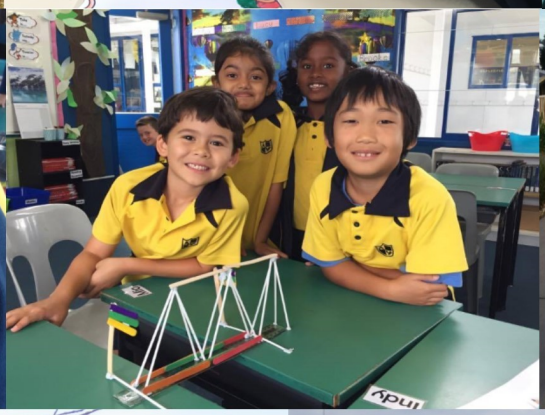
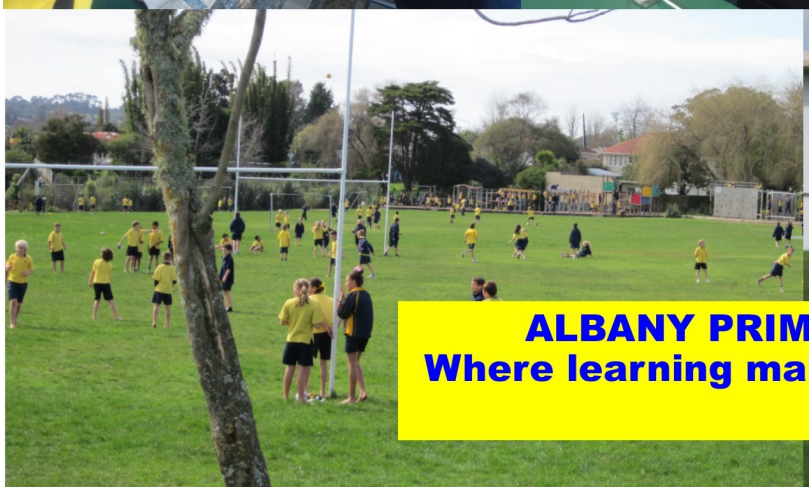
PARENT INFORMATION BOOKLET





ALBANY PRIMARY SCHOOL
Where learning makes a difference ...

CONTACT INFORMATION

Address: 6 Bass Road, Albany, North Shore City 0632, Auckland
Telephone: 415 9668
The school office is open from 8.30am – 4.00pm during the school term. An answerphone operates outside these hours for you to leave messages. Our office team are always willing to assist with any queries you may have.
Fax: 447 1018
Website: www.albany.school.nz
General email: admin@albany.school.nz

Please note that Albany Primary School has an enrolment zone. Refer to our website for zoning details. This booklet has been prepared to give you an insight into the life of Albany Primary School, provide you with important details that will keep you informed of school processes, and make your child's transition to our school an enjoyable one. If you have any general enquiries our office is always willing to assist, for enquiries relating to your child's learning development please make an appointment with your class teacher.

Refer to school website for additional contact details

Management / Board of Trustees

Maree Bathurst, Principal	principal@albany.school.nz
Board of Trustees	BOT@albany.school.nz
Helen Furness, Deputy Principal	hfurness@albany.school.nz
Simon Shore, Deputy Principal	sshore@albany.school.nz
Faron Turner, Senior Leader	fturner@albany.school.nz
Sarah Fish, SENCO	sfish@albany.school.nz

ALBANY PRIMARY SCHOOL APP

With this app you will be able to receive immediate and up to date **alerts** and notifications, and information for specific groups, eg sports and Junior School, as well as whole school **notices** and **newsletters**, quickly advise the school of an **absence** or **contact** us, check **calendar** and **term dates**. It can also be used for **sport registrations**.

Please download the app today through your app store on your phone (google, android or apple) —search "Albany Primary School", install, select alert subscriptions, make sure you allow notifications and await your first alert!

WECHAT

Albany Primary School has now set up a WeChat communication system for Chinese parents for informal notices, weekly communications and queries relating to Albany Primary School. It is not for urgent communications - we would still recommend that you refer to our school website, emails and school app in this regard. A school representative will monitor this WeChat group to respond to any questions. We request that all conversations remain of a non-personal nature. School notices will be in English. You will need to use the translate function on your phone.

微信

Albany小学现在为中国父母建立了一个微信交流平台来用于非正式的通知； 每周通讯或是可以询问一些与Albany小学有关的事情。这个不适用于紧急通讯 – 如果有紧急的事情我们仍然建议您使用我们学校的官方网站，手机上的应用程序和您的电子邮件。一个学校代表将监管此微信群组以回答任何问题。我们要求所有对话都是非个人性质的。学校通知将会使用英语。您需要使用手机上的翻译功能进行阅读。

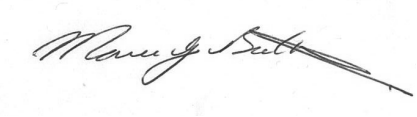
Dear Parents

Welcome to Albany Primary. We are a school with a rich history and an exciting future. We pride ourselves on the happy, friendly and safe environment that is evident from the moment you enter our grounds. Learning is not silent at our school but shouts with curiosity and challenge.

Our goal is to ensure that your child is given every opportunity possible to develop and grow through our inclusive and holistic curriculum.

The school's vision "where learning makes a difference" is the foundation for all we do.

