

A guide to Birkdale Primary School



Our School's Purpose

To provide a secure and supportive learning environment for student's where they are helped and encouraged to achieve to their full potential, develop confidence in themselves and show respect for others.

E nga iwi, e nga reo o nga hau e wha, to whanau whanui tonu, tena koutou tena koutou katoa.
Tena koutou e tautoko nei, e hapai nei i nga mahi o te kura.
Ko te tumanako hoki kia mahi tahi tatou i roto i nga ahuatanga katoa o te matauranga hei oranga
mo o tatou tamariki I roto I tenei ao hurihuri
Na reira
Kia ora koutou katoa

Welcome to Birkdale Primary School. We believe education works best when home and school work together in the best interests of the child. We hope this booklet provides helpful information about our school that will enhance this relationship.

ONE HUNDRED YEARS 1894-1994

In 1892 seventeen parents with 49 children in the Birkdale area asked for a school, but the Northcote and Mayfield, now Glenfield School Committee said there were not enough children and the application was turned down. In the following year 20 children in the district were receiving no education.

The Loan & Mortgage Company offered several acres for a school site which the Education Board accepted in 1894. Local residents volunteered to clear, plough and fence the area. On 1st October that year a single room school was opened with a roll of 32 pupils and one teacher. The cost of the building was one hundred and ninety pounds. Night classes were held for adults. A School Committee was elected in 1895, and because of the growing roll, another room was added that year.

Birkdale was a fruit growing district, and with the new settlers, it soon found that the school classrooms were inadequate and in 1911 a third room was added. The roll continued to grow and in 1940, the building known as Durham Hall was built. In 1960 a memorial grove of Pohutukawa trees was removed to make way for the permanent buildings of today. Birkdale Primary was the only school between here and Northcote until 1923 and was the centre of community activity. The school emblem – a strawberry leaf – is a reminder that this area was once renowned for its berry growing and orchards as late as the 1960's.

Over the years our school motto has remained the same - "OUR AIM THE HIGHEST"

ABOUT THE SCHOOL

One of the oldest established schools on the North Shore, Birkdale Primary is forward looking and progressive, helping children attain the highest levels of skills, knowledge and attitudes. It is a school that respects and values individuals.

The school is situated on an attractive site on the corner of Salisbury and Birkdale Roads with many mature trees in the grounds. There are 15 classrooms and an administration area, a library, a hall, a swimming pool, a RTLB office and dental clinic. Several service buildings are sited behind the administration block at the west end of the school. There is plenty of space for children to play, with large sealed and concrete areas and a well drained field on the north side of the school.

Te Puāwaitanga is the North Shore's only Maori/English bilingual unit. Birkdale Primary represents a school of the future that offers more than one path to learning under the one roof. Te Puāwaitanga is an integral part of our school, staffed and governed through the schools Board of Trustees and while it operates under a strictly defined kaupapa (methodology and organisation) it offers to all the children of the school an extra dimension which can only enrich their lives.

As well as enhancing Maori language and culture for the students enrolled in Te Puāwaitanga it advantages the rest of our children who experience first hand the indigenous culture of New Zealand. At a time when we are looking at the need of our children to be knowledgeable and accepting of many cultures they have the immediate advantage of being in a living learning environment where two cultures function side by side.

A brief explanation of the kaupapa of Te Puāwaitanga is outlined below:

TE PUAWAITANGA

(The flowering of the Seed)

Te Puāwaitanga was established in 1986 to meet the need of the children graduating from the Kohanga Reo Te Raki Pae Whenua (the North Shore).

The Kaupapa of Te Puāwaitanga is to take children who have been at Kohanga Reo for a minimum of one year and who have developed a reasonable level of fluency in Te Reo Maori (the language of the Maori).

The children in Te Puāwaitanga continue to learn Te Reo Maori. The curriculum is the same as for all children in the rest of the school, however, the instruction is carried out in Maori and the Maori dimension is developed.

Te Puāwaitanga maintains a close involvement with Kohanga Reo and expects parent commitment to Te Reo Maori to be maintained when children are enrolled at school.

For most sport, social and many cultural contexts the children of the school join together to participate.

