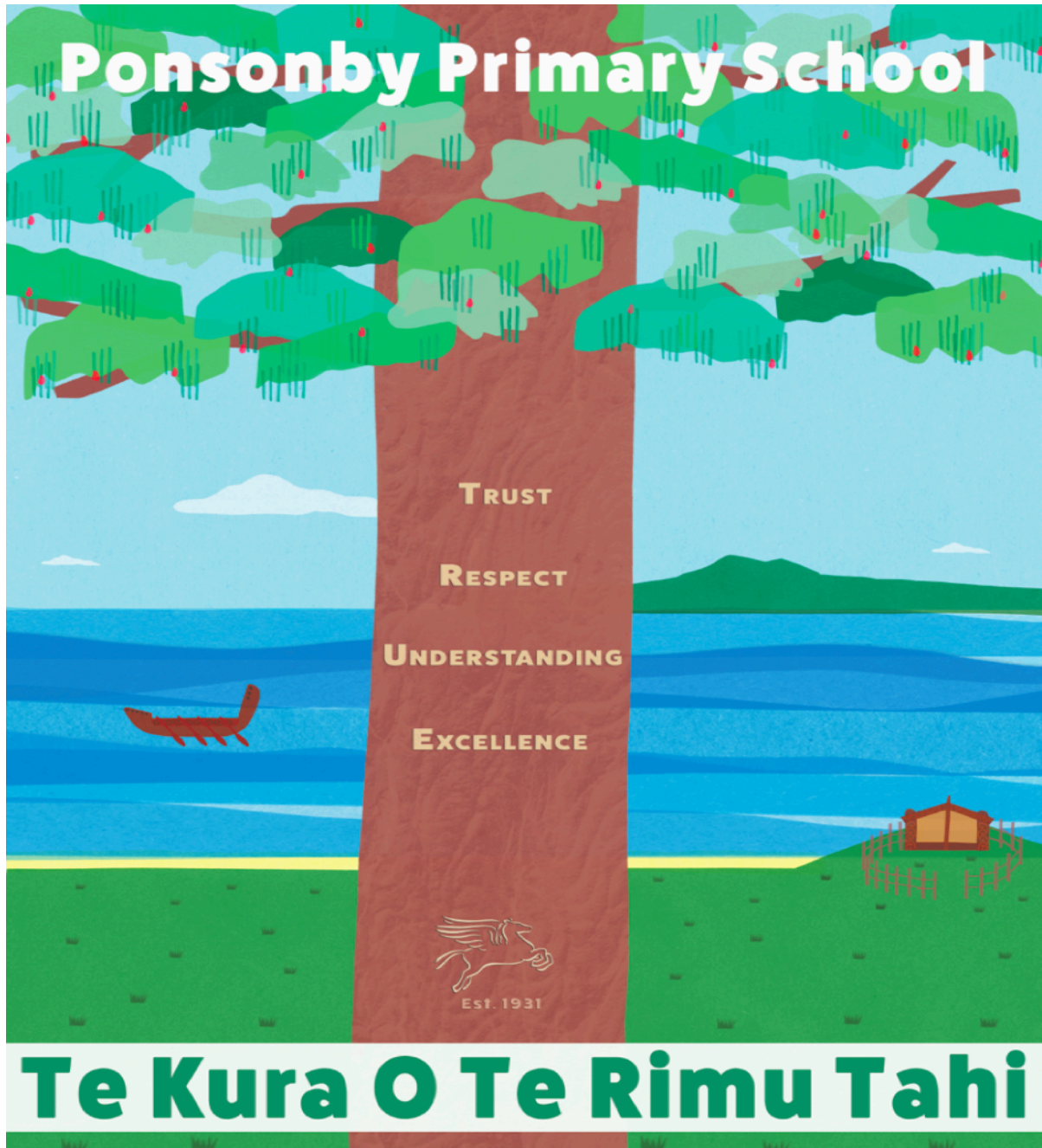


Ponsonby Primary / Te Kura O Rimu Tahī Parent Handbook 2025



44 Curran Street, Herne Bay. Ph 09 376 3568
email : office@ponsprim.school.nz
Web www.ponsprim.com

On behalf of the Board of Trustees and the Staff:

Welcome to Ponsonby Primary School

We hope your association with the school in 2024 will be a happy one. It is the close co-operation between parents and teachers that ensures quality educational experiences for our students. The school's core business is children's learning. We hold the belief that every child will be provided with opportunities to achieve success. Our learning community values excellence and involvement.

Our Motto:
Steadfast and True
Kia u, Kia Pono

Our school Symbol:
Pegasus



Our overarching goal is to provide a school environment where pupils are secure, happy, cooperative and industrious. It is to provide a learning environment where individual strengths, weaknesses and differences are catered for within the educational programmes. Each pupil is expected to do his or her best in whatever is undertaken. This is an inclusive school where everyone should be valued for their own individuality.

Learners at Ponsonby Primary are Pegasus Fliers.

Pegasus Fliers care about other people in the world and they care about themselves.
They love learning. They challenge themselves to be the best they can be.
They never give up. Pegasus

Fliers are STEADFAST and TRUE.

Kia u, Kia Pono



ERO website <http://www.ero.govt.nz/ero>

[The Education Review Office report made the following statements about the school Report 2023](#)

Ponsonby Primary School's strategic priorities for improving outcomes for learners are:

To grow student achievement by providing quality teaching, where all learners are engaged, inspired and achieving their potential in a 21st century learning environment.

To provide and promote educational relationships and partnerships that enhance student learning and enrich opportunities for students to become confident, connected, empathetic, actively involved, lifelong learners.

To promote the health and wellbeing of all students through robust systems that monitor, support and improve students' hauora now and into the future.

To value, understand and respect various perspectives and cultural backgrounds, particularly our own bi-cultural heritage.

Strengths

The school can draw from the following strengths to support its goal to promote learner wellbeing and resilience:

All learners experience a broad, local and authentic curriculum that integrates subject areas, creating meaningful and relevant learning that reflects their various cultures and identities.

Ākonga agency and positive personal efficacy are inherent in daily programmes, underpinned with inquiry learning.

Collaboration and developing relationships with each child and family is paramount and key to each child's holistic success and belonging.

Teachers are trained learning coaches and use appreciative inquiry to develop and give feedback on their professional inquiries, enabling explicit and professional teacher development.

Mr Sanjay Rama
Principal.

