

**Welcome  
Haere Mai  
Bien Venue  
to  
BIRKDALE NORTH SCHOOL  
Haere mai Nau mai Whakatau mai  
2019**



213 BIRKDALE ROAD, AUCKLAND 0632 ☎ 483-8674 📠 483 2495  
office@birkdalenorth.school.nz [www.birkdalenorth.school.nz](http://www.birkdalenorth.school.nz)

**BIRKDALE NORTH SCHOOL** opened in 1965.



Our logo represents a commitment to learning through a world of books and experiences, music and the arts and participation in sports.

Our school motto “**Whitiki koe**” means **prepare yourself**.

The open book reflects learning through a world of books and experiences.

The Treble Clef represents learning through the Arts of Dance, Drama, Music and Visual art.

The ball represents learning through participation in sports.

Birkdale North School aims to provide the optimal learning environment that prepares our students to become confident, connected, actively involved lifelong learners.

### **MISSION STATEMENT**

- To provide a healthy, stimulating, forward focused learning environment, where students are curious, creative and confident, striving for excellence in their quest to learn

**Our School Values:**

**We are a Positive Behaviours for Learning, PB4L, school:**

<b>R</b>	<b>espect</b>	<i>I am respectful to myself, my whanau, my peers, my teachers and community.</i>
<b>I</b>	<b>ntegrity</b>	<i>I show integrity by trying my best in all learning I do</i>
<b>P</b>	<b>erseverance</b>	<i>I show perseverance and resilience by never giving up and by taking risks in my learning</i>
<b>E</b>	<b>mpathy</b>	<i>I show empathy by helping and supporting those around me.</i>

At Birkdale North School your child is at the heart of our entire decision making. We really care about their needs and aim to help them achieve success in all areas: academically, physically, artistically, socially and emotionally. We believe wholeheartedly in working together with you to help your child to be the best they can be.

Our motto, "Children Today, Leaders Tomorrow", recognises our desire for your child to take a strong leadership role in their learning at school. From the start of their time here we provide many opportunities for this to happen. Learning is made explicit so that children are fully aware of what they are expected to be learning about and how they will know they have achieved this.

At Birkdale North School children will participate in Literacy and Mathematics. Being literate allows your child access to the understanding, knowledge and skills they need to fully participate in society.

Learning in Health & PE, Social Science, Technology, and The Arts is integrated through our School Concepts. The Concepts are developed to help students to link and connect learning across the curriculum areas.

We look forward to developing a learning relationship with you and your child because together we can achieve more.

## **DESCRIPTION OF THE SCHOOL'S COMMUNITY -**

The Community is served by one contributing primary school, Birkdale North, two private day cares, a geriatric hospital, an industrial area and a small block of shops. There is one small Reserve but there are no parks or recreation facilities in the school's immediate area.

The surrounding Birkenhead district has well established parks and reserves, sporting facilities, community houses and youth groups. Bush walks, and tidal inlets are within walking distance of the school.

We are fortunate to be part of a multi-cultural community which is comprised of a broad range of age groups from young families to pensioners.

Ethnic groupings are 10% Pasifika, 35% New Zealand European, 20% Maori, 16% Other European, 11% Asian, 8% Other.

*These are approximations based on November 2018 data.*

## STAFF FOR 2019

Principal  
Deputy Principal

Janette McDonald  
Anne-Marie Wrightson

### Teachers:

Tui Tawhai	Year 4 - 6 Nga Muka	Room 5
Caroline Sailhan	Year 2/3/4 EDN	Room 12
	Year 5/6 EDN	Room 8
Christine Camelbeke	Year 1/2 EDN	Room 9
Audrey Metcalfe	Year 2/3/4 EDN	Room 12
	Year 5/6 EDN	Room 8
Brenda Vosper	Year 4/5/6	Room 6
Carla Winfield	Year 3/4	Room 7
Rooks Singh	NE/Year 1	Room 10
Grace Farrant	Year 2/3	Room 11
Anne Marie Wrightson	Reading Recovery/ESOL	

### Support Staff:

Nicky McLaughlin	Teacher Aide
Olive Tohia	Teacher Aide
Marion Hampton	Secretary
Annette Smith	Clerical Assistant/Library
Apa Burkhart	Caretaker

## **BOARD OF TRUSTEES**

Chairperson:	Sarah Hartley
Members:	Alex Eddington Chris Leigh Greg Ratcliffe
Principal:	Jan McDonald
Staff Trustee:	Anne Marie Wrightson
Secretary:	TBC

The Board, elected by the school's community for three years, are responsible for the governance of the school including -

- \* attending to maintenance decisions for buildings and equipment
- \* appointment of staff and staff development
- \* management of finance supplied by the Ministry of Education.

