



**Whānau  
Information Booklet  
2023**

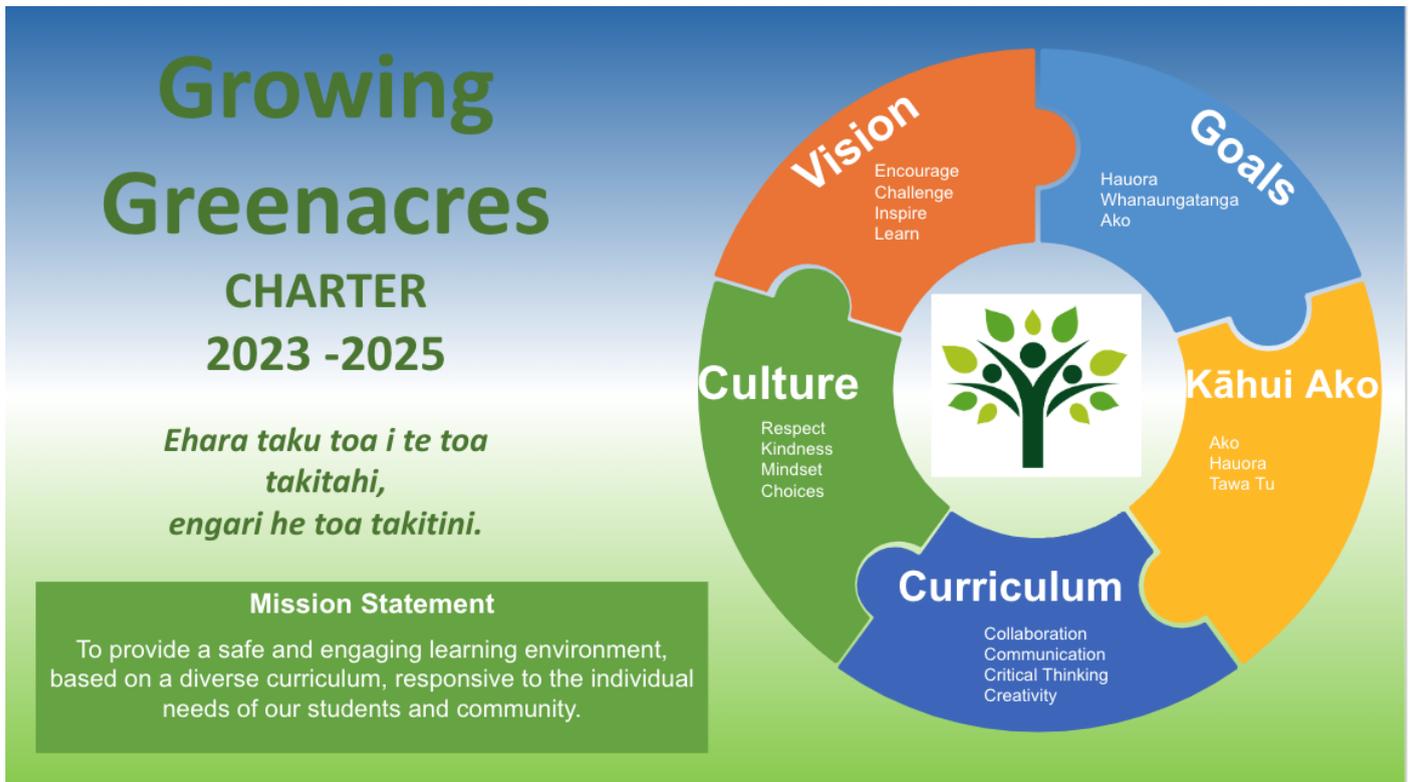
## Our Mission Statement

To provide a safe and engaging learning environment, based on a diverse curriculum, responsive to the individual needs of our students and community.

## Our Vision

"Together we encourage, challenge and inspire while fostering a love of learning."

***Encourage, Challenge, Inspire, Learn!***



Our charter is available on our website: <https://www.greenacres.school.nz/>

Greenacres School is located in Raroa Terrace, Tawa, and opened in 1972. We are proud of being a community-focused school with modern facilities and up to date learning resources. We have extensive grounds including a modern adventure playground, a school field and a variety of grass and court areas where children can play.

