

# PARENT / CAREGIVER INFORMATION - 2024



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Website: [www.inglewoodprimary.school.nz](http://www.inglewoodprimary.school.nz)

**PLEASE KEEP THIS INFORMATION AVAILABLE FOR FUTURE REFERENCE:**

**IT IS ALSO AVAILABLE ON THE SCHOOL WEBSITE**

## **SENIOR LEADERSHIP:**

Principal – Juliet Vickers

Deputy Principals – Phillip Reade & Tracy White

## **CLASSROOM ORGANISATION:**

The school will operate through a five whānau structure, based around our School Pepeha. We are further embedding our sound researched-based learning (pedagogical) practices which truly incorporate our REACH values here at IPS.

### **Panitahi Whānau**

Moa Iti Smith	Ms Rebecca Smith	New Entrant (Team Leader)
Moa Iti Putt	Mrs Joanne Putt	New Entrant
Panitahi Dombroski	Mrs Helen Dombroski	Y1 & Y2
Panitahi Schoeman	Whaea Liana Schoeman	Y1 & Y2
Panitahi Derrick	Mrs Belinda Derrick	Y1 & Y2

### **Puke Haupapa Whānau**

Puke Haupapa Smith	Mrs Alice Smith	Y3 & Y4 (Team Leader)
Puke Haupapa Boyde	Miss Erin Boyde	Y5 & Y6
Puke Haupapa PW	Mrs Tracy White & Whaea Katherine Powers	Y7 & Y8
	(Katherine - Monday, Tuesday, Wednesday and Tracy - Thursday & Friday)	

### **Tokomaru Whānau**

Tokomaru Field	Mr Craig Field	Y3 & Y4
Tokomaru Bailey	Mrs Candice Bailey	Y5 & Y6 (Team Leader)
	Mrs Rachel Marshall-Smith (on leave for Terms 3 & 4)	
Tokomaru O'Carroll-Makiri	Whaea Kirsteen O'Carroll-Makiri	Y7 & Y8

### **Pouākai Whānau**

Pouākai Lindsay	Whaea Mel Lindsay	Y3 & Y4
Pouākai Adamson-Huta	Mr Cody Adamson-Huta	Y5 & Y6
Pouākai Suter	Mrs Claire Suter	Y7 & Y8 (Team Leader)

### **Waiongana iti Whānau**

Waiongana iti Jane	Whaea Donna Jane	Y3 & Y4
Waiongana iti Zimmerman	Whaea Mel Zimmerman	Y5 & Y6
Waiongana iti Boyd	Mrs Stephanie Boyd	Y7 & Y8 (Team Leader)

### **He Awhi Taonga**

Special Education Needs Co-Ordinators: Wendy Williams (Team Leader) & Jacqui Deam

Learning Support: Jacqui Deam, Evelyn Kennedy, Susan Cammiss, Jill Helms, Fiona Dunbar, Astrid Bock, Rebecca Collins, Kelly Wilkins, Rowena Henry, Lisa Cooper & Chad Whakahau.

## **OTHER TEACHING POSITIONS:**

Guest Teachers - Matua Shane Reade, Rangi Adams & Sarah Dombroski

Cultural Artist - Matua Moni Martin

Performing Arts - Matua Kaarena Kingi

**ANCILLARY:** Office Hours: 8.00am – 3.30pm

Office Manager – Debbie Carter

Office Assistant – Mia Midgley – 8.30am – 1.30pm

Library Manager – Jill Helms

## **CARETAKING / CLEANING:**

Caretaker – John Harland

CLEANERS – Linda May & Raewyn Dempsey

### **ENROLMENT SCHEME:**

Inglewood Primary School has an Enrolment Scheme (School Zone). This means we are only permitted to enrol students who are within this specified area. All students who live within the home zone described in the attached document shall be entitled to enrol at the school. If you have any questions about our zone or your entitlement to enrol, please contact the School Office.

### **STATIONERY:**

Stationery lists are available from the school office. Extra stationery can be purchased throughout the year from the office. All New Entrant Stationery can be purchased from school.

### **PAYMENTS:**

All students have an account which you will be able to view via the Edge App. Payment of this is available through internet banking, Eftpos, cash or through an online credit card payment via the Edge App. The school bank account number can be found at the bottom of the students statements. Unfortunately the Edge system is unable to combine family accounts, therefore if you are paying for a specific student via internet banking, please ensure you have the students name you are paying the account for.