## **2019 TERM DATES**

<b>Term 1</b>	30 January – 12 April Waitangi Day 6 February  Good Friday 19 April Easter Monday 22 April Easter Tuesday 23 April Anzac Day 25 April
<b>Term 2</b>	29 April – 5 July Queen's Birthday 3 June
<b>Term 3</b>	22 July – 27 September
<b>Term 4</b>	14 October – 13 December Labour Day 28 October

## SCHOOL HOURS

Class begins each day at 8.55am **Children need to be at school ready to begin the daily programme.** Children should not be at school before 8.30am (unless prior arrangement)

The road patrol comes off duty at 8.50am. Please make sure if your child uses the crossing they are here by then.

School finishes at 3.00pm each day unless written notice advises otherwise.

Brain food/fitness break:	10.00am - 10.10am (optional)
Interval time:	11.00am - 11.30am
Lunch:	1.00pm - 1.50pm

No child will be permitted to leave the school grounds during school hours unless the school is contacted.

**ASSEMBLIES** – A whole school assembly will be held every Monday morning, 9.00am to 9.30am. The Junior Syndicate assembly and the Senior Syndicate assembly will be held separately on Fridays. (time to be confirmed). All are welcome.

**ATTENDANCE** - When children are absent through illness please inform the school. Contact the school by phone or text on the first morning of absence. If no notification is received, we will attempt to phone/text you at home or at your place of work. **A note or medical certificate needs to be sent when they return to school.** This should be signed by a parent/caregiver. Teachers are required to keep such notes until the end of each year. School office – 09 483 8674, School Mobile – 027 814 0340.

Please have your child travel to and from school using the same route in case we have to retrace their steps. Children should leave school promptly at 3.00pm. No child should be on the school grounds after 3.15pm unless the school has been informed, or they are participating in an afterschool programme.

**Parents are asked to remind their children about the risk they take in accepting gifts, money or rides from strangers.**

**BEFORE AND AFTER SCHOOL CARE** - in the school hall and run by SKIDS. For more information visit their website [www.skids.co.nz](http://www.skids.co.nz).

**BOARD MINUTES** - Board of Trustees monthly meeting Minutes are available from the school office or on the school website.

**BUDDY READING**— Buddy Reading is where the younger readers, usually Years 1—4, bring a book to read to a trained senior student in the Library for a few minutes in the morning.

This opportunity gives young readers a chance to add to reading mileage, get some help and encouragement, as well as getting to know the older children in the school. It also provides a real opportunity for older students to help someone else.

**BUILDING AND EQUIPMENT CARE** - The school is a community asset. Damage and vandalism cost the community through the School's Bulk Operations Grant. Money not spent on removing graffiti or on minor repairs can be spent on books or other equipment.

Please phone the police if you see something suspicious or contact the school during daytime.

If children are responsible for wilful damage to buildings, equipment, books etc. at school their parents will be involved in the restitution of the damage. When genuine accidents occur, the school will make repairs.

**CHILD HEALTH** - It is important that parents make a decision about their children's protection against polio, tetanus, diphtheria, whooping cough, measles, mumps and rubella. If you are unsure about your child's protection, please contact your child's pre-school doctor. All immunisations are free. The Ministry now require us to keep a record of children who turn 5 who have been immunised. Your doctor will be able to provide you with an Immunisation Certificate if you do not have one.



Waitemata Health tests children at school for hearing and vision problems and also provides a Public Health Nurse for the school. If you believe your child has a problem, please let us know. We can arrange for her to contact you.

Sick children do not cope well at school. We only have limited space to deal with accidents and illness which occur at school. If your child is unwell school is not the best place for them to be. It is vital that we can contact you if your child has a serious accident.

**Please keep us informed of your work number(s) or a friend or relation whom you would have us contact in this situation. Should these numbers change please let us know.**

**CONCERNS** - If something occurs at school that concerns your child and you, the following action by you is recommended -

1. Talk with the staff member concerned
2. If necessary talk with the Principal
3. If necessary put your concern in writing to the Board of Trustees c/o the School address.

The co-operation and goodwill that is evident at Birkdale North School is important.

We will always do our best to solve problems and this is made easier with a direct and early approach.

**CULTURAL ACTIVITIES**— The school is fortunate in having assistance enabling it to have a Kapa Haka Group, Nga Muka Whanau class and a Pasifika group. The groups perform at the annual Onepoto Festival and other special occasions.

