



Dominion Road
School

He Maunga Teitei

Information Booklet for Families 2021

Dear families and whānau,

Welcome back to a new school year at He Maunga Teitei, Dominion Road School. We are very excited to be working with you and your child(ren) this year. Our community is very important to us and we could not do half of what we do to grow curious, creative and collaborative young people without the support of their families.

We have attempted to include all of the information you may need to have at your fingertips about school life at Dominion Road School. We hope you find this information guide useful. If there is something we have not included, please do let us know!

Ngā mihi nui

Lesley Mitchell
Principal

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1. STAFF 2021

Principal – Mrs Lesley Mitchell

Associate Principal (Curriculum) - Mr Nick Johnston

Associate Principal (Student Support/SENCO) - Mrs Christine Town

Tūi Team (Year 1/2)

Year 1

Miss Natalie Jones (Team Leader) - Nest Toru

Mrs Chloe Ferguson - Nest Whā

Mrs Dorothy Vaipulu - Nest Rima

Year 2

Miss Lucy Maltby - Nest Rua

Ms Shirley Dephoff - Nest Tahī

Takahē Team (Year 3/4)

Mrs Helen Davidson (Team Leader) - Rangī Tahī

Mrs Sohini Bhattacharya - Rangī Rua

Mr Anthony Curry/Ms Marcela Cameron - Rangī Toru

Mrs Farzana Noorzai - Rangī Whā

Kākāpō Team (Year 5/6)

Mr Greg Williams (Team Leader) - Motunui

Mr Darian Curry - Motunui

Mrs Pareta Vavia - Motutere

Mr Jaden Yoon - Motutere (Sports Coordinator)

Specialist Staff

Mrs Beth van der Loeff - Reading Recovery

Mrs Nicole Lim - Reading Recovery/ESOL

Mr Ngārino Te Tana - Te Reo/Kapa Haka

Ms Shirley Dephoff - Music

Office Staff

Mrs Anu Pollitt - Office Manager/Financial Administrator

Mrs Tracy Gale - Receptionist

Mrs Mina Alexander - Office Assistant

Paraprofessionals

Mrs Colleen Merrylees - PMP/ESOL

Ms Megan Taylor - Steps to Literacy

Mrs Ning Evans - Student Support

Mrs Analisa Sale - Student Support

Garden to Table Specialists

Ms Maria Wilson

Mrs Sinead Mohally

School Caretaker

Mr Paul Mataiti

Garden Support

Ms Anna Whitley

2. BOARD OF TRUSTEES

Chairperson - Cyrus Facciano

Lorraine Stone

Natalie Wright

Selina Fihaki

Stephen Nowell

Andrew Butterworth (co-opted)

Staff Trustee - Anu Pollitt

Principal - Lesley Mitchell

The Board of Trustees meet twice a term to discuss all governance matters related to the school. These dates are advertised in the school newsletter. Board elections are held every 3 years.

3. TERM DATES AND HOLIDAYS

Term One

11 week term

Wednesday, 3 February - Friday, 16 April

- Wednesday 3 February - Whānau Talanoa meetings
 - make an appt with class teacher
- Thursday 4 February - Classes start for all children @8.55
- Thursday 1 April - Teacher Only Day (school closed)
- Friday 2 April to Tuesday 6 April - Easter (school closed)

Term Two

10 week term

Monday, 3 May - Friday, 9 July

- Monday 7 June - Queen's Birthday (school closed)

Term Three

10 week term

Tuesday 27 July - Friday 1 October

- Monday 26 July - Staff Only Day (school closed) *TBC*

Term Four

9 week term

Monday 18 October - Wednesday 15 December

- Monday 25 October - Labour Day (school closed)
- Wednesday 15 December - School closes at 1pm

As part of the Teachers Collective Agreement we have two more teacher only days that may be scheduled but will provide as much notice as possible

4. OUR SCHOOL'S MĀORI NAME - He Maunga Teitei

We enjoy a close relationship with our local iwi Ngāti Whātua Ōrakei. In 2016, we were very fortunate to be gifted our school's māori name - He Maunga Teitei. Its meaning is 'A lofty mountain' and was chosen after much deliberation and thought, taking into consideration the placement of our school, its connection to the land, its people and the school community. The name is also significant given the school's location and where it sits beneath the mighty and watchful eye of several great landmarks that surround it, Maungawhau, Puketāpapa and Owairaka.

