



ASPIRE - GROW - ACHIEVE
Kia Mataara - Ka Tipu - Ka Taea



PARENT INFORMATION BOOKLET

2018



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From the Principal

Welcome to Hillpark School.

The home – school partnership is the key to successfully helping every child reach their potential. We seek to be transparent about your child's progress and areas for development. We rely on your support, home encouragement, and communication to ensure we know what makes your most precious possession tick. Schools are complex places and we must remind ourselves that every child goes home to a family that has its own cultural, spiritual, historical and unique dynamics.

Hillpark School is a member of "Schools That Deliver" Network. This is a worldwide network of schools committed to effectively creating a vision with their communities for meeting the needs of 21st century children. It involves teachers being involved in deep level research and self review and ensuring their teaching approaches are flexible and effective to cater for our ever changing world.

As internationally acclaimed educational consultant Marc Prensky says, "These are not the same children we had around five years ago". Technology and the global environment determine that our kids are resilient mobile latera, and self-regulated learners. This must always be addressed through a solid foundation of literacy and numeracy – this never changes.

To be able to teach at the school, teachers must fully accept and embody the vision of the time. It is a privilege to teach at Hillpark and we never compromise who is in front of your children from year to year. We are committed to best professional practice and effective communication with parents. We ask that you respect the extensive demands on teachers by helping where you can and making appointments to discuss any issues pertaining to your children.

I didn't come to serve at Hillpark by accident and our teachers, board and PTA didn't either. While we enjoy an envious reputation of high standards and inclusion, we have embarked on a series of developments that will take us to the next level.

We need to think of Hillpark as a family of learners. Our staff look forward to working with you to realise the aspirations you have for your children.

Aspire, Grow, Achieve
Kia Mataara, Ka Tipu, Ka Taea

Gavin Beere
Principal



Shared Vision

Hillpark School is a unified community where students aspire, grow and achieve. Children and learning are at its heart. Learning experiences uphold the school values, the New Zealand Curriculum, Te Tiriti o Waitangi and the principles of cultural competency. A safe, professional environment promotes respect for diverse ideas. Parents observe positive learners, displaying honesty, integrity and enthusiasm. Effective communication ensures that whanau, staff and children are actively engaged in all areas of school life.

Children's strengths and areas for improvement are clearly understood by whanau and informed by achievement data that is collected using a variety of techniques. Our children are active learners who reflect on their learning to identify their next steps.

Strong emphasis is placed on developing and strengthening the home and school partnership with a high level of involvement from the wider school community in curriculum design. We adopt a high trust, whole school approach for our students.

Teachers are encouraged to collaborate, reflect, be challenged and grow professionally in a well-resourced and future focussed environment. Their personal professional knowledge is valued and utilised to further drive improvement and facilitate distributed leadership opportunities.

Hillpark School is acknowledged by its diverse community as a place where learning is challenging, enjoyable and inclusive. Success is shared and celebrated, and we inject a sense of fun in all of our school activities.

Reviewed 01/18

Hillpark School Values

We Value:

- Challenge
- Collaboration
- Diversity
- Learning
- Respect

Staff Organisation

Hillpark School has a principal, an associate principal and two deputy principals.

We have four teams, Piwakawaka 1, Piwakawaka 2, Kereru and Tui. These are depicted on the school logo by the three different sized fronds on the stylised tree.

Support Services

Dental Clinic (ARDS) www.ards.co.nz	+64 9 839 0565
Public Health Nurse	+64 21 784 119

Board of Trustees

The Board of Trustees are a crown entity and elected to govern the school according to the Education Act 1989.

Our Board consists of six representatives elected by parents for a three-year term, the Principal and a Staff Representative.

A list of current members and meeting dates will be published in the school newsletter and on the school website and Hillpark skoolbag App.

Board meetings are held on a Thursday of each month at 6.00pm in the Staffroom. We encourage your attendance especially when staff report back on curriculum development and achievement. If visitors require speaking rights at a Board meeting, please notify the Chairperson or Principal prior to the meeting.

Meeting dates can be accessed via our website on www.hillpark.school.nz

Parent Teacher Association

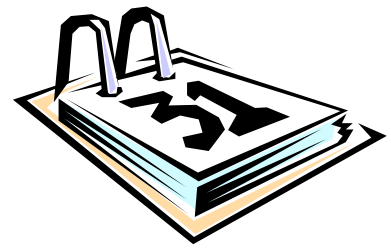
The PTA is a group of parents and teachers interested in promoting the interests of the children and staff of Hillpark School. The PTA is involved in providing a school/parent and community liaison and provides extra financial support for the school through fundraising activities.

Being a PTA member is a great way to meet other parents within the school. The PTA meets every month, at 7.00pm. Meetings are held in the school staff room. Dates will be notified via the school newsletters, website and noticeboards.

