



Information For Hampton Hill School

Please keep this booklet in a safe place. It would be appreciated if you would take the time to read it as it will be invaluable in answering some of your queries throughout the year and from time to time you may be asked to refer to it for specific information. Should you wish to clarify anything or require further information, please ring the school office on 232 6509. We are happy to help you.

ABSENCES/ ATTENDANCE

Regular attendance is expected from all children and is also a legal requirement. If your child is going to be absent please notify the school office on 232 6509 before 9.00 a.m. on the first day of absence and then each day until their return to school, if you are not sure of the length of absence. This is to ensure the safety of your child. If you do not have access to a telephone, perhaps a note could be sent with a sibling or neighbour's child. A note explaining any absence is required except when the Office has previously been notified

If you know your child will be late, a call would also be appreciated. All latecomers must report to the office so their status can be changed on the absence register.

Children are not allowed to leave the School grounds during school time without permission from their class teacher, duty teacher or the Principal.

If your child is going to be away from school for a prolonged length of time, a note must be forwarded to the Principal. Families going overseas for short periods are required to supply the Principal with a letter confirming their return to the school if they are to be away more than 21 school days. This is a requirement of the Ministry of Education. Students with absences over 21 school days without written confirmation have to be removed from the school roll.

ACCIDENTS/SICKNESS AT SCHOOL

A designated first aider attends to all accidents at school. If the accident is serious, an ambulance will be called. If the first aider is worried about your child they will contact the parent, caregiver or your other emergency contacts. Should we be unable to reach a nominated contact the School will take action to ensure treatment for your child. If a child has been unwell during the night or prior to attending school on a particular day we would ask that they be kept at home.

ADDRESS/CONTACT INFORMATION

4 Rimu Street

Tawa

Wellington

Telephone: 232 6509 Fax: 232 6508 Email: office@hamptonhill.school.nz

Website: hamptonhill.school.nz



AFTER SCHOOL CARE

Hampton Hill has After School Care available for parents who are unable to collect or to be at home once the school day has finished. The programme is run as a separate entity in the school hall every school day under the 'umbrella' of Hampton Hill School. Please direct all inquiries to Maria on 0274 823138. Enrolment forms for this can be collected from the school office.

APPEARANCE

We encourage children to take pride in their appearance and ask that they attend school clean and tidy with appropriate footwear. Physical Education is practised daily and children cannot participate safely in jandals, gumboots, slip on shoes etc. These are also not suitable for safe play on the playground equipment. As our school is a thoroughfare for the public, on occasion we have had broken bottles found in the playground. Students are expected to wear shoes at all times outside of the classroom.

ASSEMBLY

Each week we have an assembly on Friday afternoon. Classes take turns to host assembly and show what they have been learning in their classes. Parents are welcome to attend the assembly when their child's class is hosting. The same class has a feature page in the newsletter the following week.

BEHAVIOUR - HAMPTON HILL SCHOOL TREATY

All students and staff agree to abide by the norms in our school treaty

Our school values: *Caring and Confident, Lifelong Learner, Energetic, Visionary, Enterprising, Respectful*

When I care for others I manage myself. I will show this by:

- feeling good about myself
- being strong minded
- telling the truth
- owning up to my actions

Being a lifelong learner means to seek knowledge in all I do. I will show this by:

- challenging myself and having a go
- learning about new and different things
- doing my best
- keeping on improving

When I am energetic I have an enthusiasm and passion for life. I will show this by:

- never giving up
- keeping fit
- making healthy choices

When I am visionary I am engaged at school for my future. I will show this by:

- using my imagination to create great new ideas.
- reflecting on my behaviour and my work
- finding out my next learning steps
- looking after my environment

I am enterprising when I try new things and think before I act. I will show this by:

- believing that I can achieve what I want
- following the norms in this school treaty
- being a responsible digital citizen

Being respectful is valuing myself and others. I will show this by:

- looking after myself, other people and our belongings
- treating people as I like to be treated
- listening to others
- speaking to people politely, and using my manners

BOARD OF TRUSTEES MEETINGS

Board of Trustee Meetings are held twice a term in the School Boardroom, Administration Block. Meeting dates will be announced in the school newsletter and on the calendar on the school website. The Board of Trustees meetings are public meetings which all parents are welcome to attend. The minutes of meetings are available for viewing in the Administration Block.

