



Enrolment Procedures for Elm Park School

- Collect enrolment forms from the school office well in advance of your child starting school – ideally six months to one year prior.
- Complete the enrolment form and return to the school office with the child's birth certificate if born in New Zealand and their immunisation certificate. If born overseas we require a passport with proof of residency / student visa. If you have any documentation regarding special needs or custody arrangements for your child please bring these as well.
- Arrange an appointment to meet with the Principal where applicable regarding special needs or behavioural issues.
- A letter of confirmation of the enrolment of your child will be emailed to you.
- **4 year olds** - Several weeks before the start date for your child they will receive a time for classroom visits and their expected start date for school (the Monday following their 5th birthday).
- **4 year olds** - Bring your child for their classroom visit (Tuesday/Wednesday morning by invitation from 9.00am -9.45am). Please report to the office and you will be taken to the classroom.
- Before your child starts school you will need to purchase a stationery pack. Please ask the office for details. For children already at school, please check your child's year level with our office staff.
- Children are expected to arrive on their first day of school in the correct school uniform. Uniforms are purchased from the school uniform shop situated in the school office. Opening hours are 8.15 am – 9.00 am and 2.30 pm – 3.00 pm Monday to Friday.
- On the first day of school parents and children must report to the school office at 8.30 am to complete enrolment procedures before being taken to class.

ELM PARK SCHOOL STATIONERY 2021

School stationery packs can be purchased from www.myschool.co.nz or you can purchase from the Office Max store in Ronwood Ave, Manukau. Please ensure you know your child's year level prior to ordering.

Packs range in price depending on student's year level.

ELM PARK SCHOOL PARENT DONATION 2021

Parent Donation	\$260.00 per child
	\$230.00 per child if paid by 31 March

Payment can be made through the school office, during school hours or by internet banking.

Payment options include EFTPOS, bank deposit, automatic payment and payment through the school app. Payments can be made in full, by the term, the month or weekly (40 weeks = \$6.50 per week).

2021 TERM DATES

Term 1 -	Tuesday 2 February	to	Friday 16 April
Term 2 -	Monday 3 May	to	Friday 9 July
Term 3 -	Monday 26 July	to	Friday 1 October
Term 4 -	Monday 18 October	to	Tuesday 14 December finishing at 1 pm

Public Holidays (School Closed)

<i>Waitangi Day</i>	<i>Monday 8 February</i>
<i>Good Friday</i>	<i>Friday 2 April</i>
<i>Easter Monday</i>	<i>Monday 5 April</i>
<i>Easter Tuesday</i>	<i>Tuesday 6 April</i>
<i>Queen's Birthday</i>	<i>Monday 7 June</i>
<i>Labour Day</i>	<i>Monday 25 October</i>



Head Start Programme

4 year olds only

Dear Parents,

As you know the early school years are particularly significant. It is then that your child acquires and develops the basic skills that are crucial for subsequent school learning. But further to this, it is in the early years that children develop perceptions of themselves as learners.

The child's first year at school is usually a settling in time. Some children show rapid progress, others need longer. That is why Elm Park School have designed a programme specifically for children aged 4-5 years called "Head Start". Head Start is not designed to replace Early Childhood learning centres, but is supplementary to them.

The programme offers a wide variety of activities and experiences for children that enrich development and lay the groundwork for a head start at school. Having groundwork gives the child confidence as they begin their school life.

The programme introduces basic key skills including:

- An introduction to reading and book knowledge
- Writing their name (Capital and lower case)
- Learning to write (story with picture, letters)
- Letter / Sound and number recognition.
- Maths – counting, patterning colours and shapes.
- Talk to learn (speaking and listening).
- Fine motor skill development (cutting, colouring)
- Working in groups and independently
- Classroom routines and expectations / behaviour

The programme is offered on a Wednesday morning from 9.00 to 10.30 am – please check in at reception for location and start date each term. The fee is \$10.00 per session, payable upon enrolment through the Executive Officer.

Kerry Tetupu
Programme Co-ordinator.



HEAD START ENROLMENT FORM

4 year olds only

\$10 per session

STUDENT DETAILS:

Family Name:
Students First Name:
Place in Family:
Address:
.....

Birth date:
Gender:
Age:
Home Language:
Phone No:

PARENT / CAREGIVERS

Caregiver 1: Name:
Caregiver 2: Name:

Home Phone:
Cell phone:

Emergency Contacts

1.
2.

Phone:
Phone:

**Please provide an email address for us to notify you when a place becomes available for your child:
(Please ensure you let us know if this address changes at any time):**

Please print clearly

HEALTH

Allergies:
Medication:
Sight:
Speech:

EDUCATIONAL DETAILS

- Early Childhood Education Centre (Please circle type and indicate name)
Kindergarten, Play centre, Childcare, Playgroup, Kohanga Reo
Name of Centre:
- Primary School student likely to attend:
- Learning / Behaviour needs:
.....

ADDITIONAL INFORMATION:

(Speech, Special Needs, Learning Support etc)
.....
.....