Meeting dates can be accessed via our website on www.hillpark.school.nz

If you are interested in joining this friendly and active team or have any questions, please feel free to contact a member of the committee or come to our next meeting.

A list of current office holders will be published in the school newsletter and on the school website.



Term Dates

Term One: Commences Tuesday 30 January
Finishes Friday 13 April

Term One Holidays Waitangi Day, Tuesday 6 February
Good Friday 30 March
Easter Monday 02 April
Easter Tuesday 03 April

Term Two: Commences Monday, 30 April
Finishes Friday 6 July

Term Two Holidays Queen's Birthday Monday, 4 June

Term Three: Commences Monday, 23 July
Finishes Friday, 28 September

Term Four: Commences Monday, 15 October
Finishes Friday, 14 December

Term Four Holidays Labour Day Monday, 22 October

NB: On the last day of terms 1, 2 and 3 the school and Childcare remains open as usual. On the final day of term 4, school closes at 12.00pm. Childcare is open that morning but not in the afternoon.

Office Hours

The school office is staffed between the hours of 8.30am - 3.30pm.
Messages can be left on the school answer phone after hours.

Contact Numbers

Telephone - +64 9 267-6252
Fax - +64 9 267-9466
Email - office@hillpark.school.nz.

School Address

Hillpark School
57 Grande Vue Rd
Manurewa
MANUKAU CITY 2102

Absences

All absences must be reported to the school office (09) 267-6252 before 9.00am of that day. Messages can be left on the school answer phone at any time overnight or before school. If we do not receive a phone call you will be contacted to confirm that your child is at home. This is a safeguard for your child so that teachers and parents know about the child's whereabouts at all times. Your child's absence can also be reported via the SkoolBag app.

Extended Absences

Please notify in writing any information about extended absences during term time.

Procedures when Children arrive at School Late

On arriving to school late your child must check into the school office before going to their classroom. If your child is going to be late for some unavoidable reason, please advise the teacher with a note explaining the reason. Lateness of students is monitored. We ask that appointments to be made outside of school hours where possible to avoid unnecessary interruptions to learning programmes.

Procedures when leaving school early

Please report firstly to the school office and complete the necessary form. Take this form to the class teacher and collect your child.

These procedures are not only a courtesy, but a safeguard for your child.

App: Our 'SkoolBag' app actions alerts, newsletters and schedules is available from the Apple App store or Android equivalent. Instructions available at the school office.

Assemblies

Full School assemblies are held on alternate Fridays in the school hall commencing at 2.10 pm. This is a time to celebrate events and the success of our students. Parents and caregivers are very welcome to attend. Notification of these will be advertised in the school newsletter/website and App.

Attendance

Your child should be attending school unless they are sick or there is a very special circumstance. If your child is sick, please phone the school. Regular attendance is important to maximise your child's learning time. We are required by the Ministry of Education to investigate any lengthy or frequent absences.

Children should arrive at school between 8.30 am and 8.45 am. This allows them time to prepare for class and start their learning day effectively. Children are not permitted on the school grounds until 8.25am unless they are attending Childcare or preparing for Road Patrol. Children are not permitted to enter classrooms until 8.30am.

School starts at 9.00am, finishes at 3.00pm. We do not allow children to wait on the street frontage for their parents. Children may wait at one of the gates until Road Patrol finishes. After that any child still waiting, is directed to sit outside Room 1 until collected.