BOARD OF TRUSTEES

Chairperson	Brett Gillies
Secretary	Dianna Snaddon
Treasurer	Jason Plimmer
STA Rep/EEO/Grants	Jill Day
Staff Representative	Dominic Barnao
Principal	Louise Bray-Burns

BOOK CLUB - SCHOLASTIC

Twice a term the pupils are given the opportunity of ordering good quality books at reasonable prices from Ashton Scholastic. There is no obligation to buy. If you wish your child to purchase books please ensure that their money is placed in a named sealed envelope. If a cheque is being sent for purchase, please make this payable to Hampton Hill School.



CELL PHONES AND OTHER ELECTRONIC DEVICES

- Students may bring their cell phones and other electronic devices to school.
- It is expected that they will use them in a responsible manner.
- Teachers are willing to lock equipment away at the start of each day. Students who decide not to hand in equipment do so at their own risk and are responsible for looking after them. Staff will not spend time looking for equipment that has gone missing.
- If students use electronic equipment inappropriately, for example, taking video or photos without permission, or using them in the classroom in a situation not linked to learning, they will have their equipment taken from them. Confiscated devices will only be returned via parents coming to collect them.
- If a student receives an inappropriate text they are to show it to an adult who will track down the sender and confiscate their phone.

CHILDREN'S SAFETY

For the safety of our children we request that items such as glass containers, sweets, gum, and jewellery, (e.g. any items that could endanger or injure a child by breaking, choking, catching on playground equipment etc) are not brought to school.

For health reasons children are discouraged from bringing Coca Cola and other carbonated drinks to school.

CHILDREN'S VALUABLES

The School takes no responsibility for items of value such as radios, CD players, cell phones, cameras, jewellery, toys, etc which students may have brought to school. From time to time collectable cards/figures etc will be banned.

CYCLISTS

If children are biking to school, they must observe the legal requirement of wearing a safety helmet. They will also require a lock to ensure the safety of their bicycle. Children must lock their cycle to the fence at the end of the staff parking area in the Kiwi Block. Bikes are not to be ridden in the school grounds between 8.00 a.m. to 3.30 p.m. If scooters are ridden to school a helmet would be advisable. We have had children arrive at school having fallen from their scooter on route injured and distressed. To ensure the safety of all, no scooters/bikes may be ridden within the school grounds between 8.00 a.m. and 3.30 p.m. If children bring scooters to school they must be stored in the cupboard in the foyer during the school day. Please discuss this with your child, as they will be requested to leave their scooter at home if they ride or allow their friends to ride it in the grounds. The school does not take any responsibility for children's bikes or scooters.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Parents are asked to notify the school immediately of any change of address, change of phone number, and place of work so that accurate records can be maintained should the School need to contact parents urgently.

CIVIL DEFENCE EMERGENCY KITS

On enrolment and at the beginning of each school year, parents are asked to provide \$3.00 for the purchase of emergency supplies to be kept at the school in case of a Civil Emergency. With many parents working outside of the area, some delays could be experienced in picking up pupils. The school uses this money to purchase items such as bottled water, baked beans/spaghetti/tinned fruit, plastic utensils, and plastic bags (as a coat if we are forced outside) to help provide for the students and teachers left at school should such an emergency arise.

DATES 2012

Term	Children Start	Children Finish	Teacher Only Days	Number Of Weeks In Term
1	31 January	05 April	25,26,27 and 30 January Waitangi Day 6 Feb, Good Friday 6 April	10 weeks 94 half days
2	23 April	29 June	Anzac Day 25 April, Queens Birthday 4 June	10 weeks 96 half days
3	16 July	28 September		11 weeks 110 half days
4	15 October	14 December	Labour day 22 October	9 weeks 88 half days

DENTAL CLINIC

The Dental Clinics are currently going through a transition process. We will know more about how they operate as the year progresses. If you want information please ask Sara in the office.