Our values of Respect, Excellence, Aroha and caring, Creativity, and Honesty (REACH) are modelled and reinforced by the teachers as essential qualities that we all strive for in our learning community.



Maree Bathurst
Principal

BOARD OF TRUSTEES

The Board of Trustees (BOT) is an elected and dedicated group of parents who are responsible for the governance of our school. The Board has seven members—five parent representatives (elected every 18 months), a teacher representative and Principal.

The Board meets twice per term, generally on a Thursday at 6:30pm in the Boardroom in the Administration Block. These meetings are open to parents and members of the public as advertised in our fortnightly newsletter, website and on the front noticeboard. Speaking rights must be obtained from the Chairperson prior to the meeting (please contact the school office for required procedure).

For further information or enquiries:

- www.albany.school.nz ("School Governance" tab), or
- Email: BOT@albany.school.nz.

Charter

A copy of the School Charter which includes the Strategic Plan and Annual Plan is kept in the school office and available on request. A copy of the School Policies are also kept in the office. These are continually reviewed and updated. We welcome parent input into these important documents.

OUR SCHOOL

Albany Primary School moved from the current Albany Senior School site (where it had been since 1885) to the current site in May 1975 with the official opening in February 1976. Since then the school has grown considerably as suburbia encroached into what had once been a rural community known predominantly for its orchards, strawberry fields and roosters at the village.

Over the last few years our school has maintained a roll of between 650-750 students. To keep pace with this growth and modern learning environments the school has gradually increased the number of classrooms, facilities and IT infrastructure. Our playgrounds provide interactive, challenging equipment, with a Native Grove area planted by the school community in 2010, Community Heritage Garden in 2017 and bikes-in-schools track in 2018.

Junior School playground

Fitness Trail

Community Heritage Garden

Native Grove Entrance

OUR CURRICULUM

The Albany Primary Curriculum answers the crucial question—What should our students learn?

Underpinning this document is the vision of the New Zealand Curriculum—To develop young people who are confident, connected, actively involved, lifelong learners.

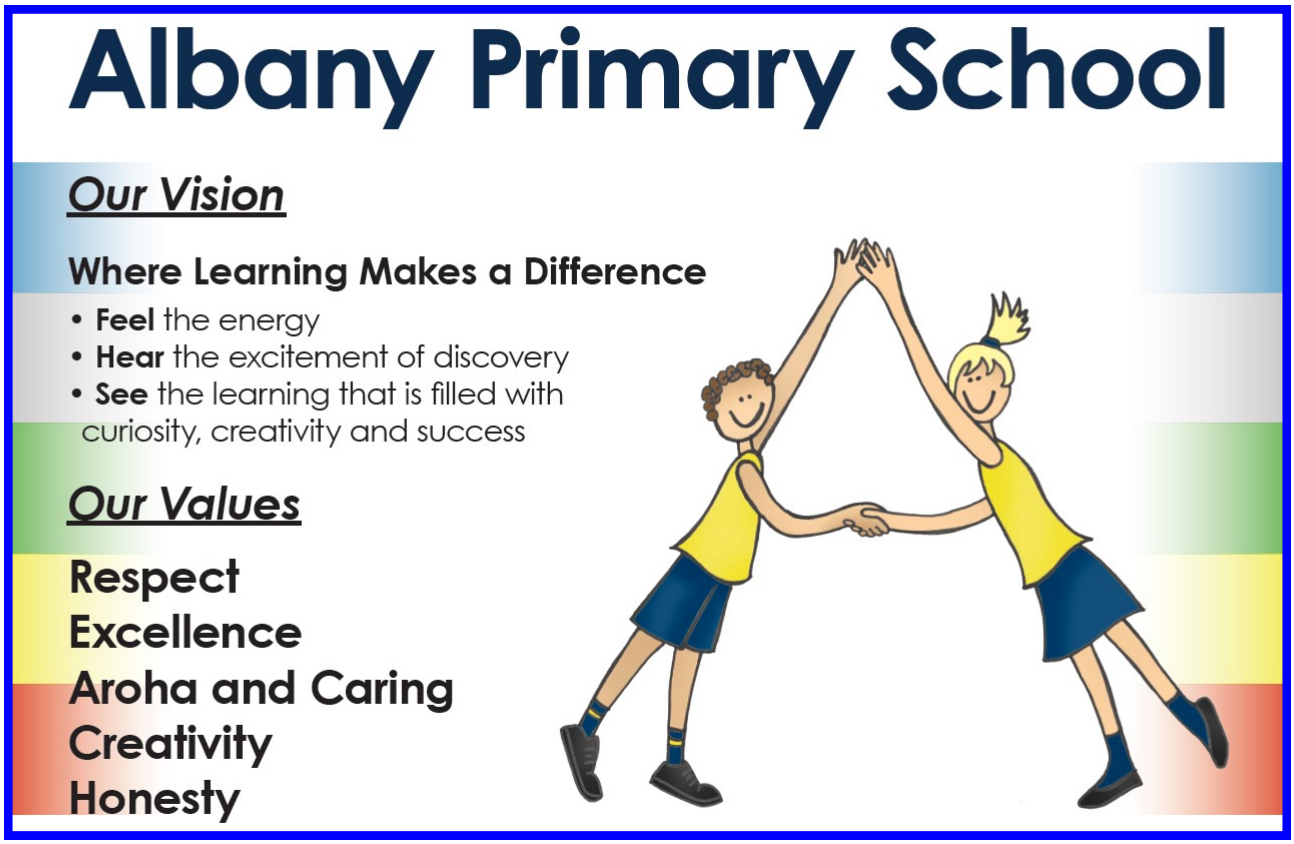
Each aspect of the New Zealand Curriculum has been interpreted to fit Albany Primary School and its community.

