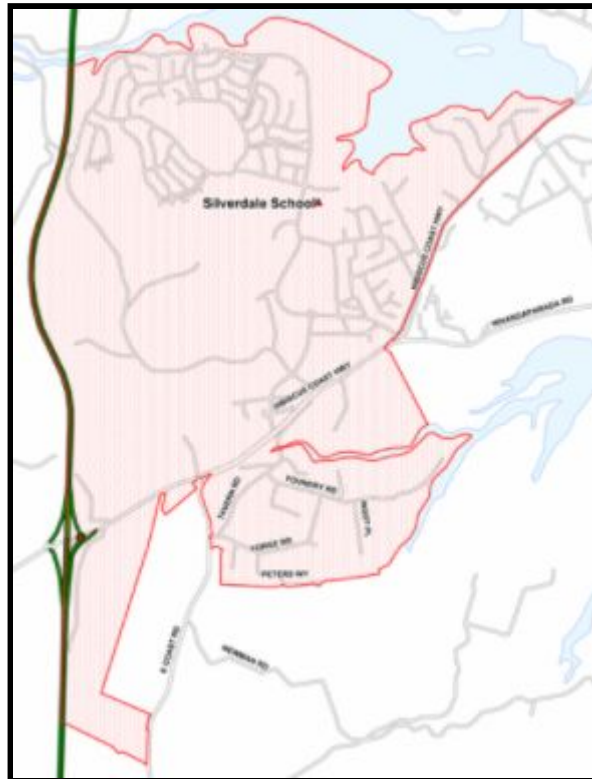
The dental therapist can be contacted at the Silverdale Children's Community Dental Clinic. Please phone 09 4268470

### **Enrolment Zone Silverdale School**

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

## Enrolment Zone

All students who live within the home zone as shown on the map below, shall be eligible to enrol at the school. Proof of residence within the home zone will be required.



## Health Services

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

## Kapa Haka, sports and cultural activities

Children have the opportunity to participate in our awesome Kapa Haka group as well as a wide variety of sports and cultural activities. Information about these activities comes out to parents throughout the school year. The school also has a Silverdale Sports Hub that is run by parents to organise out of school sports teams. Parents can access this portal through the Sport Hub tab on the school website.





## Kelly Club

Kelly Club provide before and after school care in our school hall. Please go to [www.kellyclub.co.nz](http://www.kellyclub.co.nz) for more information. Kelly Club also runs a holiday programme from the school.

## Kindo

Our online school shop, is designed to make it easy for you to manage school payments and complete permission forms through a simple website.

### For new Users

If you do not have an account with Kindo/EZlunch, please follow the steps below to get started

1. Go to [www.silverdaleprimary.school.nz](http://www.silverdaleprimary.school.nz)
2. Click the Kindo (new registration users) tab
3. Enter in the same email address the school has on file for you. Click 'continue'.
4. Go to your email and click the link sent to you.
5. Enter in a password, 'tick' to accept the terms, and click 'continue'.

### For Existing Users

Kindo is the same system as EZlunch - if you already have an account with EZlunch please follow these steps to get started. NOTE: your login email address must match that held by the school. If not, change it on the My Details page or notify the school office.

1. Go to [www.ezlunch.co.nz](http://www.ezlunch.co.nz)
2. Login and "link these students"
3. Match your children between Kindo and our school student system

If you need help please ask the office or contact the Kindo help desk - [helpdesk@tgcl.co.nz](mailto:helpdesk@tgcl.co.nz) or 0508 4KINDO (toll free) 8am-4pm school days.

## Library

Each class has a weekly time in the library. Your child is able to get a book out each week. Please ensure the book is treated with care and returned by library day the following week. If books are lost or damage the replacement cost will be required.

## Lost Property

All items stored in the area opposite the library. Any items stored for more than 4 weeks are donated to the charity shop for resale. Please label uniforms clearly.

## Lunches

Silverdale School is a water only school. The only exception to this is the Fonterra Milk for Schools Programme (see Milk for Schools).

We have a strict 'no sharing' policy and request that students lunches **do NOT contain any nut products**. We also ask that children do not bring lollies or chocolate to school. Staff are, for health and safety reasons, unable to heat food for students. As an Enviro-School we attempt to minimise our waste at all times. Lunch wrappings are sent home with students and worm bins are used to reuse food scraps.

## Lunch Orders

Ordered lunches occur throughout the term and include Subway, Sushi4u, Pita Pit and Jesters Pies, and Munchbox.

EZlunch offer a daily lunch order system via Kindo. These are sent to the child's class for lunch eating time.

### **Medication**

If your child has medication and you wish for the school to administer the medication, please send a signed completed medication form to the office. Please note no medication is permitted in students bags. All medication must be sent to the office, including inhalers.

### **Money**

We use Kindo for all payments.

### **Newsletters**

The school newsletter is emailed to all parents on a Wednesday each week. You can sign up to the newsletter by going onto the website,

<http://www.silverdaleprimary.school.nz/school-newsletters.html>

There are a number of other newsletters that are sent home electronically throughout the year.