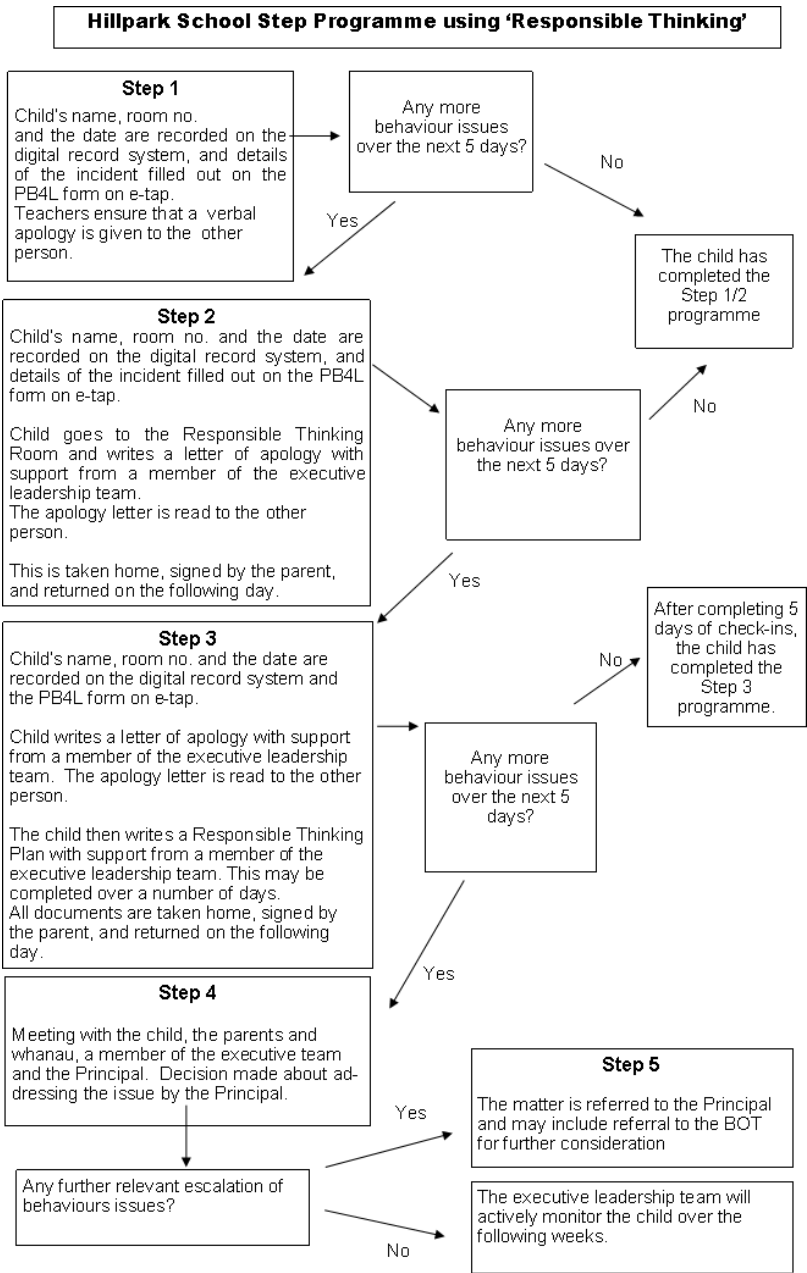
Behaviour Support (currently under review)

Children are encouraged to take responsibility for their own actions and behaviours through the use of restorative practices and to develop within themselves the school values of respect, working together, and valuing diversity.

Hillpark School operates a Responsible Thinking Programme. Behaviour Support Programme (detailed in the flowchart below).

The majority of student conduct and behaviour is monitored and managed through children’s positive relationships with their teachers.

There is a strong focus on working with children’s families to affect positive outcomes. Occasionally the school’s Responsible Thinking and Behaviour Support plan is implemented to address more serious matters. This multi-step programme generally deals successfully with behaviour issues that occur during the school day, and informs parents about ways they can further support the child in partnership with the school



Bicycles

Students from 10 years of age are permitted to ride a bicycle to school independently- providing they do so safely and wear an approved safety helmet that is correctly fitted. Children 10 years and under can be accompanied by an adult in consultation with the Principal. Children need to bring a letter from their parents giving their child permission to cycle to school and acknowledging that they agree to adhere to cyclist responsibilities.

Any incidents of irresponsibility will be reported to you, resulting in a designated period of withdrawal of the approval to ride a bicycle to school. We always act in the interest of the safety of your child and others. Please ensure that your child's bicycle has a lock to secure it during storage at school.

Book Club (Scholastic NZ Ltd)

The school participates in the Scholastic Book Club programme. Children will receive pamphlets advertising books, approximately twice per term. Orders must be returned to school in a sealed envelope with name and room number and correct amount as no change is given. Payments can be made by cash, credit card or cheque made out to Hillpark School. It is not compulsory for parents to purchase books. Please also be aware that Scholastic books has their own app for ease of purchase. <http://www.scholastic.co.nz/parents/lucky-book-club/>

Childcare Centre

The school operates a Childcare Centre for before and after school care 5 days a week. These facilities are available for casual and permanent use. Parents are charged at an hourly rate.

The hours of operation are 7.00am - 8.30 am and 3.00pm - 6.00 pm
For further information, phone the Centre Director, Sally Foote on +64 9 267 6252.

Class Composition

Each year teachers and school leaders construct the classes for the following year using detailed criteria. Parents can provide further information that would inform these placements. REQUESTS FOR SPECIFIC TEACHERS ARE NOT CONSIDERED.

The Piwakawaka teams have single year level classes e.g. Year 1 or Year 2. Kereru and Tui teams have composite classrooms. This is where two year levels are combined e.g. Year 3&4 or Year 5&6. Composite classes are a reality for us and most other schools. They provide us with a range of options for the placement of each student to best meet individual needs. They also allow for fluctuations in the numbers at each year level.

Programmes of learning in all classes are designed to meet group and individual needs.

Concerns, Complaints, Questions

If you have a concern about your child's progress or school life, please discuss the matter in the first instance with the class teacher. The Team leader is also able to assist in dealing with concerns. The Associate and Deputy Principals are available to discuss all aspects of your child's schooling once these steps have been taken and the issue is not resolved. If the problem is not resolved, make an appointment to discuss the matter with the Principal.

Please contact the school office and make an appointment unless the issue is an urgent health or safety matter.

