



Welcome to Gulf Harbour School



A proud member of Whangaparaoa Community of Learning



Information for New Enrolments (Year 0 and 1)

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Welcome

WELCOME TO GULF HARBOUR SCHOOL



Greetings, Kia Ora, Talofa Lava, Malo e Lelei, Subau Di, Namaste, Kia Orana, Fakaalofa Lahi Atu, Hola, Salaam, Bonjour, Kumusta, Beunos Dias, Konichiwa, Ni Hao,
An Young Haseyo, Akwaaba, Yoboseyo, Jambo, Bul Vinaka, Shalom, Dobra Da, Sawadee, Endeminalacu, Mabuhay, Sabona.

Welcome to our Gulf Harbour School learning community. We are delighted you have visited our website in order to learn about our wonderful school.

The first thing I want you to know, is that I am very passionate about this school and no doubt you want to know what sets this school apart from others. Even though schools teach from the same curriculum documents, each school has a different flavour and a way of doing things. What stands out about Gulf Harbour School firstly, are our fabulous students and then our dedicated staff who are continually focusing on providing quality education. We want the best for your child and have high expectations of them, just as I do of our staff. We have a strong sense of urgency, knowing every moment needs to be valued as a teaching moment.

At Gulf Harbour School we encourage everyone within our school community to have high expectations of themselves and each other, whilst working hard to achieve positive results in all areas of learning. Literacy and Numeracy skills development are a key focus for learning at Gulf Harbour School. We enjoy working in all curriculum areas to engage our learners in a diverse range of activities and endeavour to provide a happy, challenging and creative learning environment to develop each child's social, emotional, physical and academic skills.

We are fortunate to have a supportive Board of Trustees who are also focused on the goals we set, ensuring that a large amount of funding is given to employ a specialist sports leader and additional support staff as part of our team.

If you are considering enrolling your child at our school I would be delighted to spend time with you talking about and answering any queries. I hope you choose to bring your child to Gulf Harbour School.

Mel Crosbie
Principal



Overview of Schooling in New Zealand

Our education system in New Zealand reflects our unique and diverse society, which welcomes different abilities, religious beliefs, ethnic groups, income levels and ideas about teaching and learning.

Education in New Zealand is a student-centred pathway providing continuous learning progression and choice so that students' progress every year and their learning at one level sets the foundation for the next steps along a chosen pathway.

New Zealand's education system has 3 levels:

- [early childhood education](#) - from birth to school entry age
- [primary and secondary education](#) - from 5 to 19 years of age
- [further education](#) - higher and vocational education.

Primary Education

The education system for schools is made up of 13 Year levels. At Gulf Harbour School, we have four New Entrant intakes a year. (Please refer to the [intake dates and ages](#) as to when your five or soon to be five year old can start school) They will enter into either a Year 0 or Year 1 class depending on when their birthday falls in the year. Gulf Harbour School caters for students from Year 0/1 to Year 6.

Cost of Schooling in New Zealand

Your child's education is free between the ages of 5 and 19 at state schools (schools that are government owned and funded) if they are a New Zealand citizen or a permanent resident.

Schooling is compulsory from age 6 to 16. Schools may ask parents or caregivers for donations, which are voluntary contributions to help with running the school. It is not compulsory to pay donations.

Donations can be for general purposes, or tagged for a specific item such as a School resources, additional staffing and teacher aide support.

You should be prepared to pay for:

- stationery such as exercise books, pens, pencils
- school uniforms
- before-school and after-school care if you need it.
- School activities like field trips

The school can charge for voluntary activities or events only if they have told the parents beforehand, and the parents have agreed to pay for them.



School terms and holidays

The New Zealand school year is divided into four terms for state schools. Schools have some flexibility around their start and finish dates. Terms 2 and 3 are fixed.

Schools close for public holidays and anniversary days, teacher-only days, Saturdays and Sundays. They can also close in an emergency.

<u>Remaining 2018 Term Dates</u>	<u>Anticipated 2019 Term Dates</u>
Term 3 is July 23 to September 28	The first full school day will be February 7.
Term 4 October 15 to December 20	Term 1 ends April 12
	Term 2 is April 29 to July 5
	Term 3 is July 22 to September 27
	Term 4 is October 14 to December 20

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. GHS is a healthy eating and water only school. We are also promoting a packit 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 before 8.30am or after 3.15pm. Before and After School care is available for those families who have commitments that require children to be at school outside of these hours. Students arriving at school after 9:00am must sign in at the office.