5. ATTENDANCE

Once children have started school they are required by law to attend school regularly and punctually, up until the age of 16.

The first bell for school to start is at 8.55am and teachers call the roll electronically at 9.00am. Any children who arrive at school after this time are late and if they have not yet arrived in their classroom they will be marked with a “?” for the office to follow up on. Children who arrive after the first bell must report to the office first so that we can adjust the register, otherwise you may get a call asking where your child is, when she or he is in fact at school. This naturally can cause distress to families if they know their child has come to school but we are calling to say they are not there. Therefore it is very important that the correct procedures are followed.

All children who have a “?” by their name at roll call need to be followed up by the office. When many children are away this can take the office staff most of the morning. Please help us speed up this process by letting the office know if your child is going to be absent or late. We have an answer phone that you can leave a message on at any time night or day, ph 621 0155. Please also give a reason for the absence so that we can code it correctly. Alternatively you can email office@dominionrd.school.nz.

Research shows that children can be greatly disadvantaged in their learning if they are frequently absent or late. Unless your child is unwell it really is important that they are at school every day. If there is a concern about attendance, Mrs Christine Town will make contact with you. You will also be notified of your child’s attendance twice a year in their written report.

If you need to take your child out of school before the end of the school day, please come to the office to sign them out. This must be done by an adult. Office staff will give you a slip to hand to the class teacher when you go to collect your child.

6. SCHOOL HOURS

School starts:	8.55am
Block One:	8.55 - 10.05am
Brain break:	10.05 - 10.20am (students have a small healthy snack from their lunchbox)
Block Two:	10.20 - 11.20am
Morning tea break:	11.20 - 11.50am
Block Three:	11.50 - 12.50pm
Lunch Break:	12.50 - 1.50pm
Block Four:	1.50 - 3.00pm
School finishes:	3.00pm

Please be aware that the school cannot take responsibility for any child arriving at school before 8.15am. Parents will be notified if their child is consistently arriving at school too early. Children are asked to leave the school grounds by 3.15pm at the end of the day. Any variation to these times is printed in advance in the school newsletter.

7. OUT OF SCHOOL CARE

Skids runs *Before and After School Care* every day in our hall and most school holidays. All bookings are made through Skids. Their contact details are **0800 274 172** (for new bookings), **027 210 2469** (onsite) or email dominionroad@skids.co.nz

8. R.A.P - Our School Values

Our school values and behaviour code is all about R.A.P - Respect, Attitude and Perseverance. Teachers unpack and explicitly teach what these key words look like in practice with their students. For example: showing **respect** to ourselves, others and our surroundings; having a positive **attitude** towards our learning and in our interactions with others; showing **perseverance** when things are outside of our comfort zone and feeling difficult. We actively celebrate having a growth mindset and taking risks. Making

mistakes is when the real learning occurs.

Underpinning all of this is the expectation that we use kind words when talking to each other and keep our hands and feet to ourselves.

9. FOOD & DRINK

Children need sufficient food and water to provide energy to their brains which are hard at work all day at school. We are a **water only** school. Lollies and gum are also not permitted at school. Each morning we have a 'brain break' occurring midway through the first learning block, at 10.05am. Students will have a small snack and drink with their class at this time (preferably fruit/veggies and water). Fitness will also occur during this block. Children will bring their lunch box rubbish home with them so that you can see what has been eaten.

Please encourage your child to bring a water bottle to school. If your child has any other drink at school, other than water, the teacher will look after it until 3.00pm. This includes flavoured milk and juice.

As some children in our school have severe allergies to certain foods we do not allow children to share food with each other. Please help us by reinforcing this with your children. We are also able to help out with breakfast and lunches too. Please don't ever feel you can't send your child along to school if they do not have enough lunch or have not had breakfast. We are more than happy to help with this.

10. DAMAGE TO SCHOOL PROPERTY & LOSS OF LIBRARY BOOKS

Families will be asked to make a contribution toward repair or replacement where school property is damaged by careless use of equipment e.g. kicking a ball in class or breaking a window. Lost or damaged library books will incur a \$20.00 charge to cover costs. Please return any found books or readers to school at any time as we really do appreciate their return.

11. SCHOOL UNIFORM

Our school uniform is stocked at *The Warehouse* on Stoddard Road. Our school uniform is compulsory and must be worn correctly. If there is any reason why your child is unable to wear their uniform on a given day please send a note or email to the class teacher. If your child is consistently not wearing his/her uniform a member of the senior leadership team will contact you to see if you require any assistance with this matter. NO branded clothing is to be worn at school.

