



## Welcome to Greenhithe School

### Enrolment Information 2019



#### **Our Vision:**

Our children grow to be capable, balanced, confident learners who embrace new experiences and opportunities.

Greenhithe School, Isobel Road, Greenhithe, Auckland  
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[www.greenhithe.school.nz](http://www.greenhithe.school.nz)

## Welcome to Greenhithe School

### Nau mai ki te kura Greenhithe



My name is Stephen Grady and I am the Principal of Greenhithe School. I am pleased to welcome you to our school community. Our dedicated team at Greenhithe School are passionate about making your child's start at our school as easy as we can. We look forward to meeting you and supporting your child to meet their potential and enjoy their time at our school.

Our Leadership Team is made up of myself and our two fabulous Deputy Principals, Kelly Knowles and Michelle Butler. The school is divided into six year groups, each led by a team leader. Our teachers work closely together to encourage and care for your child. Our children enjoy and are engaged in their learning and we strive to provide the best possible opportunities for them. We have a team of dedicated teacher aides who work alongside children and teachers in class to support the learning.

At the reception you will meet Judi Mayn and Helena de Ruiter, who have a wealth of knowledge about the school and are able to answer the many questions which come their way on a daily basis.

We are an Enviro and Travelwise school and have a team of teachers, parents and students who work hard to help us to be environmentally aware. Our school enjoys offering a wide range of sporting activities. There are also a wide variety of art activities that the children can join in with during their time at Greenhithe School, such as choirs and our school production. We provide the children with a rounded education that gives them opportunities to shine in areas they are passionate and engaged in, while allowing them to develop new skills. We want to nurture their creativity and help them to prepare for a changing world. This includes teaching the discerning use of digital tools, as we believe the children need to be able to select and use the best tool for any task, whether that is an i-pad app, a paintbrush or pencil.

Greenhithe was once a small rural school, which has experienced rapid growth over recent years, whilst still retaining a community feel. The school starts each year with approximately 500 students and ends with 580. We have an active FOGS (Friends of Greenhithe School) group who work tirelessly to provide the school with extra funds that are spent on enhancing the playground areas, pool changing rooms and provide resources for teaching and learning. The FOGS are always keen to have new members and we encourage you to come along to meetings and get involved in our school community.

We look forward to working in partnership with you and your family and welcome you to our school.

Kind regards,  
Stephen Grady

## **About Our School**

### **Our Leadership Team**

Stephen Grady- Principal

Kelly Knowles and Michelle Butler- Deputy Principals

Julie Cooke- Special Educational Needs Co-ordinator (SENCO)

Charlene Boyd - Year 1 team leader

Bonita Mowat - Year 2 team leader

Dawn Pollard - Year 3 team leader

Janine Robson - Year 4 team leader

Jenny Bate - Year 5 team leader

Zara Fletcher - Year 6 team leader

### **Board of Trustees**

The Board of Trustees is comprised of a maximum of 6 elected parents and a staff member, along with the Principal and a Deputy Principal. The Board meets monthly and the dates and times are listed in the school newsletter. Parents are welcome to attend. Minutes of the meetings are available from the school office.

### **Do you have an active parent group?**

We have our Friends of Greenhithe School (FOGS) group who are a dedicated group of volunteer parents support the school through fundraising and social events such as discos, Golf Day and many more. Contact them through their facebook page or the school office. All parents are welcome to attend.

### **Where would I find school policies and procedures?**

As part of the school's compliance with Ministry requirements, we have a range of policies and procedures tailored to our school's needs. Key policies, such as the communication policy, the school charter and our behaviour policy are found on our school website. If you have specific enquiries regarding these, please contact a member of the Leadership Team.

### **How does the school report to parents?**

Term One: A "Meet the Parent" evening is held early in the term.

Term Two: Individual mid-year reports are sent home at the end of term two, followed by a parent conference when the parents and teachers can discuss the child's progress.

Term Four: School reports are sent home at the end of term.

### **Communication from your child's class**

Parents are welcome to make an appointment with the class teacher to discuss learning throughout the year. Teachers communicate with the parents of the children in their class in a variety of ways, including through email, apps or blogs, your child's teacher will provide information about this. You will receive a termly syndicate newsletter. We also send a school newsletter every two weeks. Our school website is also a great reference point for questions about our school. Your child's teacher is always the first port of call for any information, they will either answer your question or refer you to the right person to deal with any query. If they are unavailable, please see your year group's team leader.



## Enrolling your child at Greenhithe School

Starting school for the first time, or changing to a new school can be a challenging time and we hope that this booklet assists you in understanding the key things you need to know about our school.