At Albany Primary School the **Vision** is "Where Learning Makes a Difference." We want the children, and everyone else in the Albany learning community, to know that their learning is important and that it makes a difference to the way they think and act as citizens in society.

Our **Values** of **R**espect, **E**xcellence, **A**roha and caring**, C**reativity and **H**onesty (REACH) are used, encouraged and modelled throughout the school day. These values develop personal qualities that will influence learners to make a positive difference to the world.

The **Key Competencies** are real life skills that help everyone function effectively within society and to be confident, connected, actively involved learners. They develop personal skills and capabilities that will enable learners to make a positive difference to the world. The Key Competencies are explicitly taught through the learning programme and are strengthened and built on through everyday interactions and relationships as well as our behaviour expectations.

The **Principles** from the New Zealand Curriculum have been interpreted and adapted to meet our requirements.



The Key Competencies

Using Language, Symbols and Text

Selection

Knowing the choice of language, symbol or text impacts on understanding.

Interpretation

Making meaning of texts of all kind.
Refer curriculums for literacy, numeracy and integrated topics.

Application

Confidently using ICT to communicate thinking and information with others.

Using Language, Symbols and Text

Thinking

Making Meaning

Using thinking tools to: brainstorm, organise, critique, clarify and challenge ideas.

Developing Understanding

Getting curious.
Asking relevant questions.
Sharing ideas, information and knowledge.
Considering same problem from different perspectives.

Creating new knowledge

Thinking about thinking.
Reflecting on discoveries.
Identifying needs and creating further opportunities.

Thinking

Participating and Contributing

Active Involvement

Collaborating or leading to initiate change.
Seeking to improve situations.

Responsibility

Caring about the group(s).
Involvement in the group(s).
Knowing their voice counts.

Belonging

Identifying with a group(s).
Relating to the members of a group(s).
Interacting within a group(s).

Participating and Contributing

Relating to Others

Co-operation

Working alongside others.
Contributing ideas towards a shared outcome. Working constructively within a group to achieve a result. Knowing when to compete and when to cooperate to achieve a result.

Recognise Points of View

Sharing ideas and opinions within a group. Recognising and acknowledging the opinions of others. Justifying own views and negotiating when there are arguments.

Listening Actively

Learning to listen using common courtesies. Taking turns to speak. Questioning and responding to gather information, clarify and extend understandings.

Relating to Others

Managing Self

Organisation

Managing belongings, materials, equipment and resources.
Making plans.
Managing time effectively.

Goal Setting

Making choices.
Setting personal best goals to help learning.
Setting high standards.
Motivated (Extrinsically/ intrinsically).

Behaviour

Making good choices.
Managing impulsivity.
Knowing and understanding rules.
Awareness of consequences.
Learning to persist.
Coping with mistakes/errors.
Adjusting plans.

Managing Self

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ADDITIONAL PROGRAMMES

At Albany Primary School we offer support for Children With Special Needs (CWSN) and extension through a variety of BRIGHTSPARKS (Gifted and Talented) programmes.

Our support programmes include:

- Reading Recovery: An intervention reading programme for 6 year olds.
- Reciprocal reading: To develop comprehension strategies.
- COSDMBRIX: Strengthening of Number Knowledge through daily practice.
- In class Teacher Aide support for identified Behavioural or Learning needs.
- Additional support programmes to meet identified needs run by an experienced teacher.

Over a period of time our BRIGHTSPARKS programmes include:

- ICAS English: this includes an extension reading programme leading up to the ICAS exam for Years 4—6.
- ICAS Maths: this includes an extension reading programme leading up to the ICAS exam for Years 4—6.
- Writing extension programmes.
- Art programmes.
- Other programmes as identified each year.

ADDITIONAL OPPORTUNITIES

With enthusiastic and positive support from management and teaching staff we are able to offer lunch time activities which may include:

- Glee Club.
- Green Grubs Garden Club.
- Kapa haka (our Maori performance group).
- Robotics.
- School Choir.

SPORTS OPPORTUNITIES

The school also takes an active role in the organisation of out of school sports teams including:

- Basketball.
- Flippaball.
- Hockey.
- Miniball.
- Netball
- Rippa Rugby.
- Touch Rugby.

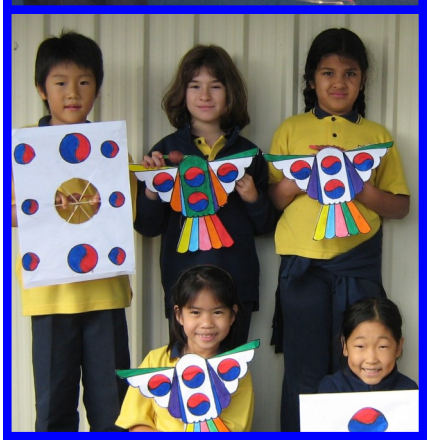
Registration is completed through the EnrolMy app (linked via website and app). Parent support is required for Coach and Manager roles.

