



# Information Booklet

## 2024



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

[www.silverdaleprimary.school.nz](http://www.silverdaleprimary.school.nz)  
**General Enquiries:**  
[office@silverdaleprimary.school.nz](mailto:office@silverdaleprimary.school.nz)  
**Enrolments:**  
[enrolments@silverdaleprimary.school.nz](mailto: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

### Our Learner Assets

- Self Manager
- Communicator
- Collaborator
- Innovator



### 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 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 Year 4/5	Kat Porter
Deputy Principal Year 0/1/6	Lynn Scott
Deputy Principal Year 2/3	Laura Webster

### Team Te Ōhanga Year 0/1

Reception Room (41)	Therese Visser / Nadia Whitelaw
Room 5	Brittany Hopkins
Room 7	Nadia Whitelaw (end of Term 1)
Room 43AM	Antonette McIvor
Room 43NG	<b>Naomi Gillam - Team Leader</b>
Room 43CH	Corli Husselmann

### Team Kiwi Year 2

Room 9	Marlize Kane
Room 11	Robyn Joyce
Room 15	Kellie Marr
Room 17	<b>Eleanor Wenman - Team Leader</b>
Room 19	Emily Pearce
Room 21	Deb Oram (4 days) / Nancy Allison (1 day)

### Team Pūkeko Whero Year 3

Room 23	Lesley Carruthers
Room 25	Lisa Wallace
Room 27	Leanne Tarrant
Room 39	Becky Jeune
Room 42MR	<b>Mark Ralston - Team Leader</b>
Room 42JB	Jackie Boyd

### Team Pūkeko Kōwhai Year 4

Room 6	Steph Kennedy
Room 8	Lara Slabbert
Room 10	Sophie Evans
Room 12	Jazpah Tata
<b>Room 44MP</b>	<b>Mel Pollard - Team Leader</b>
Room 44ET	Emily Tarr



### Team Tūi Kākāriki Year 5

Room 16 Cerys Holleron  
Room 18 **Sarah Betts - Team Leader**  
Room 32 Rebecca Walton (4 days) / Stacey Moran (1 day)  
Room 34 William Albertsma

### Team Tūi Kikorangi Year 6

Room 20 Leah Haworth  
Room 22 **Alex Franklin - Team Leader**  
Room 24 Pip Holland  
Room 26 Anna Robson  
Room 28 Donna Kitching  
Room 30 Nick Bateman

### ESOL Teacher

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

### Part Time Teachers

Cathi Hempel  
Tracey Kaminski  
Tarryn Floyd  
Nancy Allison  
Nichola Nolan  
Terese Clampitt  
Kirsty Lodge  
Kendall Stavrovska

### Learning Assistants

Monique Fleming  
Hayley Crawford  
Davina Tahere  
Lenē Kotze  
Charlene Kolbe  
Aleysha Ingram  
Nina Boeinghoff  
Tara Murrie  
Robyn Jones  
Jill Harrison  
Khalla Herrick  
Mindy Jeffs  
Natalia Del Valle



### **Administration Staff**

Anne Reid	Executive Officer
Tina Branks	Office Administrator
Rachel Wakelin	Office Administrator
Julie Halliday	Library / Resource
Andy Pierce	Caretaker
Theresa Bruce	Councilor

### **Garden to Table**

Joanne Choi	Chef
Karen Miller	Gardener

### **Silverdale School Board**

Faye McIlroy	Presiding Member
Ann Jose	Parent Representative
David Powles	Parent Representative
Timothy Harrod	Parent Representative
Dayna Anderson	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 Ōhanga (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 Pūkeko**

### **Years 3 and 4**

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

## **Team Tūi**

### **Years 5 and 6**

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

## **School Times**

The Silverdale School bell is a Tui singing.

Children wait at the gates until the 8.30am bell rings

8:30 am	Bell
9:00 am - 10:10am	Learning Block 1
<b>10:10am - 10:25am</b>	<b>Break 1 (15 minutes)</b>
10:25am - 11:15am	Learning Block 2
<b>11:15am - 11:30am</b>	<b>Break 2 (15 minutes)</b>
11:30am - 12:20pm	Learning Block 3
<b>12:20pm - 1pm</b>	<b>Lunchtime (40 minutes)</b>
1:00pm - 1:50pm	Learning Block 4
<b>1:50pm - 2:05pm</b>	<b>Break 4 (15 minutes)</b>
2:05pm - 3:00pm	Learning Block 5
3:00pm	Home

## **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 whānau 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.

## **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](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 or 0508 4KINDO (toll free) 8am-4pm school days.

## Wā Rapu

Wā Rapu is a te reo term which translates to *seek, look for, hunt, search for, inquire, investigate*. It is the term used at Silverdale School to describe personal investigation and inquiry time for our students.

Wā Rapu begins in Year 0/1 as 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 Childcare 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.

As students progress through the school, Wā Rapu time looks different in relation to a student's developmental ability. Student's are scaffolded to develop the skills necessary to inquire into areas of interest and passion.