### **Parent Help**

We welcome in class parent help on a one off or regular basis. It is a school requirement that Police Vetting forms are completed by any parent helping on a regular basis.

### **Parent Teacher Association (PTA)**

This is a group of parents who meet once a month to plan ways to support the school including planning events and fundraising activities. They welcome all new parents, even casual attendees. You can contact them on [silverdalepta@gmail.com](mailto:silverdalepta@gmail.com)

### **Car Parking**

The drop off zone that borders the sloping bank will be a 'manned' stop, drop and go area from 8.30am to 8.55am and again from 2.55pm to 3.10pm. In the morning our car park hosts will greet your vehicle and, if necessary, escort your youngsters to their classes. These students and staff will be wearing High-viz jackets. This means you will be able to stop, drop and go in a minimum of time. In the afternoon when it is fine, your children will wait for you on the bank to be retrieved. The teacher on duty will pop your child in your vehicle and you can quickly depart. At stop, drop and go please do not get out of your car.

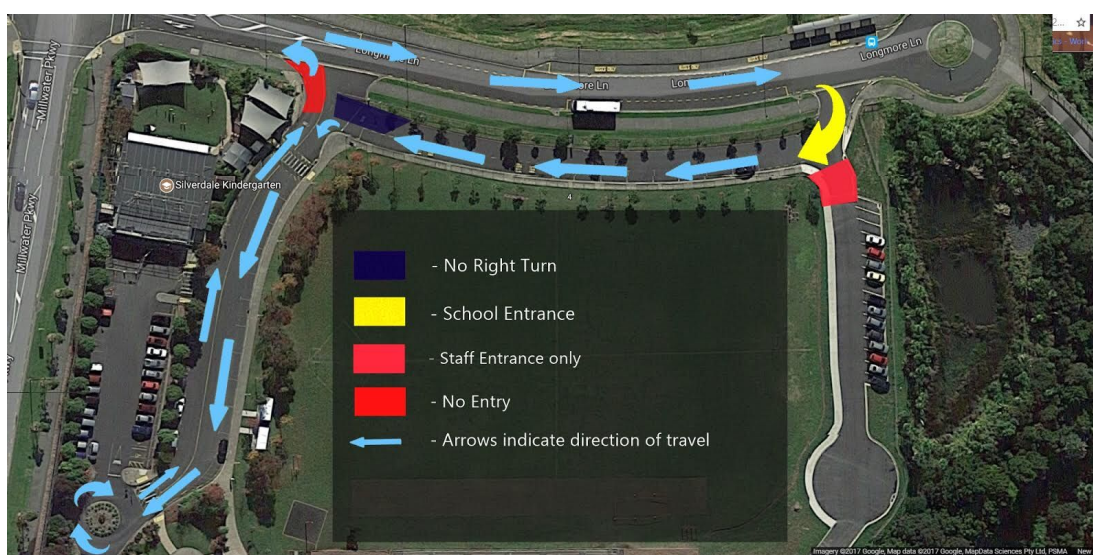
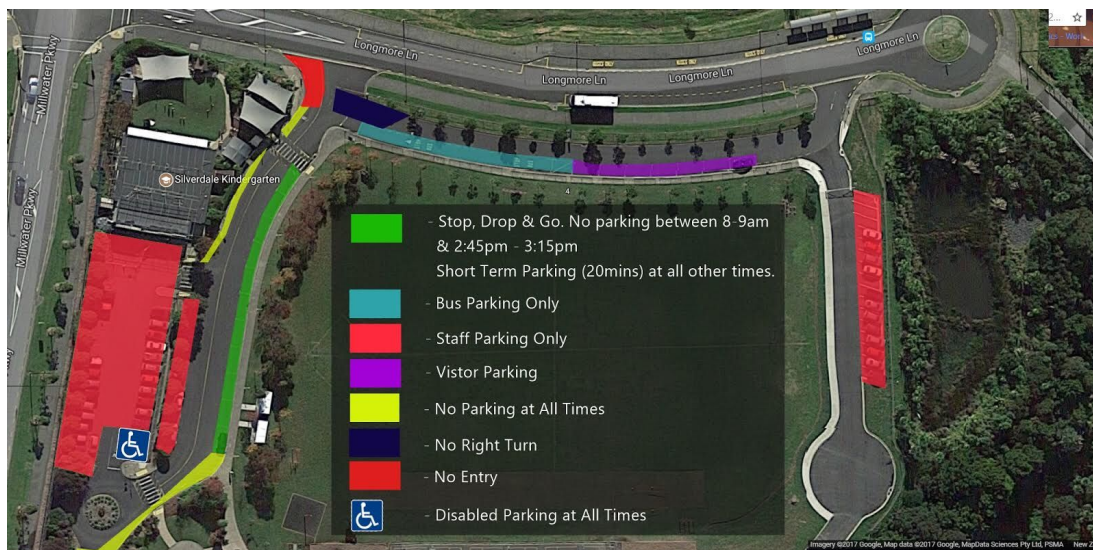
Our mobility car parks are in operation in the main carpark, so please ensure that these are used only for the purpose they were designed. Unless you have a mobility card and the card holder is in the car then the spaces must be kept clear.