We endeavour to provide a low student to teacher ratio in the early years and give every student the benefit of individual attention throughout his or her education. We have a very strong focus on developing the key skills of reading, writing and numeracy while also promoting an involvement in and love of the creative arts and sporting endeavours.

Our programmes address all the requirements of the New Zealand Curriculum and are designed to engage, motivate and challenge our students.

## School Organisation

Our classrooms are organised into three learning areas that have been named with clear links to our Greenacres tree logo, as well as demonstrating our commitment to te ao Māori a natural part of our school. Each name represents a stage of growth in the learning journey a student will experience while at Greenacres School.

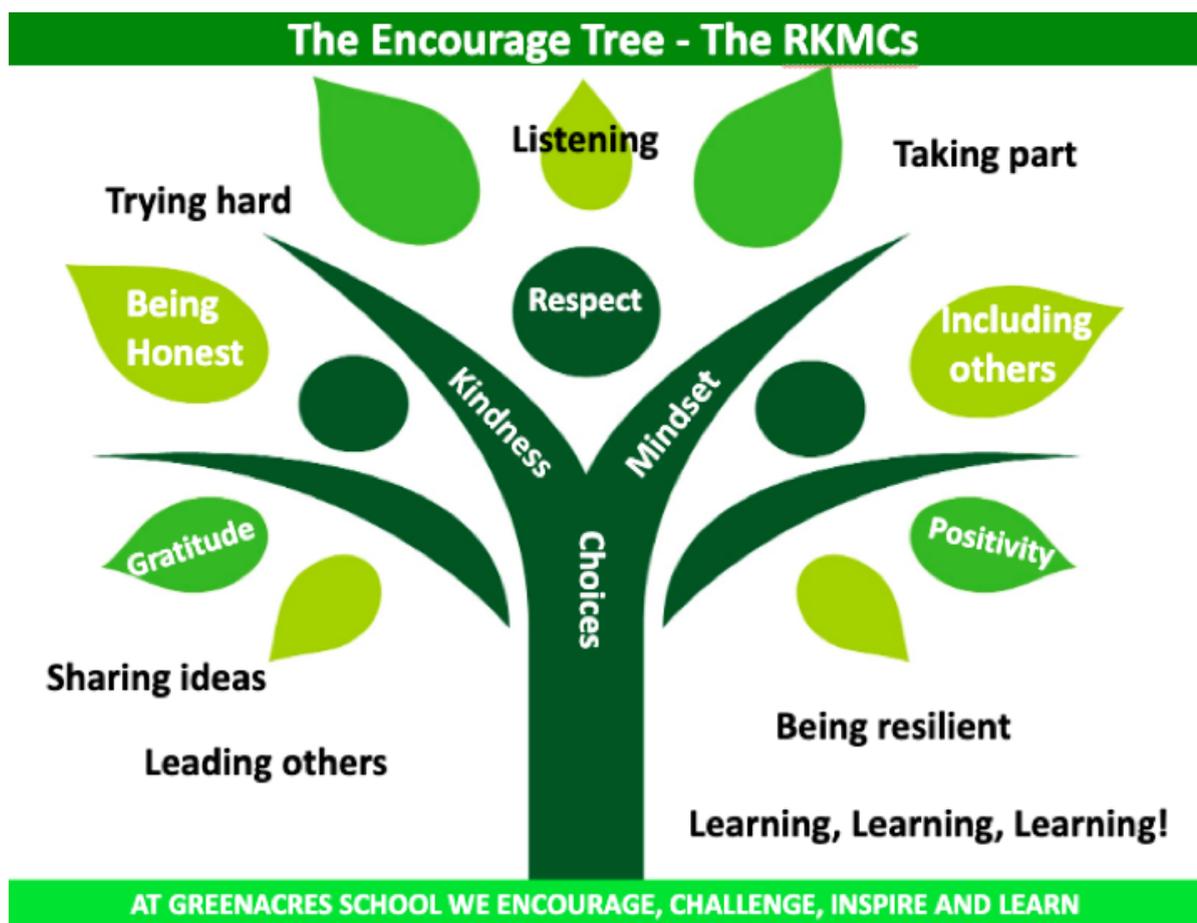
In simple terms this is explained as:

Kano - the seed - the planting of a seed, the beginning of the Greenacres learning journey as they are nurtured, cared for and encouraged.

