



Nau mai ki Ngā taonga o Te Awaroa

Welcome to Helensville Primary School



Information for New Enrolments (Years 2 - 8)

Starting a new school can be both an exciting and nervous time for both children and their families. It is an important event in your child's life.

This information is intended to help with some ideas and suggestions to help make the first day (and following days) go smoothly, along with answers to those little bits that often differ from school to school.

If you have any questions, please contact the school office and they will be more than happy to help you.

The school office is open between 8am and 4pm during term time.

2023 Term Dates

Start Date	End Date	Public Holidays (School Closed)	Staff Only Days (School Closed)
Term 1			
Thursday 2nd February	Thursday 6th April	Monday 6 th February Waitangi Day	Wednesday 1st February Whānau Meetings only
Term 2			
Monday 26th April	Friday 30 th June	Tuesday 25th April ANZAC Day Monday 5th June Monarch's Birthday	Friday 2nd June Kahui Ako Teacher Only Day
Term 3			
Monday 17 th July	Friday 15 th September		
Term 4			
Monday 9 th October	Friday 15 th December	Monday 23 rd October Labour Day	TBC

Enrolling at HPS

Enrolling early helps the school to plan ahead. Contact the office to arrange a tour of the school with one of our Deputy Principals and to collect an enrolment pack.

Documents for enrolling

- Completed enrolment form
- Child's original birth certificate (NZ born) and passport (if born overseas)
- Medical information including your doctor's contact details (if known)
- Any legal documents, for example custody or access agreements the school should know about.
- A document for proof of address (power bill, bank statement etc)

School Hours

During the school day there are breaks in the morning and at lunchtime so that your child can eat and play. You need to provide morning tea and lunch. Helensville is a healthy eating and water only school. We are also promoting a pack it in and pack it out policy, so any wrappings will go back into your child's lunchbox, to be disposed of at home.

Students are not allowed at school unsupervised before 8.30am or after 3.15pm. Students arriving at school after 9:00am must sign in at the office.

Bell Times

- 8.20am:** May come onto school grounds and wait outside Room 1.
- 8.30am:** Teachers in their classrooms, students may go into class.
- 8.55am:** First bell rings (this signals the children to go to class ready to start the day.)
- 9.00am:** Roll and lessons begin
- 10.00am:** Brain Food (Small healthy snack such as fruit and vegetables)
- 11.00am:** Morning Tea Eating (children sit together and are supervised during this time)
- 11.10am:** Playtime
- 11.40am:** Back to class, ready for learning.
- 1.00pm:** Playtime
- 1.30pm:** Lunch Eating (children sit together and are supervised during this time)
- 1.45pm:** Afternoon Roll and lessons begin.
- 3.00pm:** End of day

Preparing To Start At A New School

There are lots of things you can do to help your child get ready for a new school.

Get your child used to the school

Here are some ideas to help your child become familiar with the school:

- Visit the school with your child.
- Arrange a class visit before their first day.
- Have a play at the school at the weekend - run around, climb on the playground equipment, kick a ball on the field.

Talk to the teacher about your child

When teachers know children well they are better able to support their learning. Talk to the teacher and let them know things like:

- If your child has any special health needs, and what to do.
- What your child likes to do, what they are good at and what makes them happy.
- After-school plans and who picks up your child when you can't or if they will walk home by themselves.
- Anything that might affect your child's learning or wellbeing.

Home/School Partnership

Your child will do better in their education if there are strong connections between home and school. As a parent, you can provide that connection by being actively involved in your child's school.

Let your child know you're interested and involved

Being interested in your child's education and being involved in our school shows them that their education is important to you, and it becomes more important to them as well.

- Ask what your child is learning at school and what they're finding easy or hard. Knowing what they're learning will give you clues about extending their learning beyond school.