**DENTAL THERAPIST** - The contact phone number is 09 444 6160. We will advise you in the School Newsletter when the Therapist will be examining the children from our school.

**DONATIONS** – The Board of Trustees have reviewed the school donation. By paying the Donation you will receive a receipt for your income tax. The amount requested per annum is:

\$130.00-\$150.00-\$180.00 per child  
\$220.00 for two children  
\$300.00 for three or more children.

We have an Eftpos machine for your convenience. This can be paid either in one lump sum, time payment - fortnightly/monthly/per term or Automatic Payment.

Please talk to the School Office they will be happy to help you with this. Parents/caregivers are encouraged to contact the Principal if they have difficulty in making these payments.

**DRESS** - There is no uniform, however for health reasons and ease of movement in fitness and Physical Education lessons, the following is recommended -

Boys - shorts and shirt/T-shirt with jersey or sweatshirt as needed.  
In the winter track suit pants or long pants or similar.  
Girls -shorts/dress/skirt, shirt/T-shirt with jersey or sweatshirt as needed. In the winter as above.  
Jeans are not suitable for sporting activities.

School sports uniform will be provided for school and inter-school sport. A change of clothing is advisable at lunch times if children are participating in active sport,

Clothing Messages/Slogans—Please be mindful of the messages on some clothing, and the influence of these on students. Offensive and inappropriate clothing will not be permitted.

**HATS—ARE NEEDED AND SUNSCREEN IS RECOMMENDED.**

Hats must be worn during Term 1 and Term 4. Please ensure your child leaves home with their hat each day during these terms.

Lost Property will be displayed every Friday for children to retrieve. Please name items of clothing to make this easier.

**EDUCATIONALTRIPS/PERFORMANCES** - The value to children of educational visits shared with other children is well recognised. Teachers arrange suitable educational trips and appropriate performances at school during the year. These are always quality performances and are designed to enhance our classroom programmes.

The cost for these activities is covered by the donation or alternatively paid per trip as outlined in the note you will receive for each event.

**ENROLMENT OF NEW ENTRANTS** - Around four weeks prior to your child's fifth birthday you are encouraged to visit school, meet the Principal, and arrange pre-enrolment visits for you and your child. This helps ease your child into a new environment in a positive manner.

Upon enrolment you need to bring your child's Birth Certificate (as the Ministry of Education requires the school to hold a copy on file), immunisation record and complete the enrolment forms by the time your child turns five and starts school. Any special needs your child has must be advised as soon as possible so preparation can be made.

**EXTRA ACTIVITIES** - The school offers a range of extra-curricular activities to our children to give them a variety of experiences and to allow them to develop fully as individuals.

Sports:

Our P.E. and sports programme include inter-schools cross country, swimming, hockey, athletics, netball, rippa rugby, rugby league and twilight soccer.

All children are given the opportunity to develop skills in a range of different sporting areas. Some of these sports are dependent on parent/caregiver support.

Choir:

When possible, our choir participates in either the APPA Music Festival or the World Vision Festival each year.

EOTC (Education Outside the Classroom):

In alternate years it is our intention to hold an EOTC week and/or camp for the Year 5 and 6 children. (Odd number years EOTC week, even number years camp)

The Birkdale North Music Centre operates at the school on Saturday mornings. The Supervisor is Zoe Tsai who can be contacted on [info@birkdalenorthmusic.school.nz](mailto:info@birkdalenorthmusic.school.nz). This is an opportunity for very reasonably priced tuition for children.

**GROUND**S - The school grounds are able to be used for children to play in out of school hours. However, it must be understood that the staff and Board of Trustees are not responsible for your children at these times.

Vandalism costs the school community so please report any unsatisfactory behaviour witnessed to the police.

Playing should be away from buildings and with care for personal safety and the school grounds and equipment.

Community use of the grounds is encouraged after consultation with the Board of Trustees. We have an agreement form which sets out responsibilities and conditions of use.

**HOMEWORK**—Birkdale North School has a schoolwide policy of no homework; however, we encourage support with:

Reading -

Every night some reading should be done either by the child on their own or shared with a family member.

Maths - Addition, subtraction, multiplication and division facts can be revised at home as appropriate to the child's learning level. There are many everyday maths activities you can do at home as you use maths for making things, shopping, saving etc. Calculators should be used as well as estimation and rounding off quantities.

