



GLENDOWIE SCHOOL

Information Pack

Updated 2023

OUR SCHOOL

The school is situated in a beautiful natural environment surrounded by trees and expansive grass areas. Overlooking the Tamaki Estuary, it is close to the bush walks and bird sanctuary of Tahuna Torea.

- **What do we stand for?**

An 'I care' school.

An awareness that our children are our future.

A priority on all students achieving excellence, academically, creatively and physically, as well as in personal development and social skills.

Glendowie School has a warm friendly atmosphere, where the classes are not too big, and each pupil can be given individual attention.

- **What we offer**

- High standards of teaching resulting in academic, artistic and sporting achievement.
- The International Baccalaureate Primary Years Programme - Glendowie School was the first authorised State Primary International Baccalaureate School in New Zealand.
- Attention given to the individual learning and development of each pupil. Sound work habits and homework are encouraged.
- Classes from New Entrants through to Intermediate (Year 0 – Year 8).
- Up-to-date teaching resources, including access to computers for all classes.
- Regular school trips. Annual camp for Year 7 students and activities week for Year 8 students.
- Attractive grounds, including a swimming pool, hall/gymnasium, playing field, adventure playground, astro turf, outdoor classroom and Library area.
- The benefit of integration with a Satellite class from Sommerville Special School.
- An out of school care service within the school grounds.

- **What we teach**

- English: Reading, Speaking, Writing, Viewing
- The Arts
 - Visual Arts (Specialist teacher Y1-8)
 - Dance (Specialist teacher Y1-8)
 - Drama
 - Music (Specialist teacher Y1-8)
- Health & Physical Education
- Learning Languages
 - Te Reo Maori (Specialist teacher Year 1-8)
 - Chinese (Specialist teachers for Year 2-8)
- Mathematics and Statistics
- Science
- Social Sciences *including* Aotearoa New Zealand Histories
- Technology *including*
 - Digital Technology (Specialist teacher Year 1-8)
 - Food Tech & Design Tech (Specialist teachers Year 7 & 8)

- **Bell Times**

If students come early to school, they are expected to wait on the court area or be seated in the tunnel by the swimming pool until the 8:30 bell rings.

8:30am Entry to school grounds and classrooms

8:55am Students in classrooms – ready to start

9:00am School commences

10:30am Morning Tea

10:50am School re-commences

12:30pm Lunch

1:30pm School re-commences

3:00pm School closes

- **Education Review Office**

A copy of our latest ERO Report is available online at: www.ero.govt.nz or at the School Office.

ENROLMENT

The school has an enrolment policy, which specifies the school's geographic zone.

- **Visiting before enrolment**

For families enrolling at Glendowie school for the first time or if you wish to find out more about the school before the enrolment of your child, please telephone (09) 575 7374 to make an appointment for us to show you around. We look forward to meeting you.

- **New Entrant Enrolments (Year 0 & 1)**

Application for enrolment for 5-year-old new entrants may be made any time after the child's 4th birthday. Glendowie School is a cohort entry school whereby there are two entry dates per term and students must be 5 before they start school. Please contact the school office if you are unsure of your child's start date.

- **Pre-School Visits**

Year 0 & 1 will be invited to a pre-school group morning visit before they are due to start school. The office will email you details in advance.

- **Our School Zone**

Details of our school zone are available at the School Office, or on our website. There is an expectation that students remain living at an in zone address while they attend our school and at the time of enrolment. Please contact the school office or Principal if you intend to move out of zone - the Board enrolment subcommittee will review all enrolments moving to an out of zone address.

CLASSROOMS & LEARNING

- **Homework**

Younger students usually focus on practicing their literacy knowledge and reading skills, while students from Year 3 to Year 8 will have a variety of tasks to complete. This is often a homework task sheet for the week. Each syndicate will advise their parents as to the homework systems in place for their class levels.

- **Information Technology**

All classes have access to a range of technologies. Computers in our common rooms and computers in the classrooms are available for students to use for research. Our computer centre and library have significant numbers of devices. Y7/8 students may bring their own device to school.

- **Orchestra**

Auditions are held for the school orchestra for students in Years 4-8. Lessons are also available in a range of instruments through the Lewis Eady music programme for Years 3 - 8.

