



Information Booklet

2022



4 Longmore Lane
P.O. Box 538
Silverdale 0944
09 426 5510

www.silverdaleprimary.school.nz
General Enquiries:
office@silverdaleprimary.school.nz
Enrolments:
enrolments@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
Deputy Principal Year 2/3
Deputy Principal Year 4/5
Deputy Principal Year 0/1/6

Cameron Lockie
Kat Porter
Lynn Scott
Laura Webster

Team Te Ohanga Year 0/1

Reception Room
Room 1
Room 3
Room 35
Room 36
Room 37
Room 38
Room 39
Room 40

Naomi Gillam - Team Leader
Nicole Fletcher and Kendall Stavrovska
Brittany Hopkins
Corli Husselmann
Debbie Oram and Chris Williams
Therese Visser
Jenny Blick
Marnie MacDonald
Antonette Mclvor

Team Kiwi Year 2

Room 2
Room 4
Room 6
Room 8
Room 10
Room 12
Room 23

Becky Jeune
Emily Dixon
Marlize Kane
Eleanor Wenman - Team Leader
Sophie Evans
Leanne Tarrant
Diane Pretty

Team Pukeko Kōwhai Year 3

Room 9
Room 11
Room 15
Room 17
Room 19
Room 21

Melody Harries
Jayne Bennett
Alysha Adams
Carolyn Holmes
Mel Pollard - Team Leader
Robyn Joyce

Team Pukeko Whero Year 4

Room 25
Room 27
Room 29
Room 31
Room 33

Kellie Marr
Cerys Holleron
Lisa Wallace
Jackie Boyd
Mark Ralston - Team Leader

Team Tui Kākāriki Year 5

Room 16
Room 18
Room 26
Room 32
Room 34
Room 5

Kate Friedwald (Mon/Tues) & Steph Kennedy (Wed-Fri)
Meghan Lowans
Lesley Carruthers
Emma Lyon
William Albertsma
Stacey Moran (Mon-Wed) & Rebecca Walton (Thurs/Fri)

Team Tui Kikorangi Year 6

Room 20
Room 22
Room 24
Room 28
Room 30
Room 7

Donna Kitching
Nick Bateman
Pip Holland
Anna Lojek - Team Leader
Leah Haworth
Alex Franklin

ESOL Teacher

Tarryn Floyd (3 days)
Cesca Jensen (Learning Assistant)
Lisa Peacock (Learning Assistant)

Part Time Teachers

Cathi Hempel
Usha Balay-Upperton
Tracey Kaminski
Christine Williams
Tarryn Floyd
Nancy Allison
Nichola Nolan
Maree Larsen
Tracey Kelsey

Teacher Aides

Monique Fleming
Karleigh Branks
Julie Halliday
Hayley Crawford
Davina Tahere
Roxy Pienaar
Lene Kotze
Charlene Kolbe
Brianna Morrison
Julie True
Hannah Schoffemeer
Aleysha Ingram
Tamarah Whittaker
Kiri Lythgo

Administration Staff

Anne Reid	Executive Officer
Tina Branks	Office Administrator
Rachel Wakelin	Office Administrator
Andy Pierce	Caretaker

Silverdale School Board

Faye McIlroy	Presiding Member
Ann Jose	Parent Representative
David Powles	Parent Representative
Timothy Harrod	Parent Representative
Nolan Jex	Parent Representative
Cameron Lockie	Principal
Donna Kitching	Staff Representative



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 immersed in their learning journey, busy absorbing knowledge and skills.

School Times

The Silverdale School bell is a Tui singing.

