

# Information 2018

*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.*

*Should you wish to clarify anything or require further information, please ring or email the school office - 232 6509 or email: [office@hamptonhill.school.nz](mailto:office@hamptonhill.school.nz)*

## ABSENCES/ ATTENDANCE / LATENESS

There are several ways to let us know if your child is going to be late or absent for the day.

**Phone:** Please notify the school office on 232 6509 before 9.00 a.m. on the first day of absence and then each day until returning to school.

**Note:** A note could be sent with a sibling or neighbour's child.

**Absent Email:** [absent@hamptonhill.school.nz](mailto:absent@hamptonhill.school.nz). Please state your child's name, room number and reason for absence.

**Phone App:** Fill in the absence form via the Hampton Hill School phone app.

**Late Arrival:** 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 attendance register.

**Overseas Holidays:** Families going overseas or on holidays for short periods are required to supply the Principal or office with a letter/email 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.

**General:** Children are not allowed to leave the school grounds during school time without permission from their class teacher or the Principal, and must sign out at the office first.

## 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

Email: [office@hamptonhill.school.nz](mailto:office@hamptonhill.school.nz)

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



## 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. Students are expected to wear shoes at all times outside of the classroom.

## ASSEMBLY

Each fortnight we have an assembly on Friday morning at 9.15am. These are held the same week as the fortnightly newsletter. Classes take turns to host assembly and show what they have been learning in their classes. Parents are welcome to attend the assembly at any time.

## BEHAVIOUR

We expect a high standard of behaviour at school. Children come to school each day to learn and they have the right to be educated in a school environment that is safe. Below are our key understandings about behaviour management.

1. The relationship between a teacher and student is critical to learning.
2. We are all responsible for the children in our school.
3. There needs to be a close alignment between the expected behaviour of all members of a learning community.
4. Everyone needs to take responsibility for their own behaviour remembering the only behaviour you can change is your own.
5. A school is only safe when the culture is a 'telling' one.
6. A key role of the adults in the school is to facilitate communication between children who are experiencing relationship difficulties.
7. As adults we need to trust and support children to resolve their own issues and restore relationships.
8. Consequences from poor behaviour choices need to be addressed and resolved to the satisfaction of all.

Please refer to the social practices flow chart in your enrolment pack for further details, or ask at the office for a copy.

## BOARD OF TRUSTEES MEETINGS

Board of Trustees Meetings are held 2-3 times each term in the main staffroom. Meeting dates will be announced in the school newsletter. The Board of Trustees meetings are public meetings which all parents are welcome to attend. The minutes of meetings are available for viewing at the office or on the website.

## BOARD OF TRUSTEES

Craig Scott-Hill	Chairperson
Simon Aing	Parent Member
Sophie Robbers	Parent Member
Stephen Opie	Parent Member
Suzanne Biddington	Parent Member
Julia Paterson-Fourie	Parent Member
Abbey Corich	Staff Representative
Kelly Barker	Principal



## LOVE TO READ

We run a reading mileage programme for children several mornings per week at school. Parents from our community come into the school and read with selected children for half an hour once a week. If you would like to assist with this please contact Sue or Bo in the office at [office@hamptonhill.school.nz](mailto:office@hamptonhill.school.nz)

## BOOK CLUB - SCHOLASTIC

Once each term the pupils are given the opportunity to order good quality books at reasonable prices from Scholastic Books. 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 Scholastic Books. You can also order via the Scholastic Book App.

## BYOD – BRING YOUR OWN DEVICE

Hampton Hill School is set up for children to bring their own digital device to use at school to assist them with their school work. For further information and the BYOD agreement please contact Sue in the office.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

- Students may bring their cell phones and other electronic devices to school.
- It is expected that they will hand them in to the classroom teacher for security during the day. If there is an emergency, or you need to contact your child during school hours, please call the office.
- Please ensure all apps are appropriate for school.

## 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 fizzy drinks or juice to school.

## CHILDREN'S VALUABLES

The school takes no responsibility for items of value such as radios, CD/MP3 players, cell phones, cameras, jewellery, toys, etc which students may have brought to school.