Staff 2024

Principal:

Mr Sanjay Rama

Deputy Principals:

Mrs Morgan Jurisich

Mr Arran Connor

Senior Leadership team

| | | |
|-------------------|----------------------------|-----------------|
| Ms Anja Kingston: | Puriri | (Year 3, Rm 10) |
| Mr Sven Crop | Kowhai | (Year 6, Rm 9) |
| Ms Miriam Harford | Kakariki | (Year 1, Rm 20) |
| Mrs Julia Nissen | Special Needs Co ordinator | |

KOWHAI SYNDICATE - Leader: Sven Crop

| | | |
|--------|-------------------|--------|
| Room 8 | Mr Jay Keshaw | Year 5 |
| Room 6 | Mrs Sarah Vollmer | Year 5 |
| Room 7 | Mr Stephen Bergin | Year 5 |
| Room 9 | Mr Sven Cropp | Year 6 |

PURIRI SYNDICATE – Leader: Anja Kingston

| | | |
|---------|--|--------|
| Room 1 | Mrs Julia Nissen/Mrs Shewanthi Nanayakkara | Year 4 |
| Room 2 | Mrs Olivia Bengé | Year 3 |
| Room 4 | Ms Anne Cowsill | Year 4 |
| Room 10 | Ms Anja Kingston | Year 3 |

KAKARIKI SYNDICATE – Leader: Miriam Harford

| | | |
|---------|----------------------------------|--------|
| Room 16 | Mrs Kate Hamilton/Mrs Rhona Webb | Year 2 |
| Room 17 | Ms Christina Kelly | Year 2 |
| Room 15 | Mrs Annika Khouri | Year 2 |
| Room 18 | Mrs Deborah Fox | Year 1 |
| Room 20 | Ms Miriam Harford | Year 1 |
| Room 21 | Mrs Anna Wylie | Year 1 |

Part-time Teachers not attached to classes:

Mrs Lynda Hill
Mrs Amy Marron
Mrs Linnea Maycock

Learning Assistants:

Reviewed January 2024

Ms Nancy Elzenaar
Ms Kessia Stevenson
Ms Lisa Searle
Ms Kokcu
Ms L'Estrange-Corbet

Administration Staff: Mrs Karen Lethbridge (Office)
Mrs Wendy Steedman (Finance Manager)

Accounts: Mrs Wendy Steedman
Dental Clinic Number 376 6327 (33 Sheehan St, Ponsonby)
Caretaker: Roman Thomas
School telephone: **(09) 376-3568**
Email: srama@ponsprim.school.nz.
Or if contacting for example a classroom: teacher initial and surname @ponsprim.school.nz
School website: www.ponsprim.school.nz

Board of Trustees

The Board usually meets twice a term. These meetings are normally held on a Monday at 7.00 pm in the staff room, are always open to the public and are advertised in the school newsletter. Dates are on school calendar www.ponsprim.school.nz

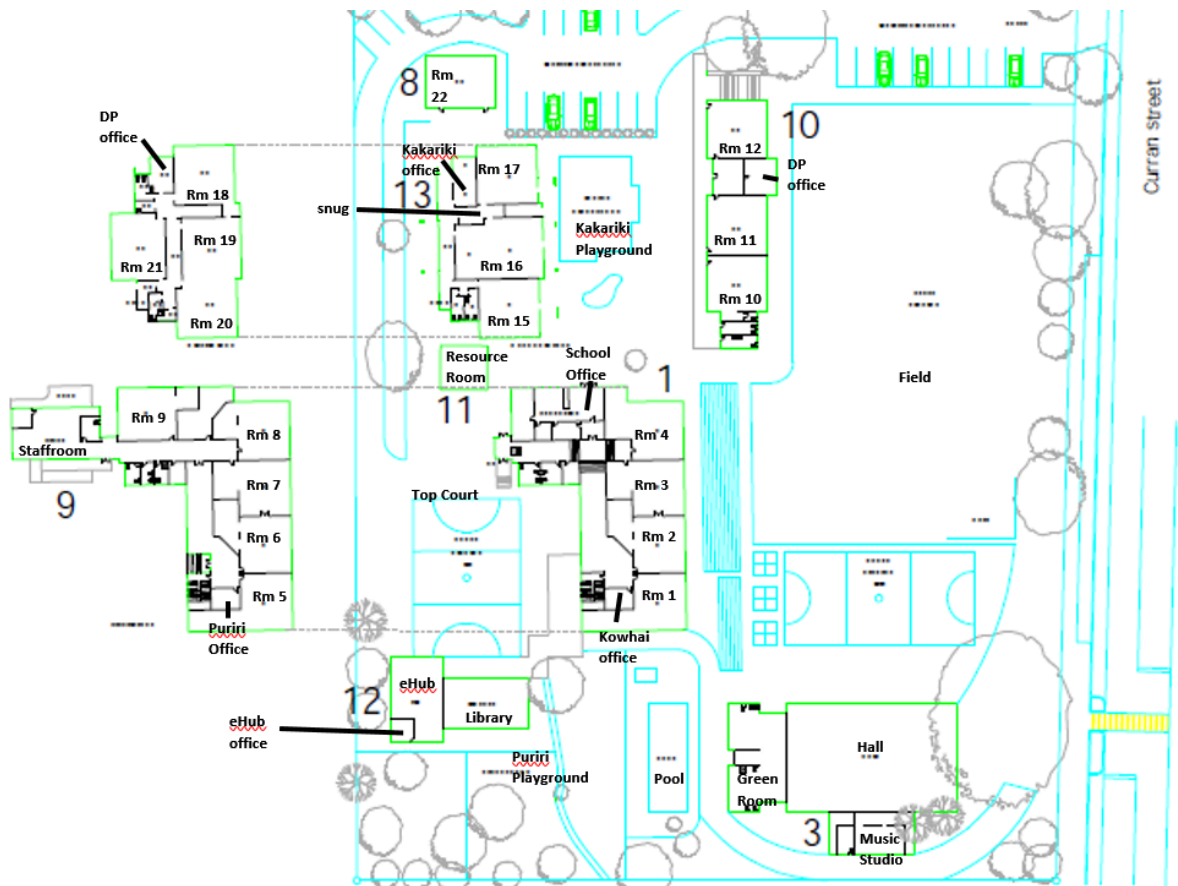
Chairperson: Lisa Crooke (Mother of Angie Broughton)
Vice Chairperson: Michelle Moffat (Mother of Isabella and Olivia Bines)
Other parent representatives:

Scott Munday (Father of Jax and Hunter Munday)
Lisa Carbines (Mother of Andia Meacham)
Joe Telford (Father of Gabby Telford)

Principal: Sanjay Rama
Staff Representative: Julia Nissen

Ponsonby Primary School

Full School Information- updated on website www.ponsprim.school.nz



PARENT HANDBOOK 20

Sections 2 and 3

Term Dates- See calendar © in A-Z section

- **Term 1: Friday 4th Feb – Friday 11 April:**
6 Feb Waitangi Day
- **Term 2: Mon 28 April - Fri 27th June**
TOD 30th MAY , King's Birthday - Mon 2nd June, Matariki 20 June
- **Term 3 Monday 22 July – Fri 27 Sept**
- **Term 4 Monday: 14^h Oct – Fri 16th Dec (Finish 12pm) :**
*Labour Day - Mon 27th Oct,
TOD Tues 28th Oct*
- **All terms finish at 3pm except Term 4 when we finish at midday.**