We are one school that has the advantage of being able to provide more than one path to the future.



School Information

- Staff List
- Board of Trustees
- Term Dates
- School Donation
- School Uniform
- Parent Information
- Code of Conduct
- School Rules
- Guidelines for publishing student material online

BIRKDALE PRIMARY SCHOOL

10 Salisbury Road, Birkdale 0626

Ph: 483-7767

02102876502

office@birkdaleprimary.school.nz

www.birkdaleprimary.school.nz



SCHOOL STAFF 2022

Principal	Mrs Natasha Teinakore
Deputy Principal	Mr Laurie O'Connor
Senior Team Leader	Whaea Pati Hakaria
Office Manager	Mrs Leanne Blackmore
Admin Assistant	Mrs Christine Smith

ROOM	YEAR	TEACHER	EMAIL
Kowhai	NE	Ms Tamasin Nisbett	tamasinn@birkdaleprimary.school.nz
Kauri	Y1/2	Mrs Nikki Groombridge	nikkig@birkdaleprimary.school.nz
Pohutukawa	Y2/3	Mrs Adele Hood	adeleh@birkdaleprimary.school.nz
Koromiko	Y0/1	Whaea Mere	merem@birkdaleprimary.school.nz
Rimu	Y4/5	Mrs Sharon Spurdle	sharons@birkdaleprimary.school.nz
Puriri	Y2/3/4	Whaea Mere Maika	laurieo@birkdaleprimary.school.nz
Mahoe	Y4/5/6	Whaea Pati	patih@birkdaleprimary.school.nz
Tanekaha	Y5/6	Mrs Christina Fowler	christinaf@birkdaleprimary.school.nz
Kahikatea	Y6	Mr Tony Sargisson	tonys@birkdaleprimary.school.nz

Teacher Aides/Support Staff

Mrs Jaime McPhee	Teacher Aide
Ms Donna Edbrooke	Teacher Aide
Mrs Emma Condron	Teacher Aide
Mrs Tanya Heremaia.	Teacher Aide
Mrs Berlinda 'Akolo	Teacher Aide
Ms Kelly Manson	Teacher Aide

Property Manager Mr Bruce Sale

Waitemata Health Staff attached to our school

Dental Nurse:	Mrs Peta Kearney	Ph: 0800 DENTAL
Public Health Nurse:	Marika Pickett	Ph: 486-8996 x 3203

BOARD OF TRUSTEE MEMBERS - 2022

Natasha Teinakore (Principal)
Nardia Haskell (Presiding Member)
Mr Laurie O'Connor (Staff Representative)
Mrs Fiona Kemplen
Mr Edward Rooney
Mr Nick Roud
Mrs Jo Barr

2022 TERM DATES

Term 1

School Starts Wednesday 2nd February
School Finishes Thursday 14th April

Term 2

School Starts Monday 2nd May
School Finishes Friday 8^h July

Term 3

School Starts Monday 25th July
School Finishes Friday 30th September

Term 4

School Starts Monday 17th October
School Finishes Friday 16th December

School will be closed on Saturdays and Sundays and on the following holidays:

Waitangi Day	Monday 7 th February (Waitangi day observed)
Good Friday	Friday 15 th April (included in April School Holidays)
Easter Monday	Monday 18 th April (included in April School Holidays)
Anzac Day	(Included in April School Holidays)
Queens Birthday	Monday 6 th June
Matariki	Friday 24 th June
Queens Memorial	Monday 26 th September
Labour Day	Monday 24 th October

ABSENTEES

If there is any reason your child is absent from school, it is a requirement to contact the school office by 9.00am each day they are away. A reason must be given for their absence. If no reason is provided, your child will be marked as truant.