ALBANY PRIMARY SCHOOL IS A SCHOOL OF DIVERSITY

Albany Primary School reflects the changing nature of New Zealand society with a wide range of ethnic groups in our school and wider community. We believe that the enrolment of students from different cultures brings a richness and diversity to the school and the education we offer. We actively try to show a responsiveness to all cultures.

ESOL Support

To support children who have English as their second language we have an ESOL room which is staffed by an ESOL teacher (four days per week) and trained support staff (ELA'S). This provides support through small group instruction both in class and through withdrawal groups to foster the development of English language for these students.



International Students

Our school has established a strong reputation for international students (those not classified as domestic students). These students are required to pay school fees as an international student usually on a term-by-term basis. Our school adheres to strict Ministry of Education protocols for these students and is bound by the The Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the code are available from: http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/

SUPPORTING YOUR CHILD'S SCHOOLING

- Ensure your child arrives at school on time.
- It is important that children are not absent for reasons other than illness, as a regular and continuous instruction enables progress.
- Ensure your child wears the correct uniform and has a nutritious morning tea/lunch,
- Assist your child with their Home Learning tasks as it supports them and also gives you an insight into their learning.
- At home, show an interest in your child's school life – listen to them, talk to them, read to them.
- Read school notices as they keep you up to date with what is happening at school.
- Sign up to the school app.

The **School donation** is set annually by the Board of Trustees. Although this is termed "contribution" it must be emphasised that without these monies it would be impossible to offer the quality of education required by our parents and staff from the funds provided by the Ministry of Education for any additional requirements. This money goes towards supporting essential operating costs (eg power) and resourcing (eg classroom reading materials).

We are able to offer payment schedules over the course of the year to make payment easier on you, please discuss this with the office in confidence.

PARENT INVOLVEMENT

We appreciate and value the support of our Albany Primary School parents. There are many opportunities you can become involved and support your child's schooling and make a positive contribution to our School.

Friends of the School (FOS)

Albany Primary School FOS is a wonderful team of parents who are passionate about giving back to our school. Our constitution states that "The primary objective of the APS FOS is to foster parent and community involvement in APS for the benefit of the children in our capacity as a non profit organisation. This will be achieved by organising school fundraisers and social events for the children, parents and community of APS in conjunction with cooperating with and assisting school staff with school activities", as such all of the funds received from FOS arranged fundraisers are returned to the school. In the past years we have been fortunate enough to raise enough money to support the hall lighting, native grove, fitness trail, senior playground, canopy, shade trees, picnic tables, mimios, ICT equipment (including touch screens), photocopier, bikes in schools etc. Each year FOS raises funds to support identified areas that need resources in order to support the quality of education, environment and opportunities that we want to provide for all students.

Additional Fundraisers

Our BOT and staff have a strong social conscience and undertake at least one or two school fundraisers per year (usually in the form of a mufti day) where funds are put towards a topical area of need. In the past these fundraisers have included Canteen, Child Autism, Our Lady of Victories Primary School (Christchurch), Samoan Tsunami Fund, Christchurch fundraiser, Starship Hospital.

PARENT INVOLVEMENT (continued)

Donated items

We also at times put out a request for pantry items for families in need. Past requests have been very well supported by the school community and very much appreciated by the families.

Donated items of uniform that are no longer required by families are used to supply our sick bay and to assist families. Please feel free to leave your clean, good quality secondhand uniform in the storage box outside Area 1 that is set aside for this purpose.

Parent Help

Many teachers (especially at the year 0—2 level) welcome parent help in their classroom for the numerous tasks that need to be completed for a smooth running classroom programme. This may be on a regular basis, or as and when required. It can be in the classroom or if you prefer there are small tasks that you can collect from the teacher to take home to complete. Let your class teacher know if you are able to assist in any way.

Parent Feedback

Surveys, questionnaires and general parent response is requested from time-to-time. We value your feedback and appreciate completion of these documents to ensure an even cross-section of opinion is obtained when decisions that affect the Albany Primary School community need to be made.

Road Patrol

If you are able to assist with supervision of our Road Patrol students on the school pedestrian crossing from 8:30am-8:55am or 2:55pm-3:20pm please contact the school office. (Refer Appendix: Road Safety Guidelines.)

Teacher PALS (Photocopying And Laminating Service)

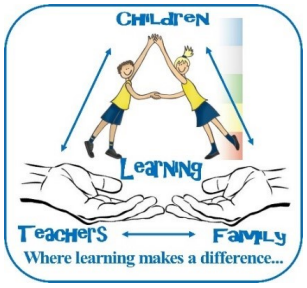
This group of volunteers supports the school with photocopying, laminating, returning readers, assisting with reading groups, etc. If you feel you would like to contribute in this regard, we would love to hear from you.

Walking School Bus or Cycle Train

If you are interested in setting up a walking school bus in the Northwood area or The Landing, or cycle train from Albany Coronation hall (Library Lane), please contact Tracy Moody (Area 12) on email tmoody@albany.school.nz. Full training will be provided.

There may even be areas that we haven't thought of yet that you could make a positive contribution—please let us know!

HOME LEARNING AT ALBANY PRIMARY SCHOOL



At Albany Primary School we value the connection between home and school. We also recognise how busy family life can be. Many families have regular sporting and cultural commitments as well as many other demands on their time. The combination between home learning tasks and family activities contribute to growing the whole child. What IS important is *quality time* with your child.