Table of contents

| | |
|-------------------------------------|--|
| 1. Admission Procedures | 38. Lost Property |
| 2. After School Programmes | 39. Lunch and Supervision |
| 3. Assemblies | 40. Lost Scheme |
| 4. Assessment/Reporting | 41. Maori |
| 5. Attendance | 42. Message for Children |
| 6. Bedtime | 43. Money/Valuables |
| 7. Behaviour | 44. Music |
| 8. Bicycle and Scooters | 45. Newsletters |
| 9. Board Of Trustees | 46. Office |
| 10. BOT Elections | 47. Payments |
| 11. Calendar | 48. PPSG |
| 12. Car-Parking School | 49. Parent Help and Involvement |
| 13. Charter | 50. Photos |
| 14. Clothing and Footwear | 51. Physical Education |
| 15. Cross Grouping | 52. Sports |
| 16. Curriculum | 53. Special Needs and Education Services |
| 17. Damages to School Property | 54. Starting School |
| 18. Dental Clinic | 55. Stationery |
| 19. Donations | 56. Suggestions for Improvement |
| 20. Educational Visits | 57. Swimming |
| 21. Educational Websites | 58. Walking to School |
| 22. Emails | |
| 23. E-Learning/BYOD | 59. Website |
| 24. Emergencies | 60. Policies |
| 25. Emergency Procedure (PPS) | |
| 26. Enrichment Extra Curricular Act | |
| 27. EHAS | |
| 28. Grounds (After Schools Hours) | |
| 29. Hall | |
| 30. Hats | |
| 31. Health | |
| 32. Head lice | |
| 33. Homework | |
| 34. Home and School | |
| 35. Reporting to Parents | |
| 36. School Hours | |
| 37. library | |

1. ADMISSION PROCEDURES

Our enrollment policy outlines a designated geographic zone. Parents are encouraged to pre-enrol their children at four years old to assist with future roll projections. Please note that pre-enrolment does not guarantee placement. At age five, children must reside at their permanent address within the zone or participate in the school enrolment ballot (refer to the enrolment scheme in the policy section for details). Proof of permanent residency is required.

For **New Entrants (Year 0 or Year 1)**:

- Parents should arrange a pre-entry visit with the school office, typically six weeks before the child's fifth birthday.
- When enrolling, please bring the following:
 - Birth Certificate
 - Statutory Declaration
 - Proof of Residence
 - Immunisation Certificate

For **Older Students**:

- A copy of the child's most recent school report is helpful.

For **Overseas Students**:

- If accepted, passports, current residency permits, proof of living with a parent, and evidence of insurance are required.

Upon enrolment, parents are asked to sign an agreement to support the policies adopted by the Board of Trustees. Students represent the good name of the school at all times and are expected to uphold high standards of behaviour both inside and outside school.

Key policies and the Strategic Plans are available on the school website.

Parents are encouraged to provide clear information regarding any health, learning, or social challenges their child may face. This ensures we can provide the best possible support.

2. AFTER SCHOOL PROGRAMMES

The school provides parent funded programmes that operate after school and within the school day as a service to parents. This is run in Rm 22 by the staff car park.

After School Care is run by Youthtown - Daily 3pm- 6pm Ph. 09 379 5430

Keyboards and all other musical instruments can be booked through Avalon Music School - enrol online lessons are held during the school day.

Imagine speech, language and Drama 0275897474

Billy Harris Ph 027 2799042

3. ASSEMBLIES (usually every 2nd Friday as per calendar). The Friday newsletter always states if it is an assembly week and syndicates do advise you if your child's class is involved.

Assemblies are organized by syndicate groups and take place every second Friday at 2:10 PM in the school hall (unless otherwise notified). Classes present with their buddy classes or Year 6 leadership groups on a rotating roster. Parents are warmly invited to attend. Details about participating classes are shared in newsletters and the weekly "What's Happening This Week" section on the school website. For specific assembly dates, please refer to the website

4. ASSESSMENT and REPORTING

Teachers meet twice annually formally with parents and students for the learning conversations in April and three way conferences in November. For year 4 to 6 students, the information discussed at the learning conversation tracks your child's progress at two points in time against where they should be by the year. For children with less than three years at school their progress is identified against a specified time at school. All reports use a range of rich data and reference the relevant **NZC (New Zealand Curriculum Expectations)** Reports go home Mid-Year and November. Please feel confident to contact your child's teacher at times outside these formal reporting occasions. Contact through email and arranging a time is best. Teachers emails are their initial then last name, with no full stop @ponsprim.school.nz e.g. srama@ponsprim.school.nz. Three way conferences are booked online through www.schoolinterviews.co.nz. The codes are sent out to parents 4 to 6 weeks before the interviews.

5. ATTENDANCE

You can help your child's progress by ensuring regular school punctual attendance.

It is important that children arrive each day on time and are not absent for reasons other than illness, or special family circumstances. Regular and continuous instruction lays a good foundation for progress. All children who are absent for reasons other than illness, need to put the information in an email to either the classroom teacher or the principal.

If your child is going to be absent for more than 5 days e.g. family holiday, authorisation must be obtained in writing from the Principal. Please email srama@ponsprim.school.nz

School starts at 8.50am.

All children need to be at school and getting ready to start lessons by 8.50am daily. This means lunch orders completed, pencils sharpened, notes returned to the teacher. Children are more settled and prepared to work if they are organised ready to start punctually at 8.50am. It also means class programmes can proceed without interruption.

School procedure dealing with lateness.

Regular lateness is recorded on the electronic attendance registers, the data will be analysed by the principal/DP's and then the parents will be contacted. If lateness is a continuous problem, the school truancy service is asked to intervene. Note the electronic rolls are regularly reviewed (2 x per term) by senior staff.

Students absence-Please ring the school office 376-3568 and leave a message by 8.50 am or an email can be generated through our web site www.ponsprim.school.nz . Click on parents then 1st tab is submit absence. Your child's safety is of great importance to us and unexplained absences have to be investigated. Your email or message as early as possible in the morning saves our staff a lot of time. If you are aware your child will be away prior to the day of absence, please send an email to the office. We would like you to inform your child's teacher of any home circumstances, which may impact on your child's progress at school.

The school policy for absences is in the back of the booklet-"Safety procedures for un-notified absences." If a child is going to be absent for 5 days or more parents must apply in writing to srama@ponsprim.school.nz

6. BEDTIME

Growing children need adequate sleep. We find that children who have been up late the night before don't function well in class. They lose concentration and find it difficult to learn.

7. BEHAVIOUR

If teachers have serious concerns about a child's behaviour or lack of progress, parents will be contacted. Disruptive or aggressive behaviour is actively discouraged and parents are expected to work with teachers to ensure their child is well behaved. All children at Ponsonby Primary have the right to be in a classroom where disruptive behaviour is actively discouraged.

