

# ALBANY PRIMARY SCHOOL PARENT INFORMATION







# PRINCIPAL'S WELCOME

Dear Parents

Welcome to Albany Primary School. 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. Partnership in your child's learning with the school is at the core of our relationship with parents and your whānau.

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

## CONTACT INFORMATION

<b>Address</b>	6 Bass Road, Albany, North Shore City 0632, Auckland
<b>Telephone</b>	09 415 9668
<b>Office hours</b>	8.30am – 3.30pm during the school term
<b>Website</b>	<a href="http://www.albany.school.nz">www.albany.school.nz</a>
<b>General email:</b>	<a href="mailto:admin@albany.school.nz">admin@albany.school.nz</a>
<b>Sports</b>	<a href="mailto:sports@albany.school.nz">sports@albany.school.nz</a> (After School Sports Co-ordinator)

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. Please refer to our school website for up to date and comprehensive school information.

### Senior Leadership/Board contact emails

Maree Bathurst, Principal

Principal's PA: [lelder@albany.school.nz](mailto:lelder@albany.school.nz)

Board

[Board@albany.school.nz](mailto:Board@albany.school.nz)

James Hopkins, Deputy Principal (Years 2, 3 and 4) [jhopkins@albany.school.nz](mailto:jhopkins@albany.school.nz) (Tuesday—Friday)

Alex Hanson, Deputy Principal (Years 2, 3 and 4) [ahanson@albany.school.nz](mailto:ahanson@albany.school.nz) (Monday)

Faron Turner, Deputy Principal (Years 0, 1, 5 and 6) [fturner@albany.school.nz](mailto:fturner@albany.school.nz)

Shari Turner, Deputy Principal (Years 5 and 6) [sturner@albany.school.nz](mailto:sturner@albany.school.nz)

Sarah Fish, Learning Support Co-ordinator

[fish@albany.school.nz](mailto:fish@albany.school.nz)

### Board

The Board has seven members, made up of five elected parent representatives, a teacher representative and the Principal. The Board's role is that of governance/stewardship supporting the school to meet its vision and strategic directions for success. Parents are welcome to attend meetings, however speaking rights must be obtained from the Chairperson prior to the meeting (please contact the school office for the required procedure).

### Friends of the School (FOS)

Our FOS team are a group of parent volunteers guided by a school representative whose objective is to foster parent and community involvement in APS for the benefit of the children. This involves arranging fundraisers and events. All parents are welcome to attend meetings which are held in the staffroom.

## SCHOOL HOURS

**8.30—8.45am**

Children should start arriving at school to prepare for the school day. They are able to enter corridors and classrooms from 8.30am.

**8.55am**

Morning block learning commences.

Junior classes may have brainfood breaks during this period.

**10.30—11.00am**

Morning tea eating\*, and play time.

**11.00am**

Middle block learning commences.

**12.40—12.50pm**

Lunch eating\*.

**12.50—1.25pm**

Lunch play.

**1.25—1.30pm**

Time to prepare for afternoon learning.

**1.30pm**

Afternoon block learning commences.

**2.50pm**

Bus bell.

**2.55pm**

End of school day.



\* Albany Primary School supports the Ministry of Health's healthy eating guidelines. All students are required to have a nutritious morning tea and lunch (and brain food for Junior School students). All students must have a plastic drinking bottle containing water (which can be refilled at our water fountains). We are a litter-free school so all rubbish from food products needs to be taken home in lunch boxes. We are unable to heat students food.

## COMMUNICATING WITH PARENTS

We use a variety of communication tools, as we understand the importance of timely information and event notification. The following channels are used: telephone, email and through our School App. Telephone and email details are supplied by parents at enrolment. Please ensure your contact details are always up to date. Parents will need to actively sign up for the School App, and WeChat (if appropriate).

Every fortnight you will receive "What's the hAPS?" our school newsletter, and every Friday an update for the week ahead. We try to keep the number of full school communications to a minimum. Syndicate newsletters will be prepared once each term.

### School App

With this app you will be able to receive immediate and up to date **alerts** and notifications, quickly advise the school of an **absence**, **contact** us, and more. Please download the "SchoolApps NZ" app through the app store on your phone, select "Albany Primary School" alert subscriptions, and make sure you allow notifications.

### WeChat

Albany Primary School has a WeChat communication system for mandarin speaking parents for informal notices. It is not for urgent communications. 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.