If you are still not satisfied after taking up the issue with the school principal, follow up with a letter in writing to the Board of Trustees Chairperson. The Board of Trustees will endeavour to mediate a successful outcome using the appropriate mechanisms. We look forward to a positive working relationship, and hope that any issues can be dealt with quickly.

Cool Schools Peer Mediation Programme

Pupils from Year 5 and 6 are trained as pupil peer mediators and assist with the problems and minor conflicts that occur from time to time in the playground. Problems of a serious nature are referred to duty staff who will then deal with them on a case by case basis.

Enrolment Procedures

The school has an enrolment scheme in place. All students who live within the home zone shall be entitled to enrol at the school. Please enquire at the office for further information or check on <http://nzschoools.tki.org.nz/>

When enrolling new students, you will need to provide the following documentation: birth certificate and official proof of your address, ie: a tenancy agreement, rates, electricity, or phone account, and the child's immunisation record.

Out-Of-Zone Enrolments - Each year the Board will determine the number of places that are likely to be available in the following year for enrolment of students who live outside the home zone. Ballots are run at the school's discretion. The Board will publish this information by notices in a daily or community newspaper circulating in the area served by the school.

The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

These ballots are run strictly in accordance with Ministry of Education regulations and are supervised by a Justice of the Peace or a Police Officer. At present, we have increasing demand from In-zone applicants and the likelihood of out of zone enrolments is low, except in the case of an application because a sibling currently attends the school.

New Entrant Enrolment - You are welcome to pre-enrol your child at any time prior to their fifth birthday. Please contact the office for an application. We would appreciate having enrolment forms completed prior to starting school. To assist us with planning in the future, we need the names of any 5-year-old children who are likely to be starting school. If you have children at the school already and are not sure if you indicated on that enrolment form that you have other children beginning school in the next few years, we would like to know. If you also have relatives, friends or acquaintances, who are intending to enrol children please encourage them to contact the school office.

New Entrant intakes are in Weeks 1 and 6 of each term. Your child will start school as close to those weeks as able. The rationale for this change is to provide a more stable environment entering school. A move to this model enables us to provide a framework that considers broader elements of the transition to school process. This will enable Hillpark School to provide intentional and targeted support and a clearer pathway in helping our students to become confident learners.

If a child turns 5 from January through to the end of the first school term, they are classified as a Year 1 student from the outset. Students who turn 5 from Term 2 through to December are classified as Year 0, and begin the following year as a Year 1. This explains why some children who are very close in age are actually in different year levels.

Education Review Office Report

Hillpark School welcome external evaluation of our effectiveness and areas for development. A copy of our latest ERO report can be found at www.ero.govt.nz and is available at the school office, or on the school website.

Events Calendar

Refer to the school's website for up-coming events.

www.hillpark.school.nz

Information can also be referred to on the SkoolBag App.

Family Contact Details

It is important that we have accurate records of your home, work, and mobile numbers as well as doctor and other emergency numbers. If you change any of these contact details, please make notifying the school your first priority as we may need to contact you in case of an emergency.

Food and Nutrition

We are a 'water only' school, meaning that children can have access to water at any time of the school day. We encourage children to drink water (not juice) during class time to ensure optimum brain functioning and learning. They should bring a drink bottle to school for this purpose.

It has been recognised through research that people regularly need food and water to maintain high-level brain function. This has important implications for students in our schools. Research strongly advocates for students being able to nibble on brain food and drink water throughout the school day. "... brains run better on a "nibbling diet". Some schools have reported significant drops in behaviour problems and increased learning performance since making nibbling food available at various times of the day.

For a young developing brain the most important meal of the day is breakfast. Brain cells require fuel (through glucose) to operate effectively, and water to keep them hydrated. Proteins also boost brain alertness while carbohydrates induce calmness or relaxation.

For many students, particularly during periods of growth, the wait until a break time can also cause a decrease in energy and brain function. The brain needs a regular supply of water to keep it in top working order.

Teachers will:

- Provide a flexible morning Brain Food time for students. It is a time when students are encouraged to eat brain-healthy food that helps maintain the glucose supply to the brain.
- Allow students to sip from water bottles throughout the day.
- Ensure students are seated during brain food breaks (this is not a play time)
- Provide milk, through the Milk in Schools programme, three times per week

Children will:

- Develop higher level brain function
- Have more energy to learn
- Be more engaged in their learning which may reduce behaviour concerns
- Experience more success with learning
- Begin to develop lifelong skills around healthy eating and lifestyles

Parents /Caregivers will:

- Ensure that students have eaten a healthy breakfast
- Support the school's Brain Food guidelines
- Provide children with a small amount of healthy brain food
- Ensure children have a bottle for water to use in the classroom

Acceptable Brain Foods include:

- Fresh fruit and vegetables
- Dried fruit (eg apricots, prunes, raisins and sultanas)
- Nuts or seeds
- Plain popcorn or crackers
- A hardboiled egg
- Sandwich
- Salami
- Cheese slices

(If your child is in a room with a child who has an allergy you will be informed about particular foods which may be restricted)

Gifted and Talented Programmes

Children who display exceptional talent or ability for their age are provided with learning opportunities that extend and motivate them in their regular classroom programme.