Know what's going on

- Get to know the teachers and talk to them regularly about how your child is doing both at home and school.
- Go to PATHS meetings (**P**arents **A**nd **T**eachers of **H**elensville **S**chool).
- Read the school newsletters and go to school events, such as information evenings and hui.

Have your say

- Have your say in any topics up for parent consultation.
- Complete any school surveys so that your views are considered.



Volunteer

- Volunteer to help in the classroom, in our gardens, at events, with sports, or on school trips and camps.
- Share a talent or knowledge you have. It can be anything – sports, culture, cooking, crafts.

Seesaw

Seesaw is an opportunity to see into the classroom.

You will receive an invite to join your child's Seesaw page by email from the teacher. Once connected, check in regularly to see what your child is doing during the school day. Comment on or ask questions about their posts. There is a guide on our school website to help you if needed.

If you are having any issues with logging on to Seesaw or still need to join, please let us know as we are more than happy to help.

Learner Led Conferences

Here at Helensville School, we hold Learner Led Conferences mid year instead of the traditional Parent Teacher Meeting. These meetings are empowering for our children and help them to really understand their learning.

A Learner Led Conference (LLC) is a meeting run by your child for their whānau, entirely focused on their recent learning.

Conferences can last up to 45 minutes, although you do not have to be this long if your child has finished sharing their learning. Four or five LLC's will be held at the same time in the child's classroom. Whānau can 'flow' into a conference slightly earlier or later if the teacher indicates there is space when they arrive. Each child should have a basic agenda that they will follow.

Whānau could be involved in a variety of activities during the time - looking at samples of learning, doing an activity to support learning, talking about goals and what you, your child and the teacher might do to support these goals, looking at work around the classroom. At some point during the conference, the teacher will check in to help support but remember your child leads the conference.



Making contact

Face-to-face communication is always the preferred method of contact at Helensville School. We believe this is the best way to ensure information is shared and interpreted accurately. If face-to-face communication is not a possibility for some reason, then a phone conversation is the next best option. While email or Seesaw message is a convenient way to send information back and forth, we do not recommend it as a way to engage with your child's teacher over important

issues.

Voicing Concerns

At Helensville School, communication around concerns you may have about your child should always be voiced first to your child's classroom teacher. If your concerns remain after the classroom teacher has had a reasonable amount of time to work to address the issues raised, you should approach your child's Team Leader. If at this stage, your concerns remain, it is appropriate to make an appointment with a member of the Senior Leadership Team.

At all times we ask parents to engage with teachers in a calm, and responsible way. Working with your child's teacher is always the most effective way to plan strategies and solutions to address your concerns.

There are many ways to become connected in our school community. Getting involved in school events and groups is a great way to help your child and your whole family feel more settled in your new environment.

Join our PTA group

The PATHS (Parents And Teachers at Helensville School) committee is an active and caring group of parents, caregivers and teachers with the aim of raising funds to provide "extras" for Helensville Primary School.

They coordinate fundraising initiatives throughout the year including Ag Day which is our largest fundraising event of the year.

If you like the sound of helping in this way but don't have the time to commit, then join our FOOT Group instead (Friends Of Our Team) . These are a list of helpers who we can call on to give an hour or two for various fundraisers. This doesn't commit you to anything regular.

If you would like to be a member of either group then please email paths@helensville.school.nz.



Below are a few other pieces of information that we think you may need to know...

Absences

Once a child reaches the age of 6, by law they must attend school. There are times however, when absences are unavoidable due to illness or unexpected events. Absences are followed up daily to ensure all children have made it safely. The Ministry of Education asks that all schools closely track students for continual or unexplained lateness and absences.

If you know your child is going to be absent for a day, there are several ways that you can let us know:

- Send a note/Seesaw message to your child's teacher
- Call the school office on 094208005
- Pop on Skool Loop or the school website **before school begins** for the day and complete an absence form.

Whichever way you choose to inform us please let us know the reason for the absence and when your child is expected to return to school.

