



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 / 022 043 4792
Email: office@willowpark.school.nz
Website: www.willowpark.school.nz

Key staff

PRINCIPAL	Mr Duncan Millward	
DEPUTY PRINCIPAL:	Ms Melinda Borland	
DEPUTY PRINCIPAL:	Mrs Wendy Grace	
SENCO:	Mrs Casey Simson	
OFFICE STAFF:	Mrs Fran Bowerman	(Office Manager)
	Mrs Janine Murphy	(Accounts Manager)
	Miss Ros Adams	(Office Admin)

School hours

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

Interval is at 10.30 – 11:00am. All children are expected to sit while they eat, both at interval and lunchtime. A bell is rung at 10.30am for play and then at 10.50am to indicate to return to the classroom to eat.

Lunchtime is 12:30 – 1.30pm. A bell is rung at 12.30pm for play and then at 1.15pm to indicate to return to the classroom to eat.

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.

School App - HERO

Please download the school app from your App store. It is called Hero and it is free. When you create your account please use the email address you have registered with school. With this app you can:

- view school term dates
- view a school calendar of events
- notify the school if your child is absent or late
- navigate to other school-related webpages
- customise your account by adding a profile image
- select how you wish to receive notifications



Attendance

We operate an Electronic Register to mark children's attendances. This gives the Ministry of Education 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 is marked as truant.

Sickness and absences

If your child is sick please advise the office (not the teacher) EACH day of absence before 9:00am to advise the school.

Absences can be reported by; (always give a reason)

- Use the HERO app.
- Leave a message on the school answer phone stating your child's name, room number and reason for their absence. Phone 09 - 480 9236
- Text the School Cell on 022 043 4792
- 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 of 5 or more days should be covered by a letter or email to the School Office in advance.

Early Departures

Please only take your child out early when absolutely necessary. If possible, try to make appointments outside of school hours. 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 advise the office (not the teacher), a text is fine, 022 0434792, as to 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. Children late to school regularly, can find it unsettling and may struggle to focus.

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. They can be at school from 8.30am.

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, SKIDS. Information for them is provided at the school office or their website is www.sKids.co.nz

They are located in our School Hall. They operate from 7am – 8.30am and then 3- 6pm Monday to Friday.

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. Parents and 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 currently stored in containers in the hall foyer. 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. If there are any concerns you will be contacted by your class teacher.

Reporting to Parents

A parent can request an appointment with a teacher at any stage of the year. Likewise teachers will make contact with parents during the year if they have specific questions or comments about your child's learning and/or behaviour. Whanau Connect conferences with teachers will be held Term 1 and mid-year. For parents of children who attend school for a full calendar year will have school reports mid and end of year. Reports will be available via the Hero app only.

Newsletters

School newsletters are a valuable source of information for parents. Please read them carefully. Newsletters are emailed out to parents on a weekly basis. This is done via our HERO app. Please advise the school office if you change your email address.

Payments for school items

There are a variety of ways to pay for things at school. (We are a cash free school)

- Register as a KINDO user on our school website, by going to the payments online button under the 'Our Place' tab. You can pay donations directly off your account, order a school lunch (Monday - Thursday only), and pay for FOWPS (Friends of Willow Park) events. KINDO is the only way to register and pay for any extra-curricular school sports.
- Internet banking is also available. The school account number is 12 3107 0036031 00. Use your child's name/Room number and the name of the item as reference eg: J.Smith R2 Donation
- At the office, credit card and eftpos are available.

Term Dates

These are published in the newsletter and can be found on the school website under Our Place - General Information and on the HERO app. Notification of early closure or teacher only days is always given well in advance where possible,

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 **one-way system** - In via Eban Ave. Out via Moore St before and after school.
- Please observe the **kiss and drop off** and pick up areas outside of the school These are marked by purple paint on the curb and apply from 8.30 - 9.30am and 2.30- 3.30pm .(Do not leave your car and walk your child to class)

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 . There are footpaths on both sides of the car park for your use, teach your children to use these please. 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 cooperation in this matter.

School Uniform

School Uniform must be ordered online. Go to the school website, www.willowpark.school.nz , and look under the ' Our Place ' tab and the uniform tab is in the dropdown box. There are samples at the office for sizing only. We do carry some second hand items as well, although stock does vary you are welcome to have a look at it.

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 Lunches

Our school belongs to EzLunch, an online ordering system. They operate from Monday to Thursday only. Please visit www.ezlunch.co.nz for more information on how to join and order, or to go to our school website, online payments button and register as a KINDO user.

Sushi lunches are also available on a Friday only. Go to www.sushiday.co.nz to create an account.