Some Hillpark students also participate in the International Competitions and Assessment for Schools (ICAS) administered through the University of New South Wales. The subjects we participate in are:

- English
- Mathematics
- Science
- Writing and
- Digital technologies

ICAS tests are an elite academic competition. They are not designed for every child and present a challenge for the top 3 – 10% of any year group. For this reason, children are chosen by the school on the basis of exceptional academic assessment results. Hillpark expects children participating in ICAS tests to therefore be of exceptional ability for their year level.

A range of extension and enrichment programmes exist and you will be notified of these through the school newsletters or by your child's teacher.

Hazard identification

Please report any potential or actual hazards you notice on the school site to office staff or the property manager.

Health & Welfare

Children who have accidents requiring first aid at school are treated initially in the school medical room. If a child becomes sick at school staff will make every effort to contact the family, inform them of the issue, and ask that the child be collected.

Often the needs of the child can be met by the school staff; however, we do not have the staff or facilities to care for children who require a doctor's attention. In these instances, every endeavour is made to contact the parent or person nominated as the emergency contact to collect the child. Schools are an ideal place for germs to spread. Please keep children who are unwell at home.

The school works closely with various agencies and individuals that care for the well being of children and these include:

School Counsellor – The school employs a trained counsellor to assist children with a variety of school related issues. The school Special Needs Co-ordinator liaises with parents about possible referrals.

Dental Treatment - The Mobile Dental Unit visits Hillpark School regularly. We will inform parents of the availability of the service and regular screening visits. Children from birth are entitled to free dental treatment.

Public Health Nurse - The public health nurse is also available to support the health needs of our pupils.

Special Education Services- Staff members from Special Education services assist with our pupils' needs on a regular basis.

Vision & Hearing - From time to time children have their vision and hearing tested by public health nurses. Concerns can be referred by parents or staff.

Headlice

If your child comes into contact with head lice, please treat the hair immediately and advise the school. Your family chemist can supply you with suitable lotions to treat this.

Regular inspections at home are recommended.

Hillpark Shopping Centre

Children are not encouraged to visit this centre on their way to school unless they are buying their lunch. Please do not park in the shopping centre when visiting the school, especially when major school events are scheduled. This car park is for customers only.



Home - School Partnership

Hillpark School is part of the “Schools That Deliver” Network. This is an international network founded in 2003 by John Edwards and Bill Martin and consists of approximately 180 schools.

The fundamental belief underpinning this network is that the most powerful resource in any school is the knowledge and values of the people who work in the school and the members of the school community who are aligned around a shared vision and continuous school improvement.



Home Learning

We believe that children work hard at Hillpark School during the day and after school need the opportunity to relax, play with their friends and take part in extra activities such as Music, Sport, Dance, Scouts/Guides, Church and the like.

However, we respect the learning partnership between school and home and that some children are motivated to do extra work. We have included a list of examples of worthwhile activities you can do with your children to encourage and extend their learning at home.

We believe it is important to set aside a regular time for reading with your children. Discussing their reading with you will help them to extend their understanding of the text and to explore new words and ideas to use in their own writing. This time also encourages them to establish a 'home learning' routine which they can build on in their future schooling.

Children will have weekly spelling words, and basic facts to learn and practice. They may also have, at times, questions or information to gather based on their current learning within the classroom programme.

Try some of these ideas

- Newspaper reading
 - discussing
 - summarising
 - interpreting pictures
- Watch an event/documentary/news item on television or listen on the radio and as a family discuss your thinking and points of view
- Write a letter
 - e-mail
 - postcard to grandparent, friend etc
- Make up a crossword
 - poem
 - wordfind using spelling words or words in the home
- Maths basic facts
 - board games, cards etc
- Design/make a board game to play
- Silent or shared reading with your whanau
- Read at the public library
- A reading response write a book review
 - design a book cover
 - change/create new illustrations
 - make a book mark
 - have a literary discussion
 - dress-up as a character from a story and act the part
- Locate a national event and find it in an atlas or research it online
- Locate information/research for current concept study
- Identify and classify insects/leaves/trees/flowers etc
- Kitchen science – bake, measure, cook
- Start a garden, grow plants in pots
- Write some procedures for household routines eg how to clean your teeth
- Keep an account of and update your personal goals
- Keep a daily diary

- Sketch/draw/make a model
- Write captions for family photos, magazine and newspaper pictures
- Sort and use re-cycling materials to make a junk sculpture
- Write out your families shopping list – calculate the cost and change
- Make a clock – tell the time – discuss analogue and digital time
- Make a collage collection using magazine pictures
- Write/photograph/video a report on a sporting or church event
- Use diagrams to show 'how to play' a sport or game
- Go for an investigation walk
- Make a book about your different interests
- Read bus timetables and take a trip
- Build and create with lego or things you find

House System and House Leaders

The school is divided into four Houses - Kauri (Yellow), Rata (Red), Rimu (Green) and Totara (Blue). On enrolment, all pupils are placed in one of the four houses. Regular house competitions are held throughout the year. A cup is awarded to the winning house at the end of the year.