### **Pick Up and Drop Off**

With our increasing roll we are experiencing more and more cars coming into school to pick up and drop off children. Ideally we would like less cars coming into school you can help with this by parking at Metro Park and walking into school for pick ups and drop offs. The first car park at Metro Park is 400m away which is about a 5 minutes walk.

If you are coming into school then please see below maps of the correct way to use the car park on school grounds.

In particular the Stop, Drop and Go there is no parking between 8am and 9am, and 2.45pm and 3.15pm. When parents park in the Stop, Drop and Go area from 2.00pm, this causes congestion for people trying to pick up their children early from school or kindy and for anyone else trying to get into school. We ask that you not park in the Stop, Drop and Go area until after 2.45pm. This will help the flow of traffic arriving and leaving the school.



## PEAKS Challenges

This is a home school learning partnership that recognises the value of the learning students do at home. P.E.A.K.S. stand for **P**articipation, **E**nvironment, **A**ction, **K**nowledge and **S**kills. Your child's teacher will give more information about P.E.A.K.S. You can find more information about P.E.A.K.S on our school website.

## Peer Mediators

Silverdale School has Senior Students who help resolve everyday playground issues. They are easily identifiable on the playground in bright vests and are available for any student who needs support.

## Pick Up from School

### Picking Up Non Bus Children After School

Below are the arrangements for picking up your non-bus children from school in the afternoon. There are a number of categories of non-bus students for whom the following information will apply.

1. **If your child walks home independently.** These children will be dismissed directly from the classroom at 3.00 pm.
2. **If your child is walked out of the school grounds by a parent or caregiver.** You may pick your child up from outside their classroom.
3. **If your child scoots or bikes home.** Your child can either be picked up by you or can collect their bike or scooter from the bike area. They must walk their bikes and scooters out of the school. **Students under the age of 10 must be supervised by a parent.**
4. **If your child is to be picked up in your vehicle at the 'Stop and Go' area.** Your child will be dismissed from class to go directly to the area on the bank by the 'Stop and Go' area. **Please stay in your car, your child will be directed to you by a teacher or a student monitor.**



### Play-Based Learning

We want learning to be fun. In Team Te Ohanga we use a play-based learning approach where children can make connections between what they are learning and real world applications when they are ready. It also helps with the transition from Early Child Care to school. We find that some children are not ready for a formal school setting so this approach supports these children. Play-based learning works on core skills, oral language, social skills, gross and fine motor skills, self belief and independence. It naturally integrates with requirements in the NZ curriculum.

### Principal's Awards

Each fortnight students are selected who have displayed our school values. These students receive a Principal's Award at the Whole School Assembly. Teachers endeavour to advise parents if their child is going to receive an award.

### Reception Room

All 5 year old children that are starting school for the first time will start in the Reception Room and will stay in this class for approximately 5 to 10 weeks before moving on to another classroom. Some children may stay longer depending on social, emotional and academic needs, if this is the case then the school will contact the parents concerned. The main purpose behind the Reception Room is to ensure that all children have the same safe, happy and positive transition to school. It will also ensure that every parent receives the same welcome and information about Silverdale School.

### School App

Our school has a smartphone app that is very useful in keeping up to date with what's happening at school. To download the app for free on iPhone or Android search 'SchoolAppsNZ' in the app store and type in Silverdale Primary School. This app works on your phone and tablet.

### SchoolTalk

SchoolTalk is an online portal that enables learners to own their learning, by letting them know where they are and what their next learning step is. It provides real time reporting on progress and achievement for parents, students and teachers. It creates efficiency for teachers – gap analysis, learning design, differentiating and personalising learning. To find out more about SchoolTalk please go to <http://www.silverdaleprimary.school.nz/school-talk.html>

### School Trips

At Silverdale School we provide opportunities for Education Outside of the Class. Information about EOTC opportunities are emailed out and permission and payment is made through Kindo. At times we require parent help. 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. Buses will be used for transporting large numbers of children.



### **School Uniforms**

The school uniforms are compulsory. A price/sizing list is available on our website or school office. All clothing and footwear must be named. PE uniform is compulsory for Years 5-8. Please contact the Uniform Company with any queries as we do not hold any stock at school except for school hats.

### **Sign In and Sign Out**

If you arrive after the bell or need to collect your child early for any reason please ensure you go via the school office **first** and sign them in or out. All students arriving late need to collect a late pass for their teacher, these are only available at the office. All visitors to the school must sign in at the office on arrival.

### **Stop, Drop and Go**

This area runs parallel to the field. The car parks in this area are a no parking zone between 8.20am – 9.00am and then again from 2.00pm – 3.30pm. In the mornings older students on duty will accompany students to class if needed. In the afternoon students are taken to this area and then called for as parents drive in. Any students here after 3.15pm will be taken to the office.

**Please check out the school website for further information**

**[www.silverdaleprimary.school.nz](http://www.silverdaleprimary.school.nz)**

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