## 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 offers 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](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.

## 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.

There is no parent parking on the school site, an option during drop off and pick up is to park away from the school and walk to school, a great way of building you and your child's fitness and help reduce the carbon footprint at the same time.

## Stop, Drop and Go

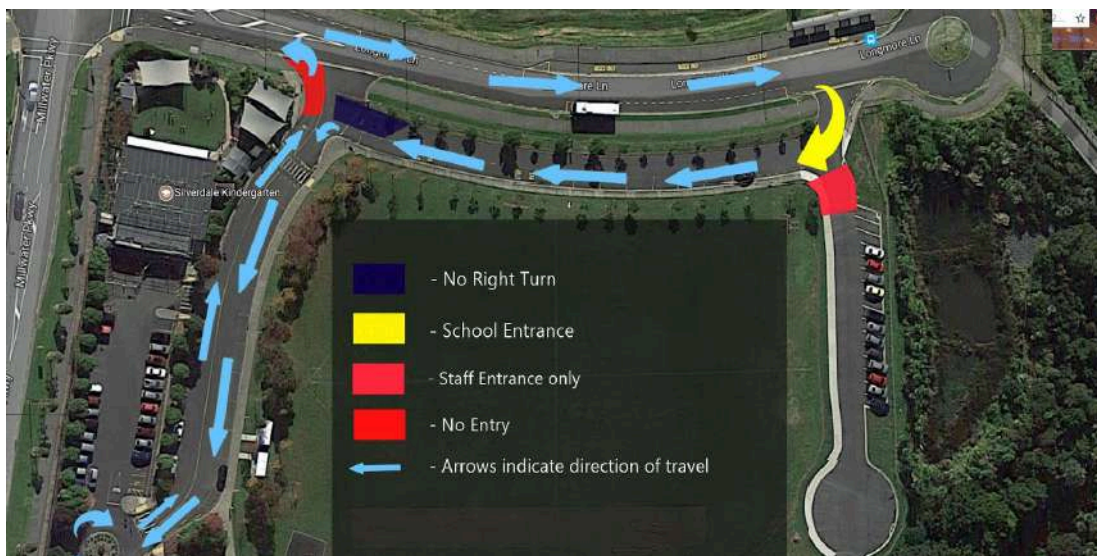
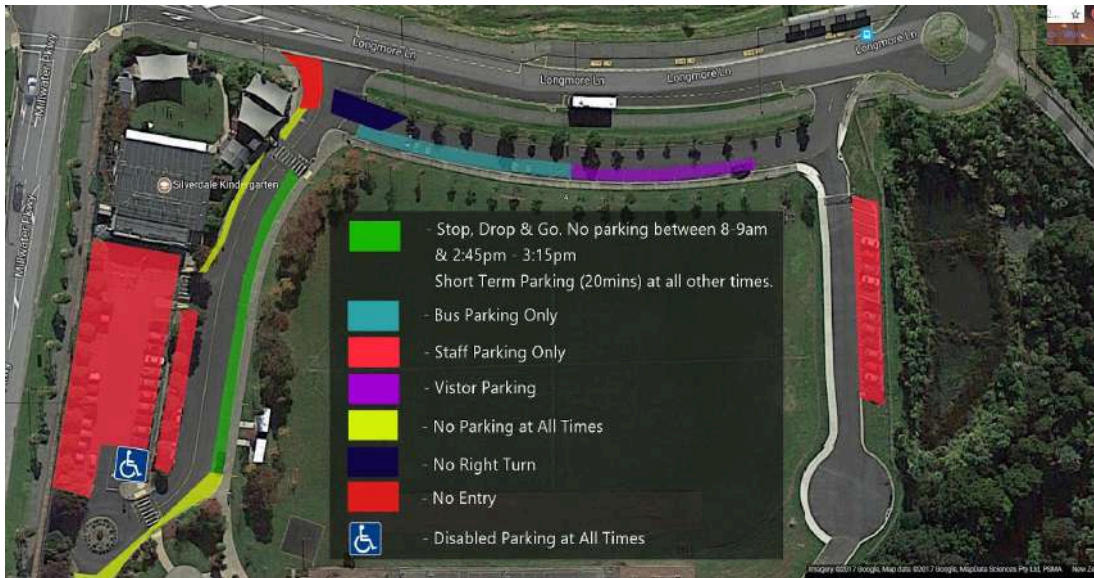
The drop off zone that borders the sloping bank will be a 'manned' stop, drop and go area from 8.30am to 8.55am and again from 3.00pm to 3.15pm. In the morning our staff will greet your vehicle and, if necessary, escort your child/ren to their class. This means you will be able to stop, drop and go in a minimum of time. **You do not need to get out of your car.** In the afternoon 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. **You do not need to get out of your car.**

Our mobility car parks are in operation in both carparks, 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.