- **Physical Education and Sport**

Regular programmes take place throughout the year and include: netball, soccer, rugby, softball, swimming, cross country running, badminton, volleyball, athletics, basketball and cricket.

- **Swimming**

The school swimming programme for Y1-6 is usually in Term 1. Students are required to take part in these lessons unless a note on medical grounds excuses the child. Y7 & 8 attend swimming lessons at Sacred Heart Aquatic Centre in Term 1.

- **Learning Support Programmes**

The school offers specialised learning support programmes, both in literacy and numeracy, that are monitored by our LSC (Learning Support Coordinator). Programmes include: Foundation literacy (Y1&2), Sondag (Y2-4), Rainbow Reading (Y3-8), Reading Plus (Y7&8), The Brick by Brick programme and Maths support including the use of Numicon resources (Y4-8). Learning Support Assistants (teacher aides) also work in-class with students as needs arise.

- **Stationery**

Stationery can be purchased from your local retailer or online from Office Max, www.officemax.co.nz The stationery lists are available on our website under *Student Services*.
www.myschool.co.nz/glendowieprimary

COMMUNICATION

- **Our School Website**

Further information can be obtained from our school website www.glendowie.school.nz

- **How do you get in touch with us?**

We welcome visits and our staff are readily available to review your child's progress. Please make appointments through the office or via the teacher.

- **Absences**

Students enrolled at the school are required to attend school every day. Caregivers are expected to advise the school by telephone, email or school app if the child is not attending, preferably on the morning of the first day of the absence before 8:30am. Failing that, the caregiver will be required to provide a note explaining the absence.

The parent of any child who is absent from school without the school being advised, will be phoned from the office in order to ensure the safety of the child.

Telephone calls regarding student absences will be noted in the daily attendance register.

- **Newsletters**

School newsletters are e-mailed home each fortnight on a Friday. They are also available to read on our school website www.glendowie.school.nz or on our phone app.

- **School App**

We encourage parents to download our school app on their phones as this is a great way of quickly getting information to our parents in case of emergencies.

Search for School Apps in the App or Android stores. When installed, select Glendowie School. Click on the menu (top left hand corner) and select Alert subscription to select the classes/groups that are relevant for your family.

PAYMENTS & CONTRIBUTIONS

- **Voluntary Donation**

For 2023 the rates have remained unchanged:

One child = \$400, Two children = \$740, Three children = \$950, Four children = \$1,150.

This voluntary donation is necessary to supplement our budget in order for us to be a well-resourced school with quality programmes and resources that the community expects and appreciates.

- This supports the employment of additional teachers and support staff (to keep class numbers low and avoid composite classes), specialist programme costs including physical education, gifted and talented, special needs, the arts. It also supports quality learning resources, computers and electronic equipment. Please remember that any contribution you make will be appreciated, and will make a difference to our students.

Payments of the voluntary donation can be made online through our Kindo system, or by cash, cheque or eftpos at the school office, or direct to our bank account (bank details available from the school office). We really appreciate your support.

- **Kindo School Payment System**

Kindo allows families to manage and pay for students' school activities online. If you do not have a Kindo account already (at this or another school), visit www.mykindo.co.nz or use the link on our school website <https://www.glendowie.school.nz/student-services/> then select *Kindo Online Payments*.

- **Care of School Property**

All pupils are expected to respect school property inside and outside the classroom. Contributions towards costs may be necessary if willful damage is done by a pupil.

EMERGENCY PROCEDURES

- **Disaster Preparation**

If an unexpected disaster was to happen during school time, e.g. tsunami, earthquake, fire, cyclone, volcanic eruption, the school would respond in terms of our evacuation procedures. The school will always endeavour to have effective systems of communication at these times but all communication systems are dependent on electrical power. Our telephone lines can be assumed to be disrupted with earthquakes and other disasters. Cell phone use will be difficult with overloading, etc.

- **The School's Emergency Plans**

Pupils will not be released from the school unless a parent (or person designated by the parent) comes for their child. All uncollected pupils will remain in the care of the staff and handed to Civil Defence or other suitable authorities, e.g. Police, Oranga Tamariki. Pupils will not be released to leave the school with another person or alone until the Police or Civil Defence advise us the area is safe.

- **Once the all-clear has been given**

The school will hold students for the normal school hours and dismiss them at 3.00pm as usual.