These things are reflected in our school home learning guidelines through two key words; 'Balance' and 'Partnership'. We believe that it is important that children have a 'balance' of learning tasks set by their teacher, and learning experiences and responsibilities that occur through being a member of a family or extra curricular activity, and as part of growing up.

'Partnership' can be reflected in the adjacent diagram. Albany Primary School's home learning reinforces our three-way partnership between the child, home and school. All three areas are responsible for a child's learning. If one section is not in partnership, then the learning triangle is not complete.

Consequently formal home learning tasks from teachers at Albany Primary School are set to a minimum, balanced with the benefits of a regular home learning routine.

These routines provide:

- a point of discussion so that you are actively involved in your child's learning
- a structure to grow the learnt discipline of time management along with an incremental increase with age in preparation for future study years.

At Albany Primary home learning tasks are communicated **Monday to Monday.** Children should receive home learning tasks to an equivalent of 4 nights a week but they will not be checked / marked until the following Monday.

A guideline for average time spent nightly for home learning tasks is as follows:

- Year 0-2: 10 -15 minutes per night
- Year 3-4: 15 - 20 minutes per night
- Year 5-6: 20 - 30 minutes per night

If you find your child is needing to spend well above these time frames uninterrupted on their home learning each night, please communicate this with your child's class teacher.

Your child's teacher will follow up weekly home learning tasks with your child each week. **The tasks set by teachers are a reflection of the learning that is happening at school.** Tasks are to be completed by the set due date.

It is expected that parents will communicate with the teacher regarding any challenges that may arise with completing home learning. Please communicate by email, or by a written note.

Home learning tasks set by the class teacher will reflect the following criteria;

- **Math:** All children should be registered and signed up for the interactive and computer based learning program '**Mathletics'**. Live Mathletics and set tasks. The activities focus on reinforcing knowledge, speed and accuracy of mathematical concepts, basic facts and times tables. Mathletics is subscription based so please ensure that you have paid for and signed up your child for the year through the office. **Mathletics is the only avenue for the reinforcement of math for home learning at Albany.**
- **Reading:** Depending on the year level and ability of the child, reading may look like the following: Home reader, reading log or book review, comprehension or word study tasks, research activities, reading for enjoyment and more. Students have the opportunity to exchange library books weekly but they can only be sent home in a book bag or plastic bag.
- **Spelling**: A regular basic sight or spelling list to be learnt. Depending on your child's age and their spelling ability, these lists will be generated from: Essential word spelling lists, regularly misspelled words from the child's writing, word study spelling programs, inquiry based vocabulary.
- At times teams or teachers may also notify you of additional interest or extension activities, such as an oral presentation /speech to class, individual research or an inquiry focused home learning task, and realistic timeframes will be set for any of these activities.

Thank you for supporting your child with their continuation of learning in your home environment. If you have any questions or concerns regarding home learning, please ensure that you keep in communication with your child's class teacher.

ECO-FRIENDLY ALBANY

Rubbish-Free

We are pleased to advise that Albany Primary School is rubbish free. Children are required to take rubbish from their morning tea and lunchbox home each day. (With the exception being for tuckshop order rubbish, where a rubbish bin is placed directly outside.)

Bins are available in each classroom for paper recycling. Plastic recycling bins are on site.

Worm Farm

The Green Grubs Garden Club (GGGC) have two worm farms which they look after with scraps from the staffroom. The GGGC utilise the worm farms in conjunction with the veggie gardens (situated behind the school hall).

Classes also have the option of composting organic waste from classroom lunch boxes with waste recycled daily into our compost heap.

Vegetable Gardens

The organic vegetable gardens are sited behind the school hall. Children are able to take part in the entire process of growing vegetables from seed/seedlings, maintaining the garden, through to harvesting and sale.

Trees for Survival

Albany has also been involved with TFS for over 10 years. Every year the Grubs plant hundreds of native tree seedlings and nurture them until large enough to transplant onto local farmland to improve community waterways and reduce erosion.

Native Tree Grove

Albany Primary School was one of four New Zealand Schools selected from 94 applicants to have our grounds enhanced with native tree gardens, a joint initiative between the Mazda Foundation and Project Crimson (whose major sponsor is Meridian Energy). The area was originally “out of bounds” for students but in 2010 was transformed into an outdoor learning area with 500 native trees to attract native birds. Additional funding through FOS arranged activities and donations from parents further enhanced this area.

Community Heritage Garden

In 2017 with funding from Transpower Community Care Fund our heritage garden was created. The highlight of the area is a pergola with seating over which plants and vines will be grown as a tribute to the horticultural past of Albany district.

TRAVELWISE SCHOOL

Albany Primary School is a Travelwise School (gold status) following the Travelwise primary school programme (an Auckland Transport initiative) which focuses on road safety education and fun ways to get to school; teaching kids to be safe, encouraging them to get out of the car and be active, inspiring good habits for the future.

This programme includes road crossing training for junior school, road patrol training for our road patrol student leaders, bike and scooter training. We also have Travelwise Leaders who regularly run initiatives such as group walks to school (with themes such as crazy shoes, etc), group bike to school, awarding stickers to those who have not travelled by car to school, etc.

BIKES IN SCHOOLS

Bike On New Zealand Charitable Trust is a registered charity whose main objective is to enable and help as many New Zealand children as possible to ride a bike on a regular and equal basis within the school, through its 'Bikes in Schools' project.