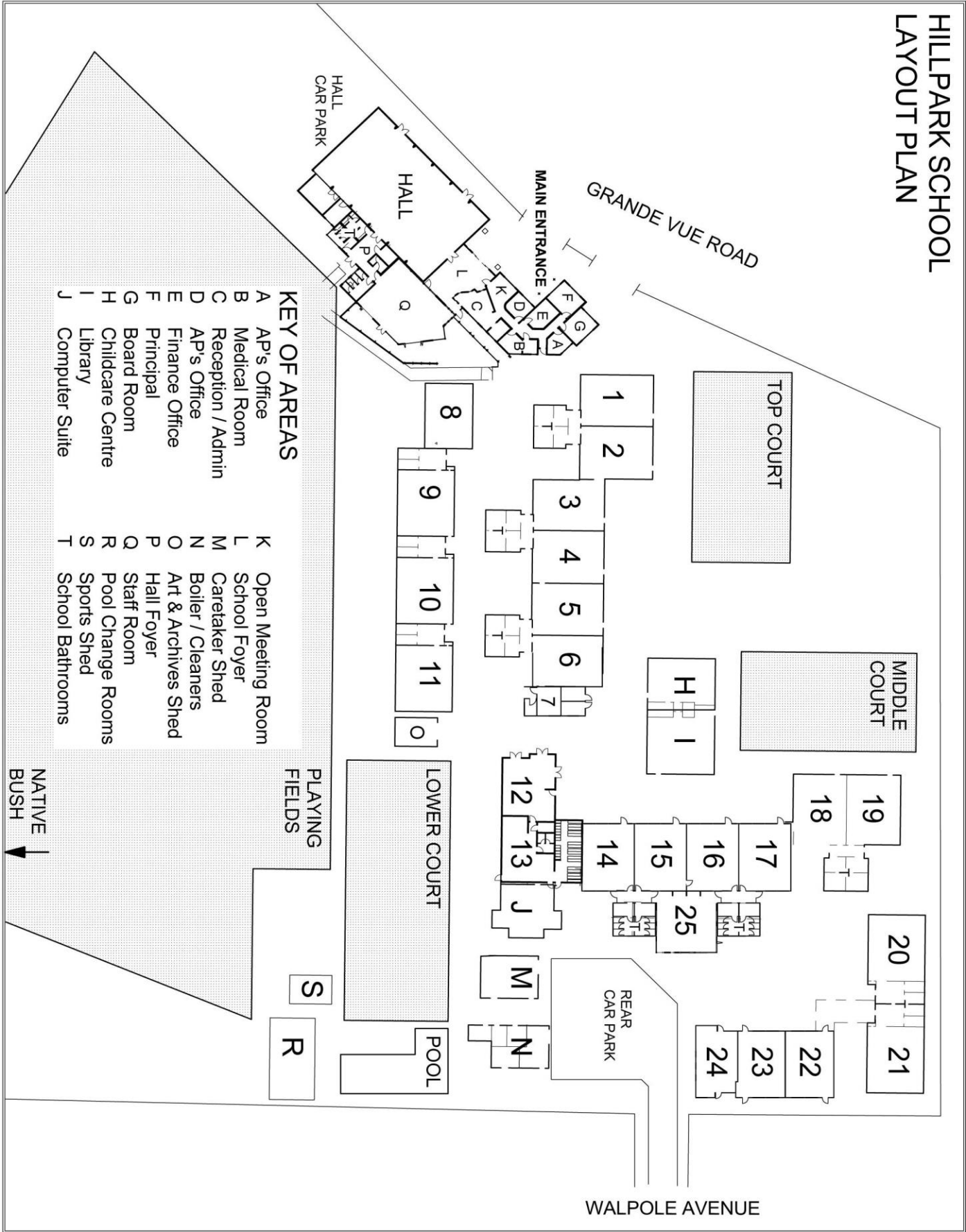
Leadership Opportunities

Senior children are able to apply for a variety of responsibilities such as road patrollers, librarians, peer mediators, wet-day monitors and AV monitors.

Lost Property

Lost property is held at the school for inspection and can be found in marked bins in the designated areas. All unclaimed /unnamed clothing is disposed of or washed and sold as second-hand uniform in our sales every fortnight subject to availability. All items of clothing should be clearly named. A cost-effective option to embroider children's names on the bottom hems of polo shirts, sweatshirts, shell jackets and skorts is illustrated below. Parents may like to use their child's initials as an alternative to full names. Please keep names/initials on the bottom of the skorts, fleece and jacket and on the opposite trouser let of the logo on shorts/cargo pants. Keep letter sizes to a maximum height of 3cm.