Office Phone – (09) 483 7767

Text – 021 0287 6502

Email – absent@birkdaleprimary.school.nz

Birkdale Primary School
UNIFORM LIST
Available at The Warehouse, Glenfield

UNIFORM RANGE

<i>Description</i>	<i>Style No.</i>	<i>Sizes</i>	<i>Price</i>
Royal Polo Shirt with logo screen printed	708550	4- 6 yrs	\$22.99
	708550	8 -16 yrs	\$23.99
Royal Crew Neck Tunic Sweatshirt with logo screen printed	708545	5 – 7 yrs	\$26.99
	708545	8 -16 yrs	\$26.99

***Larger sizes available**

Laybys and Winz Quotes welcomed

Please note all prices are inclusive of GST and are subject to change without notification



This uniform is to be worn with black/navy coloured shorts/pants/skirt.

Parent Information

Assemblies

School assemblies are held weekly. Assemblies are to acknowledge the children's achievements, give recognition to effort and promote school spirit. Parents, grandparents, uncles, aunts and guardians are welcome to come to our assemblies.

Attendance

When a child is absent from school through illness or any other circumstances, parents/caregivers are asked to phone the school office (**483-7767**), email absent@birksdaleprimary.school.nz , text on **021-028-76502** or send information with older siblings explaining the absence.

We do require an explanation of the child's absence otherwise they are recorded as truant.

Because of concerns about children's safety, the school will make contact by text message where absences have not been phoned in.

Bell Times

8.30 am	children may enter rooms / road patrol out
9.00 am	session 1 begins
11.00 am	morning break
11.40 am	session 2 begins
1.00 pm	lunch
1.40 pm	session 3 begins
3.00 pm	school ends

Breakfast Club

A local Korean church holds a 'Breakfast club' at our school, on a Thursday morning from 8.30am until 9.00am. This is an excellent service and all students are welcome to come along and have some breakfast to start the day. This is run out of Nikau class.

Class Photos and Individual Portraits

Class photos and individual and family portraits are taken at school each year. Parents are notified of these times.

Complaints and Concerns

From time to time, parents have concerns or complaints about the school. When these concerns arise, we ask that parents approach us at school to talk matters through. Frequently concerns arise from misunderstandings and a brief discussion with either Teacher - Senior Teacher - or the Principal will sort things out.

Where a more serious issue is involved we are always prepared to make time to sit down and discuss matters and resolve problems.

The most important thing is to talk to us first - discussion with neighbours or sending complaints to school via children, is unfair on both your child and the teacher.

Custody and Access

From time to time the break up of marriages and relationships results in problems over who has access to and/or custody of children. Copies of court orders must be given to the school.

This information is essential if the school is to act correctly when allowing access to children. Please advise the school of any changes that may affect the children.

Dental Therapist

During the year we have a mobile clinic, which makes visits to the school. This mobile clinic comes once a year for approximately 6 weeks. The mobile clinic moves from school to school. If you wish to make an urgent appointment you can phone 0800 4 DENTAL.

Extra Curricular Activities

We involve ourselves in a number of extra curricula activities, e.g. school trips, sports and choir events, camp etc - these activities can only function satisfactorily if we have parent support with such things as transport and assistance with supervision when required. We do rely on parent help and would love to hear from you if you could assist.

Friends of the School (FOS)

The FOS Group assists the school with functions, fundraising and other activities. If you can spare a few hours a month please contact the school. We value all the support we can get. Please let the office know.

Illness and / or Injury

Minor injuries or illnesses are dealt with by the school at the sick bay, which is situated next to the staffroom.

If the injury or illness is of a serious nature, we make every effort to contact parents or the emergency contacts we have been given so that children may receive attention. However if we cannot contact parents, we will take the children to a local doctor or hospital whichever seems most appropriate. For these reasons, it is very important we have your current contact details in our system.

At all times the parents will be informed of the circumstances surrounding any injury as well as subsequent action taken.

Late to school

If your child is late to school, please send them to the office to let them know they have arrived. Our office staff will give your child an orange card they will then take to their teacher.

Leaving School Grounds

If parents want their child(ren) to leave the school grounds during the school day, the school needs to be informed either by phone or in writing of the reason and time of the absence. Parents are asked to report to the school office where their child will be called from their classroom. The Parent must sign the child out in the Sign Out book. No child(ren) will be released from school without an authorised adult to collect them.

Lost Property

There is a lost property bin in the school hall. Children and parents are welcome to check for lost property at any time. Classrooms also have their own lost property bin.