Māhuri - the sapling or young tree - a growing tree of learning becoming stronger and more independent.

Puāwai - the blossom - senior students/tuakana blossom as they grow as leaders and role models in our school. They are proud, strong and well prepared for the next phase in their learning journey as they leave Greenacres as confident learners.

## RKMCs



How do we use the Encourage Tree to promote a positive school culture?

At the beginning of the year each class collaboratively develops an age appropriate 'Encourage Tree' based on our school model. These unique classroom versions are strengthened by the inclusion of our key expectations of **respect**, **kindness**, **mindset** and **making good choices**.

**These four key elements (RKMCs) are our focuses when promoting a positive school culture at Greenacres School:**

- **Respect** – respecting yourself, others and your environment
- **Kindness** – demonstrating kindness in words and actions
- **Mindset** – being ready to learn inside and outside the classroom
- **Choices** – making positive choices in our behaviour, words and actions

### Our 4Cs



Our curriculum is based on the vision of **encouraging, inspiring and challenging** our students to foster a love of learning and is underpinned by the Strategic Goals: Hauora (Wellbeing), Whanaungatanga (Partnerships) Ako (teaching and learning).

Teaching and learning (Ako) at Greenacres School is guided by our 'local' curriculum that caters for our students' diverse needs and the aspirations of our community. Our curriculum reflects the bicultural and multicultural contexts of Aotearoa New Zealand.

The 4Cs (Collaboration, Communication, Critical Thinking and Creativity) are cross curricular, interconnected learning skills vital for student success school now and into the future. The 4Cs are cultivated through providing diverse learning experiences for our tamariki. Effective teaching and learning practices are provided to enable tamariki to confidently develop skills in the 4Cs. Teachers / Kaiako plan collaboratively to provide rich and engaging learning experiences in social science, science, PE and Health, technology, Te Ao Maori, digital technology, The Arts; music, visual arts, drama, mathematics and literacy; reading, writing and oral language.

A teaching and learning framework guides our learners in recognising and understanding each of these skills. This framework supports the identification of strengths, and areas for future development as learners 'grow' at Greenacres.

## School Staff 2023

<b>Principal</b>	Mike Thomas
<b>Deputy Principal/ SENCo</b>	Rob Calder
Kano Year 1/2	Mrs Kim Paver, Miss Brittany Symon, Ms Sarah Alve Mrs Nicole Ros (Thursdays)
Māhuri Year 3/4	Mr Dave Conway, Mrs Rayleen Seebeck, Mrs Nicole Ros (Fridays)
Puāwai Year 5/6	Mrs Jenny Peacock, Whaea Vanessa
Teacher Aides	Mrs Carol Ruha, Mrs Hilary Jones, Mrs Lindy Fenton
Office Manager	Ms Sharon Dunstan
Office/Finances	Mrs Marj Bennett

## Board of Trustees 2023

Liz Jull	(Presiding Chair)
Mike Thomas	(Principal)
Sarah Alve	(Staff Trustee)
Cameron Turner	(Parent Trustee)
Karen O'Rourke	(Parent Trustee)
Carly Skerrett	(Parent Trustee)
Peter Dear	(Parent Trustee)

## School Contact Directory

School phone	(04) 232 6445
School email	principal@greenacres.school.nz (Principal) office@greenacres.school.nz (School Office) <a href="mailto:chairperson@greenacres.school.nz">chairperson@greenacres.school.nz</a> (BoT Chair) All teaching staff have an email address in the same format e.g. <a href="mailto:jsmith@greenacres.school.nz">jsmith@greenacres.school.nz</a>
School website	<a href="http://www.greenacres.school.nz">www.greenacres.school.nz</a>
Facebook	Greenacres School

## School Terms and Holidays

The 2023 attendance dates for students are as follows:

### First Term

<b>Start</b>	Monday	30 January
<b>Finish</b>	Thursday	06 April
<b>School Holidays</b>	Friday	07 April – Sunday 23 April
<b>Public Holidays</b>	Monday	06 February (Waitangi Day)

### Second Term

<b>Start</b>	Wednesday	26 April
<b>Finish</b>	Friday	30 June
<b>School Holidays</b>	Saturday	01 July – Sunday 16 July
<b>Public Holidays</b>	Tuesday	25 April (Anzac Day) 05 June (King's Birthday)