### Reporting to Parents

Regular progress updates are provided to parents, either in the form of an on-site meeting (Partnership Meeting, Three Way Meeting, Student Led Conference), or written report. At Albany Primary School the teachers foster student ownership of their learning, ie they know what they are learning and why, and therefore have an active part in the reporting process. Our reporting schedule consists of:

- **Term 1:** Partnership Meeting/Three Way Meeting—on site meeting between teacher, parents and student.
- **Term 2:** Student Led Conference—the student leads a conference with their parents to share their learning and progress.
- **Term 2:** Written Progress Reports—issued at the end of the term. This aligns with the Student Led Conference.
- **Term 3:** Student Led Conference.
- **Term 4:** 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 any questions or concerns about your child's progress, or learning programmes. Please email your class teacher to arrange a suitable time.


# OUR CURRICULUM

**Our Vision**  
**Where Learning Makes a Difference**

- **Feel** the energy
- **Hear** the excitement of discovery
- **See** the learning that is filled with curiosity, creativity and success

**Our Values**

**Respect** — Whakaute  
**Excellence** — Kairangi  
**Aroha and Caring**—Aroha  
**Creativity** — Auahatanga  
**Honesty** — Ngākaupono



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 **Respect**, **Excellence**, **Aroha** and caring, **Creativity** and **Honesty** (**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 **School Charter** (which includes Strategic and Annual Plans) is available at the school office or on our website, and identifies our future plans and priorities.

**Additional in-school programmes** may include:

- Bikes in schools (dependent on track availability)
- Reading recovery: An intervention reading programme for 6 year olds
- Literacy/Maths support groups
- In class Teacher Aide support for identified learning needs
- STEAM: Science, Technology, Engineering, Art and Maths
- Te Reo: Māori language and culture

**Additional club activities** we may offer include:

- Kapa haka: Māori action song performance group
- Green Grubs Gardening: which support the Trees for Survival programme
- Chess
- Minecraft
- Choir
- Glee Club

Please refer to our **Sports Guide** for extra curricular in school and after school sporting opportunities.

## OUR SCHOOL HISTORY

Albany Primary School moved from the current Albany Senior High 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 changed dramatically 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's roll has considerably grown. To keep pace with this growth and innovative learning environments the school has had to increase the number of classrooms, facilities, IT infrastructure and playgrounds. Our school grounds also include a fitness trail, orchard (sponsored by Gary and Lucy, Harcourts Albany), native grove and school vegetable gardens.

Over the next five years we are looking forward to extensive building works to make the most of our site, including the establishment of a two storey learning block, re-siting of the school hall and eventual removal of portacom buildings. Although this means there will be safety fencing and out of zone areas in the interim, we are excited at the long term outcome and that this significant building upgrade will provide for our learners.



**EAST CORNER**  
SCALE



**CENTRAL COURTYARD**  
SCALE





# SUPPORTING YOUR CHILD'S SCHOOLING

To provide your child with the best opportunities please ensure:

- Your child arrives and leaves school on time, ready for 8.55am start and to leave at 2.55pm (and signs in at the office if late).
- Attendance is full time as regular and continuous instruction enables progress.
- Your child is wearing the correct uniform.
- Your child has nutritious food for morning tea/lunch (and brainfood breaks for Junior School students).
- There is a spare change of clothes kept in their school bag.
- Assistance is given with home learning tasks as it supports them and also gives you an insight into their learning.
- School notices are read as they keep you up to date with what is happening at school.

The **School donation** is set annually by the Board. It must be emphasised that with this contribution we are able to provide additional playgrounds, digital devices and high quality learning resources. Your support with all fundraising is greatly appreciated.

## Parent Help

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 including the Board, FOS, road patrol supervision, parent help in class, parent help with photocopying and laminating out of the class (PALS), walking school bus or cycle train. Please contact the school office for further information.

## ALBANY PRIMARY SCHOOL IS A SCHOOL OF DIVERSITY

Albany Primary School reflects Auckland's increasingly diverse population with over 30 ethnicities represented in our school and wider community. We value the richness our "super diverse" community brings to our learning and school.

## Te Reo

We hold a Pōwhiri Welcome Assembly for new staff, students and their families at the beginning of each term. This is based on some of the traditional Māori protocol that is part of the Pōwhiri ceremony. We welcome you and members of your extended family to participate—you will be guided on protocol. If you have Māori heritage and would like to speak on behalf of the manuhuri or lead waiata please let the Pōwhiri organiser know on your arrival. The Pōwhiri Welcome Assembly will be followed by light refreshments where you will have the opportunity to meet members of our Board of Trustees and Friends of the School.