DONATIONS

A school donation is requested from each family each year. This voluntary donation helps to fund the shortfall in Government Funding. The Board of Trustees have set the 2012 donations as follows:

1 child \$120, 2 children \$180, 3 children \$200

If payment in a lump sum is not possible, payments can be spread out during the year or you may set up a direct credit with your bank. If new to the school during the year, payment of an appropriate donation would be appreciated. Sara (our Office Manager) will be happy discuss the amount with you.

DROPPING CHILDREN AT SCHOOL

Junior children, years 0 – 2 are delivered and collected from school at the Victory Crescent (Tui Block) entrance and senior children, years 3 – 6 at the Rimu Street (Kiwi Block) entrance. It is very important for the safety of the children that parents obey the No Stopping markings and signs. People parking incorrectly can make it very difficult for the children on Road Patrol duties on the crossing, which our children must use when crossing Victory Crescent.



In the senior school (Kiwi Block) area we ask that children be delivered at the corner of Hampton Hill Road as this saves congestion at the school gate in Rimu Street, where the footpath also stops part way up the road. No vehicles other than staff cars are permitted in the school grounds between 8.30 and 3.30pm.

ENROLMENTS

If you wish to enrol your child at Hampton Hill please complete the enrolment form, and have your child's birth certificate or passport and identification of NZ citizenship with you. This allows us to guarantee our records are accurate and is a requirement of the Ministry of Education. We also their Immunisation Certificate, available from your Doctor.

HEAD LICE

Head lice are an endemic problem in many New Zealand schools. If you discover your child has head lice, please undertake the appropriate treatment before they return to school. A call to the Office would also be appreciated in order that a notice can be sent out alerting other parents to check their children's hair.

HEARING AND VISION TESTER

The Hearing and Vision Tester visits the school from time to time to test hearing and eyesight. If parents have any concerns regarding their child please ring Sara for the appropriate contacts.

HOMEWORK/TASKS

Pupils in Yr 0 - Yr 2 have a nightly reading book and may have other small tasks i.e. spelling or a small inquiry or practical task i.e. help make a cake to be completed at home. This homework is co-ordinated by the teachers in the junior team.

Years 3 - 6 have nightly reading, regular spelling lists, basic facts and a homework sheet. This is given out every two to three weeks and contains a selection of tasks from which they can choose - with a minimum number to be completed in the time frame. This homework is co-ordinated by the teachers in the senior team. Please assist your child to timetable their home work so that they complete it in the given time frame

Our philosophy is that children at this level should be encouraged to use their leisure time to develop their own interests and so large quantities of homework are not desirable. Homework is an opportunity for you to encourage and support your child/ren in their learning journey. It is a family's choice whether their child completes the homework provided.

HOURS

Our school day begins at 8.55am and finishes at 3.00pm. Morning break is from 11.00 – 11.20am and lunch from 1.00pm – 2.00pm. New entrant children remain at school until 3.00 p.m.

Staff meetings are on a Monday afternoon from 3.15 – 4.45pm for professional development; Wednesday morning from 7.45 – 8.40am; and Friday mornings from 7.45 – 8.40am.

Teams and curriculum groups meet weekly for planning on Tuesdays from 3.15 – 4.45. All teachers will be in their rooms from 8.45am.

INTERNET/COMPUTERS

All rooms in the school have internet access. Classes have 4 to 6 extenda computers for the students to use and we have a pod of netbooks that can be booked out for use. Only children who have signed parental permission may use the internet. A copy of the Cybersafety Agreement is enclosed in this folder for your information. This must be signed and returned to school in order for children to use ICT equipment at school. A copy of this agreement is sent home with the stationery lists at the beginning of the year and must be completed and returned to school as soon as possible.

All children have their own email account and e-portfolios will be in use for all children by the end of 2012.

LIBRARY

The school has a well-resourced and computerised Library. Children are encouraged to take books home from our Library. We do ask however, that these books are treated with respect and returned by the due date. An invoice is issued for lost or damaged library books.

LUNCH LIST

Parents are able to order lunches daily online by using the Lunch Online service. Orders can be placed online before 9am on delivery day and the lunch will be delivered to the school office with the pupils name and room number on it. Parents set up an online account and order as and when it is needed - lunches can also be booked in advance. A full lunch list can be found on the Forms page of our school website or in the classrooms.

