

# NORTHLAND SCHOOL HANDBOOK

te kura o orangi kaupapa





## NORTHLAND SCHOOL

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For school news, policies and general information, see:  
[www.northland.school.nz](http://www.northland.school.nz)

## MISSION STATEMENT

Northland School will be a place where children,  
parents and teachers together create an  
environment which supports and encourages  
the development and learning of  
each child for life.

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# WELCOME

## **Welcome to Northland School.**

We believe children, parents and teachers should work together to provide a supportive, stimulating learning environment.

Our programmes prioritise literacy and numeracy, especially in the first four years of schooling. In later years, we build on these fundamentals with programmes in thinking skills and information literacy.

This is a caring, family-oriented school that fosters social and moral development as well as intellectual growth. Our Qualities programme – which includes a “Quality of the Week” – guides many of the decisions we make.

Children and teachers work together to set standards that will help our students learn about responsibilities and consequences. We promote high standards of personal achievement for all our students.

Northland School is a full primary school, incorporating Years One to Eight. Our end-of-year roll is about 300, and most students stay for all their primary education before moving on to secondary school.

Our school is fortunate in having a community of parents and caregivers that provides support in many different ways: through the Board of Trustees or the Home and School Committee, by volunteering to help in the classroom or on school trips, and by joining various voluntary groups. We value the views of the community, staff and students, and incorporate them in our planning.

We look forward to working alongside you to ensure your children make the most of their time with us.

**Jeremy Edwards**  
Principal

## NORTHLAND SCHOOL VALUES

- A commitment to high standards of personal achievement
- Independent and self-motivated learning and thinking
- A commitment to working co-operatively
- Creativity and risk-taking
- The development of positive personal qualities
- Building relationships across the school
- A strong relationship with its community
- An inclusive and open atmosphere accepting of difference and valuing diversity



# CHARTER OF STUDENT RIGHTS AND RESPONSIBILITIES

I have the right to	I have the responsibility to
be included and respected	include and respect others
feel safe at school	be caring and thoughtful towards others to keep them safe
use school facilities and equipment	care for and share school facilities and equipment
work and play in a clean and healthy environment	care for and respect the environment
learn to the best of my abilities	take part to the best of my abilities and allow others to do the same
be treated fairly	treat others fairly
be trusted	show trustworthiness by behaving appropriately
be heard	listen
communicate openly	communicate honestly and appropriately
belong to the school community	work co-operatively with all members of the school community



## GENERAL INFORMATION

### Absences

If a student is to be absent, please phone the school office before 9am to let us know. Messages about absences may also be left on the answerphone, which is in use until office staff arrive each morning. The office will call to check on any unexplained absences by 9.30am, after the class registers have been marked.

If your child is to be away for a prolonged length of time, please inform us in writing at least a fortnight in advance.

### After School Care

Northland After School Care, which runs from 3pm to 5.30pm, aims to provide children with a safe, varied, social and relaxing atmosphere. Children are met outside the school office and walk as a group to Northland Community Centre in nearby Woburn Road. For enrolment forms and further information about the programme, see the school website at [www.northland.school.nz](http://www.northland.school.nz) or ask the school office for contact details of the programme's supervisor.





## GENERAL INFORMATION

### Before School Care

A supervised before school care service is available in the library from 7.45am, on either a regular or a casual basis. Further information is available from the school office or from the before school supervisor during care sessions.

### Board of Trustees

Northland School's Board of Trustees is elected every three years. The board's role is to develop policies, set the strategic direction for the school and ensure it is being efficiently managed by the principal and staff.

The board meets once a month, in the school staffroom. Parents and caregivers are welcome to attend.

Meeting dates are advertised in the school newsletter, which also contains the Board of Trustees News - a brief report on issues discussed in each month's meeting. Copies of the minutes of each meeting can be obtained from any board member.

All school policies are available from the school office and on the school website.

Board members welcome questions or comments from the school community, and can be contacted at home. Their contact details are available from the school office.



## GENERAL INFORMATION

### Book Club

Students are able to order books from Scholastic Book Clubs. Order sheets are distributed eight times a year, twice a term, and the school newsletter will remind families when orders are due back. Please make cheques for book club orders payable to Northland School.

### Camps

Students in Years Seven and Eight attend a week-long camp in Term One each year.

### Changes of Address

Please notify the school office immediately of any change of home address, parents' workplaces or phone numbers.

### Clothing

All students are expected to wear clothing at school that is comfortable and appropriate for the day's activities. In Terms One and Four all students are required to wear an appropriate sunhat.

Please name all students' clothing to enable it to be returned if lost. Lost property is kept in baskets in each block: ask your child's teacher where the nearest basket is located. We will also display lost property prominently on the last day of each term.