Please make sure your clothing is clearly named so if lost it can be returned to the rightful owner.

At the end of each term lost property will be displayed outside Durham Hall. Unclaimed lost property will be put in clothes bins.

Lunches

We do not have a lunch room at school but we do sell noodles (chicken or beef for \$3), as a fundraiser for the school.

Medical Conditions / Medications

If your child has a medical condition eg. allergy, asthma etc, it is important that the staff know what the condition is and also what action needs to be taken should the need arise. This information is held in the school office. A parent will be asked to complete a form.

If a situation occurs when a child needs to take medication at school, such medication should be given to the Office Manager and will be held at the office. Children then come to the office to receive the medication.

Newsletters/Communication

A newsletter is issued approximately twice a term from our principal. It is one way we keep parents informed of what is going on in the school so please lookout for these. As well as school information, newsletters have reports on various activities children have participated in and community notices. To save on paper costs, our delivery method is via email however if you would like a paper copy, please let the office know. Please let the office know your current email address to be added to the group.

Birkdale Primary School also has an active Facebook page, which we update regularly with any communication or school info. <https://www.facebook.com/birkdaleprimary>

School App Available

Included in this app is the ability to report an absentee, our school calendar, latest newsletter, any push notifications and contact details. Download the app from the Apple App store or Google Play by searching for "**Kiwischools**". Once downloaded, select yes to accept notifications, choose 'Birkdale Primary' from the drop down menu and you will be active. If you have any questions relating to the app, please contact the school office.

Office Hours

The school office is open from 8.30 am to 3.30 pm.

Out of School Programme –

BEFORE SCHOOL CARE – Birkdale Primary School

We currently offer before school care for children of Birkdale Primary School which is run out of our MIRO class from 7.30am – 8.30am. The cost per session is \$8.00.

Please use the booking link on our school website

<https://www.birkdaleprimary.school.nz/before-and-afterschool-care/>

AFTER SCHOOL CARE - sKids

We offer a supervised After School Programme for children of Birkdale Primary School and their Intermediate school age siblings from 3.00pm – 6.00pm. This is run by an outside organisation called sKids. Please visit their website www.skids.co.nz for more information.

Pre School Visits

We encourage pre-school visits for children starting at our school. Tuesday mornings, from 9.00am to 11.00am, is the time set down for these visits but if this is not suitable, arrangements can be made for visits at other times.

Children enrolling in TePuawaitanga: Parents can make arrangements for school visits with the teacher in the unit.

We welcome all prospective parents to our school to come and have a look around the school at any time.

Public Health Nurse

We have regular contact with our Public Health Nurse. This health worker provides a valuable service for our families. If you would like to use the Health Nurse Services a message can be left at school. This service is confidential

Reporting to Parents

We report to parents twice a year. In term 1 we have our 'Meet the Teacher' evening. At the end of term 2 reports are sent home and all parents/whanau are offered a Learning Conversation time slot. Again in December, a further report is sent through to all families.

For years 1 to 3, the reports are sent twice a year to parents/whanau. They are anniversary reports and are sent out approximately 20 weeks after starting, then at the end of their 1st year (ie 40 weeks), 60 weeks then 80 weeks (after two years at school), 100 weeks then at the end of the year as a year 3.

It should be noted that parents are more than welcome to request interviews with teachers whenever they have concerns or matters that need discussing with the teacher.

Road Crossings

Birkdale Road and Salisbury Road are controlled pedestrian crossing. The road patrollers are on duty from 8.30 am to 9.00 am in the morning and from 3.00 pm to 3.10 pm in the afternoon.

Occasionally children decide to cross at places other than the patrolled areas and parents can help us by encouraging children to cross at the supervised crossing. So we can embed road safety please cross the road with your child on marked crossings.

School Fees

There are no school fees set by Birkdale Primary School.

Sport

In our school the main aim is to encourage as much participation as possible. We want children to have many experiences regardless of their ability. Please encourage your children whenever there is a school sporting event as sport is part of our curriculum.

Stationery

A stationery list will be given out at the end of each year for the following year. More stationery lists are available from the school office or can be located on our website. You can purchase this at any stage that is convenient to you.