Money and Valuables

Children will be required to bring money to school to cover bus and event costs. Teachers are not responsible for the security of additional money children bring to school.

Children are not permitted to bring toys and valuables, unless they are for use in specific presentations in class, approved by the teacher.

Children are not permitted to bring cell phones, ipods or any other electronic equipment to school at this stage. If any of these items are in the possession of children, they will be confiscated and passed on to the Associate Principal where they can be collected at the end of the day by parents.

The school does not accept any responsibility for any lost property brought to school outside of the above parameters.

If a mobile phone is absolutely necessary, it must be left at the office in the morning and picked up after school.

New Entrant Enrolment Procedures

New entrants and their parents will be invited to visit the school approximately one month before their child's fifth birthday. Our Associate Principal will host a meeting with families, designed to support children to have the best possible start to school life.

Children undertake two visits prior to starting school. Intakes of new entrant children will occur in weeks 1 and 6 of each term. These visits are intended to introduce families and children to their teacher and class mates.

Newsletter and Communication

Newsletters are distributed fortnightly via the website and app on a Wednesday to the eldest or only member of each family to keep you informed about school matters and coming events. If you know of anything that may be of interest to our school community, please contact the office.

When notifying parents of events or trips, we no longer send paper notices home. Our primary method of communication with parents is email and our SkoolBag app.

Parent Contributions

Each year our total anticipated expenditure is reviewed by the Principal and the Board of Trustees and the parent contributions are then set as part of the budget by the Board.

This year's school contribution is set at the following amounts:

- \$140.00 for one child
- \$260.00 for two children
- \$360.00 for three or more children.

Please remember that these are tax deductible and receipts will be issued.

We are greatly appreciative of the support provided by our parents which goes towards assisting with school resources and incidentals within the school. The donation is not compulsory, but without this input, the government funding we receive is not enough to deliver the quality of programmes we aspire to.

Parental Assistance

The school welcomes the support of parents for help in providing a wide range of activities for children to participate in. We also welcome and encourage the support parents and friends can give in:

- Supervising road patrol
- Classroom and teacher help
- Sports coaching and managing
- Maintaining books in the library
- Supervision on trips/camps
- Working bees.

If you would like to be involved within the school, please let the staff know. The school has a police vetting policy to ensure the safety of children who work with adults. Please do not be offended if this legal requirement is requested for certain events or programmes.

Parking and Drop off Zones

Two areas of roadway may be used to park cars when dropping off or picking up children at school.

Walpole Avenue: Please observe the **RESTRICTED PARKING** signs.

Grande Vue Rd: All motorists are to park clear of the school pedestrian crossing.

Drivers are asked to co-operate by not using the school driveway or carpark next to the hall to drop off or collect children and to park only where this is legally permitted. Infringement notices will be issued for offenders. This includes parking across residents' driveways.

The disabled park is provided by the pedestrian crossing on Grande Vue Road for those vehicles displaying appropriate sticker.

Please note that the speed limit around the vicinity of our school is restricted to 40km.

Payment of School Related Costs:

1. By 'Kindo' online payment facility. Register here <https://shop.tgcl.co.nz/shop/index.html>
2. Small payments can be made by cheque or cash through the class teacher, though we would like to be as 'cashless' as possible so online payments and eftpos payments are preferred.
3. Direct Credit onto the school's bank account (12-3032-0762417-00). Please indicate what the payment is for and add your child's name and Room No. This facility is for more major costs such as camp or school donations or childcare.
4. By EFTPOS at the school office.

PMP – Perceptual Motor Programme

The programme is run for students in the junior team and develops children's balance co-ordination and spatial awareness. There are proven benefits that impact on their curricular development. We rely on parent helpers to help with the programme, which runs for three mornings per week in the hall. Please contact Emma Ritzema-Bain, Associate Principal, if you can help.

Policies and Procedures

All school policies and procedures are on our school docs website on <https://www.schooldocs.co.nz/>
username: Hillpark
Password: Manurewa
There will be regular opportunities for you to assist in the review of policy.

Recognition of Children's Efforts and Achievements

At Hillpark we promote the recognition of authentic success and achievement in a variety of ways. This includes the presentation of certificates at some school assemblies. On the recommendation of their teacher, children can also receive recognition from the Principal for demonstrating our school values to a high level. Classroom teachers also present achievement certificates at team assemblies.

Reporting to Parents

All children will have a twice-yearly learning conference with a written report.

Years 1-3

- Each child will have a learning conference and report at the end of the school term in which they celebrate their birthday or the anniversary of starting school.
- The next learning conference and report will be 6 months after their birthday/anniversary report.
- This means your child will receive a learning conference and report either Terms 1 and 3 OR Terms 2 and 4. A letter will be sent home to let you know which terms your conferences will be held in.

