



# Information Booklet



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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 cooperate.
- 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 May. You will receive 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 Junior School	Kat Porter
Deputy Principal Middle School	Lynn Scott
Deputy Principal Senior School	Laura Webster

### Team Te Ohanga Year 0/1

Room 5	Naomi Gillam - Team Leader (Reception Room)
Room 9	Leanne Tarrant
Room 35	Corli Husselmann
Room 36	Debbie Oram and Chris Williams
Room 37	Emily Dixon
Room 38	Jenny Blick
Room 39	Pip Holland
Room 40	Antonette Mclvor

### Team Kiwi Year 2

Room 2	Becky Jeune
Room 4	Vicki Mottram
Room 6	Marlize Kane
Room 8	Eleanor Wenman - Team Leader
Room 10	Sophie Evans

### Team Pukeko Kōwhai Year 3

Room 11	Jayne Bennett
Room 12	Lisa Wallace
Room 15	Kendall Martin
Room 17	Carolyn Holmes
Room 19	Mel Pollard - Team Leader
Room 21	Nicole Hillier

### Team Pukeko Whero Year 4

Room 23	Cerys Holleron
Room 25	Kellie Marr
Room 27	Nick Bateman
Room 29	Leah Haworth
Room 31	Jackie Boyd
Room 33	Mark Ralston - Team Leader

### Team Tui Kākāriki Year 5

Room 20	Donna Kitching
Room 22	Anna Lojeck - Team Leader
Room 24	Melody Harries
Room 28	Heath Boot
Room 30	Rhian Storey

### Team Tui Kikorangi Year 6

Room 16	Kate Friedwald and Stephanie Kennedy
Room 18	Meghan Lowans
Room 26	Lesley Carruthers
Room 32	Emma Lyon - Team Leader
Room 34	William Albertsma

### ESOL Teacher

Tarryn Floyd (3 days)  
Cesca Jensen (Teacher Aide)  
Lisa Peacock (Teacher Aide)

### Part Time Teachers

Rebecca Walton  
Cathi Hempel  
Usha Balay-Upperton  
Tracey Kaminski  
Christine Williams  
Tarryn Floyd  
Lyn Ashford  
Nancy Allison

### Teacher Aides

Monique Fleming  
Louise Balding  
Karleigh Branks  
Julie Haliday  
Hayley Crawford  
Davina Tahere  
Roxy Pienaar  
Lene Kotze

### Administration Staff

Anne Reid  
Tina Branks  
Cushla Walsh  
Rachel Wakelin  
Andy Pierce

Executive Officer  
Office Administrator  
Office Administrator  
Library/Resource Room  
Caretaker

### Board of Trustees

Alison Gilchrist  
Megan Catterall  
Hayley Thow  
Steven McCleery  
Nicola Kayes  
Cameron Lockie  
Mark Ralston

Board Chairperson

Staff Trustee



## 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 emersed in their learning journey, busy absorbing knowledge and skills.

## School Times

The Silverdale School bell is a Tui singing.

8.30am – Bell

8.55am – Block 1 (120 minutes)

10.55am – Playtime eating (10 minutes)

11.05am – Play time (20 minutes)

11.25am – Block 2 (90 minutes)

12.55pm – Lunch eating (10 minutes)

1.05pm – Lunchtime(45 minutes)

1.50pm – Block 3 (65 minutes)

3.00pm – Home/Bus children to the library

## 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. We call this Silverdale Behaviour for Learning (SB4L). SB4L provides clear guidelines and behaviour management strategies to ensure that a consistent and effective school wide programme operates. All staff are familiar with SB4L 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?

Was 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?

## **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 a Principal or Deputy Principal 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.

## **Assemblies**

Whole School celebration assemblies and KERI assemblies are held on alternate weeks. Please check the newsletter or School App (see School App) to see which days these are on. Parents and whanau are welcome to attend.

## **Attendance**

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

## **Buses**

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

## **Bus Notes**

If a bus child is 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 10.00am every day. The idea behind this is to boost 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 notify 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

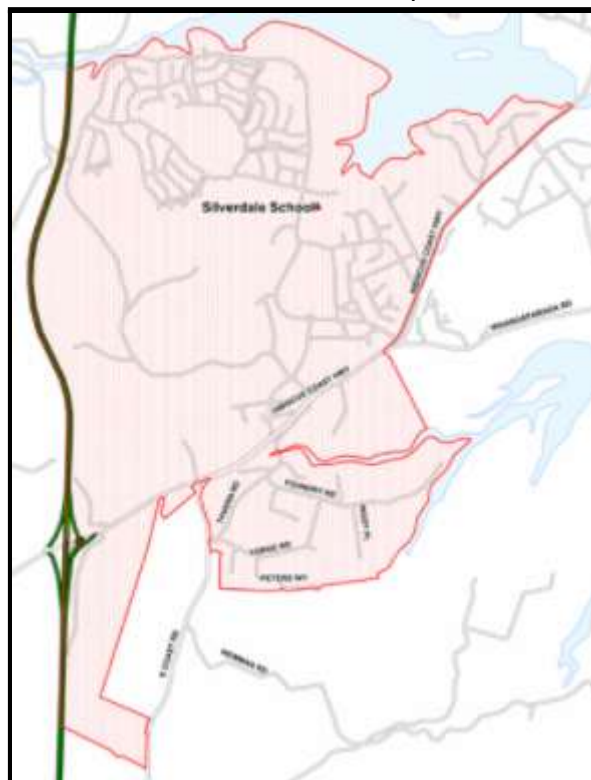
The dental therapist can be contacted at the Silverdale Children's Community Dental Clinic. Please phone 09 4268470.