## English Language Learning Support

To foster the development of English language for learners who have English as an additional language. We have a dedicated room which is staffed by an English as a Second Language (ESOL) trained teacher and trained English Language Learner Assistants (ELLAs). Support may be given through individual/small group instruction. This may happen within their classroom/in a withdrawal situation.

## International Students

Our school has established a strong reputation for long stay international students (those not classified as domestic students). Our school adheres to strict Ministry of Education protocols for these students and is bound by the The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. Copies of the code are available from:

<http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>



# FREQUENTLY ASKED QUESTIONS

Please refer to our school website ([www.albany.school.nz](http://www.albany.school.nz)) for further indepth and up to date information.

## 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 straight away. 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 contact numbers.

**Sickness:** If your child is unwell, please do not send them to school. If your child has vomited, then they cannot return to school for 24 hours. Ensure you advise the school office of the absence. See contact details below.

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

## Assemblies

Dates for all assemblies are communicated via our usual channels. All parents are welcome to attend.

## Attendance

- If due to sickness or other family situation your child is going to be absent (or late), please contact the school office before 9.00am—phone 09 415 9668 (leave a message on the absence line), email [admin@albany.school.nz](mailto:admin@albany.school.nz), use the school app/website. Please advise 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.
- If you are collecting your child earlier from school, please come into the school office to sign your child out.

## Before and after school care

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

## Behaviour Management

Albany Primary School promotes a culture of high expectations where positive behaviour and learning thrives. Our expectations for behaviour are intrinsic to Albany's REACH Values and Key Competencies, so students become positive and responsible citizens both in and out of school. Through a combination of reflective, restorative and where needed, punitive approaches, students are supported to take ownership of their behavioural choices and grow from both negative and positive experiences. Keeping students safe and allowing them to feel respected and in control of their outcomes remain paramount to their wider success as an APS community member.

## Buses

Ritchies Transport provide transport via two bus routes before and after school (061 Albany Heights, 062 Unsworth Heights). For bus routes please refer to the school website. A Bus Users Agreement must be signed by students and parents and returned to the school office. AT HOP cards are used to scan on/off the bus. Please let your class teacher know that your child catches the bus so that they may be released at the 2.50pm bus bell.





### Class/School Organisation

Our school is organised into Years 1-6, with students moving into a new class and year level at the start of each school year. Whenever possible the school informs learners and parents of the following year's teacher/Area at the end of each year with students being given an opportunity to meet with the teacher in the assigned classroom. We currently have some multi-level / composite classes at Years 3/ 4 and Years 5 /6.

Some classes also work together in shared learning spaces or pods of two to three classes, referred to as Innovative Learning Areas (ILE). The open nature of these classroom spaces fosters flexible teaching and learning.

Five year olds in New Zealand begin school on or near their birthday. Students who start school in Term 1 are classified as year 1, with those who start in Term 2, 3, and 4 are classified as Year 0.

### Dental Clinic

Our community dental clinic is situated to the rear of Albany Junior High School. Access is via English Oak Drive. The contact number is 09 415 2059.

### Grounds (after school use)

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

If you notice damage or vandalism to school playgrounds or buildings please phone the police.

### Hats

It is school policy that all children must wear school hats during Terms 1 and 4 during morning break, lunchtime and when outside. These hats can be purchased through the school office at any time at a cost of \$10.00 each or through our on-line distributor, Argyle—[www.argyleonline.co.nz](http://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 learning at 8.55am. There is **no supervision available until 8.30am** and children are not permitted entry to their classrooms until that time.

Children must leave the grounds at the 2.55pm bell, or await collection from parents at the Bus Bay. Any child not collected after 3.15pm will be brought down to the office and parents contacted. Changes to normal school opening times are notified via our usual communication channels.

### Library

All classes visit the school library once each week to take out and return books. Years 0—1 children have one book issued for a week. Years 3—6 can have two books issued for a week. Book/journal bags are required in order to take the books home.

The library is open at lunchtime for children to return books or have new books issued, and for quiet reading. Korean and Chinese books are also available.

### Lost Property

The Lost Property box is situated opposite Areas 20/21 and available for access outside school hours.

### Lunch Orders

Due to building works on site, the tuckshop is closed at this time.