### Communication

Northland School believes good, open communication is vital if students, parents and staff are to continue to work closely together. The school uses the following methods to keep in touch with the parent community:

- Parent contact: Parents and caregivers are welcome at Northland School, and are encouraged to keep in touch with their child's teacher. If a longer discussion with a teacher is required, please arrange an appointment through the school office. In an emergency, please contact the office or the principal.
- Reporting to parents: Two formal parent/teacher evenings are held each year to discuss each child's progress. An annual report is posted home each December; the school newsletter lets parents know when they can expect to receive the report. Year Seven and Eight students also receive a written report at the end of Term Two.
- School newsletter: Every Wednesday, a school newsletter is sent home with each family's nominated "postie". The newsletters contain news from around the school and reminders of coming events. The newsletter is also available on the school website.
- Team newsletters: The school is divided into four teams, starting with Team One for Years One and Two students and moving up through the school. Students bring home a newsletter from the teachers in their team at the start of each term.
- Board of Trustees News: The Board of Trustees News is a brief report on that month's Board of Trustees' meeting. It is also available on the school website.
- School website: The school website, [www.northland.school.nz](http://www.northland.school.nz), contains news, policies and general information about Northland School.

## GENERAL INFORMATION

### Dental Treatment

Dental treatment is provided by Hutt Valley Health's community dental service. If your child needs urgent treatment, contact the dental clinic on 027 241-8755.

### Donations and Activity Contribution

Parent donations: In response to feedback from parents, we use parent donations to fund extra teaching hours. This enables us to reduce class sizes, run a Reading Recovery programme for selected children, and provide other teaching resources.

The donation can be paid in one single payment, by one instalment per term, or fortnightly by direct debit. It is tax deductible.

We appreciate that some families are unable to pay the full donation, but we hope all families will give what they can. Your support makes a considerable difference to the opportunities we can provide for your children.

Contribution to Activities and Stationery: An annual contribution is sought to cover activities outside the classroom, including class trips, the school picnic and extra-curricular activities. There is also a contribution for stationery to cover classroom resources such as felts, tissues and photocopying.

These contributions to activities and stationery may be paid in one single payment or by instalments.

### Enrolment Scheme

Children living within a defined home zone have an automatic right of enrolment to Northland School. Twice a year, the Board of Trustees considers the size of the school roll to determine whether to hold a ballot for families who live outside the home zone and would like their child to attend the school.

## GENERAL INFORMATION

### German Language Class

Northland School hosts a weekly German language class for children who speak German fluently and are aged about seven. Each class runs for half an hour, and is taught by a teacher from the Goethe Institute. The class is paid for by parents of children who attend. Newcomers are welcome: for more information please contact the school.

### Headlice (nits)

Headlice, or nits, can affect anyone and can be very difficult to eradicate.

To prevent headlice, the Public Health Nurse advises parents to check children's heads once a week and brush hair every evening, from under the hair.

Seek treatment for headlice only if you find live insects, or eggs within 1cm of the scalp. The nurse suggests asking your chemist for advice, and using a specialist shampoo from the chemist's on two occasions – a first treatment, and then again a week later.

### Hearing and Vision

The Public Health Nurse visits the school to test Year One students' hearing and vision, to test all Year Seven students for colour vision, and to re-test any student whose previous tests have given concern. We try to give advance notice of these visits in the school newsletters. If you would like your child tested, please contact the school.

### Home and School Committee

The Home and School Committee has two roles: to raise funds for the school, and to arrange social events for students and for the school community. The fundraising makes an important contribution to the school's finances, and the social events are eagerly awaited by students.

## GENERAL INFORMATION

Regular social events organised by the committee include school discos, a family water fun day and an end-of-year carols evening.

### Homework

Homework consolidates and enhances children's education. It involves parents in their child's learning, and encourages children to develop good study routines.

However, we understand that families are increasingly busy, and that many of our students are involved in after-school activities, and we do not want homework to intrude on family life.

Northland School aims to ensure homework is relevant and appropriate for each child. Homework may include reading, learning spelling words or maths facts, or researching study topics.

Children – particularly older children – may need help to meet deadlines by working steadily in advance rather than leaving work till the last minute.

### Illness and Accidents

If a student is ill or has an accident, a member of the staff will give first aid. Parents and, in some cases, a doctor or ambulance will be contacted if necessary.

Please do not send sick children to school. Children are put through unnecessary distress if they are sent to school when sick, and they almost always end up being sent home.

### Library

Students visit the library at least once a week to exchange books and for a library skills programme. The library is also open before school and at lunchtimes.

Please ensure books that have been brought home are looked after and returned, and let us know if a book has been lost or damaged.

## GENERAL INFORMATION

### Lunches

Students are able to buy lunch at school once a week. Brochures giving information about the privately-run lunch service are sent home with students, and are available from the school office and on the school website.

### Medication

If your child needs medication during the school day, please arrange for the office staff to take responsibility for administering the medication. The school is happy to hold medication (such as asthma inhalers) for children to use when necessary. You will be asked to sign a medication agreement if you would like us to administer medication to your child.