Through school curriculum review, parents determined that the school is not responsible for behaviours such as swearing, hitting, being mean or general naughtiness. The family instills in their child/ren the acceptable behaviours. If a child therefore behaves in a way that is deemed naughty they will be asked to ring a parent and explain their behaviour. Parents understand that the school is responsible for socialisation and to support and encourage values and beliefs of resilience, tenacity, honesty, trustworthiness, personal bests, friendship and belonging.

The notion of being a 'Pegasus Flier' teaches children the expectations and desired learning behaviours of the school. Children are encouraged to make appropriate choices for their own behaviour and shown how to be assertive in a safe way.

8. BICYCLES, SCOOTERS & SKATEBOARDS

Pupils who live nearby may ride to school if they:

- a) Wear approved safety equipment (helmets) correctly at all times when riding;
- b) Own a safe vehicle with necessary safety devices; (see Road Code)

Walk their bike/skateboard/scooter in the school grounds after 8.30am and before 3.15 pm

All bikes and skateboards must be extremely careful when coming down Curran Street as neighbours have complained that children can't be seen on driveways,

All scooters/skateboards must be stored safely in skate parks and are the responsibility of the owner. Children can ride in the designated back driveway at school breaks if they are wearing a helmet.

Children who break these rules can be asked not to bring their transport to school for up to a term.

9. BOARD OF TRUSTEES MEETINGS

These are public meetings. The Board usually meets twice a term and these meetings are normally held on Tuesdays at 6.30 pm in the staff room or office (see the calendar www.ponsprim.school.nz). All parents are welcome to attend. Speaking rights are arranged in advance through discussion with the Principal or the Board Chairperson. Any public forum business must be received the Monday prior to a meeting. The web calendar provides precise dates.

10. BOARD OF TRUSTEES ELECTIONS

These are held every three years. There will be a Board of Trustees election in 2025. All school parents have voting rights. If you have skills that support the Board in carrying out their governance role, please discuss this with any board member or the Principal. The Board works in a governance role.

11. CALENDAR 2025

The up to date and full year calendar is on the school website

<http://www.ponsprim.school.nz/ponsonby-primary-school/calendar/>

12. CAR-PARKING IN SCHOOL

The top parking area is monitored by electronic gates and is for authorised people only (teachers and staff). No cars in the bottom car park unless you have a disabled sticker or it is a first aid emergency.

If picking up a sick child please use the intercom system beside the gate to alert the office staff that you wish to enter the top car park to pick up a sick or injured child and they will buzz you through. You will then park in the emergency car park and pick up your child.

Parents on school patrol record the car registrations of cars on yellow lines. Please treat our patrol parents with respect, they are helping the school. Police often patrol the parking and do give out fines. We have a 2 minute drop off zone for parents, at the bottom entrance way. It would be great if all parents respected the 2 minute zone and please, please, please do not take it out on the staff if you are given a \$60.00 ticket for stopping longer. Teachers are not traffic officers.

13. School Strategic Plan

A copy of the School Strategic Plan is on line under school information and policies. It is a lengthy document outlining the key goals and beliefs of the school. The Strategic Plan is developed every three years and are guiding documents for the school. The two year Strategic plan informs the annual plan, budget, BoT reporting and school vision.

Copies of School Policies, Strategic Plan, the Curriculum and Curriculum Implementation documents are available for viewing through <http://ponsprim.schooldocs.co.nz/> which can be accessed through the school website www.ponsprim.school.nz then school info then policies.

14. CLOTHING & FOOTWEAR

School sports shirts are available at a reasonable price. Costs are outlined in the enrolment pack or are available through the office. **Note: Any child representing the school needs to wear a school uniform. The school has loan uniforms for rugby, Kapa haka, bands and choir. Sports teams need to purchase a school sport shirt. This can be purchased through our office.**

Clothing should be appropriate for activities at school. Singlet tops in summer are discouraged due to issues with sunburn.

During summer months all children must wear a brimmed hat outside (November to April). This is a school rule. Children without hats play in designated shade areas. All children are also required to have a school swim cap when using the school pool.

It helps if all clothing is named. The lost property is held for a **Term** on racks in the hall. Each week we will encourage children to check lost property in the hope that items will be identified.

Note If a child wears a T shirt displaying written or visual obscenities, the child will be asked to wear a loan Ponsonby shirt for the day. Also, if shoulders are uncovered or midribs bare the children will be supplied with Ponsonby shirt for the day.

15. Cross Grouping

Cross Grouping is widespread throughout NZ schools and is used to teach children at their own level.

Children are grouped in all classes by abilities across reading, language and maths curriculum areas; by social skills and maturity; and by learning needs.

16. CURRICULUM

We deliver the curriculum in line with the New Zealand Curriculum Statements meeting the requirements of all Essential Learning Areas linked to a localised Ponsonby Primary Curriculum. Parents are welcome to view these through the school web site

<http://www.ponsprim.school.nz/ponsonby-primary-school/handbooks-and-documents/>. The New Zealand Curriculum can also be viewed at www.tki.org.nz <http://nzcurriculum.tki.org.nz/The-New-Zealand-Curriculum>, the educational portal for New Zealand. The school's curriculum delivery policy is in the final section of this booklet.

ERO stated:

"Curriculum design is underpinned by current educational research and best practice. An extensive range of co-curricular activities, sports, cultural programmes, environmental experiences and education outside the classroom activities engage students in real and meaningful learning contexts. Students in enrichment programmes value opportunities to make choices responsible about what and how they learn, and explore their cultures, languages and identities.

17. DAMAGE TO SCHOOL PROPERTY

Vandal damage is considered a crime against the school community. Parents will be informed about wilful damage. When children knowingly damage school property such as windows, equipment, buildings or furniture, parents will be contacted and, where appropriate, will be asked to contribute towards the repair or replacement costs.

The school is part of our community and we appreciate all the families using the school on the weekend, as this is a way of keeping a watchful eye on the property. If you have concerns about people in the grounds ring Sure Control Ph 0800438787

18. DENTAL CLINIC

Treatment is free of charge for New Zealand born children or children with residency permits, from the age of 2 years. Enrolment forms are inside the school enrolment pack. Children access the Ponsonby Intermediate clinic. It is hoped that a screening van will be on site twice during the year. Appointments are then made for children at the local clinic.

Dental Clinic Number 09 376 6327 (33 Sheehan St, Ponsonby Intermediate)

17. DONATIONS

Donations can be made at the school office, or automatic payments arranged term by term or weekly. All donations are tax deductible. They are a vital part of our decile 10 school budget.

Donations are voluntary but vital to a school's budget. They fund extra teachers, extension programmes and technology in the school. As Ponsonby Primary is a decile 10 rated school, (i.e. classified as being in a high socio- economic area the funding per pupil is lower compared to a school in a lower socio- economic area) the parent donation provides us with a little more equity when considered against the higher funded low decile schools.