For information regarding the Greenhithe School zone, please go to our website; [www.greenhithe.school.nz](http://www.greenhithe.school.nz) click on 'Our School' and then 'School Zone'.

### **When should I enrol my child?**

We like to enrol children approximately three terms before the start date. This enables us to plan for staffing as well as resources such as classrooms and equipment. If you are unsure of the term times please check the school website: [www.greenhithe.school.nz](http://www.greenhithe.school.nz)

### **What forms do I need to complete to enrol?**

You will find a school enrolment form enclosed and a vision and hearing consent form. You simply need to complete these forms and supply the supporting documentation outlined on the school enrolment checklist below.

#### ***Enrolment Checklist:***

- *Either Birth Certificate or Passport - proof of NZ citizenship or residency visa (Passport and Visa documentation if your child is not a NZ citizen)*
- *Vision and hearing consent form in enrolment pack*
- *Immunisation Certificate*
- *Proof of residential address within our school zone*

Please return the enrolment forms to the school office. Bring the original documents, i.e. Birth Certificate (passport/visa documentation if not a NZ citizen) and immunisation records to our team in the office who will copy them while you wait. Office hours: 8.30am – 3.30pm Monday to Friday.

### **What fees do I need to pay?**

#### **Family Contribution**

All state schools operate a family contribution system that is donations based. At Greenhithe School we request \$220.00 per year per child (\$55.00 per term). This will be the same amount for the second child. If paid by the end of term 2, this reduces to \$200 per child per year. For any further child, numbers 3 and 4 it is \$150.00 per year. You can claim a tax rebate on school donations. Forms are available from the school office.

### **Activity fees**

This is a compulsory fee of \$35 per term (\$140 per annum) for years 0-6. You can pay it in full or in quarterly instalments. The activity fees are used to pay for school trips, visiting theatre groups, drumming, shows, footsteps dance, sports activities and transport to outside school venues, which all children are able to participate in. Without this income these activities could not occur.

### **School Visits**

As part of the transition into school, we organise visits for the children. As your child approaches their start date we will hold a parent information night and contact you with the specific information regarding timings, dates and protocols. We see these meetings and visits as a great chance to get to know you and your child, and for your child to get to see the school and meet some classmates.

### **Is there a uniform and where can I get it?**

Greenhithe School has a compulsory uniform which can be bought onsite from the School Uniform Shop, operating out of Room 18.

School Uniform Shop hours:

Tuesday 2.45am – 3.15pm

Thursday 8.15am – 9.00am

School uniforms can also be ordered online [www.schooluniformcentre.co.nz](http://www.schooluniformcentre.co.nz)

You can purchase the following items from the school office:

School hat \$12

Sports top \$35

Rain jacket \$40

Hockey socks \$15

If you have any questions about the uniform, please contact Judi or Helena in the office. School sun hats are compulsory in terms 1 and 4, if a child hasn't got their hat, they will be required to stay in a shaded area.

### **Where can I get stationery from?**

There is a comprehensive list of stationery for each year displayed on the Greenhithe School website. For further information regarding stationery lists and a link to online ordering, please visit the school website: [www.greenhithe.school.nz](http://www.greenhithe.school.nz)

### **How can I help my child to be ready for their start at school?**

- **Get to know the school:** Come over at the weekend and walk around the site together.
- **Develop Friendships:** Organise play dates prior to starting school with other children who will be at Greenhithe School. Foster the new friendships once they start.
- **Attend the New Entrant Evening:** This will help give you the information you need to support your child's transition to school.



**If you have any questions or concerns, please pop in and talk to one of the leadership team or the office staff. We are here to make your child's start at our school as easy as possible!**

## General Information

### **What is the school's attendance policy?**

School starts at 8.55am and finishes 3.00pm. If your child arrives after 8.55am, they need to go to the office to sign in. Students who have appointments during school hours are required to be signed out by their parent or guardian.

### **What do I do if my child is going to be away from school?**

Please phone the office daily if your child is absent. The contact number is 413-9838. If your child has an appointment, and will be late, please call the office as well.

### **If my child comes to school early in the morning who will look after them?**

Children are not supervised by staff outside the hours of 8.30am – 3.00pm. Children may not enter the cloakrooms or classrooms to put bags away until the bell has been rung at 8.30am. Prior to 8.30am, children must wait on the top court area. After school care operates on site from 3.00pm – 6.00pm. There is also an off-site option for parents, please see the office for details of either of these provisions.