## CHRISTIAN RELIGIOUS EDUCATION (CRE)

A Christian religious programme is taken by a group of volunteers on Mondays for half an hour. Parents indicate on their child's enrolment form whether they agree to their child participating in this programme or not. The students not attending the programme are part of normal classroom learning. You can agree, or not, to participation at any time. This programme will be reviewed in 2018.

## CYCLISTS

If children are biking to school, they must observe the legal requirement to wear a safety helmet. They will also require a lock to ensure the safety of their bicycle. Children must lock their bicycle to the fence at the end of the staff parking area in Kiwi Block. If scooters are ridden to school a helmet is advisable. If children bring scooters to school they must be stored in the cupboard in the foyer during the school day. 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. This is a matter of health and safety in an emergency or sickness.

## DENTAL CLINIC

These are now mobile and will visit the school on a roster basis. If any parent or child is in need of dental assistance, please contact Bee Healthy Regional Dental Service on 0800 TALK TEETH (0800 825 583).

## DONATIONS

A school donation is requested from each family each year. This is a voluntary donation and is used to further support teaching and learning. The Board of Trustees has set the 2018 donation as follows:

\$100 per year for one child in the family; \$160 per family.

If payment in a lump sum is not possible, payments can be paid off during the year. See Sue in the office if you are taking this option.

A tax credit is available if you make this donation - it is important to keep receipts.

Our bank account is: 12- 3223 – 0133904 - 00. Use your child's name as reference.

## DATES 2018

Term	Children Start	Children Finish	Teacher Only Days and Public Holidays	Number Of Weeks In Term
1	30 January	13 April	Waitangi Day 6 February Good Friday 30 March Easter Mon/Tues 2-3 April	11 weeks 100 half days
2	30 April	6 July	Teacher Only Day 1 June Queen's Birthday 4 June	10 weeks 96 half days
3	23 July	28 September		10 weeks 100 half days
4	15 October	14 December	Labour Day 22 October	9 weeks 88 half days

### DROPPING CHILDREN AT SCHOOL

Children may enter the school at any of the three entrances on Rimu Street, Victory Crescent or Hillary Street. It is very important for the safety of the children that parents obey the No Stopping markings and signs on Victory Crescent. People parking incorrectly make it very difficult for the children on road patrol duties on the crossing, which our children must use when crossing Victory Crescent.

If you are entering via Rimu Street, please note the No Parking area on the right of the street and also the yellow lines before the school gate. Please do not go beyond these yellow lines as this is a safe area for our children to walk to the school gate. It would be preferable for children to be dropped off at the corner of Hampton Hill Road to ensure their safety. No vehicles other than staff cars are permitted in the school grounds between 8.00am and 3.30pm.

### EMERGENCY EVACUATION

Hampton Hill School is not an Emergency Hub. We have procedures in place for evacuations, plenty of food, water and emergency supplies. Our evacuation point after darkness will be the Linden Social Centre at 10 Linden Ave. This is our official Emergency Hub.

### ENROLMENTS

If you wish to enrol your child at Hampton Hill School, please complete the enrolment form and return it to us. We will be operating an enrolment zone from January 30 2018. You can find details of our zone on our website. If we require a ballot for out of zone enrolments, we will advertise the information on our website. In order to be considered for an out of zone enrolment, a completed enrolment form will need to be returned to us by the advertised date. You will need to include your child's birth certificate or passport and identification of NZ citizenship or visa documentation. This allows us to guarantee our records are accurate and it is a requirement of the Ministry of Education. We also require an immunisation certificate and proof of address.

### ENVIROSCHOOL/SCHOOLGEN

We are passionate about caring for the community and providing our students with the practical knowledge and understanding for a sustainable environment. We are an EnviroSchool and in 2014 we were proud to become a Schoolgen School. It's exciting to now be producing some of our own electricity onsite! Both our EnviroSchool and Schoolgen programmes have strong links with our Science, Maths, and Literacy curriculum areas.

## ENTERTAINMENT/SHOW

Each year the school chooses two shows or types of entertainment for the children. This may be puppet theatre; dance; drama etc. We ask the parents to contribute \$5 towards one of these shows and the school pays for the other. This will be on your child's account.