### Third Term

<b>Start</b>	Monday	17 July
<b>Finish</b>	Friday	22 September
<b>School Holidays</b>	Saturday	23 September – Sunday 08 October

### Fourth Term

<b>Start</b>	Monday	09 October
<b>Finish</b>	Friday	15 December
<b>School Holidays</b>	Thursday	16 December
<b>Public Holiday</b>	Monday	23 October (Labour Day)

### School Hours

8.30am	Classrooms open
8.55am	First bell sounds
9.00am	School commences
10.30am – 10.50am	Morning break
12.30pm – 1.30pm	Lunch break
3.00pm	School finishes for the day

## Beginning at Greenacres

### Enrolling Students

Tamariki may be admitted to State Primary schools on or after their fifth birthday – but not before that date. Compulsory education begins when a child is six years old.

When a child is enrolled at a New Zealand school a Birth Certificate or other proof of date of birth is needed to verify the age, and an immunisation certificate must be produced when first enrolled. These are legal requirements. Students who are not NZ citizens must provide evidence of either a Residence Permit or a Student Permit. An Enrolment Scheme has been in place for Greenacres School since 2017.

A child who has a birthdate in January through to 30 April will be classified as Year 1. A child who has a birthdate from 1 May onwards will be classified as Year 0.

### **School visits for new entrant students**

We have a pre-entry programme for children about to start school. On Friday mornings for three weeks before they begin school formally, children with a parent / caregiver can visit our Kano team from 9:15–10.30am. This gives them an opportunity to experience school activities and start to get to know other children and our teachers. Pre-entry visits help support a smooth and happy start on the first day.

## **General Information**

### **Absences/Attendance**

Once your child starts school parents can send an absence message through the Hero App. You may also telephone the school before 9.00am. Please note that messages may be left at any time on our absence line (232 6445, then press 1 to leave an absence message). There is a school cellphone 021 0256 5206 (please note this is for texting absences only, it will not be answered). In addition an email can be sent to [office@greenacres.school.nz](mailto:office@greenacres.school.nz) Please help us to ensure that all our students are accounted for and safe.

Students who arrive late, (for whatever reason, including following appointments) must check into the office and register before going to their classrooms.

If you need to collect or return your child at any time during the school day, please check at the office first. Students are not permitted to leave the grounds at any time during the day without a parent or caregiver visiting our school office and signing them out.

### **Accidents at School**

Qualified First Aid staff members deal with minor accidents at school. If any serious accident happens, the parent, caregiver or person listed for emergency calls is contacted. If none of these can be contacted, the Principal or Deputy Principal will take whatever action is deemed necessary.

### **Assemblies**

Learning Team assemblies take place each term on a Friday at 2:15pm. Each assembly, a different learning team will host and attend the assembly. This is an important part of our teaching programme and we welcome you to come along and see your child's team in action.

### **Asthma**

Wherever possible, students should be self-managing their asthma medication.

## **Before/After School Care**

Kelly Club is an independent organisation which provides a before and after school service in our school hall. Their hours are: 7:00 - 8:30am and 3-6pm daily. Please visit their website [www.kellyclub.co.nz](http://www.kellyclub.co.nz) for more information and enrolment forms.

## **Board of Trustees Meetings**

These meetings are generally held on the third and eighth Monday of each term in the school staffroom at 6.00pm. All parents are very welcome to attend these meetings. Please email [chairperson@greenacresschool.nz](mailto:chairperson@greenacresschool.nz) if you wish to come along. After the meeting the minutes and board papers are available to view on the school website.

## **Civil Defence Procedures**

In the event of a civil emergency we will keep all students at school under supervision until parents collect them, or another adult specifically nominated in writing by you. Please nominate that person in advance and it will be recorded. When students are released from school after an emergency it will be entered on a register so that we know exactly where each student has gone.

We suggest that you discuss this within your family and have a plan in case you are separated for a long time. The staff will be cooperating with the Civil Defence Organisation who will use Greenacres School as a base in a civil emergency.

## **Clothing**

We are a non-uniform school. Our expectation is that our students wear clothes that are appropriate for being busy and active everyday. This includes footwear that is suitable for daily fitness and PE activities and jewellery limited to culturally significant items. Please name your child's clothing so if it is misplaced, it can be returned.