Accidents and Sickness

If your child falls ill or has an accident at school, the office will contact you immediately. On enrolment, parents/caregivers are asked to provide two emergency contacts in case we are unable to contact you should your child be sick or have an accident at school. Any changes to these contact people or their details need to be relayed to the school office as soon as possible.

If your child is on medication for any reason, please make arrangements with the school office for administering it so that we can ensure they get the correct dosage at the right time. Teachers are not able to administer medication to students. Some medications require parents to sign an authorisation form. If long term prescribed medication is to be administered at school, then parents/caregivers will need to sign the appropriate form.

If your child is a severe asthmatic, is allergic to bee/wasp stings, or has other allergic reactions parents/caregivers will need to ensure we have the appropriate medication available at school. This is kept in a named container/bag in the school sick bay.

Should medical attention need to be sought for your child and we cannot contact you or your emergency contacts, the school will take them down to Kaipara Medical Centre.

After School Care

There is an after school care programme which is operated privately between 3:00 pm and 6:00 pm daily. Children are enrolled by contacting the supervisor directly.

If there are any concerns regarding after school care, please ring Emily on 0211208467.



Buses

Pupils who live more than 3.2kms from their nearest school are entitled to bus transport to school if a bus service is available. Arrangement for bus travel is usually made on enrolment but contact the office should you wish to discuss your child being included on a bus route. Students are expected to behave in a way that is both safe and considerate on the buses. Parents/caregivers of students who catch the school bus MUST be waiting at the bus stop to collect your child.

Collection of Students

Attendance of all students is monitored through the office. Parents are asked to check in at the school office and sign their child out if they need to collect their child/ren during school hours. Students will then be called down to the school office to be collected.

Devices and BYOD

Helensville School supports the use of digital technologies and the appropriate use of this medium as a necessary teaching and learning and resourcing aid for teaching and support staff at the school.

The purpose of using ICT including the internet at school is to support teaching and learning programmes. Parents are asked to read the Helensville Primary School Student User Agreement Overview and discuss these with their children every year. Year 5-8 students also have a Digital Technologies and BYOD agreement that needs to be signed prior to your child bringing their personal device to school.

Dental Clinic

There is a mobile dental clinic which is based at Helensville School at different times throughout the year including school holidays. Please call the Westgate Clinic on 098322116 if you have any concerns.

Drop Off Zone

The front of the school is a 'Drop Off Zone' only. Parents/caregivers are asked to pull in and out only. At no time are parents/caregivers permitted to leave their cars. Parents/caregivers are asked to park in other appropriate spaces if they need to collect their child/ren

Homework

Here at Helensville School, we believe that whānau time is important and so encourage you to spend any time out of school with your children building memories, so to support this we keep homelearning to a minimum.

We ask that all children read every night. Some children may have individualised spelling or basic facts practice and each child has access to an online Mathletics account that they can use out of school.

Anything over and above this is considered optional. Any optional tasks reflect current teaching and learning or may be maintenance for past teaching and learning.

Houses

We operate a four house system: - Green, Red, Gold, Blue.

The system is used to encourage leadership, competition, responsibility, initiative and pride in the school. Points are awarded as an incentive and collated weekly, the winning house has an own clothes day at the end of each term.

Inter School Competitions

Our school is part of the Kaipara & North West Schools' Clusters. Sports days are held for students in the Middle and Senior Schools in a range of individual and team sports throughout the year. Keen to let our students experience a range of opportunities, we also enter teams into The Aims Games. We are also involved in speech inter school competitions and an annual science fair..



Lunches

Ezlunch provides quality ,freshly made food. Order online by 9am for Friday lunchtime delivery. Go to www.ezlunch.co.nz and click create an account and fill in your details. This creates your family mykindo account.