In the winter a blue skivvy or thermal may be worn underneath the school top, but there should be no other undergarments on show. Any shoes may be worn as long as they are flat, safe and comfortable to wear. Students must wear a brimmed navy blue sunhat in term 1 and term 4. School hats can be purchased from the school office for **\$14.00**. Please ensure all uniform items are named. Our lost property box is located at the back of the hall. Unnamed clothing or shoes found in the playground will be placed here.

We have limited stock of second hand uniforms available. Please ask at the office.

12. JEWELLERY

For health and safety reasons, most jewellery is not permitted to be worn to school. The only exceptions are small, discrete stud or sleeper earrings, wrist watches and significant religious or cultural necklaces. If your child comes to school wearing jewellery that should not be worn, it will be kept safely for them in the school office until home time. All headbands need to be plain without any large attachments.

13. CONTACT INFORMATION

In the event of sickness or emergency, it is important that we have current, accurate information and

telephone numbers of parents or caregivers. We also require an alternative contact phone number in case you cannot be contacted. Please let the school office know if any details such as home address, email address or phone numbers have changed. Thank you for your support with this.

14. FRIENDS OF DOMINION ROAD SCHOOL (FDRS)

We are very lucky to be supported with some of our school events and fundraisers by an enthusiastic group of parents who help us out in various ways. This group meets once or twice a term, attending between evenings or Friday afternoon. We always love to have new parents/grandparents on board and it is a very supportive, friendly group who are happy to help out when they can. For more information please contact, Nick Johnston, Associate Principal on nickj@dominionrd.school.nz or Anna Whitley on annieis@xtra.co.nz

15. VOLUNTEERING AT SCHOOL

We are so appreciative of the volunteers who help in our school. The help we receive ranges from working bees through to support with our Garden to Table programme. We also love having help with our PMP programme and anyone who enjoys listening to young children read. If you would like to know more please contact Christine Town, Associate Principal, on christinet@dominionrd.school.nz or pop in to the office.

16. COMMUNICATION

We encourage families to be as fully involved in school life as they can. If you have any questions please see or email your child's teacher(s) first, otherwise the senior leadership team is always happy to meet with you. No question is a silly question and we also welcome feedback.

We communicate with our families in a range of ways. Class teachers use the Seesaw App to share notices and children's learning with families. We also regularly post events on our **school facebook page** and every Thursday we send a school newsletter home via email (or paper copy if families do not have an email address). You can also find information about our school on our website www.dominionrd.school.nz.

17. REPORTING TO PARENTS

Twice a year we report student progress and achievement in writing to parents and caregivers against the New Zealand Curriculum Levels. School reports will come home at the end of Term 2 and the end of Term 4. During the year there are two formal opportunities to meet with teachers - Term 1 (Talanoa meetings) and Term 2(Learner led conferences). We also hold a school picnic and *Meet the Teacher* evening early in the school year. This is an opportunity for you to find out a little bit more about how things are run at Dominion Road School.

You are welcome to make a time to meet with your child's teacher(s) outside of these formal opportunities at any time throughout the year.

18. HEALTH, ACCIDENTS AND SICKNESS

Children who have an accident or become ill at school are treated initially in the school medical room by a qualified first aider. Every endeavour is made to contact a parent, or alternative contact person.

All office staff are certificated first aiders, as well as several other staff members.

For accidents or sickness requiring immediate medical treatment, it is school policy that if we cannot contact the parent or alternative contact, we will arrange for your child to be taken to the doctor or hospital. At the time of enrolment we note any restrictions that you wish to place on this treatment.

It is important that we are made aware of all existing health conditions when enrolling your child. Your

consent is required for hearing and vision checks and the administering of any medicine.

19. STATIONERY

We sell all stationery through the school office. Please get in touch with us if you require a stationery list. School hats and book bags for the junior classes are also on sale from the school office.

20. ROAD PATROL

We have two road patrols in the afternoons. One is on Akarana Ave and the other is at the Dominion Road traffic lights near the back gate of school. Both of these crossings are patrolled from 3.00-3.15pm.

Please note there is no teacher supervision at either crossing in the morning.