**HOUSE SYSTEM** - Birkdale North School has a House System used for sports organization to provide leadership, and integration across the school and to collectively motivate effort and behaviour in classrooms and the playground. A weekly shield is presented. The houses are Arawa, Aotea, Takitimu and Tainui. House Captains lead assemblies, support as monitors across the school and are role models for younger students.

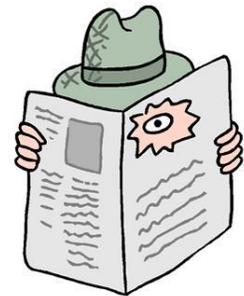
**LITERACY AID**— This programme involves parents/ grandparents or volunteers providing time to hear children read one on one using a pattern of support that is provided for helpers to use. It uses PAUSE, PROMPT AND PRAISE to develop reading skills.

If you are interested or know of someone in the community who may be interested, please contact the school.

**LUNCHES** – children are to bring their lunch every day. If your child requires a hot lunch, we recommend this be made up at home and put into a vacuum flask. Unfortunately, we cannot prepare hot lunches for children due to health and safety reasons.

**NEWSLETTERS** - These are sent out, one per family on a regular basis. Please contact the school if you do not receive yours. Important information is communicated to you by these newsletters and children sometimes forget to hand them to you - please check their bags. We will supply replacements. We would encourage you to receive your newsletter by email. Please e-mail [office@birkdalenorth.school.nz](mailto:office@birkdalenorth.school.nz) to make sure you are placed on the circulation list.

Newsletters are also placed on our website [www.birkdalenorth.school.nz](http://www.birkdalenorth.school.nz) along with other information about the school.



**OFFICE HOURS** - The School Secretary is at school from 8.00am until 3.30pm.

The school telephones are charged at business rates and we therefore prefer children not to use the phone except when absolutely necessary. The school fax is available for use at a nominal rate.

Students are not to bring cell phones to school. If there is a need for them to have a phone it must be handed in to the office for safe keeping.

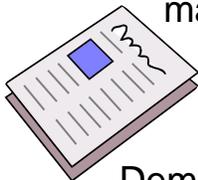
The school has an excellent colour copier which can photocopy up to size A3 paper. It can enlarge or reduce print. We will photocopy for parents at a very moderate cost. Some people find this useful for getting copies of articles, recipes, patterns, letters, wills, documents, birth certificates etc. We also have a laminator which will take up to A3 size paper.

**PARENT COMMITTEE GROUP** - Contact the office if you can help, or the PTA directly via email [pta@birkdalenorth.school.nz](mailto:pta@birkdalenorth.school.nz)

**PARENT HELPERS** - We receive valuable help from our parents who assist in many ways at school - sport, library, trips, Waterwise, Travel Wise, resource maintenance, craft activities, reading (literacy aid) etc. If you have other suggestions for ways you can help, please contact the school. Parent helpers must pass a police vet process.

**POLICIES/PROCEDURES** - Copies are kept in the school office for your inspection or check out the school website.

**POSITIVE BEHAVIOUR FOR LEARNING** - Our School uses the Positive Behaviour for Learning approach to support students how to manage their behaviour in a range of situations across the school.



Demonstrations of expected behaviour are praised and logical consequences are applied to any lapses in behaviour. All inappropriate behaviours are recorded.

Any major incidents are dealt with directly by the Principal or senior staff and parents are informed.

Parents should not feel isolated when children's behaviour is causing unreasonable problems at home. We can help in a variety of ways if we know there is a need. Some of the help can involve agencies/persons outside school. A problem shared is often one way to put it in perspective.

**PRE-SCHOOL FACILITIES** – Attendance at pre-school institutions can provide a very valuable head start to schooling.

The Birkdale Kindergarten, phone 483-8706, Birkdale Community Creche phone 483-9149, Beachhaven Community Creche phone 483-9942, Lancaster Learning Centre phone 483-6645, Nurserydale phone 483-8273, Koru Early Learning Centre phone 482-0840 and Samoan Language Nest phone 482-0310 will welcome your enquiries and be able to go over the many benefits preschool children get from attending these facilities.

**PRIVACY ACT** - Birkdale North School undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the Privacy Act 1993.

**PROGRAMME** - What is taught at Birkdale North is based on the National Curriculum Guidelines. These are supported by Teachers' Handbooks and other documents.

The school's programme puts emphasis on -

Literacy: Speaking, Reading, Written Language

AND

Maths: Understanding all aspects of number and using number to solve problems, developing knowledge-strategy of mathematics

This programme is delivered by way of an integrated curriculum based on four concepts per year. All curriculum areas are connected through the concepts. Science, Health, PE, Social Sciences, The Arts, Technology, Literacy, and Math.