### Messages for Children

If you have an **urgent** message for your child please contact the school office before 2.30pm so we can ensure delivery of the message before students leave the classroom.

### Mobile Phones

Students may have mobile phones with their parents permission. These must be kept turned off and handed to the teacher before school (to be stored in a locked cupboard during school hours) and collected after school for use outside school hours only.

### Money

Parents are advised by the school when payments are required for trips, fundraising etc. The preferable option is to pay online via our bank account: 12 3107 0043717 00. If sending cash, we would request that this be in a sealed envelope/bag with your child's name and the purpose of the payment clearly displayed (or with the accompanying permission slip). This needs to be handed to the class teacher in the morning or into the office.

Children should not have large sums of money or valuables (including precious toys) at school.

### New Entrants

We request that new entrant students are pre-enrolled with our school office up to one year in advance to organise staffing and class placement. Students generally complete two school visits prior to starting on/after their fifth birthday. Parents are invited to a New Entrant Parent Meeting to meet with their child's class teacher, team leader and senior leadership around the time their child will start at Albany Primary School.

### Parking

Parking adjacent to the school driveways are 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 for health reasons. If you or your child have a disability please inform the office so a parking permit can be issued. Refer to the Road Safety Guidelines for further information.

### Personal items/Toys at School

We do not encourage or take responsibility for any toys, personal equipment items (such as trading cards, personal soccer balls or games etc) or other news items brought into school that may be lost, stolen or broken. Where a student does bring in an item for news, an organised club or as part of a school project the class teacher will arrange for this to be stored in a secure place until required and then returned for the student to take home at the completion of the project / sharing.

Students will not be allowed to play with these items in unsupervised times as there can be an unintentional "ownership" consequence when some students bring their own items / balls and rather than share with all exhibit ownership behaviour i.e. "This is my ball so my rules, I'm the boss, and I choose who can and cannot play."

As the school is providing sports gear for all classes, we appreciate parents supporting this school decision, therefore not allowing their child to bring personal sports balls or toys to school.

### 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. Parents of new entrant students are given stationery lists at the child's first visit.

### Student Concerns/Queries/Updates

We are a school that supports open communication and partnership, if you have any information or queries 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, contact the Principal's PA, Lisa Elder, for an appointment with the Principal, Maree Bathurst.

# 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](http://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 skort
- Jacket

Sports Uniforms—only required if your child plays after school sports, available for purchase through the school office:

- Sports shorts (may be worn as part of the school uniform)
- Sports shirt
- Netball dress

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:

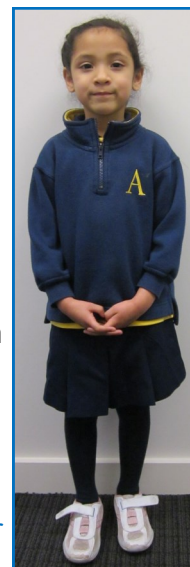
- Trackpants
- Trousers
- Shorts (minimum length—mid thigh)
- Leggings (minimum length—mid thigh)
- Skortz
- Culottes
- Thermals (may be yellow or navy)
- Socks or tights (may be yellow or navy)

**Additional comments:**

- 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.

**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 a shared responsibility between the student's parents and school community. It is the parents responsibility to ensure your children have the capability and knowledge to travel to and from school safely. Albany Primary School is a **Travelwise** School (gold status) following the 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.

## Cycling/Skateboards/Scooters

All children who ride 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/from school unaccompanied. All students who ride should have parental permission. Child must not ride scooters or bikes on the school grounds when arriving or leaving the.

## Car Safety

As per the school's 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 should be fully aware of the following front gate procedures:

- Parents picking up their children are not permitted to use the school car park unless permission has been given.
- 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 exit and enter the car from the footpath side.
- The **no right hand turn** sign into the bus bay may be showing from 8.30am - 9.00am, and 2.30pm - 3.20pm to ensure traffic continues to flow along 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 bay shelter 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 Principal.