Required commencement date: eg Term 1, Term 2 etc

Signature of parent /
Caregiver.....

Date:



UNIFORM PRICE LIST

(The Uniform Shop is open Monday to Friday from 8.15 to 9.00 am and 2.30 to 3.00 pm)

Sweatshirt- Unisex

4	41.00
6	41.00
8	41.00
10	44.00
12	44.00
14	44.00
Small	50.00

Track Pant - Unisex

4	41.00
6	41.00
8	41.00
10	47.00
12	47.00
14	47.00
Small	50.00

Culottes – Girls

4	47.00
6	47.00
8	47.00
10	47.00
12	47.00
14	47.00
16 / 18	47.00

Cargo Shorts - Boys

4	40.00
6	40.00
8	40.00
10	43.00
12	43.00
14	43.00
Small / Medium	45.00

Polo Shirt – Unisex (SS or LS)

4	36.00 / 43.00
6	36.00 / 43.00
8	36.00 / 43.00
10	36.00 / 43.00
12	36.00/ 43.00
14 / 16	36.00 SS only
Small / Medium	40.00 SS only

Polar Fleece Jacket - Unisex

4	45.00
6	45.00
8	45.00
10	50.00
12	50.00
14	50.00
Small	55.00

Sports Wear – Compulsory for Years 4 - 6

Shorts 8, 10, 12, 14	28.00
Shorts Small, Medium, Large	33.00
Shirts 8, 10, 12, 14	38.00
Shirts Small, Medium, Large	44.00

Tights

Navy girls	14.00
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Socks

Boys and girls 3 pack	15.00
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Sunhats

Small, Medium, Large	12.00
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Beanies – one size

	5.00
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Shoes - Plain black shoes or sandals (not available at uniform shop).

Hair Accessories – Must be plain and navy blue, black or white.

Would you like to start a Walking School Bus in your area?



Contact
Katrina Elder
kelder@orcon.net.nz

or

Lisa Gambolati
Lisa.Gambolati@AucklandTransport.govt.nz

Or

Give your details to the school office
and they will pass them on.



ELM PARK SCHOOL **Walking School Bus – Bus 2**

Parent Responsible	MON	TUE	WED	THU	FRI
TO	Dianne	Dianne	Dianne	Dianne	Dianne
FROM	n/a	n/a	n/a	n/a	n/a

If you would be available to help out one morning/afternoon a week, or help with anything else, even if you can't walk on the bus, we would really appreciate it!

Leaving point - To School:

Leaves from corner of Marvon Downs and Archmillen Ave at 8.35am

Cancellation conditions:

In either of the following cases the coordinator will text to let you know that the Walking School Bus is cancelled:

- Really stormy, lightning, hail etc
- Emergencies

If Raining:
Bring a raincoat!

Co-ordinators:

Dianne Hall – ph: 027-372-1956 or email: diannet@xtra.co.nz



ELM

PARK

SCHOOL

Walking School Bus – Bus 1

DRIVING? DROP YOUR KIDS AT THE PAKURANGA HEIGHTS SHOPS TO WALK WITH THE WALKING SCHOOL BUS!!

Parent Responsible	MON	TUE	WED	THU	FRI
TO	Lorna	Dorothy	Lorna	Katrina	Lorna
FROM	n/a	n/a	n/a	n/a	n/a

If you would be available to help out one morning/afternoon a week, or help with anything else, even if you can't walk on the bus, we would really appreciate it!

Leaving point - To School:

Leaves from outside the Four Square at Pakuranga Heights shops at 8.25am

Cancellation conditions:

In either of the following cases the coordinator will text to let you know that the Walking School Bus is cancelled:

- Really stormy, lightning, hail etc
- Emergencies

If Raining:
Bring a raincoat!

Co-ordinators:

Katrina Elder – ph: 276-1161 or email: kelder@orcon.net.nz



ELM PARK SCHOOL **Walking School Bus – Bus 3**

DRIVING? DROP YOUR KIDS AT HOPEFARM AVE TO WALK WITH THE WALKING SCHOOL BUS!!

Parent Responsible	MON	TUE	WED	THU	FRI
TO	Carlson	Carlson	Carlson	Carlson	Carlson
FROM	n/a	n/a	n/a	n/a	n/a

If you would be available to help out one morning/afternoon a week, or help with anything else, even if you can't walk on the bus, we would really appreciate it!

Leaving point - To School:

Leaves from corner of Hopefarm and Walworth @ 8.25 am.

Cancellation conditions:

In either of the following cases the coordinator will text to let you know that the Walking School Bus is cancelled:

- Really stormy, lightning, hail etc
- Emergencies

If Raining:
Bring a raincoat!

Co-ordinator:

Carlson Barnett – ph: 577-



nett@hotmail.com

Introducing our online school shop

Open 24/7 for orders
& payments through
our school website

kindo.



Your Kindo account is designed to make it easy for you to manage school payments and complete school forms for your whole family, through a simple website.