## FACEBOOK

We encourage all families to 'like' the Facebook page as we regularly post happenings in our school calendar - keep up to date with what is happening by joining.

### Hampton Hill School

<https://www.facebook.com/pages/Hampton-Hill-School-Tawa/177986682345511>



### Hampton Hill School Parents Community page

<https://www.facebook.com/groups/427863694041125/>

## FUNDRAISING

We have a fundraising team - the Tangata Events Team. There are various activities run during the year and notices come home about these.

We have an annual disco. Other events are decided each year.



Pak'nSave Porirua offer us a donation back on all our grocery vouchers – docketts are collected at the office.

## HEAD LICE

Head lice can be a 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 so that a notice can be sent out alerting other parents to check their children's hair. No child will be identified in this notice.

## 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 the office on 232 6509 for the appropriate contacts.

## HOME LEARNING/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.

Years 3 - 6 have nightly reading, regular spelling lists, basic facts games and an optional Home Learning Challenge. This is given out at the beginning of the year contains a selection of tasks from which they can choose.

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 home learning activities are not desirable. Home learning is an opportunity for you to encourage and support your child in their learning journey. It is a family's choice whether their child completes the home learning provided.

## HOURS

Our school day begins at 9.00am and finishes at 3.00pm. Morning break is from 11.00am – 11.30am and lunch from 1.00pm – 1.45pm. New entrant children remain at school until 3.00 pm unless otherwise discussed with the teacher.

Staff professional development meetings are on a Monday afternoon from 3.15pm – 4.45pm for and Thursday mornings from 8.00am – 8.40am.

Teachers meet weekly for professional learning groups on Tuesdays from 3.30pm – 4.45pm.

All teachers will be in their rooms from 8.40am.



## INTERNET/COMPUTERS

All rooms in the school have internet access. Classes have ipads, chrome books, cameras, tablets, and netbooks. Only children or those whose parents have signed a Cybersafety Agreement form may use the internet. A copy of the Cybersafety Agreement is enclosed in the enrolment pack for your information. This must be signed and returned to school in order for children to use ICT equipment at school. All children have their own email account.



## 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.

## LUNCH LIST

Please see separate page for lunch options in your enrolment pack, or ask at the office.

## 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 that 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. Any changes to picking up children must be made at the office by 2.00pm please to ensure your child gets the message.

## MONEY/TRIPS/EVENTS

From time to time, money is requested for trips, shows etc. Please put money in an envelope clearly labelled with your child's name, room number, amount enclosed and the purpose for which the money is sent and give them to your child's teacher or the school office. All trips within walking distance will be covered by your global permission form. Should you know your child will not be attending a particular event, e.g. they will be absent on the day, please return your permission slip with a note to this effect. All trips in vehicles will require separate permission and a note will go home prior to the trip.

## 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 a term 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 fortnightly "Newslink" (newsletter) is sent to the parents every second Wednesday. This outlines coming events and happenings within the school. Please ensure you read the newsletter and note important dates on your calendar. It is also published on our website and you can view several months' of previous newsletters. Most families have this emailed home as it helps to cut down on paper and supports our Enviroschool initiatives.

## OFFICE HOURS

The Office Manager is Sue Kelly. The office is open from 8.30am until 3.15 pm every day. The Office Assistant is Bo van der Lugt. Bo is in the office on Monday and Tuesday mornings, and on Wednesdays, which is Sue's day off.

If you wish to contact Sue or Bo they can be reached on 232 6509 or emailed at office@hamptonhill.school.nz (Sue); or bo.vanderlugt@hamptonhill.school.nz (Bo).

## PARENTAL INVOLVEMENT

There are many opportunities for parents to be involved in the school and its work. We want you to feel that this is your school, so please become involved in classrooms, the library, sports, Rimu Resilience, Love to Read, Rock and Water, the Tangata Events Team, Board of Trustees, or in curriculum related outings. If you would like to help, please call the office 232 6509 or contact your child's teacher and let us know.

## PHONE APP

Hampton Hill School has a phone app – download this from Playstore and keep up-to-date on all happenings. This will be our alert system in an emergency to notify parents. The Phone App is free, and we recommend every parent downloads this on their phone.