### Music

In addition to the class music programme, the school provides other opportunities for students to learn to play a musical instrument. Students can take recorder and ukulele lessons, and the school orchestra meets once a week. Choirs are formed for specific events, and paid tuition is available for guitar, keyboard or drum lessons.



### Parent Help

- In classrooms: In junior classes, parents are invited to help with Quality Time Together on Thursday afternoons. Newsletters from each team will let parents know about other requests for help with school programmes during the year.
- On class trips: Parents are sometimes asked to help supervise children on school trips. On some occasions, we also ask for parent assistance with transport. All students must wear a seatbelt, cars must have a current registration and warrant of fitness, and children aged under 10 must not be in seats fitted with an airbag.
- Support groups: Many parents and caregivers support the school by joining the Home and School Committee, taking part in working bees, gardening, helping with after-school activities, organising morning teas to welcome new families, or doing other voluntary work. The school publishes a Community Volunteers Newsletter to update families about opportunities to help. The school office also has information about voluntary activities.

### Playgrounds

Students may play anywhere in the school grounds, except the decks outside Rooms 1 - 3, the high slide and the adjacent adventure playground.

Older children are permitted to go, under supervision, to Northland Park at lunchtimes if the weather and ground conditions are appropriate.

Families are welcome to use the school grounds on weekends and evenings, but please do not bring dogs.



## GENERAL INFORMATION

### Resource Teachers of Learning and Behaviour (RTLBs)

Northland School is the base for the RTLB service for the western suburbs cluster of schools. These teachers support class teachers who have students with learning and behaviour problems. The RTLB service can be contacted on 475-7346.

### Road Safety

Senior students patrol the pedestrian crossing on Northland Road and ensure students can safely cross at the top of Woburn Road and Kaihuia Street. They are on duty each day from 8.30am to 8.55am, and from 3pm to 3.15pm.

To avoid endangering children by restricting visibility for road patrols and pedestrians, do not park over the dotted yellow lines near the Harbour View Road gateway or over the yellow lines next to the pedestrian crossing on Northland Road.

We also request that cars do not turn into or park in the parking area at the Northland Road entrance between 2.50pm and 3.15pm.

Students should cross Harbour View Road from opposite the school's small lower gate.

### School Hours

School begins at 8.55am, but we would prefer students to be at school by 8.45am to have time to see their friends and organise their school gear before the bell rings.

Children may enter the school grounds at any time before school. However, staff can take no responsibility for supervision until 8.30am. The school operates a paid Before School Care programme from 7.45am for those parents who need to start work early.

## GENERAL INFORMATION

Children should be collected at 3pm, but are welcome to return to play in the school grounds with parents' permission. Staff are usually at school until at least 4.30pm, but are working in their classrooms or attending meetings and cannot supervise children in the play areas.

### School Picnic

A school picnic is held at a suitable site at the beginning of each year, and is one of the most enjoyable events on the school calendar.

### Smoking

Northland School buildings and grounds are smoke-free at all times.

### Stationery

At the end of the school year, students are issued with a list of required stationery for the following year. Replacement stationery can be purchased during the year from the school office.

### Student Council

Students in Years Five to Eight elect a Student Council each year to represent their views and ideas. Student councillors meet weekly with the principal and report back to students on decisions.

The student council raises funds to support various national and international causes, and co-ordinates social events that involve the entire school. These include fun days and wheels days.

## GENERAL INFORMATION

### Sunscreen and Sunhats

All students are expected to wear sunscreen and a suitable sunhat when outside in Terms One and Four.

### Year Designations

Northland School runs from Years One to Eight.

Children who turn five before 1 July will be in Year One for that year, but children who start school after 1 July complete the year as a Year 0 and are designated as being in Year One at the start of the following year.

### Year Eight Leavers' Dinner

A formal dinner for students, parents, and present and past staff is held at the end of the school year to farewell Year Eight students. Parents of Year Seven students organise the catering and presentation of the dinner, with help from their children.



## LIST OF SCHOOL POLICIES

Each policy is reviewed every three years, and new policies are developed as necessary. Copies of the following policies are available from the school office or from the school website, [www.northland.school.nz](http://www.northland.school.nz).

- Advertising
- Behaviour Management
- Communicable Diseases
- Communication
- Community Consultation
- Disputes Resolution
- Education Outside the Classroom
- Enrolment
- Equal Employment Opportunities (EEO)
- Equity
- Financial Management
- Good Employer
- Health and Safety
- Homework
- Information and Communications Technology (ICT)
- Non Custodial Parents
- Playground
- Police Vetting
- Policy Making and Review of Policies
- Privacy
- Professional Development
- Property
- Protected Disclosures
- Protection of Children
- Reporting to Parents
- Road Safety
- Self Review
- Sexual Harassment
- Sickness and First Aid
- Student Council
- Sun Protection
- Treaty of Waitangi
- Use of School Facilities

# MAP OF THE SCHOOL