## Dental Clinic Parking

A reminder to parents that you must not use the dental clinic car park to drop off or pick up children, thanks for your cooperation in this.

1. Both car parks are for staff cars only, please do not park in any of the carparks.
2. No parking in the stop, drop and go area until after 2.45pm.
3. At stop, drop and go please do not get out of your car.



## Pick Up and Drop off Students

### Scheduled Appointments and Early Pick Up

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 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.

### **Late Drop Off**

If you are dropping your child to school late, please do not get out of your car just send your child to their classroom, they do not need to go to the office.

### **Principal 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.

### **Stationery**

School stationery can be purchased by visiting

<https://www.silverdaleprimary.school.nz/school-shop/> and clicking on the stationery tab.

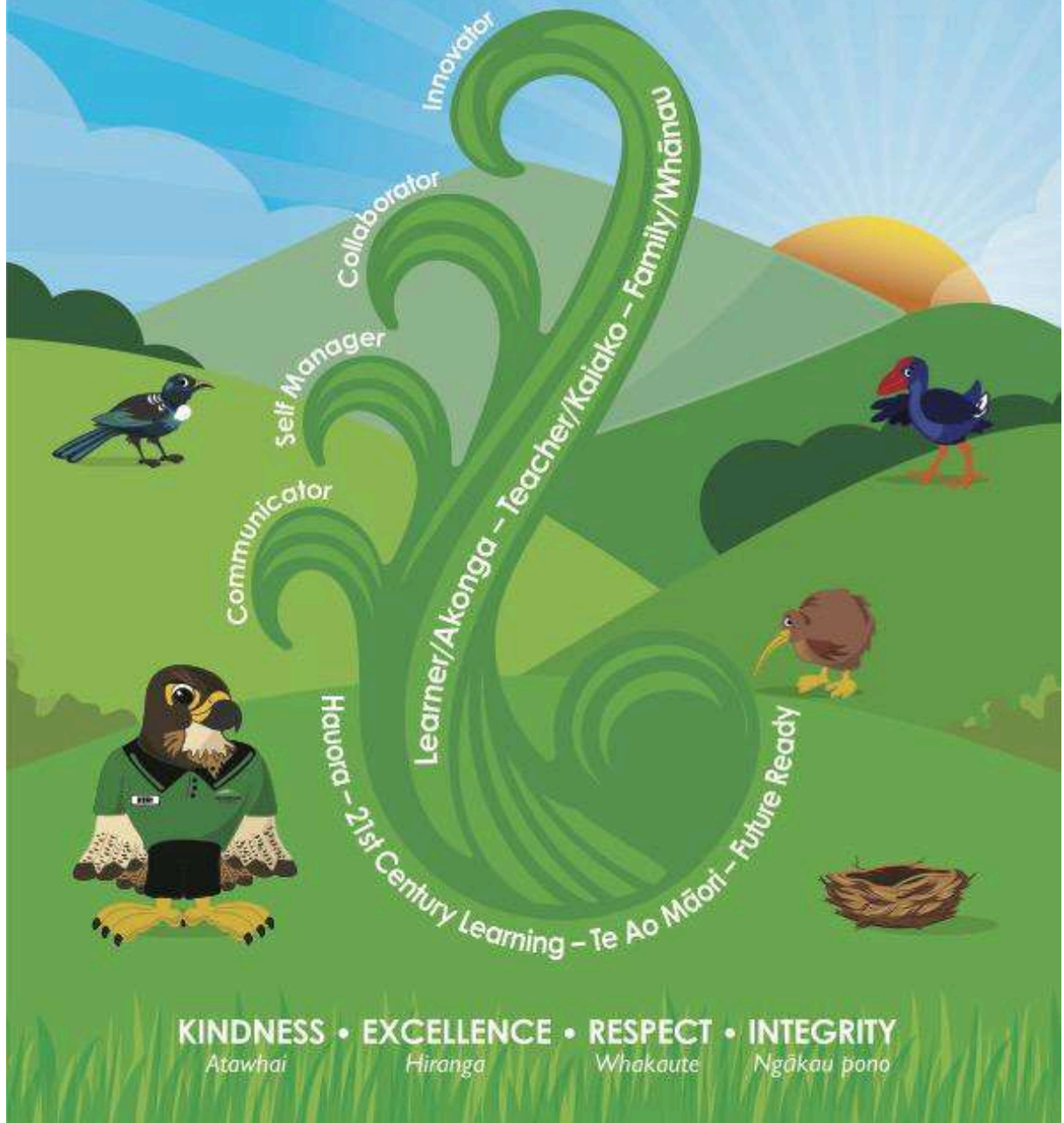
**Please check out the school website for further information**  
[www.silverdaleprimary.school.nz](https://www.silverdaleprimary.school.nz)

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



# Learn to Journey – Journey to Learn

Ako ki te Haere – Haere ki te Ako



**KINDNESS • EXCELLENCE • RESPECT • INTEGRITY**  
Atawhai      Hiranga      Whakaute      Ngākau pono