9:00am	Bell- school starts
10:30am	Supervised eating
10:40am	Playtime
11:00am	Resume classes
12:30pm	Supervised lunch eating
12:40pm	Lunch break
1:20pm	Resume classes
3:00pm	School ends



National Curriculum

NZ has a National Curriculum that guides what your child learns at school. Your child will develop a range of values and key competencies, or capabilities, that they need to succeed in life. These are all woven into the teaching of learning areas, or subjects.

There is a big focus on reading, writing and maths in the primary years, as these are really important foundation skills that everyone needs in order to be able to do well in life. Children need strong reading, writing and maths skills to progress through the levels of the National Curriculum.

It has a holistic view of the abilities and skills we want children to gain and includes:

- an overall vision
- values
- key competencies
- learning areas (or subject areas)

It is guided by a set of principles that are used by schools in their decision making and curriculum planning. The principles are high expectations, Treaty of Waitangi, cultural diversity, inclusion, learning to learn, community engagement, coherence and future focus.

Our school has our own school Mission Statement, Vision and Values

OUR MISSION STATEMENT:

Be the Difference, to ourselves, others and the world.

Kia taumata rau, kia matou, kia koutou, ki te ao katoa

OUR VISION:

To pursue quality, authenticity and creativity in learning.

Ke ti whai kounga motuhuhu me te au aha

OUR VALUES:



Learning areas

There are 8 learning areas (or subject areas) in The New Zealand Curriculum:

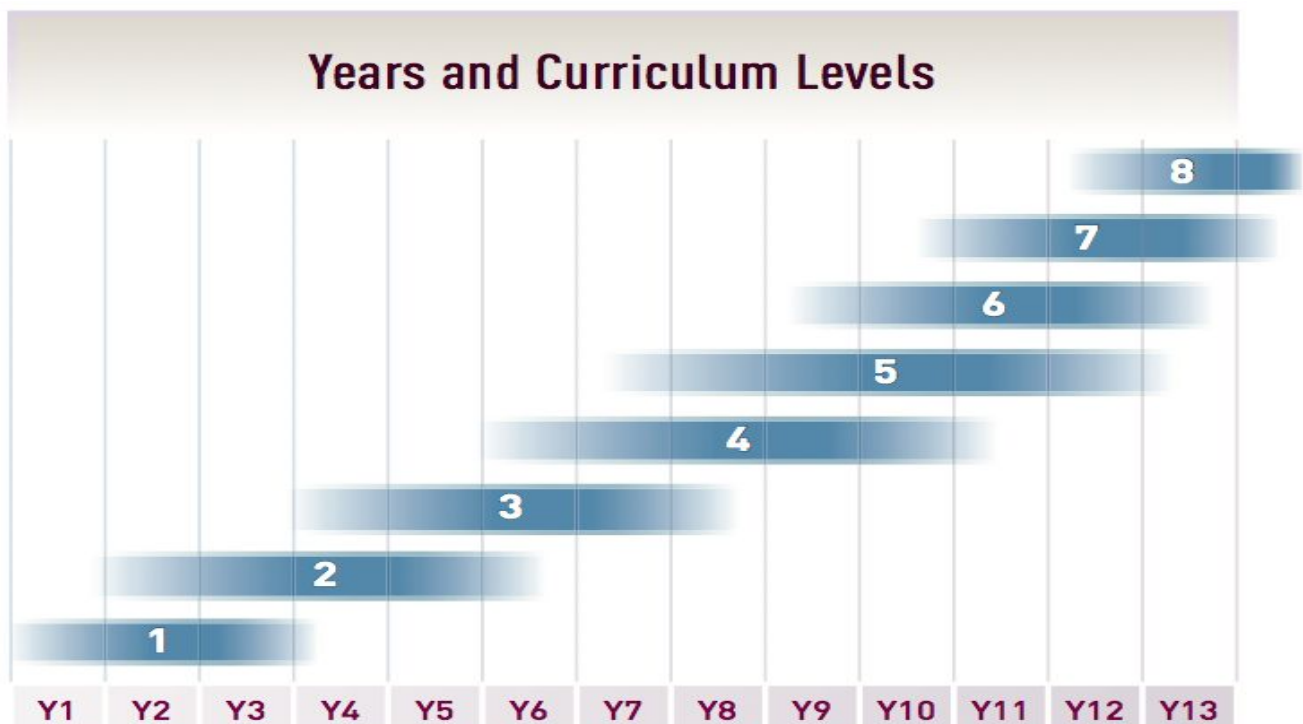
English
The Arts
Health and Physical Education
Learning Languages
Mathematics and Statistics
Science
Social Sciences
Technology