**SCHOOL TERMS 2024:** There will be no variation to the Ministry advertised hours.

**Term 1:** 29 January (Learning Partnership Day), 30 January (Full School Instruction) – 12 April

*Tuesday 6 February – Waitangi Day*

*Friday 8 March – Staff Only Day*

*Monday 11 March – Taranaki Anniversary*

*Friday 29 March – Good Friday*

*Monday 1 April – Easter Monday*

*Tuesday 2 April – Easter Tuesday*

**Term 2:** 29 April – 5 July

*Monday 3 June – Kings Birthday*

*Friday 28 June – Matariki Day*

**Term 3:** 22 July – 27 September

*Friday 30 August – Spring Break*

**Term 4:** 14 October – 17 December 12 noon (to be confirmed)

*Monday 28 October – Labour Day*

*Monday 4 November – Staff Only Day*

### **INFORMATION FOR NEW ENROLMENTS:**

All new enrolments to the school will need –

- A copy of the original birth certificate
- An immunisation certificate
- The name and phone number of your doctor
- The names of two emergency contacts
- Proof they live within our school zone unless they have been accepted from an out of zone application.

For students born outside of New Zealand, one of the following is also required –

- New Zealand Passport
- Other passport showing personal details and:
  - Permanent residence permit and entry stamp or
  - Student permit and entry stamp together with passport of parent showing work permit entry stamp
  - Certificate of Citizenship.

### **PARENT LINK:**

This is a free association for all parents, caregivers and teachers in the school community. The Parent Link is formed from this school community – all interested parents, caregivers and teachers who are willing to organise activities on your behalf.

Meetings are informal and friendly and held in the school staffroom at 7pm. Attending meetings doesn't mean that you will be 'snared' onto the committee. Parent Link is responsible for social events, fundraising for the extras our children need, providing support for the Board of Trustees, teachers, parents and caregivers and for providing parental education and information through topic evenings with guest speakers. For further enquiries please contact any of the following officers. We are looking for new members.

**President:** Brooke Nielsen, **Secretary:** Tascha Saunders **Treasurer:** Rachael Barraclough

### **GOVERNANCE OF THE SCHOOL:**

Under the Education Act (1989) the Board of Trustees is responsible for the governance of the school and has an oversight of all school operations including school management. For general Board of Trustee operations contact:

#### **BOARD OF TRUSTEES**

**Chairperson:** Tash Allerby, **Principal** Juliet Vickers

**Members:** Ray Smillie, Christopher Dalliston, Christian Rose, Chris Gyde & Tracy White

**Secretary:** Debbie Carter

### **MANAGEMENT OF THE SCHOOL:**

The Principal is the professional leader of the school and is responsible for its Leadership/management, through the implementation of the policies of the Board. For matters relating to staff and discipline, plus matters concerning curriculum programmes and teaching and learning issues contact -  
THE PRINCIPAL – Juliet Vickers 7568040

### **CLASSROOM PROGRAMMES:**

The education of your child as an individual, his/her instructional programmes and the running of individual classrooms is the responsibility of the classroom teacher.

### **SCHOOL ENTRANCES:**

Kelly Street entrance. We would ask that parents reinforce to children the need to be watchful when entering and exiting the school grounds. Pedestrians should use the footpath and avoid using the drive entrance when entering / leaving the school. There is walking access through Hodge Park via the back field. **No vehicles are to drive onsite unless by arrangement with the school office.** We have installed new fencing and gate systems so there is limited access for parent vehicles on to the main school site between the hours of 8.15am and 3.15pm each day.

### **SCHOOL OPERATING HOURS:**

8.30am	In school classes bell
8:55am	In class bell
9.00am	Classes commence
9.00am – 11am	Learning Block 1
11.00am	Early Lunch - Out to play (no eating and no bell)
11.30am – 11.50am	End of play and back in class to eat lunch, bell
11.50am – 1.30pm	Learning Block 2
1.30pm	Out to play (no eating and no bell)
1.50pm – 2pm	End of play and back in class to eat afternoon tea, bell
2.00pm – 3.00pm	Learning Block 3
3.00pm	Out of school bell
3.10pm	Final exit school grounds bell

- Our bell times are structured to ensure that classes begin promptly at 9 a.m.
- ***Pupils' should arrive at school between 8.30am. and 8.55 am.and ensure that they have unpacked their books etc and are prepared to start lessons at 9.00am.***
- Teachers begin supervision at 8.30am.
- It is school policy to release the children promptly at 3.00 pm. and to encourage them to make their way home immediately so that parents have an expectation of the time they will return home.