Kindo links with our student records, so student details will be updated automatically and you will not need to enter these when making payments or completing forms.

Get started

Click the registration link on the school website to get started*

*If you have an existing EZLUNCH or KINDO account (at this school or another school) **log in first** before clicking the registration link.

Questions

If you need help, just pop in and see us or give us a call.

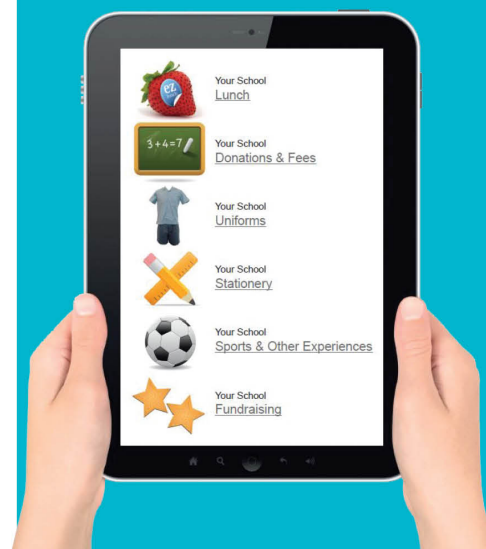
"I can organise stuff from work – rather than a rush in the mornings to get the right change, and make sure it gets handed in."

"So utterly convenient – one less thing to worry about when juggling work and kids."

"I enjoy having one service for all aspects of school donations, orders or permission slips. I feel more confident there is a record of payment documented, plus I can complete the transaction quickly."

The good stuff

- **Transact with school** when it suits you... anytime, anywhere.
- **No cash or paper forms**, no looking up bank details, no visiting the office. Just log in and click. Even small amounts can be paid quickly and securely through Kindo.
- **Lots of payment options.** Build up a balance with regular direct debits or bank deposits, or pay as you go. (Using Visa or Mastercard will incur fees, so we offer other options too).



Visit our school website to register now.

Custodial Statement

Are there any custodial arrangements concerning your child?

If **YES**, please give details of any custodial arrangements or court orders (a copy of any court order is required)

Child's doctor:

Phone:

Health: (please note that school staff do not administer medication for students)

Illness / Allergies / Medication / Sight / Hearing:

For staff: Immunisation records sighted and up to date:

Tick One

Yes

No

◆ Early Childhood Education: (for children starting year 1 only)

	Hours	Attended
Kohanga Reo		_____
Playcentre		_____
Kindergarten or Education & Care Centre		_____
Home based service		_____
Playgroup		_____
The Correspondence School		_____

Did the child regularly attend Early Childhood Education?

- ☐ Yes for the last _____ year (s)
- ☐ Not regularly, only occasionally with no on-going schedule
- ☐ Attended but only outside NZ
- ☐ Attended but don't know what type of service
- ☐ No, did not attend ECE

◆ Other Details:

Learning and behaviour needs: _____

Special Needs (Background / Funding / ESOL / ORRS etc) _____
(use a separate sheet for indepth information)

Sibling likely to attend this school in future years:

Name: _____ DOB: _____ M / F

Name: _____ DOB: _____ M / F

◆ Permissions:

Do you wish your child to participate in our half hour weekly, non-denominational, **Christian based religious** educations programme which runs in term 2: YES / NO

◆ Privacy Statement:

Unless we are notified otherwise in writing, all students enrolled at Elm Park School will regularly upload their work to e-Portfolios and other sites. This may also include their first name and photo.

In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information when my child transfers to another school. I further approve the forwarding of my child's name and address on request to a potential intermediate or secondary school.

◆ Parent Declaration

I declare that all the above information is true and correct to the best of my knowledge.

Parent/Guardian Signature: _____

Date: ____ / ____ / ____



Elm Park School
Empowers all learners to achieve their personal best

Conduct expectations

Elm Park School is committed to providing a safe and healthy environment for students, staff and community.

Our Code of Conduct serves as a reminder to all parents, caregivers, and community visitors that their conduct must support everyone's emotional and physical wellbeing, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as camp or sports match.)

Standards of conduct

Elm Park School expects parents, caregivers, and community visitors to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements.

Examples of unsuitable conduct include:

- threats, bullying, harassment
- profanity/offensive language
- insulting, abusive, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property
- smoking or possessing or using alcohol/drugs/other harmful substances on school premises or another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol in accordance with school policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums
- wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave.)

Dealing with breaches of the Code of Conduct

Elm Park School will deal with breaches of our Code of Conduct depending on the nature of the incident and its seriousness, and the process may vary based on any witnesses or victims of the behaviour and what they feel most comfortable with.

Examples include:

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witnesses or victims felt and/or responded.
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution.
- issuing a warning letter than outlines the problem and required resolution, and reminds them of the possible outcomes of the repeated conduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Outcomes of breaching the Code of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence of hearing or any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook.

If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

Child's Name: _____

Parent/Caregiver Signature

Parent/Caregiver Name

Date