The values and competencies in the New Zealand Curriculum are woven into these learning areas. They are designed to encourage enjoyment of learning and the ability to think critically, manage oneself, set goals, overcome obstacles and get along with others – the attributes students need to succeed as adults.

Progressing through the curriculum

Within each of the curriculum subject areas, most students will progress through levels 1-5.



Enrolling in School

When should I enrol my child to go to school?

Your child can start school in New Zealand between age 5 and 6. All children must be enrolled and attend school by their sixth birthday.

When your child start school, they are expected to attend school every day.

Enrolling early helps us school to plan ahead. As soon as you've decided on the school, contact the office to put your child's name onto the enrolment list and they will contact you with an enrolment pack and to arrange pre school visits.

Documents for enrolling

- Completed enrollment 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

Preparing for School



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

Get your child used to the school

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

- Visit the school with your child.
- Attend some pre-arranged settling in visits before their first day. (school will contact you to arrange these.)
- Have a play at the school in 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
- Anything that might affect how your child is feeling.

The teacher might also appreciate you sharing your child's prior learning. This will give the teacher valuable information about your child's learning, and can also link up your child's early childhood, home and school experiences.

For younger children:

Teach your child the practical skills they'll need

Before your child starts school, it's helpful if they can:

- Do up their shoes.
- Put on and take off their clothing, including shoes.
- Go to the toilet and wash their hands.
- Blow their nose.
- Recognise when they are thirsty and get a drink of water.
- Pack and unpack their school bags independently
- Ask for things or help when needed.



Help them get ready to learn. They may find it easier to participate in the class if they:

- Can sit on a chair at a table for a short time to complete an activity.
- Are comfortable being away from you.
- Know how to take turns, and wait for things.
- Know the names of colours.
- Know the letters of the alphabet.
- Know the numbers 1 to 9.
- Can hold a pencil correctly and use scissors.
- Can write their name.
- Are able to hold a picture book and turn the pages carefully.



Checklists for starting school and getting settled

In your child's school bag

- Lunch and a water bottle. Get your child to help you pack their lunch box. Talk about what is for morning tea and what is for lunch.
- In Terms 1 and 4, it is compulsory to wear a GHS bucket hat. Sunblock is also a good idea (apply sunblock at home before they leave)
- Their name on everything particularly hats, shoes and sweatshirts. Show your child where to look for their name on their clothes.
- A change of clothes. This can be reassuring for a child starting school or kura for the first time.

In the morning before you leave

- Get up early so that you have plenty of time to get ready and your child doesn't feel rushed.
- Have a nutritious breakfast.
- Allow plenty of time for getting to school. On the way chat about what they think their day will be like and what they want to do when they get home.

When you get to school

- Go into the classroom and say hello to the teacher with your child.
- Tell the teacher about after school arrangements if you won't be the person picking your child up - although it can help them settle in quicker if you can pick them up for the first few times.
- Show or remind your child where the toilets are and any other place it is important to know about, such as where they will be collected at the end of the day.
- It helps children to feel they belong if they know other children. Make a point of stopping to chat with children and parents and/or carers you know as you arrive.
- Make goodbyes short. Teachers have a lot of experience helping children to settle in and managing an upset child.

After school

- If you pick up your child ask the teacher how their day went.
- Expect your child to be very tired in the first few weeks. Make time when you get home to just hang out. They might need to run around outside or just chill out on a bean bag with some picture books.
- Offer them a nutritious afternoon tea. They will probably be very hungry!
- Let them adjust to being at home before asking too much about their day. It's a lot easier to get children of any age to talk about their day when they are doing something else with you – helping to make dinner, tidying up, or drying the dishes.
- Make a time to read together. Some teachers will send home a reading book to share on the first day – others may not. But get in the habit of having some shared reading every day, right from the start.