## PHYSICAL EDUCATION AND SPORT

Classes have a 30 minute PE session most days 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 taken annually. All children are photographed in class 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 8.55am 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.

## 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.



## REPORTING TO PARENTS

**JUNIOR CHILDREN** (5 years to 8 years old) will have a written report 6 months after they start school and then 6 months later. This is to ensure accurate and timely reporting against national expectations. All students will have a learning conference in Term 1 and then shortly after receiving a written report.

**SENIOR CHILDREN** (in school years 4-6)

### Term 1 – Meet the parents – Learning Conferences

Purpose: to allow families to share information about their child with the new teacher; to share pre-set goals and next learning steps for reading writing and maths with parents; to establish how the child can access assistance from home.

### Term 2 - End of term – Reports and Learning Conferences

Purpose: to report to parents on children's achievement against National Standards; to share their Terms 1 and 2 learning with their parents and to reset goals and gain parent input. The learning folio and home based conference sheet goes home – this has been written by the teacher and student and is a report for the children to share with their parents on their learning for terms 1 and 2. Conference sheets and portfolios come back to school once parents have signed and filled them in for how they can help at home. Parents are asked to make a three

way conference appointment with their child and teacher to discuss their folio and conference sheet.

#### Term 4 - Summary Reports

Purpose: to report to parents on children's achievement against National Standards; to allow children to share with families a summary of their year at school including second half year testing. Parents may request a three way conference meeting.

#### ROAD PATROL

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 of HAMPTON HILL SCHOOL - 2018

Principal	Kelly Barker		
Deputy Principal	Abbey Corich		Reading Recovery
Teacher	Rebecca Quirke	Kiwi	New Entrants-Year 0-1
Teacher	Natasha Culevski	Piwakawaka	Years 2-3
Teacher	Joanne Speight	Tui	Year 1-2
Teacher	Carol Brieseman	Kea	Years 5-6
Teacher	Benjamin Jackson	Ruru	Years 4-5
Teacher	Scott Hammer	Kereru	Years 4-5
Teacher	Catherine Commins	Kakapo	Years 2
Teacher	Keiko Kubota	Takahe	Year 3
Teacher	Amy Hardyment	Karearea	Years 5-6
Office Manager	Sue Kelly	Part-Time Teachers Ruthanne Kennedy (ESOL); Jenny Pearl, Maria Osborne, Leah Merewater	
Office Administrator	Bo van der Lugt		
Caretaker	Lockie Hawkins		
Teacher Aides	Irene McDonald; Jill Fahey; Lisa Murdoch; Sarah Opie; Rachael De Meij, Lydia Middlemiss (Relief), Lee-Ann Newton (Relief)		

#### 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>.

We encourage parents to support Eeny Meeny and buy online (delivered to your home)

Website: [www.schoolpacks.co.nz](http://www.schoolpacks.co.nz)

New Entrants Stationery Packs are available to be collected from the school - this costs \$30 which you can pay (cash only) at the office.

#### SUN HATS

A Shady School procedure operates in Terms 1 and 4. Students are required to wear a wide brimmed hat to play in the playground during these terms. The recommended hat is for sale at the office for \$10.00 (cash only). No caps please. The school encourages sensible protection against sun, but accepts no responsibility for children sent to school inadequately protected or inappropriately dressed.

#### SWIMMING

During term four, a three week block of eight swimming lessons is taken for all classes. The cost for this will be \$25 per child. 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 School. We are always glad of any parental support with walking class groups to and from the pool.

### TRANSITION TO SCHOOL

Children who are turning five and enrolled to start at Hampton Hill School are invited to come for a series of transition visits (we recommend a minimum of three) 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 on Tuesday and Thursday mornings. These will involve joining the class during the morning. Parents must stay with their child for the duration of the visit. If you would like to take up the transition to school opportunities, please call Sue or Bo to check the times and dates available for visits.

### YEAR 6 CAMP

Every year the Year 6 children will attend a school camp. The cost for this is \$250.00 per child. Details of camp and cost will be advised to parents well in advance to help families with budgeting. Parents may make regular payments throughout the year towards camp and this is charged on the child's account at the start of the year.

2018 camp dates are November 26-30