## Buses for Trips

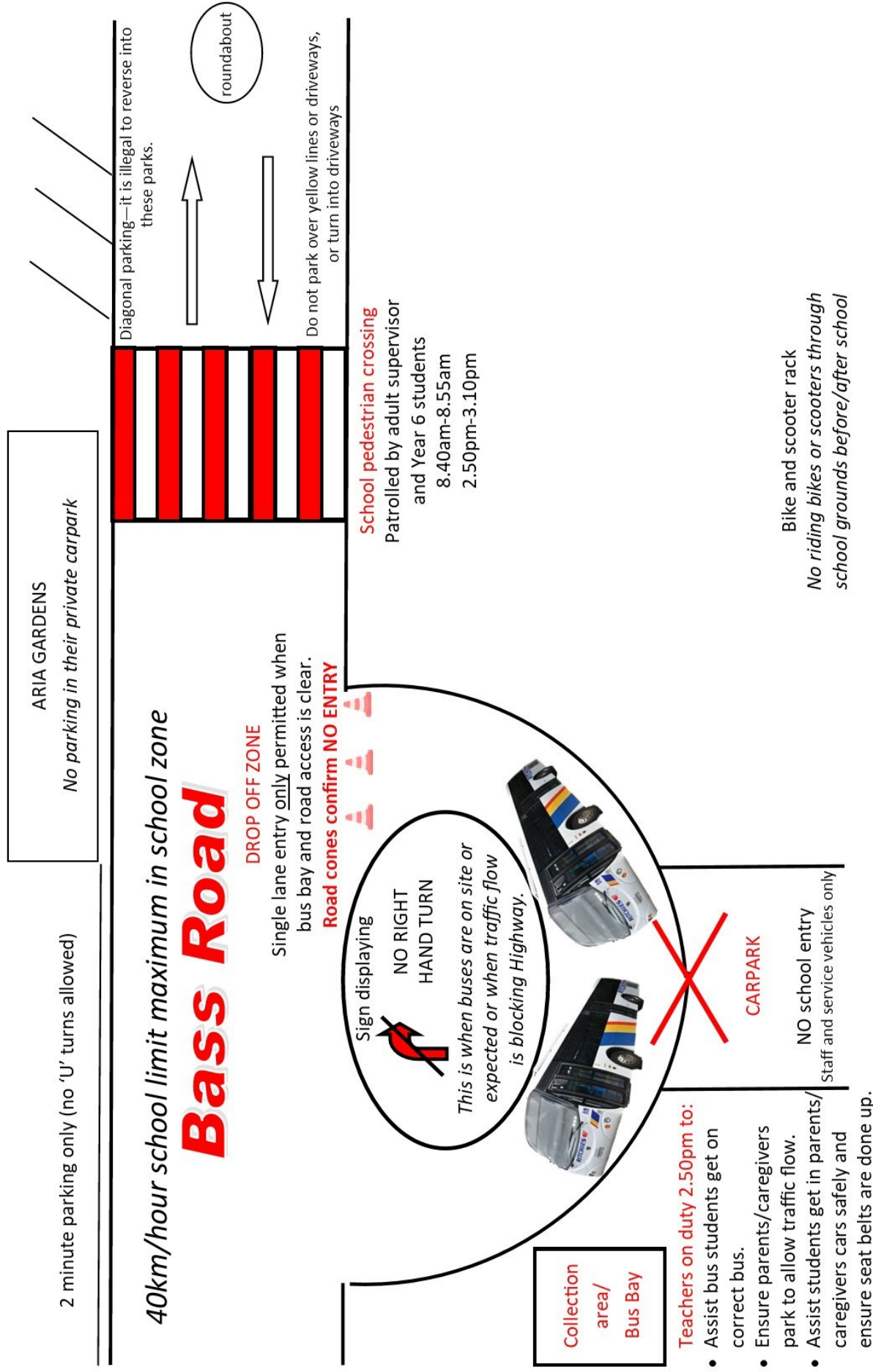
When booking buses for school trips the school aims to have all children seated. Auckland Regional Authority School Bus Agreement Guidelines are adhered to on Ministry / ARTA school bus runs.

## School buses to and from school—061 and 062

A Bus Users Agreement must be signed and returned to the office for students catching the school bus to/from school to ensure all parties are informed of safe behaviour on buses. Students need an AT-HOP bus card to scan on/off.

## Road Patrol

The NZ Police and school work together to create the School Traffic Safety Teams which are run by Senior School students and supervised by adults (parent volunteers). The crossing is patrolled between 8.30—8.55 am, and 2.50—3.10 pm.



Bike and scooter rack  
No riding bikes or scooters through school grounds before/after school

# Albany Primary School Traffic Plan







WHERE  
LEARNING  
MAKES A  
DIFFERENCE



Albany Primary School  
6 Bass Road, Albany, Auckland 0632  
Phone: 09) 415 9668 Web: [www.albany.school.nz](http://www.albany.school.nz)