Please note all donations are tax deductible.

Instructions about donation payments for 2025

Donation payments can be made through the school website. Find the blue school payment button on the home page and follow instructions. You can also pay at the school office, or make automatic payments arranged term by term or weekly (Our ASB bank account number is 12-3019-0472255-00). Please call the office on 376 3568 if you have any issues making a payment online or any concerns about making a donation please email Sanjay Rama srama@ponsprim.school.nz Donations are a voluntary support to the school.

If you want to pay your donation term by term it really helps us if you could arrange four pre- set automatic payments so we don't have to send out a reminder each term or 45 weekly payments.

As part of the school donation all term activity costs are included.

Suggested schedule of donations.

| | | | |
|-------------------|--------|--------------------------|-------------------------|
| 1 child | \$580 | \$145.00 per term | \$14.50 |
| 2 children | \$1050 | \$262.50 per term | \$26.25 |
| 3 children | \$1415 | \$353.75per term | \$35.37 |
| 4 children | \$1580 | \$395.00 per term | \$39.50 per week |

A reminder to you, our wonderfully supportive families, that we really and honestly need your support to subsidise the lack of government funding.

Note -If your child is in a special, or enrichment programme, or receives extra help, or you just want to give a little more because you can e.g. reading recovery, special learning support, please feel free to do so.

Payment through the School Website

1. Click on the blue school payments button on the front page to be taken to the payment page.

Payment through internet banking

You can set up weekly / termly automatic payments. Our ASB bank account number is 12-3019-0472255-00

Ensure you put your child's name and reason for payment. eg. Mary Smith Donation \$495 on payee details

Payment at the School Office

With a debit / credit card or cash

20. EDUCATIONAL VISITS & PERFORMANCES (EOTC)

The value to children of educational visits shared with other children from their own class is well recognised and most classes are able to arrange at least one such visit, or performance, per term. Board of Trustees approval for school trips is subject to specific supervision ratios of adults to pupils and we are grateful to parents who offer their cars and/or their help. Note children can only be carried in a private vehicle if wearing a seatbelt. The school office has a form for parents to sign if transporting children for school purposes.

Performances by outside groups at school are very carefully screened and usually confined to one each term. All groups allowed into the school have the approval of the Principal.

Education outside the classroom activities scheduled in term 4 have an outdoor education challenge focus. Some of these events we have had to make voluntary as they sit outside the school's core curriculum and as such incur costs- the year 3 zoo trip/ the yr 5 marae trip and year 6 Camp at Motutapu.

Educational trips can be reviewed by parents. This link takes you to the form online.

<http://www.ponsprim.school.nz/entitypages/article/smallgalleryarticle.aspx?aid=128408&pid=317151>

21. EDUCATIONAL WEBSITES

www.tki.org.nz This is the educational portal for New Zealand.

www.ponsprim.school.nz. This is our school site.

22. Emails

office@ponsprim.school.nz or klarmer@ponsprim.school.nz (office);

srama@ponsprim.school.nz (Principal),

mjurisich@ponsprim.school.nz (Deputy Principal)

aconnor@ponsprim.school.nz (Deputy Principal)

akingston@ponsprim.school.nz (Puriri leader)

scropp@ponsprim.school.nz (Kowhai Leader)

mharford@ponsprim.school.nz (Kakariki leader)

All other staff are: their initial and last name @ponsprim.school.nz

23. Digital Literacy

We expect all students in Year 3-6 to bring their own device to school each day. If you are unable to provide a digital device please see Sanjay Rama or one of the two Deputy principals.

Year 3-6 students have an email address which is a monitored Google education account. This email is used only for Google Apps for Education (GAPE) and other learning based accounts which teachers approve.

All teachers in every classroom at Ponsonby Primary understand the importance of balance between traditional learning (reading, writing and maths using books, paper and pencils) and the use of digital technology. This means students will only be on devices anywhere from 1-3 hours per week (however this can vary greatly due to EOTC, sports events and arts to name a few). As educators, we ensure we teach our children the appropriate digital skills and digital citizenship values from Year 1 onwards. We also ensure our children are using devices ergonomically by providing ergonomic surroundings with the use of flexible learning spaces and teaching them about screen time, viewing distances, seat and height posture etc.

Our learning tab on the school website will take you to our e-learning (tab) on the school website, this has further information about digital technology and what it looks like at Ponsonby Primary.

Device Recommendations Only (See school website for an online purchasing portal option)

Year 1 & 2 : Students will have access to school owned devices (Not BYOD)

Year 3 - 6: Bring Your Own Device is expected from Year 3. Any device that is internet capable is recommended eg Chromebook or Windows/Mac laptop/ipad

Children in Yr 3-6 all have google account and email

24. EMERGENCIES

Please advise the school of any phone number changes.

Parents are required to provide an emergency telephone number other than their home or workplace number, e.g. cell phone, Grandparent, close friend, relative, neighbour. Please ensure you advise the school office of any change of address, phone or situation.

25. EMERGENCY PROCEDURES AT PONSONBY PRIMARY SCHOOL

Every class has two procedures that are followed. Red for lockdown. Green for evacuation.

All teachers are trained to first focus on children's safety.

The evacuation area is the bottom court and children practise the escape routes.

If the school has to be fully evacuated the children will be moved to Ponsonby Intermediate school hall on Clarence Street and monitored until parents pick children up.

Parents will be sent a text informing them of any full scale evacuation and notices will be put at each entrance.

In a power cut the signs will be the only advice available.

The school developed with Harrison Tew Emergency Planning Specialists our evacuation and lockdown plans.

26. ENRICHMENT EXTRA CURRICULAR ACTIVITIES- (Held predominantly on Thursdays)

(Activities include)

Dance & drama groups

Maori Culture group

Choirs

Cooking

Sports

Science

Movie making

Art

Cartooning

Robotics

Flippa Ball

Environment Club

27. EXTENDING HIGH ACHIEVING STUDENTS

According to the Ministry of Education (2008) publication 'Nurturing Gifted and Talented Children', it is important for educational programs to cater for these children by nurturing them, valuing them and giving them time, attention and patience. The parent/teacher partnership is also vital when it comes to sharing ideas and information. Research shows that extracurricular activities are of the utmost importance when it comes to extending high achieving learners. Programs should be differentiated, building student's strengths and interests.

Students at PPS are assessed not only in their classroom formative and summative assessments, but also their intellectual and academic disposition (self motivation/determination), creativity and innovative thinking, as well as their social leadership skills.

Classrooms and Thursday programmes and talent programmes aim to cater for the wide range of interests, strengths and abilities Ponsonby Primary students possess.

28. GROUNDS (AFTER SCHOOL HOURS)

Play in the school grounds is not supervised after 3.15pm and therefore parents must accept full responsibility for their own children at these times- particularly if attending a programme after school that does not start until 4pm.