Following years of planning and fundraising our Bikes in Schools program was officially opened on Friday 16th March 2018; with thanks to our sponsors The Southern Trust and Lion Foundation, Auckland Transport, Bike on NZ, NZ Transport Agency, Waitemata Primary Health Organisation and our school families who supported FOS fundraisers.

The Bikes in Schools package includes a full fleet of 50 bikes of four different sizes, 100 good quality helmets, bike storage facility, as well as a combination of riding, pump and bike skills tracks. The Bikes in Schools package is complemented by our Travelwise Safe School Travel Plan.

The bike track is an asset to our school providing an extension of our playing fields and playgrounds, as well as being utilised as an exciting running track for cross country training. Teachers have been fully trained to assist those students who are new to bike riding as well as more experienced riders.

Bike Track Rules

Albany Primary School provides and maintains this facility so that the track is safe for your use.

Users are responsible for their own and others health and safety when onsite. This includes:

- Helmets MUST be worn at all times.
- Bikes MUST be safe to ride.
- Closed shoes must be worn.
- Travel in an anticlockwise direction only.
- Respect other track users.
- Watch out for pedestrians crossing the track.
- The track is for cycling only. Scooters and skateboards NOT allowed on track.

Users are responsible for any damage to their bikes and resulting injuries.

AN ALPHABETICAL GUIDE TO ALBANY PRIMARY SCHOOL

Absence from School

- If due to sickness or other family situation your child is going to be absent (or late), please contact the school office (Ph. 415 9668), admin@albany.school.nz or use the school app/website before 9.00am. Include your child's name, area number and reason for absence.
- If you intend taking your child out of school for an extended period then please put this request in writing to the Principal.

Accidents, Sickness and Prescribed Medicines

Accidents: From time to time accidents do occur at school and the majority of them are minor. However if an accident appears to be more serious then we contact parents immediately. If the Principal or trained First Aider considers the injury to require medical attention, this is sought immediately. The school needs current contact numbers for these times so please ensure we always have your up to date numbers.

Prescribed Medicines: If your child needs medicine to be taken at school then please call into the office and fill in the appropriate form.

Assemblies

Full school assemblies are generally held three times a term on Friday at 9.00am.

Syndicate Assemblies are also generally held three times a term.

Dates for all Assemblies can be found on the website; the front gate noticeboard, School newsletter or in Syndicate newsletters.

Before and after school care

The out of school provider is Kelly Club providing before school care from 7.00am-8.30am, and after school care until 6.00pm. This is held in the community room attached to the school hall. To book online: www.kellyclub.co.nz, email: albany@kellyclub.co.nz, phone: 022 693 7732 or Facebook: Kelly Club Albany.

Behaviour Management

Albany Primary School values include Respect, Excellence, Aroha and Caring, Creativity and Honesty (REACH). These values, along with our Key Competencies, underpin our Behaviour Management in class and in the playground at Albany Primary School.

If teachers have any concerns over a child's behaviour then they will make early contact with the parents.

Buses

Ritchies Transport provide transport via two bus routes before and after school. For more information please contact MAXX Regional Transport on (09) 366 6400 or www.maxx.co.nz

Route 060: Unsworth Heights
Route 062: The Avenue

Please let your class teacher know that your child catches the bus so that they may be released at the end of each day at the 2.50pm bus bell.

Car park

Due to limited parking facilities the car park is allocated for staff parking only. We have two visitor and two disabled car parks available during the day. Refer to the Appendix for our Road Safety Policy.

Dental Clinic

Our community dental clinic is situated in the grounds of the Albany Junior High School. The physical address is 19 Oakway Drive (with access via English Oak Drive). The contact number is 415 2059.

Drop off / Pick up Zones

Before and after school are peak times when traffic flow is heavy around our main school entrance in Bass Road and we would ask that everyone shows understanding and patience as the safety of all children is of our utmost concern. We appreciate your co-operation at these times.

Our bus bay is a **drop off zone only** between 8.00-9.15am and 2.30-3.15pm. During these times or whenever it is coned off there is a **no right hand turn** into the bus bay. Cars parked in the bus bay during this time may be towed away. When buses are parked or loading children there is **NO ENTRY** into the bus bay or school.

It would be appreciated if driveways are kept free of traffic.

Parents are encouraged to collect their child/ren from the Bus Bay sheltered area at 2.55pm. For the safety of you and your child/ren please use the pedestrian crossing in Bass Road when returning to your car.

Field Bookings

The field is available for booking by the community. Please contact the school office for further information.

Grounds (after school use)

Play in the school grounds before and after school is not supervised by Albany Primary School staff and therefore parents must accept full responsibility for their own children at these times. **No primary age children should be left unsupervised outside of school hours.**

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

- All children must report home before returning to the school grounds under the supervision of an adult.
- Leave the grounds when asked by Albany Primary School staff.
- Leave the grounds by the time street lights are turned on.
- No litter is to be left.
- Do not enter the school buildings
- No dogs allowed on school grounds.

If you are in any doubt about damage or vandalism to school playgrounds or buildings please phone the police.

Hats

It is Board policy that all children must wear school hats during Term 1 and 4 during morning interval, lunchtime and when out at sports. These hats are can be purchased through the school office at any time at a cost of $8.00 each or through our on-line distributor (www.argyleonline.co.nz).