Home/School Partnership

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

New Zealand schools are set up to give the community a say in deciding how they work. Here are some ways you can get involved in your child's school—but also talk to other parents, the teachers and principal about other ways to take part.

Let your child know you're interested and involved

Being interested in your child's education and involved in their 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 principal, and talk to them regularly about how your child is doing both at home and school.
- Go to parent-teacher meetings to get feedback.
- Read the school newsletters and go to school events, such as information evenings and assemblies.

Have your say

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

Volunteer

- Volunteer to help in the classroom, 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.



Parent/ Teacher Meetings

In New Zealand, we strongly believe that the better the engagement between parents, families, and schools, the greater the positive impact on student learning. Multiple opportunities are given for families to connect with their child's teacher throughout the year and talk about the progress your child is making.

Gulf Harbour School has specific times set aside to meet with parents throughout the school year. At all parent meetings, families are encouraged to bring their child along and include them in conversations. Children are also given opportunities to present their learning to parents and set goals with their family and teachers.

You will be contacted via email with details of how to book a time for your parent meeting and a link to the school's booking system.

More than one person can go to the meeting - you are welcome to take other members of your family or whānau. They are useful, positive meetings where as well as hearing from your child's teacher, you can ask questions and share your thoughts so that you and your teachers can become partners in your child's education.

Can I talk to the teacher outside of a parent-teacher meeting?

Yes you can talk to the teacher anytime. In fact, you are in a partnership, and both want your child to do well, so you are encouraged to talk regularly with the school. Ask the teacher what the best way to contact them is.

You can follow up on things that were talked about at the parent-teacher meeting, or discuss an issue or topic in more depth.

You can often talk to the teacher in person for brief discussions without needing to make an appointment - just make sure you approach the teacher well outside of class times and be considerate of the fact that this takes away from the teacher's planning and preparation time for the whole class.

If you want to have more time for a longer conversation it's best to make an appointment so that you all have plenty of time to talk.

Reporting to Parents

Within your child's first 6 weeks of school, the teacher gathers a variety of information to build a picture of their academic and social levels. The teacher will then invite you to meet and discuss as to how you may help them at home.

Another report will follow at the end of the first year.

Making contact

Face-to-face communication is always the preferred method of contact at Gulf Harbour 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 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 Gulf Harbour 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 Whanau leader. If at this stage, your concerns remain, it is appropriate to make an appointment with a member of the Senior Management 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. Aggressive, threatening behaviour towards teachers will not be tolerated.

Home Learning

We believe that home time is a time for family, rest, relaxation, fun, sports, cultural and other interests. (the whole child)

- We do not support 'busy work' which is unrelated to what is being learnt in class and is not at their learning level.
- Learning happens in all sorts of ways and does not need to be confined to "school learning".

What do we expect at home? Home sharing and preparing.

- Your children should still be reading either a book from school or a book of their choice each night. They could also spend time doing a little bit extra e.g. spelling words or basic facts.
- We encourage all children to be self managing so being organised for the following day is important e.g. putting swimming togs in their school bag, having their reader and school uniform ready etc.
- Lots of talk about best moments today and sharing learning is important – most important thing: giving your child TIME.

Safety at School

School Campus Safety

Gulf Harbour School has a fairly open campus compared to many schools around the world. This is common feature of most schools in New Zealand and a reflection of the safe and peaceful society that can be found here.

Safety Drills

At Gulf Harbour we take health and safety very seriously which is why we carry out regular emergency drills to practise and hone our procedures. There are clear, simple instructions for each drill displayed in every classroom and around the school. Teachers go over the drills with the students at the start of each term to make sure they are familiar with the procedures.

Fire drills are carried out once a term. When the fire siren rings, we all make our way sensibly to the class numbers on the netball courts. Rolls are called to ensure everyone is present.

Lockdown drills are carried out twice a year. On hearing the lockdown signal, students and teachers remain in classrooms, or make their way quickly to the nearest classroom. Doors are locked. Depending whether the lockdown is real or precautionary, students and teachers either assemble on the floor silently at a safe place in the classroom, or continue to work quietly at their desks. We ask that you do not contact the school via phone, or come to the school in a lockdown.

Communication between the school and the community in a lockdown will take place via the school website and email to keep parents fully informed and to keep phone lines free for communication with the police.