Team Te Ōhanga and Team Tūi			Team Kiwi and Team Pūkeko		
Bell	8.30am		Bell	8.30am	
Start	8.55am		Start	8.55am	
Learning Block 1	8.55am - 10.55am	120	Learning Block 1	8.55am - 10.15am	80
Morning Play	10.55am - 11.15am	20	Morning Play	10.15am - 10.35am	20
Learning Block 2	11.15am - 12.30pm	75	Learning Block 2	10.35am - 11.45pm	70
Lunch Play	12.30pm - 1.10pm	40	Lunch Play	11.45am - 12.25pm	40
Learning Block 3	1.10pm - 2.15pm	65	Learning Block 3	12.25pm - 1.55pm	90
Afternoon Play	2.15pm - 2.30pm	15	Afternoon Play	1.55pm - 2.10pm	15
Learning Block 4	2.30pm - 3.00pm	30	Learning Block 4	2.10pm - 3.00pm	50
Home	3.00pm		Home	3.00pm	

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' every day. The idea behind this is to boost energy levels. 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

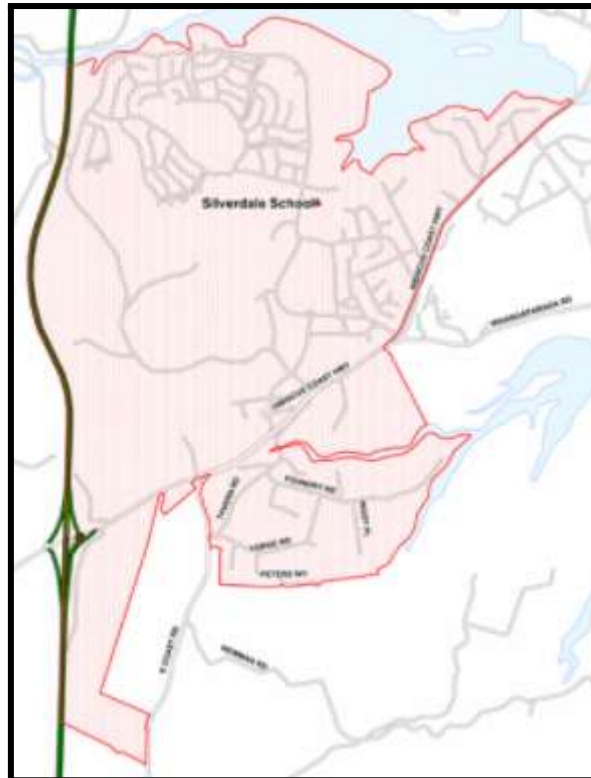
The dental therapist can be contacted at the Silverdale Children's Community Dental Clinic. Please phone 09 4268470.

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.



Garden to Table

Garden to Table is a program that is run for our Year 3 and 4 students. Garden to Table's aim is to introduce New Zealand primary students to good food that they have grown, harvested, cooked and shared in their own school, with the help of peers, volunteers and teachers. The students are involved in all aspects of gardening in an environmentally sustainable garden, cooking and then enjoying a delicious, seasonal meal they have produced themselves. We are always looking out for volunteers to help us deliver the program. Please contact the school if you would be interested in helping support this program. Please note that each adult will require police checking as per our school policy; forms for this can be collected from the office.

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 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
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
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 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 learning through play 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. Learning through play 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.

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. Asthma inhalers must be given to the teacher along with a completed medication form.

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.

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.

KERI Ambassadors

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

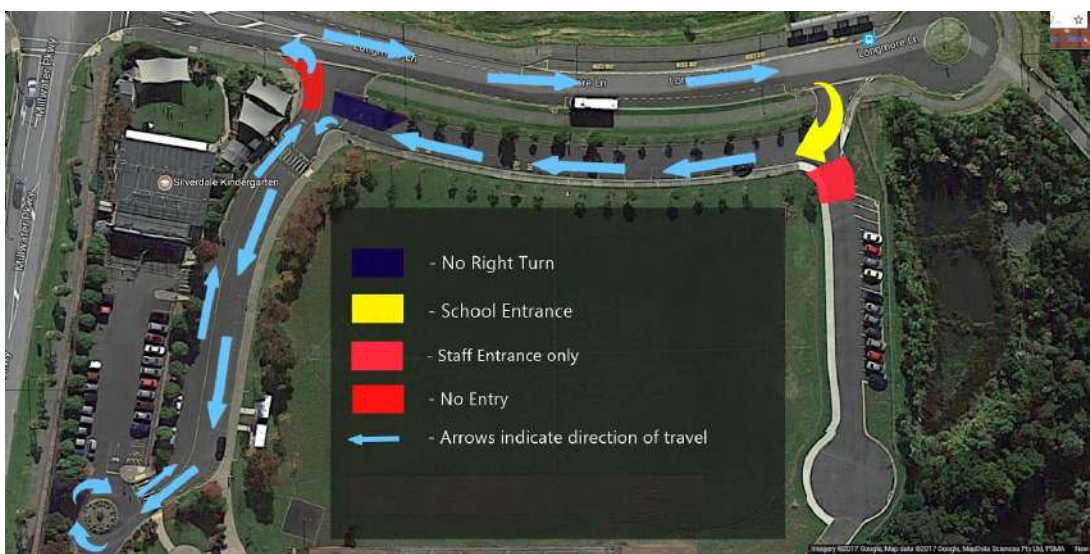
With our increasing roll we are experiencing more and more cars coming into school to pick up and drop off children. Ideally we would like less cars coming into school. You can help with this by parking at Metro Park and walking to the school gates for pick ups and drop offs. The first car park at Metro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