### **ARRIVALS:**

Pupils should not arrive at school before 8.30am unless arranged through the office or attending Growing Kids Childcare Services. For health and safety reasons any pupil who arrives prior to that time will be asked to wait until 8.30am under the covered area of the junior school. Late comers must sign in at the School Office and collect a late slip before going to class. It is school policy to try to make contact with the families of absent children for whom no explanation has been received. This is done on a daily basis via text notification.

### **ABSENCES:**

- Please send all absences through the "Edge App" or contact the school 7568040 if your child will be away on a particular day. Please state an explanation as to why they are away. The school has a formalised set of procedures it follows daily when children are reported absent by the classroom teacher.
- Unexplained absences and/or repeated absenteeism (including repeated lateness) will be referred to the Ministry of Education. (No more than 20 half days a year)

### **PUPILS LEAVING THE SCHOOL:**

Any pupil who needs to leave school early must be 'signed out' from school. The 'sign out' tablet is located on the desk in the reception office.

### **AFTER SCHOOL:**

While we welcome parents at school we would remind you that school does not finish until 3.00pm and that if you arrive early it would be appreciated if children were not distracted by groups assembling and chatting immediately outside the classrooms. A bell will ring at 3.10pm and all children should be left the school grounds.

### **VISITORS TO THE SCHOOL:**

All visitors coming onto the school site **MUST** report to the office on arrival.

### **SCHOOL LUNCHES:**

All students at Inglewood Primary School receive a government-funded, healthy lunch everyday. There is no cost to families for these. These lunches are prepared by KDJ Catering. If your child has special dietary requirements let the office know and these can be catered for within a couple of days. Students sit down to eat together in classes after they have had a play. Lunches are healthy, delicious and free for all. Menus change regularly to keep meals interesting. These will be available to all families. Please continue to send your child to school with a healthy snack and morning tea each day.

### **BREAKFAST:**

We are a part of the Fonterra Kickstart Breakfast Programme which means that weetbix and milk are available for all students between 8.30am and 8.50am in classrooms. This is available for all students who would like it, free of charge.

### **ZERO WASTE:**

Both students and staff are asked to bring as little rubbish as possible in their lunch boxes. Any rubbish from their lunches will be sent home with them. All food scraps, excluding any meat products, will continue to be collected in our classroom pig buckets to feed Marmite and Toast, our happy school pigs.

### **SCHOOL EDGE APP:**

We have an Edge School App. Please download this from the App Store or Google Play. Please see the school office if you need assistance. We are trialing real time reporting through the Edge App for Integrated Curriculum. Further information on how to access this will be available during term 1.

### **PASSES:**

All students are required to have a 'pass' to leave the school grounds so that the school knows they have a legitimate reason for being out of school. These are obtainable from the school office.

### **PERSONAL PROPERTY:**

- All student property should be named.
- ***No responsibility can be taken by the school for loss of personal property.(cameras, Ipads, Ipods and smart watches etc are not to be brought to school)***
- A "LOST PROPERTY BOX" is situated in the corridor by the hall. Parents and children are encouraged to search for lost articles at any time. The items remaining unclaimed at the end of each term will be given to charity.
- **CELL PHONES;** We do not accept any responsibility for the loss or damage to any cell phones other than those left at the school office. If it is necessary for a student to bring a cell phone to school it **must be left at the school office** for safe keeping. Students are not permitted to text / phone during school hours without permission. On occasion teachers can request devices at school, however parents will be asked to sign relevant documents.

### **CYCLES/SCOOTERS:**

- The Board of Trustees has provided a covered area to keep bicycles secure. It does not accept any responsibility for scooters/cycles brought to school. Please bring your own padlock if required.
- All children are required to put their scooters/bikes in the shed.
- We discourage children younger than 10 years of age from riding bikes to school for their own safety.
- If parents of children under 10 years of age allow them to ride they must indicate this permission in writing on our general permission slip. Please remember the wearing of helmets is compulsory.