The after school programme accepts responsibility for the children in their pre-arranged care.

After school drama and extra- mural programmes accept responsibility for their enrolled students from the time the course is due to start and up to the stated finishing time. The school has no responsibility for monitoring these children before or after their course.

The school grounds have many attractive play areas which children are welcome to use out of school hours if parents know and approve of them being there.

Please let your children know that playing in school grounds after school hours is a privilege and that they must observe the following after 3.15pm:

Do NOT enter the swimming pool areas unless supervised;

No litter is to be left;

Do not enter the school buildings;

Report any damage to the Principal or a teacher.

If you are in any doubt about damage phone the police or Security Company 0800 111 238

If not collected, go to the office when the call over the speaker says, 'Any children not collected from the school go to the office please'.

29. HALL

Hall bookings enquiries are through the office 09 3763568 or email Wendy Steedman at, we do not hire the hall out for birthday parties wsteedman@ponsprim.school.nz

30. HATS

As we are a Sun-smart school we have a school rule that all children will wear a brimmed hat. (Caps are not acceptable as children still get ears and back of their neck sunburned over a lunch period or sports time.) The school hats are broad brimmed hats recommended by the Cancer Society, available through the office at very reasonable prices. It is compulsory for children to wear hats outside from October through to April. If a child does not have a hat they will be required to play in a shaded area.

31. HEALTH

Regular checks are kept on children's hearing, eyesight and speech. Teachers or parents may request a check at any time.

A Public Health Nurse can be requested to come to the school. You can advise Susan Robins if you want her to contact you.

32. HEAD LICE

This is a perennial problem. If we notice the problem in a class we will send a head lice information sheet home. Please check the whole family regularly. Note there are information sheets about head lice treatments, in the parent information stand in the foyer. The health department recommends regular brushing, girls hair tied up and a weekly application of conditioner and use of an ordinary cat comb through the hair whilst being conditioner is applied to eliminate any live lice.

33. HOMEWORK

All teachers set short tasks in some skill such as spelling, reading or mathematics, which could be Mathletics activities for children to do at home. The purpose of this regular work is two-fold:

To give the child some practice skills which need to be thoroughly mastered e.g. basic facts. Parents should never be in the position of having to teach something new to their children – that is the teacher's responsibility.

These tasks provide parents with the opportunity to share the children's school learning experiences and help them with home reading and spelling or at the senior level research from books and resources in the home.

Always avoid tension or emotional strain helping or supervising children's homework – try to be relaxed and positive so that children know that you are enjoying the experience of supporting their learning.

Note any homework must not be new work. It is to practise what they know and no more than 2 hours weekly. For parents wishing for more homework tasks – the school's preference is more reading and Mathletics time. The educational website www.tki.org.nz also has some excellent child centred home activities in the 'WICK-ED' section if your child likes to do more homework.

Teachers are willing to discuss with you any problems regarding homework.

Teachers take any homework set seriously and work that requires marking will be. Research tells us if it is work that should be marked and it is not children will not value it. Much of the work is therefore practice work that can be monitored by the family.

34. HOME & SCHOOL

When starting school, if your child can soon learn to be independent with fastening clothing, schoolbags, recognising their own belongings, using the toilet and a handkerchief, it would assist the staff and help your child settle into school life more quickly. At home, you can show an interest in your child's work. Listen to them, talk to them, read to them, and make sure you get and read school notices from their school bag. Children thrive on positive comments.

35. REPORTING TO PARENTS

April interviews with parents will be arranged to discuss children's strengths and needs as at that time. Children attend these 3 way teacher led conversations.

A report will be sent home in June and you will have the opportunity to take part in a student learning conversation afternoon with your child talking about their learning.

The second meeting with parents to look at student progress is set for November. Reports will be sent home the week prior to the three way learning conference. Note year 1 children's first meeting is their 5 year check meeting.

Bookings for conferences are made online at www.schoolinterviews.co.nz. The access code is on the front page of the school website 5 weeks or more before interviews and you will be advised through the school weekly news feed. Parents wishing to talk to teachers without their child being present need to phone or email and set up a phone or face to face meeting time.

We like parents to feel free, within reason, to visit the school and get to know what goes on. Our focus, as always, is on the child and their learning and what is best for them. At times we have open days such as our grandparent day or you may be invited to take part in a special class activity or display. We encourage parents to help in classrooms and teachers organise rosters for this. Please take advantage of these opportunities to be part of the school.

Teachers will be available in their classrooms from 8.30am – 8.50am for parents to come and chat informally to their classroom teacher.

36. SCHOOL HOURS

8.30am- Children and parents are welcome inside classrooms.

8.50am – All children inside prepared for their day

8.55am - Teaching begins with the attendance register being called. Lateness is recorded as a child being absent so it is important if the office is seen before going to class. We phone home about any children absent whose parents have not contacted the school. (Please see the safety procedure for un-notified absences policy at the back of the booklet.)

11am- Morning tea

11.30am- Middle block teaching

1.00pm- Lunch (eating is supervised for 10 minutes for Kakariki students, as the children finish eating after 5 minutes for other syndicates)

1.45pm- Children prepared for afternoon

1.50pm- Afternoon block teaching

3.00pm -School finishes for the day bell

3.15pm – School grounds cleared- supervision by school staff finishes.

37. LIBRARY

The school possesses an excellent library collection, which has been built up over recent years. Children from New Entrants are encouraged to use the library as a resource for learning.

Please ensure that books brought home are cared for and returned promptly on the due date. Books are issued for one week.

Mrs Annika Khouri in Room 15 is in charge of the school library.

38. LOST PROPERTY

The lost property racks are in the hall on the mezzanine floor. Parents kindly run a roster of checking the tidiness of this area each week so if you can help on lost property let Wendy in the office know. Small items e.g. wallets, watches etc. are held in the office. If your child has lost something please feel free to come along yourself to claim it from the Lost Property racks. If parents clearly name all articles of clothing it would greatly assist teachers in identifying property.

Before lost property is given to needy organisations, it is displayed on the racks for a Term after being found. Children are encouraged to identify their own property.

A reminder the school does not encourage valuable items being brought to school as it cannot be held responsible for them. Toys are best left at home as loss of these treasured items always causes upsets.

39. LUNCH AND SUPERVISION

The lunch bell rings for the start of lunch at 1.00 pm.

Children are under the supervision of a duty teacher for the first 10 minutes of the lunch hour. They are required to sit quietly and eat their lunch during this time. With our Puriri and Kowhai students we allow the children to move off to play as soon as they have finished eating their lunch. Plastic bottles should be provided for drinks. We do not allow glass bottles at school as these are dangerous and fizzy drinks are actively discouraged.