Setting up an account is easy!

1. Go to www.lunchonline.co.nz
2. Go to *Log In Here*.
3. Go to *Register an Account*.
4. Fill in the details.
5. Make a payment to your account.
6. The account is now ready to use. You can make an order and leave it for another day. Next time you log on all your account details will be sitting there ready to use

For parents who do not have an internet connection but who are keen to use the Lunch Online service, we do have a computer available at school which we would be happy for you to use for this purpose only.

On Tuesdays we offer Subway as an alternative to Lunch Online. Subway orders must be taken to the school office by no later than 9.15am on Tuesday morning. Orders are to be on Subway envelopes which are available at the school office. Please place the correct amount of money in the envelope.

MEDICATION

If your child requires medication at school, it is necessary for the medication to be brought to the school office with a written, signed note from parents authorising the administering of this medication. The note must be dated and cover the dates the child is to take the medication and the name of the medication. Should a child be on long-term medication, it is necessary for a form to be completed at the office. Please note it is the child's responsibility to report to the school office to take the medication.

MESSAGES TO STUDENTS

The office is happy to pass on urgent messages to children. Wherever possible please make arrangements regarding collection of children prior to the school day commencing.

MONEY/TRIPS/EVENTS

From time to time, money is requested for trips, shows etc. Please put money in an envelope clearly labelled with the Child's Name, Room Number, Amount Enclosed and the purpose for which the money is sent. All trips require completed permission forms and need to be returned to school by the due date. Should you know your child will not be attending a particular event, e.g. you know they will be absent on the day, please return your permission slip with a note to this effect.

NAMING OF PROPERTY

The School makes every effort to return lost property to its rightful owners. This is made easier if all property is clearly named. Unclaimed property is kept in the Office for three weeks before being disposed of to a charitable organisation. Therefore it is essential that parents regularly check for lost items or encourage their children to do so.

NEWSLETTER

A weekly Newslink is sent to the parents each Thursday. This outlines coming events, happenings within the school, contains a weekly class feature page, lists student achievements and news from our BOT. Many families have this emailed home as it is helping to cut down on paper and supports our moves to become an Enviro school.

OFFICE HOURS

The school office is run by Sara McLay and is open from 8.30am to 3.30 pm. It is closed from 1.00 to 2.00pm to allow Sara time for her lunch break. If you wish to contact Sara, she can be reached on 232 6509 or email sara.mclay@hamptonhill.school.nz



PARENTAL INVOLVEMENT

There are many opportunities for parents to become involved in the School and its work. We want you to feel that this is your School, so please become involved in lunches, library, sports, mother/father helpers, the Fundraising Committee, Board of Trustees, or in curriculum related outings. If you would like to help, please call Sara in the office 2326509 and let her know.

PHYSICAL EDUCATION AND SPORT

Classes have a 30 minute PE session daily for which children need suitable footwear to enable them to participate. We provide opportunities for children to join winter sports teams and participate in sports events at both Tawa and Wellington levels.

PHOTOGRAPHS

School photographs are booked for 06 June 2012. All children are photographed in class and sports team groupings and individual photographs of children or family groups can also be requested. Photos are available for families to purchase.

PLAYGROUND HOURS

On school days the playground is supervised during intervals and lunchtimes. Before and after school teachers are working in their rooms or in meetings. If children are dropped at school before 8.55 or left after 3pm, they can find a staff member in their room or the admin block if they need assistance. Parents are responsible for their children outside of school hours.

PUBLIC HEALTH NURSE

The Public Health Nurse visits the school frequently to check on children's immunisation status and follow up on any health concerns that staff may have regarding pupils. Parents/Caregivers are kept fully informed of any referrals made.



READING RECOVERY

We run a reading recovery programme for children who are found, after testing, to be struggling with reading and writing at the end of their first year at school. Children are selected and each child receives 30 minutes of intensive individual instruction in reading and writing daily for approximately 15 to 20 weeks. Parents will be notified if children are selected for this.