An earthquake and tsunami drill is carried out yearly to coincide with International Shakeout Day. When the earthquake signal is heard, students drop, cover and hold in the classroom before they follow their teacher to high ground via agreed on routes.

Safety Amongst Peers

Bullying: It's easy to assume everyone knows what bullying is. But often the term bullying is used to describe other aggressive behaviour. This can make it hard for schools, parents, whānau, and the wider community to consistently identify and deal with bullying when it happens. Most widely-accepted definitions of bullying are based on four elements: bullying is deliberate, harmful, involves a power imbalance, and has an element of repetition.

Bullying is a word often used to describe behaviour that is not actually bullying — not all verbal or physical aggression is bullying. For example:

- A one-off fight or argument, or difference of opinion between friends where there is no power imbalance and they can sort it out between themselves.
- Not liking someone or a single act of social rejection.
- One-off acts of meanness or spite.
- Isolated incidents of aggression, intimidation or violence.
- Using sexist or racist terms but doesn't mean to cause harm.
- Theft: taking someone else's things once is theft but not necessarily bullying.

These other behaviours may be just as upsetting and serious, but may need to be dealt with in a different way. You will need to use your judgment to decide whether or not a specific incident is bullying.

Our school works hard to ensure student safety is maintained in the classroom and on the playground during break times. Duty teachers can be found around the playgrounds at break times and are active in helping children resolve issues at the time they happen.

If you have concerns about your child's safety amongst their peers, please follow the steps outlined in the Voicing Concerns section of this booklet.

Travelling to and from school

Gulf Harbour is a great safe place to walk to school, with plenty of footpaths and walkways connecting to the school. We ask that you teach your children the following rules about walking: remember safety rules when walking - walk on the footpath, close to the houses and away from the road; look and listen carefully at driveways for cars coming in or out; always stop and check both ways before you cross the road; use pedestrian crossings where possible. As a guide we recommend that adults walk with children until they are about eight years old and until they have learnt the route and how to cross the road safely.

Biking and scootering is a fun way for primary aged children to get to school, as they can use the footpath. Again, safety rules should be followed - a helmet should be worn at all times when biking, scooting or skating; equipment should be in good working order and brakes checked regularly; share the footpath with others; look and listen carefully at driveways. We recommend young children have adult supervision while biking and scootering until they have good road sense (8-10yrs old). Children must dismount and push their bike when using the pedestrian crossing and on school grounds. The bike track is available for use during morning tea and lunch times.

Before and After School Care

Gulf Harbour School operates a Before and After School Care programme in Room 8. Opening hours - Morning session: 7.00 to 8.30am Afternoon session: 3.00 to 6.00pm The enrolment & costing form must be completed for each child before they attend. Children will only be accepted if places are available. For more information email Sue Robinson at asc@ghs.school.nz

Use of school grounds outside school hours

Our school is open to the public after school and at weekends. Many people in the community take advantage of the bike track and playground to spend time with their families. We ask that you respect the facilities and report any damage or antisocial behaviour if it is observed.

Connect

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 GHS Deckhands are our school's Parent Teacher Association.

Just as a Deckhand aboard a ship helps with on board maintenance and assisting the captain in safely managing the vessel throughout its travels, we are the energetic, behind the scenes group of parents, teachers and friends of the school from the wider community who are passionate about GHS and ensuring our children's educational journey is well supported.

Our Meetings are held the 1st Thursday of the month, 7.00pm in the staffroom, and all are welcome to attend. You can learn more about our PTA on our [school website](#).



Become a Class Rep

Through the PTA you can volunteer to become a class rep. Class reps help welcome new families and distribute information at a class level.

If you are interested, contact our Deputy Principal on f.southgate@ghs.school.nz.

Participate in School Activities

Throughout the year there are many opportunities to join in school activities. From assemblies to field trips, galas to learning celebrations, camps, cross country and athletic days, there are many chances to join in at a community or class level. Keep up-to-date with what is happening through our newsletters, teacher posts on Yammer and on our Facebook Page.

Join an After school Activity or Club

Within and outside the school, there are many clubs, groups and activities available to families. The school frequently advertises classes in the newsletters or on the website. Our local library advertises events and local classes in their foyer, as does the Community Hub located at 707 Whangaparaoa Rd, in the block of shops below the library.