### **PARENTS / CAREGIVERS CARS:**

- Parents should park cars in the marked spaces by the school on Kelly or Miro Streets.
- Children are required to walk into the school grounds from the gateway along path.
- For children's safety please keep the front entrance (Kelly Street / Bus Area) clear of cars.
- Parents are asked to pick their children up at a designated point on Kelly or Miro Streets and not to drive into the school grounds unless there are valid medical reasons. A car pass is available from the school office.
- We have two drop off zones (2 mins) for parents to pull in and pick up. If your child is not at the designated pick up zone, please allow others to pull in. Do not park and wait longer than 2 minutes.
- Drop off zones on Miro Street near Hodge Park can be used and children can walk through the Hodge Park Entrance.

### **LIBRARY / READING BOOKS:**

- We encourage the purchase of a book bag or the use of a similar article for carrying books to and from home.
- A charge will be made for lost/damaged books .

### **MINI MOA:**

This is our starting school transition programme. Mini Moa runs 5 days each term (week 2, 4, 6, 8, 10) on a Wednesday from 9am for roughly an hour. You are welcome to attend 2 to 3 visits just before your child's start date. A small reminder that during these visits you will need to stay with your child in class.

### **IPS LOGO CLOTHING:**

- There is no official school uniform but we do have a School Shirt \$45, Hoodie \$45, Zip Hoodie \$45, Fleece Jacket \$30, Showerproof Jacket \$30 and Showerproof Pants \$20 with the IPS logo which can be purchased from the school office. All school clothing should be neat, tidy, and appropriate. We also encourage students to wear their house colours Kauri - green, Rata - red, Kowhai - yellow and Miro - blue for PE and other activities.

### **CASUAL CLOTHING:**

- Any wording / illustrations on Tee shirts must be appropriate for wearing at school.
- A total of two studs are permitted in ears. The wearing of other jewellery apart from watches or a significant or sentimental piece are discouraged. Please provide a note for the significant piece.
- Make-up is not permitted.
- The school reserves the right to determine and enforce appropriate standards of dress. ***Short Shorts, Short Bike Pants, Mini Skirts and Spagetti Strap Tops are not permitted. If we can see "up it, down it or through it," the piece of clothing is not appropriate.***
- Sun hats must be worn during Terms 1 & 4 if pupils are playing outside.

### **APPROPRIATE LANGUAGE:**

Inglewood Primary students and caregivers are expected to:

- Speak calmly, kindly and in a respectful way.
- Topics and tone should always be consistent with what is reasonable and appropriate in a Primary School.
- Older learners should be mindful of having appropriate conversations with and around younger learners.
- All members of the community are entitled to be spoken to, with respect and understanding.
- Kaiako and Tumuaki have the responsibility, along with all Inglewood Learners, to ensure a safe and child-friendly environment is maintained at all times, in line with IPS REACH values.
- The school reserves the right to determine and enforce appropriate language.

### **PERSONAL PHYSICAL SPACE:**

All members of the IPS Community are entitled to have their personal space respected by others at all times. No one will be expected to give or receive physical touch outside of everyday contact such as hand shakes, a pat on the shoulder or a high five. During some sports and dance lessons, appropriate physical touch is normal. All members of the community may voice their own levels of personal comfort.

Public displays of affection between students, such as kissing or holding hands (for older students) is not considered appropriate at a Primary School. Staff have a responsibility to maintain a modest environment.

### **TECHNOLOGY:**

This is provided at the Inglewood High School. Children are bused to the classes. Please note classes start 8.50am promptly. The cost for all Year 7 & 8 students is \$75 per year. This will be added to all student accounts at the beginning of each year. The school will pay this fee directly to Inglewood High School. Technology is on a Wednesday and Friday morning. Pouākai Suter and Waiongana Iti Boyd are Wednesday. Puke Haupapa White and Tokomaru O'Carroll-Makiri are Friday.

### **NEWSLETTERS:**

These are emailed home on a fortnightly basis each Friday. The fortnightly newsletter contains an update of all school events and activities. Newsletters will be sent via email and are available through our School Website and School Facebook Page.

### **YUMMY STICKERS:**

Please collect all yummy stickers. Sticker sheets are available from the school office. Last year we redeemed the stickers for over \$500 worth of sports gear.

### **BUSES:**

All enquiries should be directed to the school office. Please make sure we are aware if your child ***will not*** be on the bus.

A reminder that the bus operator has the right to refuse to transport any pupil who misbehaves or who endangers the safety of other passengers through any action.

### **INJURIES:**

It is school procedure to inform parents / caregivers as soon as possible if any pupil suffers an injury at school. It is also procedure to inform, and use the services of the local medical centre and ambulance service should we be concerned regarding the nature of the injury.



