



Essential Information for Parents

This sheet and a whole lot more information is available via our website.

School contact details

Willow Park Primary School
13-17 Compton St
Hillcrest
Auckland 0627

Phone: 480 9236
Fax: 418 0147
Email: office@willowpark.school.nz
Website: www.willowpark.school.nz

Key staff

PRINCIPAL:	Mr Jeff Johnstone
DEPUTY PRINCIPAL:	Miss Tracey Harnett (Junior school – Years 0 - 3)
DEPUTY PRINCIPAL:	Miss Viv Foster (Senior School – Years 4 - 6)
OFFICE STAFF:	Mrs Fran Bowerman (School Secretary)
	Miss Janine McArthur (Accounts)

School hours

School starts at 8:55am. Ensure your child is at school on time and ready for learning.

Fruit Break is 10:10 – 10:20am. Please provide an 'easy to eat' piece of fruit or vegetable.

Interval is at 11.20 – 11:40am. There is a 5minute eating period. All children are expected to sit while they eat, both at interval and lunchtime. A second bell is rung to indicate when they may go and play.

Lunchtime is 12:40 – 1.40pm. There is a 10 minutes eating period and children are expected to sit while eating.

School finishes at 3:00pm. When the 3pm bell is rung, children are expected to head straight home unless they are being supervised by a parent at school. At 3.15pm when the Road Patrols come off duty if there are children still waiting at the gate they will be brought to the school office. If you are able, please phone the office before 3pm to advise them if you will be late.

Attendance

We operate an Electronic Register to mark children's attendances. In time, the Ministry of Education will expect all schools to be doing this. This gives them easier access to statistical information. We need to ensure that the correct information is given to them as it is a legal requirement and rolls are audited by the Ministry every few years.

While we appreciate there are times when families have events or holidays during term time please remember that this is actually not 'legal' and will be coded as such. If we don't have contact from parents regarding a child's absence and are unable to contact you at all, the child will be marked as truant.

Sickness and absences

If your child is sick please phone the office on EACH day of absence before 9:00am to advise the school. You may leave a message on the answer phone with your child's name, room number and reason for their absence. Children away for more than 3 days will be required to provide a medical certificate. It is required by law that your child attends school unless sick. While we accept that the occasional family holiday/long weekend does occur it is not something we encourage. All holiday absences should be covered by a letter or email to the principal in advance.

Early Departures

Please only take your child out early when absolutely necessary. If possible, try to make appointments outside of school hours. Besides work, children will often miss important messages or notices that are given out at the end of the day. To take your child early you will need to fill in the "Early Release" book at the school office BEFORE you collect your child. A slip will be given to you for your child's class teacher.

Lateness

Please phone the office if you can and advise why your child is going to be late. When your child arrives at school they must come to the office BEFORE they go to their class to collect a 'late pass'. This indicates to the teacher that the office knows they are at school.

We appreciate there is the odd occasion when children are late to school but it is essential your child is in class, on time, every day. Being late to school means your child is not focussed and set up for learning at the start of the day. Their late arrival also disrupts the learning of those children already in class. Lessons officially begin at 8.55am so we recommend that your child be at school by 8:45am at the latest. This gives them time to get organised for the day.

After School Care Programme

If you find you cannot pick up your child at 3pm each day then you may consider using the After School Care Programme. Temporarily we have no on site child care facility, but we do have information for some off site care.

Illness and minor injuries during school time

Office staff are First Aid trained and will treat minor injuries. In the case of any major bumps to the head we will endeavour to contact you or your emergency person. An ambulance will be called for broken bones or other major injuries. Please ensure personal and emergency details are kept up to date. Advise the office as soon as possible of any changes.

Lost Property

Lost property is stored in a container outside Room 1A, the next room along from the staffroom. All named items are returned to students. All unnamed items not claimed (excluding school uniforms) are given to charity at the end of each term. Please name uniform CLEARLY with an initial and surname.

Behaviour

The school operates a school wide Behaviour Management Programme. Children who reach Level 3 are withdrawn from the playground at lunchtime to complete a think sheet that goes home to their parents to be discussed, signed and returned to school.

Reporting to Parents

Children will receive two reports, one mid year and at the end of the year. Parent interviews are usually held in Term 1.

Teachers will request an interview with parents during the year if required. However, if parents have any concerns regarding their child at school they are encouraged to make an appointment with their child's teacher.

Newsletters

School newsletters are a valuable source of information for parents. Please read them carefully. Newsletters are emailed out to parents on a fortnightly basis. Limited photocopied newsletters are available from the school office. The number of email addresses that families nominate to receive the newsletter is unlimited. Please advise the school office of additional email addresses as required or of any change of address.

Term Times

These are frequently published in the newsletter and can be found on the school website. Notification of early closure or teacher only days is always given well in advance in the newsletter.

Bringing your child to and from school safely

We are a TravelWise School and encourage alternatives to dropping off and picking up children by car. This includes walking school buses, biking (Year 5 & 6) and park and walk. A TravelWise brochure is contained in the new parent pack. The school website also has a section on TravelWise.

If you need to drive your child to and/or from school please observe and discuss with your child the following safe practices:

Dropping Off and Picking Up

- Park a short distance from the school and walk with your child/ren to and from school.
- Always park beside the footpath & ensure children exit & enter vehicles on the footpath side & not the road side.
- Always use the pedestrian crossing to cross the road.
- Do not wave or call your child/ren across the road.
- Always drive slowly near the school and watch for pedestrians and cyclists at all times.

Compton Street

- Use the voluntary **one-way system** - In via Eban Ave. Out via Moore St before and after school.
- Please observe the **2 MINUTE** waiting time outside of the school (For drop off only, do not leave your car and walk your child to class) and the **NO STOPPING** areas. **Drivers who ignore these signs risk being issued a parking ticket.**

Park & Walk

- Plenty of free parking before and after school is available in the **Northcote Baptist Church Car Park** (only a pedestrian crossing away from school).

School Car Park

For children's and adults' safety please do not walk through the car park while school is open. There are footpaths on both sides of the car park for your use. We regularly have couriers and visitors driving in and out of the car park so please keep safe by staying off the driveway.

Birthday Treats

As much as we all enjoy them, the school would prefer parents do not bring birthday treats in for whole classes. We need to be aware of children with allergies or medical conditions and it can create expectations on families. We would appreciate your co-operation in this matter.

School Uniform - Please see next page under School Uniform information.

Compulsory Wearing of Sunhats

Due to the high incidence of melanoma and other skin problems associated with over exposure to the sun, the school has a compulsory sunhat policy that requires children to wear a sunhat in Term 1 and Term 4. At other times the wearing of a sunhat is optional.

School Website

Parents are strongly encouraged to explore the school website. Parents should be aware that the website also includes a learning management section called Ultranet. Ultranet provides a secure interactive environment where parents can log in and be informed and involved in their child's learning. The website also contains the school charter that was revised in 2008 through a process of parent consultation. The charter outlines the schools values, identity, culture and learning.