A wholesome, lunch which children will want to eat should be provided by parents, plus some fruit or a snack for morning interval at 11.00am

If you wish your child to go home for lunch please advise the school by email. A casual arrangement must be supported by an email.

Lunch hour ends at 1.50 pm. A bell rings at 1.45 to tell the children to put away sports equipment, go to the toilet and have a drink.

We have many peanut allergy children in each year level so we ask parents if at all possible to not send food that has peanuts as an ingredient. The allergy children can go into anaphylactic shock and although we carry Epi Pens for them it would be frightening for other children to think they could have caused a seizure.

40. LUNCH SCHEME

www.ezlunch.co.nz is online lunch ordering every day and children can order hot food. Website links <http://www.ponsprim.school.nz/ponsonby-primary-school/lunch-orders/>

41. MAORI Language and Culture- Te Ao

Although Te Reo and Tikanga are integrated into the curriculum within the school, Sven Cropp runs our Kapa Haka group.

Year 4 joins the senior performance year 5 /6 Kapa Haka in term 4. All Pacifica and Maori heritage children- no matter what year level, are invited automatically to our performance kapa haka.

The school values Maori language and culture integrated into the school curriculum. Integration of Maori is important to our school. Three local schools have immersion units if parents prefer that option. The staff have a key goal in developing cultural inclusivity.

42. MESSAGES FOR CHILDREN

It is really appreciated if parents can possibly avoid telephoning the school with messages for children. Please make going home arrangements prior to children arriving at school. We are, however, pleased to help in an emergency. Likewise, children are permitted to use the school telephone if the matter is important.

Many children have cell phones and e-watches on their wrists or in their bags these days. **They are not to use them to call home or call friends etc. from 9am to 3pm.** They must ask the office to call or their teacher to call if they need something. Children's cell phones need to stay in their bags during the school day and e watches used for time telling or be handed to the office. If a child texts or uses their phone or e-watch it will be confiscated. A big beg to parents not to text your children or phone children during the school day. Before school or after school hours are fine.

43. MONEY / VALUABLES/PHONE

Parents are advised by the school if money is required. Note the donation now covers all curriculum based trips now so it will be for things like school council fundraisers. A letter or newsletter info slip is always sent home. If a child has to have any large sum of money or valuables at school, it should be handed to the office before the start of school. Please send all money via children in a sealed envelope with your child's name, room number and what the money's for, written clearly on the envelope. Eftpos is available in the office. If students bring phones to school, they must be handed into the office upon arrival.

44. MUSIC

Music plays an important part in school life. In addition to regular classroom music programmes and the choir and orchestra programmes, encouragement is given for children to participate. Private lessons for guitar, piano and keyboard and brass and wind instruments are advertised in the newsletter or you can contact the office for contact details. Avalon is the school music lesson provider-

45. NEWSLETTERS

We have a fortnightly newsletter letter that goes out via email and school app every Friday . This includes important dates for the upcoming week and the Principal's Column. This will be located on the front page of our school website.

46. OFFICE

The school office is open from 7.45 am to 4.00pm daily. After 3.30pm it is an important time for the office to finalise many administrative needs for the following day so please respect these times and preferably arrange to buy uniforms etc between 8.30 and 9am and 3pm and 3.30pm. It really helps staff when children are collected on time.

If a child is sick the office staff Wendy or Karen will ring you.

47. PAYMENTS

The easiest way to pay for activities at school is to pay through the Ponsonby Primary School website.

There is a blue school payment button on the homepage (found on the right hand side of the page under the videos.)

Click on this button to register and create an account for your family – it is very easy and only takes 1 minute to fill in.

All school payments for your child can then be found here. To make a payment

1. Click on blue button that says school payment
2. Choose what you are paying for by clicking on the drop down menu on the left hand side
3. Choose your child to allocate this payment too.
4. Use your credit card to top up your account and pay.

This is the same place that you can order EZ Lunch from so if you have an EZ lunch account you do not have to register.

48. PONSONBY PARENT SUPPORT GROUP (PPSG)

This group plays an integral role in fundraising ventures that benefit the school and child, and also serves the school's community by arranging social activities that will encourage unity and harmony. Please see the website for dates. Meetings will take place in the morning before school.

The purpose of the PPSG is as follows:

- To foster goodwill through organising social events that bring the school and the community together;**
- To organise fundraising which will supplement the school's operational bulk grant, especially to allow the purchase of designated items of equipment or building as decided by the Board of Trustees in conjunction with the Parents and Staff;**
- To care for the school environment and provide staff support.**

All parents are encouraged to attend the meetings.

49. PARENT HELP AND INVOLVEMENT

Ponsonby Primary School is fortunate in having excellent parent help. The teachers encourage and welcome parents to help in the junior, middle and senior classes. Teachers will send out requests for helpers and if you can indicate the ways you can assist it would be appreciated.

Helping in a classroom or in the school supports the school community.

If you have time and would like to help, contact your child's teacher. The rosters are revised each term to give new parents an opportunity to assist.

Sports coaching help is always appreciated. If you have particular strengths, please advise Arran Connor. The Kowhai leader coordinates the parents who help on morning and afternoon crossing patrol. If you have 20 minutes before or after school on any day please advise the office. We always need relievers for patrols. Any parents working with children will need to be fully vaccinated and will be asked to show your vaccine pass to the office. If you are working with children without the supervision of a teacher, a **police check may be required** to ensure the safety and wellbeing of our students. This aligns with our commitment to maintaining a safe learning environment. Please check with the school office for further details on the process and requirements.

50. PHOTOS

Photos of class groups and individuals are scheduled on the calendar for those who wish to purchase them. No compulsion is made to have these photos taken or to purchase them. Parents can bring their younger children to be photographed on the day we have individual photos and we will have a catch up day for individuals and year 1 classes later in the school year. If you do not wish to have your child's images featured on our website, newsletters, or social media, please notify the school office.

51. PHYSICAL EDUCATION

All children participate in regular physical education lessons. Emphasis is placed on fitness and the mastery of skills. The school offers a wide range of activities for the children.

2025 school sports days are:

Term 1 –Swimming/ cricket/softball

Term 2- Cross-Country running

Term 3 –Netball teams, winter sports day for Year 5 & 6 and inter school exchanges.

Term 4- Athletics

Teams we organise

Basketball teams play after school through the school year.

Flipper Ball is terms 2-4

Netball is coached by parents and supported by our school sports team in terms 2 and 3 for years 4 to 6.

Parents organise our ski team.

The ski squad (year 3-6) ski every Friday afternoon 1pm- 3.30pm at Snow Planet. Some parents run younger netball teams, league teams, futsal teams and although they are mostly children from the school they do not come under the school umbrella unless expressly arranged by Francis Naera. If you organise a team outside of the school but want to play under the school name you will need to let every child the opportunity to have a chance to be involved.