### OUR MISSION:

To develop in our students the desire and capacity for:  
**Learning to Think, Learning to Do & Learning to Be.**  
**Ako ki te Whakaaro, Ako ki te mahi, Ako kia ora ai te mauri.**

### OUR VISION:

To provide a teaching and learning environment where all of those involved demonstrate respect... expect the best... achieve through opportunity... communicate actively... feel good and are safe (Hauora)

### OUR VALUES:

At Inglewood Primary we promote and focus upon

<b>R</b>	<b>espect</b>	Respect for... ourselves Others & authority learning & achievement property the environment
<b>E</b>	<b>xpect</b>	Expect... the best that you can be the best that others can be
<b>A</b>	<b>chieve</b>	Achieve... through opportunity as much as possible becoming involved and contribute
<b>C</b>	<b>ommunicate</b>	Communicate... effectively and appropriately
<b>H</b>	<b>auora</b>	Hauora... Feel good about yourself Be safe physically and emotionally

Our 'REACH' concept has been developed during the implementation of our Positive Behaviour System which focuses on the development and promotion of positive interpersonal relationships.

This strategy is based upon the belief that ... 'Behavioural and instructional management systems complement each other and must be integrated in order to maximise the opportunities for student achievement'.

## CORE TEACHING BELIEFS:

## We believe in...

1. Providing high quality, socially and culturally appropriate learning opportunities that recognise the importance of Literacy, Numeracy Physical Health & well-being.
2. Developing positive attitudes towards learning, effective personal learning habits, by recognising that there are many ways of learning and many types of excellence and by providing sufficient opportunities for individuals to sequence their learning over time.

### Ako ki te whakaaro : Learning to Think

#### Involves students in ...

- Learning about *different learning styles* and *how to learn...*
- Learning *how to think...* and about *higher order thinking skills...*
- Learning about *multiple intelligences* and *identifying their talents, skills, interests and abilities*

### Ako ki te mahi : Learning to Do

#### Involves students in ...

- Becoming *intellectually involved* with their curriculum activities
- Learning to *apply critical thinking, reasoning and analysis skills.*
  - *Developing their individual skills and talents*
  - *Participating in curriculum decision making.*

3. Responding to rapid change and adapting to new innovations critical to the future development and success of the students in our school by providing learning experiences relevant to individual needs and community aspirations.
4. Ensuring cultural structures and systems are active and functioning within our school and that these meet the physical, social and emotional needs of our students within a supportive learning environment.

### Ako kia ora ai te mauri : Learning to Be

#### Involves students developing their...

- *Self esteem, pride and respect...*
  - *Social competence...*
- **Their ability to cope with challenge and change, adversity, success and disappointment**  
i.e. *Emotional competence...*

5. Reflecting New Zealand's cultural diversity and recognising the unique position of Maori culture that exists alongside other cultures within our classrooms.
6. Encouraging reflective thought and action focussed on achieving improvement.
7. A classroom being a learning community where everyone, including the teacher is a learner and learning conversations and partnerships are encouraged.

**INGLEWOOD PRIMARY SCHOOL**  
**STATEMENT OF RIGHTS:**  
**ALL HAVE THE RIGHT but also HAVE THE RESPONSIBILITY**

- |     |                                  |                                       |
|-----|----------------------------------|---------------------------------------|
| 1.  | to learn                         | to allow others to learn also         |
| 2.  | to respect                       | to respect others also                |
| 3.  | to dignity                       | to permit others to have dignity also |
| 4.  | to be safe at school             | to allow others to be safe also       |
| 5.  | to be listened to                | to listen to others                   |
| 6.  | to express an opinion            | to allow other opinions also          |
| 7.  | to choose their own friends      | to accept the choices of other people |
| 8.  | to privacy                       | to let others have their privacy      |
| 9.  | to disagree                      | to allow others to disagree           |
| 10. | to be treated fairly             | to treat others fairly also           |
| 11. | to be accepted                   | to accept others also                 |
| 12. | to be able to learn quietly      | to allow others to learn quietly      |
| 13. | to have their property respected | to respect others property also       |
| 14. | to be encouraged                 | to encourage others                   |
| 15. | to success                       | to allow others their success         |

HAVING RIGHTS ALSO MEANS  
HAVING RESPONSIBILITIES

**When you enrol your child at school you agree to abide by the school's policies /  
procedures and information/instructions within the Parent Information Pack.**

Juliet Vickers  
**Principal**