Information for Parents/Caregivers/Whānau Who Are Coming Into School

Before School

- We are encouraging parents/caregivers/whānau to drop off their children/tamariki at the gate so they can walk into school on their own.
- If parents/caregivers/whānau want to drop their children/tamariki off at their classroom they can.
- At orange level parents/caregivers/whānau with their children/tamariki are able to come on-site after the 8.30am bell.
- No one will be allowed on site before 8.30am. Please do not send your child to school before 8.30am.
- At the 8.30am bell parents/caregivers/whānau with their children/tamariki will be allowed on site and they must go straight to their classroom.
- Parents/caregivers/whānau will only go to their child's classroom.
- This time between 8.30am and 8.55am is a great time for your child to show you around the classroom and show you their learning. Teachers use this time to connect and check in with children/tamariki. This is not a time for an in-depth conversation with your child's teacher. If you want to discuss your child's learning more in-depth please book a time with the teacher after school.
- Once the 8.55am bell goes we ask that all parents/caregivers/whānau leave the school so that our children/tamariki can begin their learning without distractions.

Pick up Time at School

- We are encouraging parents/caregivers/whānau to pick up their children/tamariki at the gate so they can walk out of school on their own.
- If parents/caregivers/whānau want to pick up their children/tamariki in the school grounds they can.

- Parents/caregivers/whānau can come on site from 2.45pm and wait for their children/tamariki on the court or the field.
- We ask parents/caregivers/whānau not to come to school before 2.45pm as this causes distractions to the children/tamariki's learning.
- Parents/caregivers/whānau please do not wait outside the classroom as this causes distractions to the children/tamariki's learning.

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

At Silverdale School we use learning progressions, with School Talk as the online platform, to ensure that all our learners, teachers and whanau are empowered to know where the learner is at with their learning, where they are going to next and to build capacity for goal setting so that they are capable of improving learning outcomes and achievement. 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

Scheduled Appointments

If you have a scheduled appointment for your child during school hours please follow these instructions:

1. Email the teacher (all teachers emails are on the School Website) before 8.30am with the time you will be collecting your child.
2. **You will pick your child up from the stop, drop, go area.**
3. Please stay in the car and the teacher will release your child at the specified time that you have requested.
4. Please call or text this number **0273369199** telling us that you have your child.

Early Pick Up

If you need to pick your child up from school before 3.00pm please follow these instructions:

1. Email the teacher (all teacher emails are on the school website) and the office what time you need to pick up your child. office@silverdaleprimary.school.nz
2. **You will pick up your child from the stop, drop, go area.**
3. Please stay in your car and call or text this number **0273369199** telling us you are at school.
4. We will send your child to you, please stay in your car.
5. Please call or text this number **0273369199** telling us that you have your child.

Health Room Pick Up

If you receive a call that your child is sick/injured please follow these instructions:

1. **You will pick up your child from the stop, drop, go area.**
2. Please stay in your car and call or text this number **0273369199** telling us you are at school.
3. We will send your child to you, please stay in your car.
4. Please call or text this number **0273369199** telling us that you have your child.

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

We welcome your family to our wonderful school.