52. SPORTS

Teams play in a wide range of sports including athletics, swimming, netball, rugby, cricket, softball, soccer, touch rugby, rugby and basketball. Note that most inter-school involvement begins in year 5 and 6. All children are expected to take part in these activities. If representing the school team members, they need to wear a school sports shirt and black, navy or white shorts. Children and parents will need to abide by our school code of conduct. This will need to be signed by both parties.

53. SPECIAL NEEDS and EDUCATION SERVICES

Julia Nissen is responsible for intervention programmes and has a list of organisations that can help if children are experiencing barriers to learning.

MOE and other agencies work in partnership with parents, the child and school to meet needs. They offer the following:

- **ADVICE** They can tell you the choices available and how you can get them.

- **ASSESSMENT** They can assess your child and suggest helpful practical programmes, the resources needed and alternatives.
- **ADVOCACY** They act on behalf of the child with schools and other agencies to make sure special needs are met.
- **INFORMATION** They inform parents about the education system and how it can work for the special needs of your child.

Teachers and parents refer children to Julia , Arran, Morgan or Sanjay if they are experiencing difficulties in the classroom or in social settings. Julia then looks for the most appropriate help. If an outside referral is required she will advise you.

If, as a school we have overlooked a learning need, please talk to the Principal or to Julia Nissen

54. STARTING SCHOOL

You will have attended a new pupil starting school meeting with the junior team, filled out a full enrolment form with the principal and been on classroom visits. The first few days of starting school it is important to follow our Deputy Principal's outline to new parents on your child's transition to school. The parent guideline was developed after extensive consultation with parents and local kindergartens. A reminder that for some children the transition to school is immediately successful, others take time.

When starting school, if you can help your child to be independent with fastening clothing, opening and closing their school bag, recognising their own belongings, using the toilet and a handkerchief, it would assist the staff and help the child settle into school life more quickly. At home, each night it is great if you can show an interest in your child's work. Listen to them, talk to them, read to them, and make sure you get and read school notices from their school bag!

If you are concerned about how your child is settling into the everyday routines, discuss this with the teacher or Julia Nissen (jnissen@ponsprim.school.nz) as they have some excellent strategies.

In the enrolment pack are 2 booklets with suggestions to help parents encourage reading and writing. Children need lots of praise about the work they do at school.

55. STATIONERY

All stationery can be purchased online through Warehouse stationery. Forms are in enrolment packs and also can be found on our school website. Year 1 and 2 bring their packs to school please for labeling.

If a child requires stationery during the year the office gives the child a slip with the item listed and cost. We hold some stationery at school. A payment request is sent home with the child.

56. SUGGESTIONS for improvement

Please feel free to put comments in written form if you want to make a suggestion or comment to the PPSG, Board or Staff. Emails are an easy way to send suggestions srama@ponsprim.school.nz

57. SWIMMING POOL

Swimming sessions are compulsory, parents are expected to let the classroom teacher know if they are unable to swim through illness.

The senior leadership team is committed to ensuring that all children can swim. We operate an intervention programmed for identified non swimmers from year four before school early in term 1.

The pool is open for a supervised lunchtime swim.

The children use the pool in Term 1 and Term 4 – depending on the weather, although the pool is heated.

All children are expected to bring their own named togs and towel as their class timetable dictates.

All children must wear a bathing cap in the pool. The caps allow for easy visibility and prevent hair in the filter.

58. WALKING TO SCHOOL

Children walking to school need to stay on the footpath and cross on the school crossing if on Curran Street.

59. WEB SITE

www.ponsprim.school.nz

Updated regularly and any cancellations on the site from 7.30am in the morning.

Email addresses for teachers are initial name @ponsprim.school.nz

e.g. srama@ponsprim.school.nz

If you have any questions or suggestions for additions to the Information Booklet, please contact the Principal, Sanjay Rama

Section 3 Policies

POLICIES

All Policies/Procedures can be accessed through our school website.

Follow the pathway.... www.ponsprim.school.nz School Info/School Policies,

Below is an example of one of our Policies.

Governance –Health and Safety Policy

Policy for families bringing dogs into the school grounds during the school day.

Purpose: To ensure the safety and well-being of all members of the Ponsonby Primary School community.

Dogs are an important part of life for many Ponsonby Primary families, and as such, are often included in day-to-day activities such as walking children to and from school.

The school appreciates this inclusion and values pet ownership as an educational experience, it also acknowledges other families (and individuals) can find contact with dogs stressful, even frightening.

The Dog policy aims to take into consideration the needs and expectations of all members of the Ponsonby Primary community and also minimise the risk of accident or injury to people or animals within the school grounds.

To this end, the policy sets out a “Code of Conduct” for all families wishing to bring their dogs onto the school grounds. Failure to comply with the Code of Conduct in respect of a dog means the dog is not to be brought into the school grounds between 8.00am and 4.00pm during the school week. Existing council by-laws already cover issues such as dog restraint and the need for owners to pick up their dog’s excrement. For clarity these matters will also be dealt with in the school Dog Policy.

Regulations concerning dogs on Ponsonby’s grounds are as follows. All parents and other carers intending to bring their dogs to school must adhere to the Code of Conduct which states:

- All dogs must be on a leash that keeps the dog reasonably close to the adult.
- Dog’s leashes need to be held by adults only.
- Dogs can be tied up away from door entry on a short leash for brief periods of time (enough time to take a child into class)
- No dogs are allowed on the rubber matting in the junior playground as children have to feel free to be able to play away from dogs.
- Tie dogs away from entry ways so that children have a choice whether they want to come in direct contact with dogs.
- No dogs accompanying children to and from school are allowed inside any school buildings.
- Parents are responsible for any soiling by a dog on the school grounds and failure to do so will mean the dog will no longer be allowed in the school grounds.
- Dogs are not to be allowed to drink from the school water fountains.
- Parents when bringing dogs onto the site do so with an absolute understanding that their dog has no issues around children, has never displayed any aggression towards children and that the owner believes the dog is fully trustworthy in a school environment.

Reviewed January 2024

The policy makes it explicit that dogs will not be allowed in classrooms (unless on a specific invited visit), hallways or the school hall. (Teacher dogs have their own policy and are at school fully at the discretion of the Principal. They come under the caring for animals policy (Appendix 4)).

The policy and Code of Conduct make clear that bringing dogs to school is a privilege not a right.

Ponsonby Primary is committed to teaching children appropriate behaviour when approaching and interacting with all pets, in a bid to further minimise the risk of accidents and injury. Ponsonby Primary's educational programmes such as "Pet chat" and "Vets in School" both promote the relationship between people and their pets, and illustrate the school's acceptance and encouragement of pets as 'family members'.

Presented for Board approval 26th July 2010.

Parent consultation period 27th July- 24th August 2010

Code of Conduct

All families of Ponsonby Primary's school community are deemed signatories to the dog in the school code of conduct. The code is on the school website, is identified to parents at the induction and or enrolment meeting and is in the parent hand.