## **Communication**

We regard genuine partnerships and connections (whanaungatanga) between home and school as essential for learning. We have a policy of open communication between home and school. Parents are encouraged to visit the school to discuss any concerns about their child/ren or to share their successes. More formal appointments can be made either in person, emailing the class teacher (using the format outlined on the final page of this booklet) or by phoning the school office during working hours. Staff members are not available to be contacted at home. Emails will be responded to within 48 hours.

## **Bee Health Dental Service**

Our students' teeth are cared for by the Bee Healthy Regional Dental Service, which has clinics at 11 Kura Street, Titahi Bay and Brandon, 32 Driver Crescent, Cannons Creek. The clinics are open from 8.00am to 4.30pm. Our students' teeth are all checked annually in a mobile clinic on the school grounds - parents are informed when this is about to happen. If any treatment is necessary, or you would like your child checked by a dental therapist, outside the times the van is on site, you are invited to make appointments by phoning 0800 825 583.

## **Digital Citizenship Agreement - “Being An Awesome Greenacres Digital Citizen”**

All students have access to filtered internet connection. To safeguard tamariki and the school, all users of the school’s computers are taught how to be “An Awesome Greenacres Digital Citizen”. This is aligned with our RKMCS. The “Being An Awesome Greenacres Digital Citizen” poster needs to be signed by both students and parents before accessing the internet.

## **Education Review Office**

The latest Education Review of Greenacres School was completed in 2016. Copies of this report are available from the School Office, from our website (<http://www.greenacres.school.nz>) or the Education Review Office website (<http://www.ero.govt.nz>)

The Education Review Office has redesigned their review processes. They now engage with schools by providing an evaluation partner. They work with schools in developing their internal and evaluation processes.

## **Emergency Procedures**

The school has clearly set out procedures to be followed by students and staff in the event of an emergency. Evacuation drills are held regularly so pupils and staff know exactly what to do.

## **Greenacres School Fundraising Committee**

The Greenacres School Fundraising Committee is a group of parents and caregivers who meet regularly and liaise with the BoT to plan social and fundraising activities. Their support for the school is highly valued by all and they are always keen for new members.

## **Hardship**

Students should not miss out on any aspect of the curriculum because of an inability to meet costs. If you find you are unable to afford to pay for your child to participate in an activity that forms part of the curriculum, please contact the principal in confidence.

## **Headlice**

Headlice are a common problem and infestation often occurs when students are in close contact. Please check your child’s hair frequently and use the appropriate shampoo according to directions if there is any sign of infestation. We suggest that long hair is kept tied back.

## **Healthy Eating**

Greenacres School has a Food and Nutrition Policy which encourages healthy eating practices. (See <http://greenacres.schooldocs.co.nz/> )

## **Hero**

Greenacres uses the Hero School Management System (SMS) for storing and sharing information around student learning and progress. Each Learning Team regularly posts on team events and individual student’s learning goals. Twice a year teachers provide milestone reporting on student progress and achievement.

## **Homework**

We recognise the importance and benefits that occur during family time and the many other opportunities that occur outside of school. Tamariki are encouraged to read regularly at home and may at times be assigned additional writing, spelling or maths tasks to support in class learning.

## **House System**

Our RKMSs outline our expectations for living and learning at Greenacres School. Along with this our 'House' structure encourages positive relationships between students and teachers across the school. We have four 'houses' kauri (blue) kowhai (yellow), pohutakawa (red), and nikau (magenta). As students enrol they are assigned to one of four houses for the duration of their time at Greenacres. Siblings are placed in the same house. Teachers also belong to a particular house. Each term there is a house activity where students and teachers from across the classes join together for fun.

## **IF - Inspiration Friday**

Inspiration Friday (IF) is an important and inspiring component of our programme. It provides opportunities for choice and creativity. It is also a vehicle for building partnerships with community members, who are encouraged to share their skills with us.

Māhuri and Puāwai tamariki are offered the opportunity to take part in inspirational, small group learning activities of their choice from an exciting range of options.

The Kano IF programme involves a multitude of 'hands on' activities, with the opportunity for students to explore a new interest or passion.

## **Interschool Sports**

As part of the Health and PE curriculum throughout the year, Greenacres School takes part in inter-school activities involving sport. These are a great opportunity and our emphasis is more on participation and learning rather than competitiveness.