If after normal school hours, the school will retain students until parents/caregivers have made contact.

To provide the necessary support to pupils and staff remaining after six hours, it may be necessary to close the school and take those remaining to the nearest designated "welfare centre". We will endeavour (depending on time and weather) to leave notices on the school, e.g. School Closed or Shifted and alternative premises, or seeking higher ground near Mt Taylor, etc. Our off-site evacuation location is St Andrew's Home and Hospital, Riddell Road. Other useful information is at Civil Defence Emergency Management phone 0800 22 22 00.

DENTAL, HEARING & VISION

- **Auckland Regional Dental Service (ARDS):** For free dental service, parents need to contact ARDs directly - this does not go through the school. All new born babies are now automatically put on the dental register and parents sign an enduring consent form at baby's first appointment at approx 1 yr old. So most Parents will only need to contact ARDS to make an appointment at Pt England Dental Clinic, now open on Saturdays. However, if you are new to the country or not sure if you are already registered, please contact www.ards.co.nz or phone 09 8390565.

- **Hearing and Vision Screening:** For free hearing and vision screening from Starship Community, please sign the consent form in the enrolment pack or get one from our office. The nurses come to school approx twice a year to implement basic hearing and vision assessments. If your child needs to go for further assessment for their ears or eyes, they will send parents a letter to organise an appointment.

OTHER HELPFUL INFORMATION

- **Out of School Care - OSCARS Programme**
Glendowie OSCARS provide before school/after school care and a school holiday programme in the school hall/gymnasium complex. For further information please see the brochure in the pack, website or www.oscars.co.nz email che@oscars.co.nz
- **Wheels at school**
Bicycles: Students from the age of 10 years or in Year 6 may ride bicycles to school and have their bicycles stored on our school grounds. They must wear safety helmets and ride safely. To ensure security, pupils are encouraged to supply a padlock for the bicycle during the day. Helmets are compulsory.
Scooters: Students from Y1-8 may ride and store their scooter at school. We strongly encourage wearing a helmet but this is not compulsory.
- **Hall/Gymnasium**
This is used for school assemblies, functions and indoor sports. Our local community sometimes utilises this facility for after-school activities. Further information is available from the School Office.
- **Lost Property**
Please ensure that all items are clearly named. Lost property can be looked at between 8:30am and 4:00pm outside the school Sick Bay area, by the office.
- **Lunches**
We have a lunch system at school whereby students order from the school tuck shop through their classroom. The tuck shop is also available at playtimes and lunchtimes. A copy of the menu is available on our website.
- **Parents' Association**
We have a very active Parents' Association (PA) who welcome any offers of assistance. Permission for the sharing of your contact information with the PA can be given on the enrolment form. Contact the School Office for further information. See also <https://www.glendowie.school.nz.parents-association/>
- **Rules**
Our pupils are expected to behave to acceptable standards of conduct. Policies are in place to encourage this.
- **Uniform**
The Board procedure is that the wearing of school uniform is compulsory. A copy of the Uniform Procedure is on our website. Uniforms are ordered through The School Uniform Company - phone 09 4762148 or fax 09 4762147. Extra order forms are available at the School Office, and we also hold samples here if you are unsure of sizes. Note that the intermediate blouse is available from the School Uniform Centre, 169 Manukau Road, Epsom. Second hand uniforms are available through the Parent's Association Second-Hand uniform store. Contact the office for more information.

DATES for TERMS & HOLIDAYS 2023

Term 1	Wednesday 1 February - Thursday 6 April
Term 2	Wednesday 26 April - Friday 30 June
Term 3	Monday 17 July - Friday 22 September
Term 4	Monday 9 October - Friday 15 December
Waitangi Day Good Friday Easter Monday Easter Tuesday Teacher Only Day ANZAC day King's Birthday Matariki Labour Day	Monday 6 February Friday 7 April Monday 10 April (during School holidays) Tuesday 11 April (during School holidays) Monday 24 April Tuesday 25 April Monday 5 June Friday 14 July (during School holidays) Monday 23 October