Years 4-6

- Each child will have a learning conference and report at the end of Term 2 and Term 4.

Road Patrol

Students operate road patrols on Grande Vue Road and Walpole Avenue. The crossings are supervised by staff or adult volunteers on school days from 8.30 - 8.50 am and by teaching staff from 3.00 – 3.20pm. Orange cones restrict parking close to the pedestrian crossing.

Parents parking cars are asked to be aware of the pedestrian crossing and keep well clear. Do not drop children off on the crossing area.

Children having to cross Grande Vue Rd or Walpole Ave, should arrive at school at the times the patrol is on duty. We appreciate the support from the volunteers who help supervise road patrol. If you can assist, please contact the school office.

Please observe the directives on the Parking and Drop Off sections of this booklet.

School Charter

A copy of the school charter is available at the office and from the website. The charter is the legal agreement between the crown and the school. Its content includes the local school curriculum aims, achievement goals, vision and values.

School Hours

Instructional programmes start at 9.00am and finish at 3.00pm.

8.30am	Children may enter classrooms
9.00am	Learning Block 1
10.30am	Morning Interval
10.50am	Learning Block 2
11.50am	Brainfood Break
12.00pm	Learning Block 3
1.00pm	Lunch Time Play
1.45pm	Lunch eating with teacher supervision in class
2.00pm	Learning Block 4
3.00pm	Home time

Sporting Involvement

Children participate in sporting activities and are exposed to a range of pursuits and sporting codes throughout the year. We provide opportunities for children to be involved in representing the school if they wish. Inter-house competitions also take place.

Rugby, Cricket, Netball, Softball, Swimming and Soccer are our main focus. Coaches and managers generally consist of teachers, parents and personnel from Counties Manukau Sport.

Staff Absences

Staff absences from time to time are unavoidable. Our aim is to always cover staff absences and release with high quality teachers and, where absences will be more than one or two days, attempting to have one consistent teacher in the classroom. With the implementation of Classroom Release Time (see below) in all primary schools, relieving teachers available for sustained days at a time are providing very difficult to come by. If you know of anyone interested in becoming part of our relievers pool, please ask them to contact Emma Ritzema-Bain on ritzemabaine@hillpark.school.nz.

Staff Non Contact Time

All New Zealand teachers receive a mandatory component of “Classroom Release Time”, or non contact time, each term. The amount of time teachers receive varies according to experience and leadership responsibilities. Teachers use this valuable time for a range of tasks such as spending time with individual children doing in-depth testing and assessment (particularly in literacy and numeracy), small group work, observation of other teachers, professional reading and research, updating records etc. Where possible we try to have a consistent release teacher to provide the release for each class, each term.

Stationery

Stationery packs can be purchased from the Office Max store at 5 Ronwood Ave, Manukau or online at www.myschool.co.nz. When ordering, please give the school name and the required year level pack/s. Packs will be available for New Entrants, Y1, 2, 3, 4, 5 and 6.

Sun Protection

All children are required to wear the school hat whilst outside during Terms 1 & 4. The school hat is available from the uniform supplier. Children not wearing approved sunhats must sit or play in a designated shade area. The PTA provides sunscreen for each classroom.

Swimming

During the warmer months, we have swimming as often as practical. It is a curriculum requirement to participate in the school's programme. A note is required if children are not swimming.

Sustainability and Recycling

All lunch rubbish is to be taken home by children in keeping with the school policy of reducing waste handling costs. Hillpark School is a zero-waste school – all children must take their lunch related rubbish home. Food waste is delivered to our onsite worm farm. We encourage the use of recyclable containers within lunchboxes rather than plastic wrap.

Uniform

Our uniform has been specially designed for the students. The uniform attractive comfortable and durable. We expect children at Hillpark School to wear the uniform with pride. Alternatives such as clothing purchased elsewhere is not allowed, as is unauthorised copying/production of the school logo.

If children are unable to wear the correct uniform, a note is required from parents for that day.

The Hillpark school uniform is available from -
NZ Uniforms
Unit 5
20 Lambie Drive, Manukau

Summer Uniform:

- Polo Shirt
- Shorts or skort
- Fleece or Shell jacket
- Black sandals, or black shoes with black or white socks (No boots)
- Bucket hat



Winter Uniform:

Polo Shirt
Shorts or skort or cargo pants
Fleece and/or Shell jacket
Black shoes with black or white socks or black stockings
(No boots, visible thermals or brightly coloured tights)



Children may wear a watch and stud earrings. Necklaces and pendants are not permitted for safety reasons. If families consider the wearing of neckwear important for cultural or religious reasons, a letter to the Principal is required and certain conditions must be met. Long hair may be tied back with plain dark coloured hair ties/headbands – no bright colours please.

Website

The address for our site is www.hillpark.school.nz.