## 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 provides 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.

## Learning Through Play

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.



## 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 damaged 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.

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 Sushi4u, Pita Pit and EZlunch.

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 with the exception of asthma inhalers.

## 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).

## Parking

Our mobility car parks are in operation in the main car park, 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.

## 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 blue vests and are available for any student who needs support.

## Pick Up and Drop Off

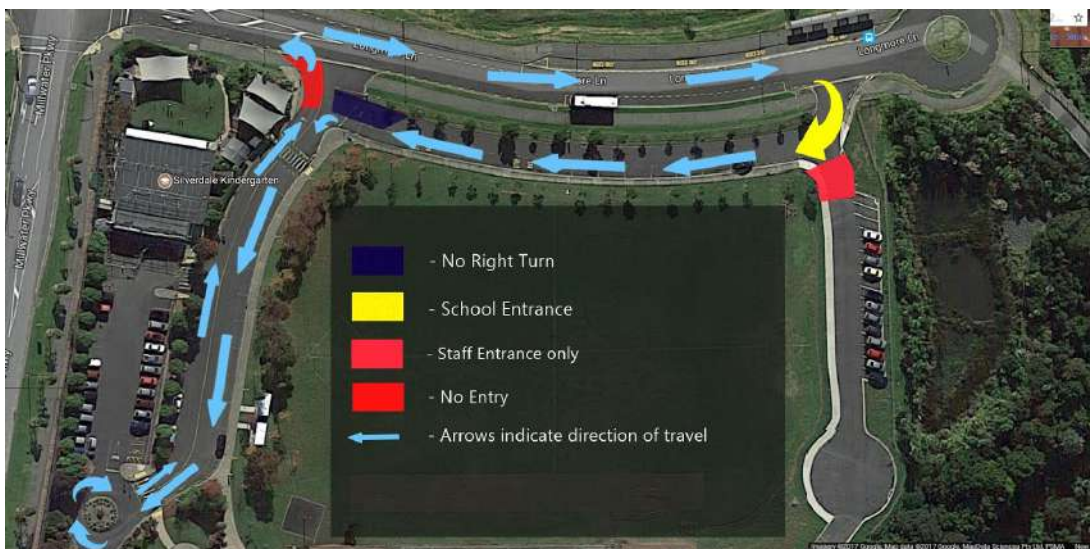
With our increasing roll we are experiencing more and more cars coming into school to pick up and drop off children. Ideally we would like less cars coming into school. You can help with this by parking at Metro Park and walking to the school gates for pick ups and drop offs. The first car park at Metro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

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

## Stop, Drop and Go

This area runs parallel to the field. 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.

There is no parking in the Stop, Drop and Go area 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.



## Pick Up from School

Preferred Option for Drop Offs and Pick Ups

### BEFORE SCHOOL

---> Entry to school grounds remains at 8.30am for students only. Children will continue to go in straight to class to be ready and build relationships with their peers and teacher.

---> Staff will be at the gates to supervise children coming to school.

---> Students will not play before school.

---> Assembly Days: Entry to school grounds at 8.30am for students and parents/caregivers. Parents/caregivers are invited to go into the classroom to celebrate their child's learning and are welcome to stay on for the assembly, the assemblies will start at 9.00am in the hall (see our school newsletter for dates).

### AFTER SCHOOL

---> Monday - Friday: Continued collection from one of the gates or stop, drop and go zones or Metro Park.

---> Staff will be at the gates to supervise children leaving the school.

---> Children will be allowed to walk to Metro Park car park to be collected by parents/caregivers.

---> Older siblings will continue to collect younger siblings and walk with them to the gate or stop, drop and go zone or Metro Park.

### Children Who Need Extra Support

These arrangements are our preferred way of dropping off and picking up. These arrangements are working for the majority of our children. We have found that children have adapted very well to being dropped at the gate in the mornings and getting to class on their own. They have shown great independence in getting ready for learning once they arrive at class. They are able to unpack their bags, put away their lunch box and drink bottle. Once in the class they then find their friends and play or work with the teacher until the 8.55am bell goes.

At the end of the day the teacher will walk them to the pre-arranged spot for pick up.

This organisation has worked very well for our children and we will monitor any child who is not coping

### 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 'KiwiSchools Connect' 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 <https://www.silverdaleprimary.school.nz/school-talk/>

### 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

School uniform is compulsory. A price and sizing list is available on our website or school office. All clothing and footwear must be named. 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 need to collect your child early for any reason please ensure you go via the school office **first** and sign them out. All students arriving late can go straight to their classroom. All visitors to the school must sign in at the office on arrival and wear a visitor pass at all times.

### Stationery

School stationery can be purchased by visiting <https://www.silverdaleprimary.school.nz/school-shop/> and clicking on the stationery tab.

**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.**