RELIGION IN LIFE

A non-denominational religious programme is taken by a group of volunteers on Tuesday's for half an hour. Parents indicate on their child's enrolment form whether they agree to their child participating in this programme or not. Those students not attending the programme will stay at school and are supervised for the duration of the programme.

ROAD PATROLS

Some of our senior pupils are annually trained as Traffic Wardens by the NZ Police Transport Safety Officers. These children are on duty each school day at the Victory Crescent pedestrian crossing from 8.30am - 9.05am and 2.55pm - 3.10pm. Please let your child know that they must use this crossing if they need to cross Victory Crescent.



STAFF 2012

Principal	Ms Louise Bray-Burns		
Deputy Principal	Mrs Jenny Pearl	Room 1	New Entrants
	Mrs Joanne Speight and Mr Dominic Barnao	Room 3	Year 1 and 2
	Miss Christy Steers	Room 4	Year 1 and 2
	Mrs Rebecca Quirke and Mrs Carol Brieseman	Room 9	Year 3 and 4
	Mr Ashton Stuart	Room 8	Year 3 and 4
	Whaea Kelly Barker	Room 7	Year 5 and 6
	Mr Scott Hammer	Room 6	Year 5 and 6
Reading Recovery	Mrs Liz Stewart and Mrs Joanne Speight		
Part Time Teachers	Mr Duncan Murray and Mrs Adrienne Wise		
Teacher Aides	Mrs Irene McDonald and Mrs Wendy Gillies		
Office Manager	Mrs Sara McLay		
Caretaker	Mr John Starkey		

STATIONERY LIST

Class stationery lists are available from the School Office, by calling 232 6509, or by downloading from the school website <http://hamptonhill.school.nz>. One or two items need to be purchased from the school but the bulk of the stationery can be purchased from book shops.

GIFTED AND TALENTED 2012

The teachers will run a gifted and talented programme in which each staff member will take a group for up to 6 weeks during each term. This will be run on Monday from 9 – 11am. Children are nominated from years 3 to 6 to participate and the aim of the programme is to allow students to develop their skills and knowledge through following personal interests and passions and to enable them to develop higher order thinking skills. Children can be nominated for this programme in the following ways: parent nomination; student self-nomination; teacher nomination

Term 1	Term 2	Term 3	Term 4
Kelly Barker Te Reo Maori, Karanga Whaikorero, Mihi 5 Weeks Jenny Pearl Art 5 weeks	Christy Steers Dance 5 weeks Scott Hammer Drama 5 weeks	Carol Brieseman Science/Maths 5 weeks Joanne Speight Thinking skills/debating 5 weeks	Ashton Stuart ICT extension 5 weeks. Duncan Murray sport/cricket 4 weeks

SUN HATS

A Sunhat Policy operates in Terms 1 and 4. Students are required to wear a hat to play in the playground during these terms. Children are able to bring their own hats to school to wear however the hat must have a brim and be neat and tidy. No caps please. The school hat is available from the office at a cost of \$10.50.

SWIMMING

During term 4 a three week block of nine swimming lessons are taken for all classes at a cost of \$27.00 per child (this price is yet to be confirmed). Children walk to Tawa Pool in class groups, and trained instructors teach children in ability groupings. All pupils are required to take swimming instruction except where a note is supplied by parents relating to illness. This is an important part of the National Health and Physical Education Curriculum requirements. Our aim is to have every pupil swimming 50 metres before they leave Hampton Hill. We are always glad of any parental support with walking class groups to and from the pool.

TRANSITION TO SCHOOL

Children who are turning 5 and are enrolled to start Hampton Hill School are invited to come for transition visits in the two months prior to starting to meet the class and teacher and get used to school. Visits can occur during the school day at a time to suit the family. These may involve joining the class at library time, during the morning or afternoon for an hour or for the last 15 mins of the day once or twice a week. Parents must stay with their child for the duration of the visit. If you would like to take these opportunities please call Sara prior to coming and check the times you want are suitable to ensure there are not too many others also attending.

YEAR 6 CAMP

During Term Four Year 6 children travel to Marahau near Motueka for camp. The cost for this is approximately \$250.00 per child. Details of camp and cost will be advised to parents during the year to help families with budgeting. Parents may make regular payments throughout the year towards Camp.