Hours

School class hours are Monday to Friday - 8.55am to 2.55pm during term time. Children should arrive between 8.30am and 8.45am, ready to commence school at 8.55am. There is **no supervision available until 8.30am** and children are not permitted entry to their classrooms until after that time. Children must leave the grounds on the 2.55pm bell, or await collection from parents at the supervised collection area. Any children uncollected after 3.15pm will be brought down to the office and parents contacted. Parents shall be requested to meet with the Principal if any child is regularly left at school after this time. Changes to normal school opening times are notified in the school newsletter and on the website.

Library

All classes visit the School Library once a week to take out and return books. Year 0—1 children have 1 book issued for a week. Year 3—6 can have 2 books issued for a week

The library is open at lunchtime for children to return or have new books issued and quiet reading. Year 6 Student Library Monitors are on duty and are happy to help children. Korean and Chinese books are available for reading in the Library.

Lost Property

As clothing is found it is put in the Lost Property box (which is located opposite Area 20). Small items eg 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 box.

If parents **clearly name** all articles of clothing it would greatly assist teachers and children in returning property.

Prior to the end of term, lost property is displayed and children are encouraged to identify and claim their own property. Any unclaimed items are donated to charity on the last day of term.

Lunch Orders

Our "Munch Box" operates from the hall kitchen and is open Wednesday to Friday for morning tea and lunch. A copy of the current menu is available from the office or website.

Orders are to be placed into a box outside area 1 by 9.00am Wednesday to Friday morning. Each order must be written on the outside of an envelope with the child's name and area number and contain the correct money. Online orders are available—go to www.schoollunches.co.nz, register your details, order and pay

Lunch Time

Lunch starts at 12:40pm and for the first 10 minutes children are supervised by a duty teacher. During this time all children are expected to sit quietly and eat their lunch. All students are encouraged to bring healthy snacks and food. Any uneaten food and rubbish must be taken home as we have a no rubbish policy. A bell rings at 1.25pm to let children know to put away sports equipment, use the bathroom facilities and wash their hands.
Only plastic bottles should be provided for drinks.

Messages for Children

If you have an **urgent** message for your child then office staff will do their best to help, however it is please provide as much advance notice as possible.

Generally children are only permitted to use the school telephone if the matter is important.

Mobile Phones

Students may have mobile phones at school with their parents permission. These must be kept turned off and handed in to the teacher before school, to be used outside school hours only.

Money

Parents are advised by the school when money is required for trips, fundraising etc. Please send all money for a specific purpose (ie trips) in a sealed envelope with your child's name, room number and what the money is for, written clearly on the envelope. This needs to be handed to the class teacher first thing in the morning or into the office.

Children should not have large sums of money or valuables at school.

Music Tuition (Private)

External tutors provide music lessons and can be contacted at:

Colleen Pope (piano, recorder, theory)
Mobile: 021 204 4244
Email: colleen.pope@gmail.com

Suzanne Franklin (guitar, ukulele, theory)
Mobile: 021 0275 4930
Email: albanybaysguitarstudio@gmail.com

Sherryl-Lee Ward (piano, theory)
Mobile: 021 279 9271
Email: pianofun.nz@gmail.com

New Entrants

We request that new entrant students are pre-enrolled with our school office up to one year in advance so that we can manage class placement. Students generally complete two school visits prior to starting on/after their 5th birthday and parents are invited to a meeting to meet with their child's class teacher, team leaders and management.

Newsletters

School Newsletters are published every second Wednesday to keep you informed of school developments, coming events etc. Syndicate newsletters are published once a term. Please read these thoroughly as they provide a very useful link between home and school. Limited printed copies are also available from the office.

Parking (Refer to the appendix for our Road Safety Guidelines)

Parking adjacent to the school gateway is restricted.

Parents are **not** to drive into the school ground to pick up or drop off children, unless they have been requested by the school to pick up their child for health reasons. If you or your child have a disability please inform the Principal so the Caretaker can be notified of your parking requirements.

Reporting to Parents

There are regular times set for parents to read, see and listen to reports on how their child is progressing at school. As a school we believe that children need to understand that they own their learning, and therefore have an active part in the reporting process. Our reporting schedule consists of:

- Three Way Meet the Teacher Evening early in Term 1 so that all parents are aware of the routines and expectations within the class.
- Student Led Conference in Term 2. The student leads a conference with their parents to share their learning and progress at this point in the year.
- Written progress report is issued at the end of Term 2. This aligns with the Student Led Conference.
- Student Led Conferences held in Term 3.
- Written end of year report issued towards the end of Term 4.

Meetings can be arranged at other times if a teacher or parent has a concern about a child's progress.

Sports

There are a number of opportunities for children to become involved in a variety of after school sports codes from year 1-6. See Website and Newsletters for further information.

Registrations are completed through the EnrolMy website, accessed via our website.

Whole school sports events include swimming, cross country and athletics. There are also a variety of interschool competitions for years 5-6 including rippa and tackle rugby, netball and winter sport field days.

Stationery

Albany Primary School does not sell stationery. Stationery lists are issued at the end of the year and published on the school website for purchase over the holidays ready for your child's first day back at school in the new year. Children coming in part way through the year should check with the school office and class teacher for an updated stationery list.

Student Concerns/Queries

We are a school that supports open communication. Whilst we have a high level of parent/student satisfaction, if you have any concerns involving your child please contact the class teacher in the first instance.