21. CYCLING AND SCOOTERING TO AND FROM SCHOOL

Students are permitted to ride a bike/scooter to school if:

- They have safe bicycles/scooters to ride and wear a bike helmet.
- Parents accept full responsibility for children while they are riding to and from school.
- Scooters and bikes are not ridden in the school grounds at any time during the school day.
- Bike/Scooters are stored in bike racks. Dominion Road School will not accept any responsibility for bikes or scooters that are taken or damaged.

Before a child can ride to school a permission slip will need to be completed and signed by a parent . Permission forms are available from the office.

22. TRAFFIC CONGESTION AND SAFETY

To avoid congestion and danger to children, cars must not be parked in the school grounds. A disability park is available close to the office but a current disability parking sign must be displayed at all times. The 'Drop off' zone at the front of the school is the perfect place to pull into and drop children off and then drive away safely. Please be respectful to other cars and not stay parked for too long in this area.

We do not allow vehicle access into our school at hometime. Please park in neighbouring streets or at Fearon Park.

23. PERSONAL BELONGINGS

We discourage children from bringing toys or other valuables to school because of the disappointment that occurs when an item is lost or broken. Children are not allowed to have cellphones at school. If there is an important reason why your child needs to have a cell phone with them, they must hand it into the school office when they arrive and go to collect it at 3.00pm when they leave. Likewise a form must be completed before any BYOD devices are brought to school for use in the classroom. No devices are allowed to be used during break times without adult supervision.

24. HOUSE COLOURS

We have four 'house' teams at our school. These are: Pōhutukawa (red), Kōwhai (yellow), Kauri (green) and Tōtara (blue). When your child starts school s/he will be placed in the same house team as any of his/her brothers or sisters. Throughout the year we run different school events where the children wear their house colours. The flag of winning houses flies on our flagpole each week. Please ask your child's teacher if you are not sure of their house colour.

25. SCHOOL ASSEMBLIES

We hold a whole school assembly most Friday mornings at 9.15 in the school hall. Everyone is welcome to attend this assembly and a different class runs it each week. You will be notified if your child is going to

receive a special award.

26. CULTURAL & PERFORMANCE GROUPS

We run several cultural and performance groups at school. Currently these include: Kapa haka, Pasifika, Bollywood, ukulele, choir and instrumental groups. Please encourage your children to join and if you are interested in helping or taking a group please pop in and see us.

27. SCHOOL ZONES / INTERSCHOOL SPORTS

Throughout the year our school takes part in a range of sporting events against other schools in our area. This is open to senior students in Year 5 and 6. Your child will be notified of the different sports to try out for throughout the year.

28. BYOD (BRING YOUR OWN DEVICE)

At Dominion Road School we encourage students from Year 3-6 to bring their own chromebook or similar to use at school if they own one. All students who bring a device to school must sign a BYOD agreement before they will be allowed to use it in the classroom. Cellphones are not allowed to be used at our school.

29. CASS SPECIAL SCHOOL UNITS

We are fortunate to have two satellite classes for children with high special needs from Central Auckland Specialist School (CASS) at our school. Wherever possible students from these classes integrate with our school programmes and events. As most of the children from the CASS arrive at school by taxi vans, please be aware it can take some time for these students to exit the vehicles to their classrooms.

30. BUILDING WORK

Building work around the school is almost finished and we are looking forward to enjoying our new spaces. You will also notice some new signage around the school directing you to the teams that your children are in eg: Tūi, Kākāpō and Takahē. The next project will be asphaltting the back path and bottom courts.

31. SCHOOL FACILITIES

We are lucky to have a school pool and a fabulous school hall. The school hall is available for hire out of school hours. Please see the school office for further information.

32. SCHOOL'S STRATEGIC PLAN

We are currently in the second year of our strategic plan. Our three strategic goals are:

1. Our students will have ownership of their learning
2. Our curriculum will be responsive to the needs of our learners
3. Our community will be welcoming, inclusive and environmentally sustainable.

Staff professional development this year is focusing on: Maths (*Developing Mathematical Inquiry in a Learning Community*), mindfulness and emotional regulation (*Pause, Breathe, Smile*) and participation in a nationwide government initiative to improve wellbeing in children through healthy eating and physical activity (*Healthy Active Learning*). I will communicate more on these initiatives throughout the year.

33. COVID-19

You will be well aware that we must continue to remain vigilant against Covid-19. Please remember to scan when you come into the school office or the hall. We will continue to focus on good hygiene and if your child is unwell please keep them at home until they are feeling better. If you are worried, please seek advice from the Healthline or your doctor.