## **Library**

Our library / whare pukapuka plays an important part in all our school programmes. All students are scheduled to use the library at least once a week for regular book changes and developing/practicing library skills. Kano students are allowed to have one book on loan at any one time, Māhuri and Puāwai students may have two books on loan. Parents can help us by ensuring books are returned regularly. If students lose library books parents will be invoiced for their replacement, or asked to buy a replacement book.

## **Lost Clothing**

Please ensure that all clothing is clearly named. All named lost clothing is returned to the owner. Clothing that is found and not named is collected, and periodically left outside the Administration Block and then stored in the road patrol room. Unclaimed, unnamed clothing is then donated/disposed of at the end of each term.

## **Mobile Phones**

Any mobile phones brought to school by students must be turned off and kept in their bags at all times. Any mobile phones that are turned on in class, or used inappropriately, will be confiscated and will be available for parents to personally collect from the Office / Tari. Please note that if a student brings a cellphone to school, the school accepts no responsibility for the cellphone.

## **Parent Helpers**

Volunteers are often called for – if you are able to help in any way, please contact the school office. Alternatively, keep watching the weekly school newsletter for the many occasions when we ask for parent help for specific purposes.

## **Parking**

When parents transport students to and from school they should NOT park on the yellow lines on either side of the road outside the school or drive into the staff carpark to drop off or collect students. Please adhere to these rules for the safety of all students at Greenacres School. To alleviate the pressure on the front gate we ask that parents of students in the Woodman Drive area deliver to, and collect their children from, the Woodman Drive entrance.

## **Payment for School Activities**

Payment for any school activity can be made through the Hero App, by cash, eftpos or Visa/Mastercard at the office, or internet banking transfer to the school's bank account 123254 0004195 00. Any cash payments brought to school are to be in an envelope with the student's name on it, labelled (eg swimming), and handed in at the office.

## **Peer Mediators**

Peer mediators are actively involved in monitoring and supporting positive playground behaviour during morning breaks and lunchtimes. Peer mediators (senior students only) have extensive training at the beginning of each year.

## **Permission to Leave School Grounds**

On enrolment parents/caregivers are asked to give permission to leave the school grounds for local activities i.e the local parks, schools. This will cover the duration of the student's attendance at Greenacres School. For any activities/trips beyond the local area, where the students are transported by bus, train, or parent/teacher vehicles, written permission will be sought.

## **Scholastic Book Clubs**

Twice a term all students are given a Scholastic brochure which describes the books, games, etc, that are currently available to purchase. Parents can order online or if paying by cash complete the form and send with the cash to the office. When the books arrive they are distributed to the relevant learning teams. While there is no obligation to buy these books, in return for our promoting this, Scholastic NZ supply books for our library in proportion to purchases made.

## **School Donations**

Our school donation is currently \$220 per student. This voluntary donation helps to finance activities that funds from the Government do not cover. All families are asked to contribute where possible. Payment does not need to be in a lump sum but can be spread out over the year if parents wish. Reminders will be sent out in Term One and Term Three.

## **School Newsletter**

The School Newsletter is posted on Hero and also available on the school website [www.greenacres.school.nz](http://www.greenacres.school.nz) each Wednesday. Parents receive a notification when it has been loaded.

## **School Office Hours**

Office hours are from 8.30am–4.00pm Monday–Friday. An answerphone is in operation when the telephone is unattended.

## **School Policies and Procedures**

All the schools policies and procedures i.e. health, safety, complaints, etc, can be found on the following website [www.schooldocs.co.nz](http://www.schooldocs.co.nz) It would be useful for you to peruse these. Please email the office to obtain the username and password.

## **School Road Patrol**

There are school students and staff on crossing duty outside the front gate of the school from 8.30am to 8.50am and 2.55pm to 3.10pm each day to ensure that all students cross safely. All students who need to cross Raroa Terrace are expected to use this patrolled area whether on their own, in groups, or with their parents.

## **Smoke Free and Vape Free School**

Greenacres School (i.e. grounds and buildings) is a totally smoke and vape free area as required by law.

