

MESSAGE FROM THE PRINCIPAL

Welcome,

Elm Park School is a well-established contributing primary school that caters for 600 + children from Years 1- 6, situated in Pakuranga, Auckland. We are a multi-ethnic learning community, situated alongside Elm Park Reserve.

As a school we are committed to providing a safe learning environment that encourages children to grow in all aspects of academic, social, emotional and physical development. We encourage our children to take responsibility for their own learning and behaviour.

The school strives to provide programmes that support and challenge our learners and we set high standards in all aspects of the school's learning environment and celebrate success and diversity.

We view education as a partnership between home and school in order to enhance our children's learning power. We look forward to an association with you during your child's learning journey at Elm Park School.

Trish Plowright
Principal



“empowers all learners to achieve their personal best”

VISION

“Elm Park School empowers all learners to achieve their personal best.”

MISSION

“Elm Park School is committed to working together with our community to provide a balanced curriculum to assist all students to maximise their individual potential. The school has clear expectations and encourages and rewards effort within a caring, stimulating learning environment”

VALUES

Elm Park School students are encouraged to value The 3 R's

- **Respect** – Whakaute-a-ngiato
At Elm Park School we show RESPECT in the way that we treat other people.
- **Resilience** – Aumangea
At Elm Park School we show RESILIENCE in the way we overcome obstacles about our learning and behaviour.
- **Responsibility** – Takohanga
At Elm Park School we show RESPONSIBILITY by managing ourselves, our jobs and the way we look after property and places in our school.



SCHOOL FACILITIES & EQUIPMENT

- Modern and extensive library
- Large Auditorium
- A school hall
- A resource room
- Fully fenced and secure school
- Up-to-date IT equipment
- Interactive whiteboards in some classrooms
- Spacious field

BOT

The overall governance of the school is the responsibility of the Board of Trustees. This is a community elected body of parents and staff. Elections are held every three years.

STAFF

Due to possibilities of changes and additions, names of staff personnel will be available from the school office.



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PTA

Activities in the school are supported by our PTA, which acts as an important link between school and community. The PTA organises fundraising for special projects, in addition to supporting the school in as many ways as possible.

PTA meetings are held monthly at school. Everyone is invited and encouraged to attend.

ADMINISTRATION OFFICE HOURS

Our office hours are 8.15 am – 3.15 pm.

CONTACT DETAILS

Phone 577 0070

Mobile 021 134 0916

E-mail secretary@elpark.school.nz

Kids Korner 577 0198

The school has an answer phone operating outside these hours.

ENQUIRIES

All enquiries must be directed through the office.

Parents are asked not to telephone the school with messages for students except in an emergency.

ENROLMENT PROCEDURES

Enrolment needs to take place well in advance of your child starting school. Enrolment forms are available from the school office or website together with general information about the school. Where possible the Principal will arrange to meet with parents to discuss issues relating to the individual needs of your child.

At the time of enrolment you must bring:

(a) a birth certificate for those children born in New Zealand

Or a passport with proof of residency / student visa for those born outside New Zealand

(b) Vaccination Certificate to assist completing the necessary school health forms.

(c) Documentation regarding custody arrangements as needed.

SCHOOL DONATIONS

Parents are asked to pay a contribution towards the running costs of the school to support the programmes and equipment provided by the school.



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STATIONERY

School stationery is issued in pre-packs, this ensures that all students are equipped with what is needed. Please contact the office for purchasing information.

UNIFORM

The uniform is compulsory and can be purchased in the uniform shop at the school. Black shoes or black sandals should be worn. Sun hats are to be worn Term 1 & 4. A beanie is optional in the winter. Year 5 and 6 students are required to purchase a sports uniform.

LOST PROPERTY

A lost property box is situated in the school. All named clothing in the lost property is sent back to the children. All unnamed clothing is displayed at the end of term and classes taken to check if it belongs to them. Treasured and valuable items are not to be brought to school except by prior arrangement.

ABSENCES

Law requires regular attendance of pupils. In the interest of safety, if your child is to be absent, please notify the school at your earliest convenience either in writing for known absences or by phoning, texting or emailing the school before 8.45 am on the day of absence. Frequent and / or unexplained absences / lateness may be interpreted as truancy and appropriate action taken.

All absences are recorded. Where students have not arrived at school or their absence is unexplained the school will endeavour to contact parents to confirm the whereabouts of students.

Students arriving late must sign in at the office.

REQUEST FOR LEAVE

A letter requesting leave from school must be presented to the Principal prior to travel arrangements being made.



CONTACT DETAILS

All information related to students is treated with the strictest confidence. It is important that certain personal information is known by the school to ensure the safety and welfare of each student. For this reason any changes to addresses or telephone numbers (mobile, work and home) should be forwarded to the office as soon as possible and changes to custody arrangements should be advised to the Principal in confidence.