Lollies, soft drinks and drinks labelled "not suitable for children" are not permitted at school. We have a 'Brainfood' break at around 10.00am for 5 minutes. Children are allowed a small snack of fruit or vegetables at this time. Those without suitable 'Brainfood' are encouraged to have a drink of water instead.

Mobile Phones

Mobile phones belonging to students are not permitted in classrooms and are to be handed in at the office when students arrive at school, then collected at the end of the school day. Messages can be checked at playtimes and lunchtimes at the office. No responsibility is taken for mobile phones not handed in to the office.

Swimming (Aquatics Programme)

All children are expected to take part in swimming unless they are excused for medical reasons by a note from home. Students in Years 1 – 8 participate in swimming lessons at Parakai Springs, swimming every day as part of a two-week intensive block.

Technology (Manual) Training

Year 7 and 8 students go to Kaipara College for Manual/Technology Classes on Thursday or Friday mornings. They rotate around the following subjects: Bio Technology, Food technology (cooking) and materials technology (metal/woodwork and sewing). Students usually walk down, but if it is raining a bus is ordered.

School Staff 2023

Principal	Richard Bennett	principal@helensville.school.nz
Deputy Principal	Glen Savage	glens@helensville.school.nz
Deputy Principal	Karen Holleron	karenh@helensville.school.nz
Learning Support Coordinator	Tania McCorkindale	tanium@helensville.school.nz
School Secretary	Sharron King	sharronk@helensville.school.nz
Office Administrator	Sharon Thompson	sharont@helensville.school.nz
Executive Officer	Sarah Jacques	accounts@helensville.school.nz
School Librarian	June Oswald	juneo@helensville.school.nz
School Caretaker	Mike Zarins	
Cleaner	Donna Wright	

Kōwhai Team

Kōwhai Āwhina Tahi (Year 1)	Nikita Riggans	nikitar@helensville.school.nz
Kōwhai Āwhina Rua (Year 1)	Heather Foreman TL	heatherf@helensville.school.nz
Kōwhai Āwhina Toru (Year 1)	Mandy Hopkins	mandyh@helensville.school.nz
Room 19 (Year 2)	Stephanie Maber	stephaniem@helensville.school.nz
Room 20 (Year 2)	Rose Cinjee	rosec@helensville.school.nz
Room 21 (Year 2)	Julie Hudson	julieh@helensville.school.nz

Miro Team

Room 16 (Year 3/4)	Stephanie Greenhalgh TL	stephanieg@helensville.school.nz
Room 17 (Year 3/4)	Jed Stanton	jeds@helensville.school.nz
Room 18 (Year 3/4)	Fran Holmes	franh@helensville.school.nz
Room 8 (Year 3/4)	Kimberley Grey	kimberleyg@helensville.school.nz

Rata Team

Room 1 (Year 5/6)	Bronwyn Conlogue	bronwync@helensville.school.nz
Room 2 (Year 5/6)	Jessa Cochrane	jessac@helensville.school.nz
Room 3 (Year 5/6)	Rebecca Carr	beccac@helensville.school.nz
Room 4 (Year 5/6)	Maiken Jordan	maikenj@helensville.school.nz
Room 10 (Year 5/6)	Anwar Nadat TL	anwarn@helensville.school.nz

Rimu Team

Room 11 (Year 7/8)	Raine- Seren Terry	rainer@helensville.school.nz
Room 12 (Year 7/8)	Jennie Clark	jenniec@helensville.school.nz
Mahi Tahi (Year 7/8)	Nicole Stokes	nicoles@helensville.school.nz
Mahi Tahi (Year 7/8)	Alana Mill TL	alanam@helensville.school.nz

Support Teachers

Kelly Clark ICT	kellyc@helensville.school.nz
Deb Franke	debf@helensville.school.nz

Learning Support Staff

Emily Hutchison	Paul Smith	Nicki Bojsen-Moller	Ruth Carty	Michelle Colson
Sandra Horan	Nicola Reynolds	Des Browne	Paul Copland	