## **Priority Learners**

Programmes are offered in a variety of curriculum areas for students with special learning needs and special abilities. Within class programmes extension/enrichment activities are also provided. Parents are informed as to the nature and organisation of any extra programmes. Part-time teachers and teacher aides may also assist in classrooms working with individuals and small groups. Enrichment programmes may include choir, music group, stretch club, Pest Free Tawa, kapa haka, dance and languages.

## **Sports**

Netball and hockey are offered as winter weekend sports. Greenacres School staff will take responsibility for establishing teams and overall coordination. Parents and whānau are required to take on the managing and coaching of the team. Agreeing to the Code of Conduct is an important part of signing up for weekend sports.

## **Stationery**

When a new entrant begins school the office staff will guide you through their stationery requirements and how to use our online system in subsequent years for purchasing stationery. Stationery requirements for each school year are advised at the end of the previous year. Purchases can be made using our online system for “back to school” stationery only.

## **Students' Records**

Whenever there is a change of address, home or business telephone, medical information or family circumstances and emergency contacts, please inform the school office promptly. It is **very important** that up to date emergency contact information is kept.

## **Student Safety**

For the general safety of our students we request that the following items are not brought to school: glass containers, sweets, gum, jewellery, toys, money, electronic equipment, etc.

## **Sunsmart**

In Term 1 and 4 all students must wear a hat that protects their face, neck and ears. A school sunset complete with Greenacres School logo is available to purchase at the office for \$15. We encourage students to wear sunblock daily and keep a supply in their school bags. Sunblock is available at the school office and in classrooms for emergency use.

## **Supervision of Medication**

Parents and caregivers must advise the school of all medication brought to school including relevant details such as dosage, storage and administration. Medication (excluding asthma inhalers) is stored in a locked cupboard.

## **Swimming**

Our yearly swimming programme operates at Tawa Pool. The timing of this is dependent on pool availability. Parents are advised of the schedule and costing in our newsletters.

## **Trips and Visits**

From time to time classes will be involved in educational trips beyond our local area. Parental consent must be given for any child to be included in these school trips. Please note that parental consent must be received prior to the trip for a student to participate.

It is a requirement that all motor vehicles used for the transportation of students have a current WOF and registration and that seatbelts for each student are worn, and for those under 148cm, a booster seat is required. All drivers must also have a current full Driver's Licence. Parents will be asked to verify this information if they offer to transport students. We have to ensure that the safety of our students is paramount at all times.

We have an Education Outside the Classroom Policy that covers all aspects of students leaving the school grounds during class time, outlining the strict risk management and safety guidelines required. The details of the policy can be viewed on SchoolDocs.

## **Your Child's Progress at School**

### **New Entrant Assessment**

All new entrants undertake assessment within the first two weeks of attending school. This assessment includes activities based on numbers, letters, words and oral language. Parents are contacted for an informal chat after the initial assessments are completed and the information collected provides the classroom teacher with valuable information to plan to meet the student's needs in the future.

### **Six Year Assessment**

When a student turns six years old an assessment is made on their literacy learning. Parents are invited to come and discuss the results of this assessment with the Deputy Principal. Any students considered to be at risk with their literacy learning will be placed on a Growth Learners Register.

### **Assessment and Evaluation**

Assessment and evaluation is on-going during the year so that students and teachers have a clear understanding of achievement and progress. Our schoolwide assessment programme gives the school important and useful information about the progress of individuals and groups to guide future planning. This information also allows the school to identify trends, strengths and weaknesses of groups (e.g. age cohorts, gender, ethnicity) and it is also a very useful tool when reporting to parents.

### **Growth (Priority) Learners**

Any student identified as requiring additional learning support in reading, writing and mathematics is placed on our Growth Learners Register. Specific goals and actions are developed to accelerate progress. Regular monitoring and review will take place to assess progress. We also maintain a Special Needs Register for identified students with additional social, academic and health needs.

### **Reporting to Parents (Under review)**

1. Within the first few weeks of the year, an opportunity is made available for all parents and caregivers to meet our teachers and hear about our programmes and plans for the year. More in-depth information pertaining to your child's particular class is also shared.
2. Learning Conversations are timetabled in Terms 1, 2 and 3 when all parents and students meet with the student's teacher to share progress as well as set goals.
3. Ongoing learning is shared via Hero on a regular basis.
4. Reports are posted on Hero at mid year and the end of the year.