Who are our people in 2023

BOARD

- Board meetings are held once a month. A copy of the agenda is always available at the Office after 3.00pm on the Friday before each meeting.
- If you wish to contact the Board, please email the school office and your correspondence will be forwarded to the Board Secretary.
- **Who is on our Board for 2023**
Principal: Dr Paul Crowhurst
Chairperson: Dr Dawn Garbett
 Mr Andrew Dale
 Mr Allyn Glaysher
 Mr Brad Cummins
 Mrs Kelly Newsome
 Mr Gerry Keyser
 Montessori Representative - Jackie Dale
Staff representative: Mr Peter Kloppers

Management & Support Staff		
Principal	Dr Paul Crowhurst	
Deputy Principal	Ms Robyn Sinclair	Also PYP coordinator & SENCO
Deputy Principal	Mr Charles Liu	Also PYP coordinator
Montessori Lead teacher & ASL (COL)	Ms Rose Phillips	COL (Thurs & Fri)
Learning Support Coordinator (LSC)	Mrs Louise Lynch	
Executive Officer	Mrs Alison Woodhead	
Office Manager	Ms Julie Wallace	
Reception & Attendance	Mrs Adie Pedersen	
Montessori Admin	Mrs Michelle O'Connor	
Property Manager	Mr Peter Kloppers	
Librarian	Mrs Victoria Elisara	
Caretaker	Mr Umma Chand	
International Student Manager	Mrs Sunny Lee	
Teachers for Specialist Programmes		
ESOL Teacher Y5 - 8	Mrs Lucy Nathan	Tuesday & Wednesday
Music	Mrs Cheryl le Fevre	Thursday
Digital Technology	Ms Katrina Cable	
Chinese	Mrs Lijun Guan	Monday & Tuesday
Chinese support	Mrs Selena Sun	Mon, Wed & Fri afternoons
Art	Mrs Donna Crowhurst	Tuesday & Thursday
Maori / TeReo	Miss Jenna Kelly	Wednesday
Specialist Teacher: Dance	Mrs Nathalie Smith	
Specialist Teacher: Food Tech	Robyn Sinclair & Charles Liu	Thursday
Specialist Teacher: Design Tech	Dr Paul Crowhurst	Tuesday & Thursday
Specialist Teacher: Food Tech & Sport	Mr Peter Kloppers	Mon, Tues, Thursday
Learning Support Assistants (teacher aides)		
Rainbow Reading & in class support	Mrs Deepa Naran-Patel	
Reading Plus & Rainbow Reading	Mrs Jocelyn Woolley	
Brick by Brick & in class support	Mrs Julie Hemi	
ESOL Y0 - 4 & in class support	Mrs Carolyn Freeland	
Foundation Literacy & in class support	Mrs Karen Bartlett	
Maths & in class support	Mrs Kim Neilsen	
Maths & in class support	Mrs Bry Minton	
In class support	Mrs Madelene Dalton	
Sonday	Mrs Laurelle Azzopardi	
ESOL in class support	Mrs Narges Saeedi	

YEAR	ROOM	TEACHER	
0	8	Mrs Beccs Hurdley	
	3	TBC	
1	7	Mrs Annie Aspden	
	9	Miss Calista Callaghan	
	10	Miss Amy Hewitt	
	11	Mrs Karen Andrews	
2	17	Miss Hayley Donald	
	18	Mrs Margie McInally	
	19	Miss Brittany Buchanan	Syndicate Leader Y1&2
3	1	Miss Kate Hodson	
	2	Ms Tania Allan	
4	4	Mrs Nikki Mackay	Syndicate Leader Y3&4
	5	Mr Alan McInally	
5	12	Mrs Sharyn Maslin	
	13	Miss Madie Freeland	
	14	Miss Jenna Kelly	
6	15	Mr Tom Jolly / Mrs Britta Schwabe (Term 2)	
	16	Miss Antonia Moyle	Syndicate Leader Y5&6
	26	Mrs Nathalie Smith	
7	24	Mr Logan Ganley	Dean Y7&8
	25	Mrs Natalie Hanna	
8	21	Miss Chae-Yeon Park	
	22	Miss CJ Heard	
	23	Mrs Elizabeth Keyser	
Montessori 1-4	27	Hiranthi Jayasingha Oliver Bellett Hugh Markham Ben Nakajima	
Montessori 5-8	28	Teseem Couper Rose Phillips Oliver Bellett	
Sommerville	29	Mrs Sabella Collins	