



Willow Park School



Essential Information for New 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
North Shore City 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:	Mrs Glenda Little	
ASSISTANT PRINCIPAL:	Miss Tracey Harnett	(Junior school – Years 1 - 3)
ASSISTANT PRINCIPAL:	Miss Viv Foster	(Senior School – Years 4 - 6)
OFFICE STAFF:	Mrs Fran Bowerman	(School Secretary)
	Mrs Janine Le Cocq	(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. 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. The lunchroom is only open on Fridays. A copy of the menu is contained in the new parent pack.
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.

Sickness and absences

If your child is sick please phone the office on EACH day of absence before 9:30am 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 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.

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 that is run in the school hall. It operates on a casual, part time & full time basis. A brochure is available from the office for more information.

Illness and minor injuries during school time

The majority of staff are First Aid trained and will treat minor injuries. In the case of any major bumps or bruises 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.

Lost Property

Lost property is stored in a container opposite Room 1. All named items are returned to students on a weekly basis. All unnamed items not claimed (excluding school uniforms) are given to charity at the end of each term.

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

The school reports to parents each term as follows:

Term 1 – Meet the Teacher Evening.

Term 2 - Three-way conferences (parent/child/teacher interviews).

Student Work Portfolios go home after the conference for 3 weeks.

Term 3 – Portfolios go home for 3 weeks.

Term 4 – Summary Report and Portfolios go home for families to keep.

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 the majority of parents on a fortnightly basis. 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.

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 also 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 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.

Uniform

The Uniform Shop is located in the school hall on the playground side of the hall.

Opening hours are:

Tuesday	8:30am – 10:00am
Thursday	8:30am – 10:00am

The best time for parents of new entrant children to visit the uniform shop is before your school visit on a Tuesday morning, so come early and allow plenty of time to select garments and sizes. Uniform items are available from new entrant to size 14.

Eftpos and credit card facilities are available at the shop.

Internet payments can be made into 12 3053 0401653 000 please use your child's name, room number and 11600 as a reference. Complete an order form with all the relevant information and take it to the school office so that your order can be completed. Once payment is received orders will be processed and delivered to your child's classroom.

Please remember to name ALL uniform items with a black permanent marker pen.

The uniform is compulsory and should be worn correctly at all times. If for some reason your child is not wearing the correct uniform, please write an explanation to your child's teacher.

In cases of financial hardship, please feel free to contact the Principal, Jeff Johnstone, for a confidential chat or email jeff.j@willowpark.school.nz

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

New Parents are particularly 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.