If you need further advice or support, contact the relevant Deputy Principal of that year level.

If you still have concerns, please see the office to make an appointment with the Principal, Mrs Maree Bathurst.

Uniform

Uniform is compulsory for students at Albany Primary School. Please refer to the attached appendix for uniform guidelines.

Our school uniform is available for purchase online through our suppliers Argyle— www.argyleonline.co.nz/

The sports uniform consisting of sports shorts (which can be used as part of the regular school uniform), sports shirt, netball dress and school jacket (which can also form part of the regular school uniform) and school hat are available for purchase through the school office at any time that the office is open.

APPENDIX

UNIFORM GUIDELINES

Uniform is compulsory for all children at Albany Primary School

The school uniform consists of the following items

Available for purchase through ArgyleOnLine (www.argyleonline.co.nz) :

- Polo shirt
- Gold collar sweatshirt and/or polar fleece sweatshirt
- Sunhat (also available for sale through the school office) and MUST BE worn in Terms 1 and 4
- Navy shorts
- Navy culottes
- Jacket

Available for purchase through the school office currently:

- Sports shorts (may be worn as part of the school uniform)
- Sports shirt (only to be worn when representing APS at school sports)
- Netball dress
- Sunhat (must be worn in Terms 1 and 4)

The following items may be purchased from external retailers however they must be plain navy blue with no visible stripes/emblems/brand names etc. – denim is not permissible:

- Trackpants
- Trousers
- Shorts
- Leggings
- Skorts (recommended to purchase through Postie Plus)

Additional items:

- Navy or yellow thermals only
- Navy or white socks or tights
- Footwear should be suitable for fitness
- Jewellery is not recommended for safety reasons, ear studs, a watch or appropriate cultural / religious jewellery may be worn
- If additional items are required to be worn for cultural or religious reasons families are requested to inform the school. School colours yellow / navy blue are preferred for these items of clothing e.g. turban

Please note we take pride in our school uniform. The class teacher / Deputy Principal's will notify parents if uniform standards are not being followed.

We ask that you ensure all children have a change of clothing in their bags (this does not have to be school uniform). This saves the office having to phone you and disrupt your day if your child requires a change of clothing.

ROAD SAFETY GUIDELINES

Road Safety is an aspect of the children's education which is a shared responsibility between the student's parents and school community. It is the parents' responsibility to ensure their children have the capability and knowledge to travel to and from school safely. The school aims to educate all children on aspects of road safety pertaining to their travel to and from school including safe and considerate conduct on school buses.

Cycling/Skateboards/Scooters:

All children who ride the bicycles/skateboards/scooters must wear an approved safety helmet and appropriate footwear. It is recommended that it is Year 5/6 children only who ride to school unaccompanied. All students who ride should have parental permission. Child must not ride scooters or bikes on school grounds when arriving or leaving the school.

Car Safety:

As per the schools EOTC Policy "Parents will be advised that when transporting children on school trips they must provide a seat belt for each passenger, have a current driver's licence, and a registered and warranted car".

Walking:

When crossing Bass Road children and parents must use the pedestrian crossing.

Car park / Bus Bay / Collection area:

Parents will be advised on enrolment of the following "front gate" procedures:

- Parents picking up their children are not permitted to use the school car park unless disabled or permission has been given by the Principal.
- Parents may not park and wait for their children on any yellow line, driveway or pedestrian crossing.
- When parents are picking up and dropping off children from the school they should ensure that children alight, and enter the car from the footpath side.
- There is a no right hand turn into the bus bay from 8.30am - 9.00am, and 2.30pm - 3.10pm to ensure traffic continues to flow down Bass Road.
- When the buses are parked or loading the bus bay is coned off—there is NO ENTRY to the bus bay or school carpark at this time.

- All children awaiting collection should wait for their parents in the bus shelter area where they will be supervised by staff until 3.15pm. After this time children will be escorted to the front office area and parents contacted. If parents are consistently late they will be contacted by the school Principal and the children booked into the after school care programme (at parent cost).

Buses:

When booking buses for school trips the school aims to have all children seated. Auckland Regional Authority School Bus Agreement Guidelines are adhered to on Ministry / ARTA school bus runs.

For students catching the school bus to/from school—Children and parents are issued with Behavioural Expectations and with parent checklist to ensure all parties are informed of "Safe behaviour on Buses".

ROAD SAFETY GUIDELINES continued

Road Patrol

The NZ Police and school work together to create the School Traffic Safety Teams which are run by students and supervised by adults. See the Police School Traffic Safety Team Manual for comprehensive information about setting up and running a school traffic safety team. The booklet includes a traffic infringement notice and sample letters and contracts about traffic safety.

Guidelines for our school:

The crossing is patrolled between 8:30—8:55 am, and 2:50—3:10 pm.

Adult supervisors must:

- stand close to the leading patrol member so that they can communicate quickly and effectively in any emergency.
- use their judgement to keep students safe as they use the crossing, and at times, must overrule patrol member's decisions.
- record the details of any traffic offence occurring on the crossing, including registration numbers, time, weather and road conditions, and names of patrol members. Complete the offence notification form and fax it to the local police station.

Students in the team must:

- complete their traffic safety training.
- wear the appropriate gear and use all equipment correctly.

6 Bass Road, Albany, Auckland 0632
Office Phone: 415 9668 Email: admin@albany.school.nz