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FIRST AID ROOM INJURIES AND SICKNESS

Every endeavour is made to ensure that the school is a safe environment however, accidents do occur. Children who have minor injuries or who are sick are treated in the First Aid Room. If a student is not able to return to class, arrangements are made to have them collected by a caregiver and taken for treatment or home. The school is not equipped to provide supervision for students unable to continue their learning programme.

It is important that the school has both parents' current telephone numbers (mobile, home and work) and those of a friend and / or relative for emergencies such as these. Please inform us if your address or telephone numbers change.

SCHOOL TIMETABLE

Children should be at school no later than 8.45 am. School commences at 8.55 am and finishes at 3.00 pm.

Morning tea is from 10.30 am to 11.00 am. (Children are supervised for 10 minutes eating.)

Lunch is from 1.00 pm to 1.50 pm. (Children are supervised for 15 minutes eating.)

COMMUNICATION

Newsletters are our main method of communication and are sent out fortnightly on a Friday. They contain key dates and important notices. The school communicates in writing for many other purposes, especially where money and travel are concerned.

The school facilitates Parent Information Evenings to inform them of the current curriculum and school programmes.

Any major concerns regarding any aspects of the school must, in the first instance, come to the principal.

REPORTING TO PARENTS

An initial parent teacher meeting is held in Term 1; this is followed by a collaborative conference in Term 2 AND Term 4. E-Portfolios are available throughout the year.



WEBSITE

Our website provides information about Elm Park School and links to our newsletters and forms.
www.elmpark.school.nz

CYBER SAFETY

All children need to sign a cyber safety form when starting at Elm Park School.

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LUNCHROOM

The school has a lunch menu that provides healthy, inexpensive lunches every day school is open for a full day. A price list is available from the school office. Orders are taken in the lunch room between 8.45 am and 9.00 am. Please put the correct money in an envelope with your child's name and room number on the outside with the lunch order required. Lunches are collected from the lunch room by classroom monitors at 1.00 pm. Students are not permitted to leave the school grounds during lunchtime.

BICYCLES AT SCHOOL

Students can ride to school provided they complete a cyclists declaration form in conjunction with their parents and bring it to the Deputy Principal.

Bicycles must comply with road safety regulations and children must wear a helmet. The school requires students to have knowledge of safe practices when riding a bicycle.

Students are to walk their bicycles through the walk-way and in the school grounds. Bicycles must be placed in the bicycle stands and locked during the school day. The school cannot accept responsibility for bicycles brought to school.

PARKING AT SCHOOL

The reserve car park is only available to those with mobility passes before and after school. Parents may use this car park during the day if they need to collect children from school.

CURRICULUM AND PROGRAMMES

Elm Park School adheres strictly to the New Zealand Curriculum, and staff maintain an ongoing review process to ensure the needs of students are being met.

Staff continue to attend professional development seminars to ensure quality teaching and learning is taking place at Elm Park School.



HEAD START

Head Start is a pre-school programme for four year olds who may or may not be attending Elm Park School. The purpose of the programme is to familiarise children with the school environment. The programme runs one session per week. Please contact the office if you wish to enrol your child.

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ASSEMBLIES

Whole school assemblies are held during the term, dates are available from the school office. End of term assembly and end of year assembly dates are advised in the newsletter. Parents/Caregivers and family members are welcome to attend.

LEARNING SUPPORT

ESOL – English Speakers of Other Languages

This programme supports students who have recently arrived in New Zealand and for students whose home language is not English. The programme provides support both in-class and in small groups situations to enable students to access all areas of the curriculum.

GATE (GIFTED AND TALENTED EDUCATION PROGRAMMES)

GATE programmes are designed to complement our school-wide teaching programmes. They include: Art, Music, ICT, Mathematics, PE, Kapa Haka

PMP (Perceptual Motor Programme)

This programme is a motor co-ordination programme designed for junior students. It comprises of sequential movement activities designed to develop children's motor skills that are foundation skills for many activities in the classroom. The emphasis for PMP is fun and holistic learning in a structured environment.

STUDENT COUNCIL

Every year a group of counsellors is chosen from the Year 6 children. This group then select a Head Boy and a Head Girl.

HEALTH NURSE

The Public Health Nurse visits the school on request. Her responsibilities include screening new entrant medical records and immunisations. A child may be referred to the Public Health Nurse by parents or teachers if a health problem exists. The Public Health Nurse's office number is 2704703.



CONCERNS

Where parents/caregivers have a concern about their child they should, in the first instance, raise the issue with the teacher. If the problem persists, parents/caregivers should then discuss it with the senior teacher and finally the Deputy Principal or Principal.

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KIDS KORNER (BEFORE AND AFTER SCHOOL CARE)

School Hall

This programme operates: Before school 7.00 am – 8.30 am
 After school 3.00pm – 6.00pm

Students are provided with afternoon tea and supported with their homework. Enrolment forms are available from Kids Korner or the school office.

KIDS KORNER HOLIDAY PROGRAMME

Holiday programme enrolment forms are sent out before the end of term to allow parents to register their child/children for the days required. The hours and dates are advised in the holiday programme enrolment form.



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