We continue developing Inquiry Learning where students are heavily involved in using learning connections in all curriculum areas to investigate issues that are relevant to them. The use of information gathering and processing skills (thinking skills) are planned and taught as part of the students learning "tool kit".

**READING RECOVERY** - The school operates a Reading Recovery programme for students who meet the criteria. A small number of children per day are given additional opportunities to make focussed progress in reading. Change is often rapid over the 20-week course, until they are achieving within average class levels.

**REPORTING TO PARENTS/CAREGIVERS** – Teachers are available to discuss your child’s learning at any time. Please refer to the calendar on our website for the updated planned reporting times.

Parents/caregivers are welcome to discuss their children’s progress at any stage of the year. Please let your child’s teacher know so an appointment can be made.

**ROAD PATROL/TRAFFIC SAFETY** - Two students at a time and a parent volunteer or our Caretaker operate signs on the pedestrian crossing outside school from 8.30am - 8.50am and 3.00pm - 3.15pm. If you are available to help with this task, please contact the school.

Please use the church carpark respectfully.

Children are to use the paths at the side of the carpark.

If you are at school on business other than dropping off or picking up your child and you need to park in the grounds, please be careful of children walking to or from school near the car park and entrance way.

Parents and children who have disabilities and need vehicle access into the school will be able to use the school car park.

**If you are using the church car park facility, please keep the entrance to the car park clear to enable other vehicles access.**

**SHIFTING?** - If you are leaving the area or changing your child to another school, please let us know. Early notification of your child's departure means we can give you a report to take to the new school which will enable your child to get placed at the right level. If you are leaving in the holidays, leave us a note telling us which school your child is going to, so we can pass on any relevant data.

**SPECIAL NEEDS PROGRAMMES** - A proportion of the school funds are put into these programmes to ensure that all children who need assistance are catered for as resources allow. We will discuss with you any extra support your child may need before putting this in place.

**SPECIALIST EDUCATION SERVICES** - Group Special Education (GSE) Ministry of Education, is responsible for providing psychologists who are able to assess and offer suggestions for assisting pupils needing additional help. This may be needed when behaviour or learning difficulties are considerable whether at school or home or both.

We will always need your consent before proceeding with any observations and assessments done by the psychologist. The results of tests and action recommended will be discussed with you, so you are kept fully involved.

The Resource Teachers Learning and Behaviour Unit covers 10 schools in Birkdale-Birkenhead assisting with observations, assessments, behavioural programmes and educational programmes for individual pupils. The school makes referrals for assistance and parents/caregivers are involved in this process and the outcomes from the RTLB's intervention.

We also have access to Learning Support Teachers who work with children needing ongoing support for learning needs. Unfortunately, this is a very restricted resource.

**STATIONERY** - Stationery required can be purchased online through Office Max, My School. Stationery list are also available on the school website. All stationery should be named when purchased.

**SWIMMING** - Swimming is part of the physical education programme.

A note is necessary if illness prevents a child from swimming.

Please ensure children come to school during the swimming season with clean togs and towels each day. Children with long hair need a hair tie or cap. Children receive daily instruction.

**SWIS** – We are lucky to have the services of a social worker in school who will counsel children and families who need help for social, behavioural and relationship difficulties. Please inquire at reception.

**TRAVELWISE** - This is a road safety programme sponsored by Auckland Transport. The Travel Plan aims to reduce congestion at the school gate by encouraging children to walk to and from school.

**VALUABLES** - Please discourage your child from bringing - jewellery, toys, cell phones/electronic equipment/games radios, money other than for lunches, stationery, trips etc.

When money is sent to school it should be in a sealed envelope/bag with the child's name, room and purpose for the money recorded on the envelope/bag.

**VISITORS** - All visitors must call at the office first and sign the Visitor's Register. This is for your children's safety, so if friends/relatives are calling to school ask them to come to the office.

**WALKING SCHOOL BUS** – as part of the Travelwise initiative there are 2 walking school bus routes operating. If your child is interested in joining the Walking School Bus, contact the office.

**WELFARE OF OUR CHILDREN** – Parents are encouraged to discuss any changes or events that impact on the family as soon as possible; e.g. custody issues; deaths; moving house; or just a bad morning.

Children can be affected in ways that may not be obvious to parents and this can interfere with their learning.

Discussion will be kept confidential between parents, Principal and class teacher and every support will be given to the child for as long as necessary.