### **What are the routines for eating and break times?**

Fruit break: 10.00 - 10.10 (This time can be flexible, depending on the class timetable. Only a small piece of fruit or vegetables and water at this break.

Morning tea break: 11.00-11.30am (10 minute supervised eating)

Lunch break: 12.50-1.40pm (10 minute supervised eating)

#### Eating:

Children eat outside in designated areas monitored by a duty teacher.

#### Play:

Children have designated play areas and also have access to the sports shed to sign out equipment. Peer Mediators assist with games in the junior playground areas.

#### Wet playtimes:

Year six monitors are appointed to supervise the classrooms of the younger children. Suitable, quiet activities are available within the classroom. The duty teachers also monitor the rooms.

### **Does the school provide school lunches?**

Lunch orders can be purchased daily online from Ezilunch. Please go to our School Website [www.greenhithe.school.nz](http://www.greenhithe.school.nz)

### **Are dogs allowed on site?**

Dogs are not permitted on site at any time.

### **Can my child borrow books from the library?**

Classes visit the library once a week to return and borrow books. Junior and middle school children may borrow two books each week, and Senior children may borrow up to three books. The Library is also open at lunchtime for children who want a quiet area to read.

### **Does Greenhithe School have a Travelwise programme?**

Due to the congestion at our school gates and the aim to get children fit, our goal is to reduce the number of cars bringing children to school. The majority of children going to our school live in a 2km radius. Therefore we promote walking, biking and scootering to school. We have several walking school buses.

The **school crossings** are patrolled morning and afternoon by traffic wardens under teacher or parent supervision. The times are 8.30am – 9.00am and 2.55pm – 3.15pm.

The school expects that parents will adhere to road rules and **park in appropriately designated parking**. We have a specific drop zone in the bottom carpark by the courts for dropping the children safely. Please refrain from double parking, as this only causes congestion and potential road hazards for our children.

### **How can I help in school?**

Assistance is welcomed from parents, caregivers, grandparents and the local community. You may wish to assist in a child's classroom and this can be arranged in conjunction with their teacher. Alternatively, there are many other jobs around school where assistance is greatly appreciated. Simply let the teacher or the office know that you are interested and we will certainly contact you! School trips and activities occur throughout the year. These often require additional adult assistance and a request form will be sent home for you to complete and return.

### **How will I be informed about events at school?**

A fortnightly newsletter is emailed to all registered parents on a Thursday. This newsletter is designed to update you on what is happening from a school-wide point of view and remind you of key events and activities. The school also sends out information to parents via notification through our website app.

The newsletter is on the school website [www.greenhithe.school.nz](http://www.greenhithe.school.nz) and hard copies are also available at the school office. Termly syndicate newsletters are also on the school website. We recommend asking your child if they have any notices and please also check their book/school bags! Each teacher will have an online method for keeping you in touch with the specifics of the class and to share your child's learning.

### **Where would I look for lost items of clothing?**

All children should have their property fully named. Any items found are placed in the lost property area located behind the library.

### **Will my child be put into a School House for sports events?**

The school has 4 houses: Wainoni (Blue), Tauhinu (White), Te Wharau (Red) and Pounamu (Green). All staff and children are members of these houses. Each house has Year 6 House Captains, appointed on the basis of applications.

## **Health and Safety**

The school's Health and Safety Policy can be found on the school website.

### **Health Conditions**

The details of children with health conditions such as asthma or severe allergies are kept in a register and identified in classroom registers and in the sickbay. This information is confidential to staff. Parents are responsible for ensuring medication is up to date and current photos and action plans are given to the school. All medication is to be kept in the sick bay (not in school bags).

### **What happens if my child has an accident at school?**

Children with minor cuts and bruises are tended to in the sickbay. If your child receives a head, back or eye injury you will be contacted. Please ensure your contact details are updated in the office regularly.

### **Who is eligible for School Vision and Hearing Testing?**

Waitemata District Health Board provides free vision and hearing screening for children. This screening is carried out by Vision and Hearing Technicians at school. Screening takes place each term. New Entrants who have not had a B4 School hearing and vision test and children who are new to the school and haven't been tested in New Zealand will be tested along with other children who are retests and were absentees from previous testing. Foreign fee paying students are not eligible for the screening programme.

***We hope that this information provides the answers to key questions you have as your child begins their learning journey with us at Greenhithe School. If you have any further questions, please do not hesitate to contact us through the school office.***

***Email: [office@greenhithe.school.nz](mailto:office@greenhithe.school.nz)***

***Phone: 09 413-9838***

***Or pop in to see us!***