Swimming Programme

Swimming and aquatic skills are part of the national curriculum and it is the aim of our school swimming programme to make children competent and safe in the water. To achieve this aim children are expected to participate in the swimming programme just as they would in any other class work.

At times there are sound health reasons why children can not take part and on these occasions the class teacher should be informed in writing.

Uniform

Birkdale Primary has a school uniform. A royal blue polo shirt and sweat-shirt, this is to be worn with navy or black shorts/pants. This is available from The Warehouse in Birkenhead. This uniform is compulsory. A school sunhat must be worn in terms 1 and 4 and this is only available from the school office for \$12.00.

Valuables at School

We request that children do not bring valuables or treasured possessions to school. Teachers cannot be responsible for these things and the temptation for children to take them outside and play with them is usually too great to resist.

Birkdale Primary School

CODE OF CONDUCT FOR CHILDREN AT BIRKDALE PRIMARY SCHOOL

This applies at all times in and around school and whenever I represent the school on outings.

I agree that I should behave in the following way at our school:

- a. I will consider others at all times
- b. I will co-operate with others when working and playing
- c. I will be courteous at all times. I will use simple courtesies such as
 - saying PLEASE and THANK YOU
 - addressing teachers and adults by name
 - listening when we are spoken to
 - interrupting politely
- d. I will accept responsibility for myself, my actions and my belongings
- e. I will accept and obey class and school rules
- f. I will be honest at all times
- g. I will respect other peoples property
- h. I will do tasks I am supposed to, willingly and when they are supposed to be done
- i. If I have a problem I will stop and think and then act appropriately.

NAME _____

DATE _____

CLASS _____

SIGNED _____ **(student)**

SIGNED _____ **(parent / caregiver)**

Birkdale Primary School

School Rules

Most behaviour expectations are covered in our Code of Conduct. We do, however, have a few specific rules that all children will follow.

Indoors / Outdoors

1. Children stay outside until 8.30am unless invited in and supervised.
2. At 8.30am children may enter the rooms to prepare for the day.
3. Computers are only to be used with the teacher's permission.
4. The library is available for work and study at lunchtime.

Break Times

1. Children observe 'out of bounds' areas at all times.
2. Children stay outside during fine weather unless supervised by the teacher in the classroom.
3. All children inside are to be seated and occupied during wet weather.
4. A change of clothes must be worn on the field during winter.
5. Hats must be worn outside during summer (Term 1 & 4).
6. All children remain seated from 12.13 -12.20pm to eat lunch – No Exceptions
7. Children stay out of foyer unless on 'business'.
8. Rugby/Soccer Balls are only kicked on the field.
9. If your ball goes on the roof then inform PE monitors immediately.
10. If you ball goes over the road then inform the duty teacher immediately.

Road Crossings

1. Children use supervised crossings at all times.
2. Children crossing Birkdale Road, wait at the Durham Hall gate until called to the crossing by the duty teacher.
3. Children crossing Salisbury Road wait inside the gate for the supervising staff member.
4. Children are not to exit school from the bottom gate by caretaker's shed.

General

1. Children move quietly around the school during class time.
2. Children remain silent during assemblies (unless singing!)
3. No bubble gum, chewing gum, confectionary/junk food, soft drinks or glass bottles at school.
4. Toys and expensive items are to be left at home.
5. Once at school, children can only leave the grounds before 3.00pm with the permission of the Principal or Deputy Principal or signed out at the office by a parent or caregiver.
6. No 'play fighting' and absolutely no fighting.
7. No tackle rugby or league unless refereed by an adult.
8. No bullrush games.
9. No court games before school. Hand ball, gutter board, 4-square and 'basket shooting' may take place in the designated court area outside Durham Hall.

BIRKDALE PRIMARY SCHOOL

Guidelines for Publishing Student Material Online.

Rationale:

The school publishes student material online for the following three main purposes:

- To educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- To encourage the student to be part of and participate in the school community;
- To promote the school in the wider community.

Selection Protocol:

- Images or work will primarily be used to provide information about activities students are engaged in.
- Examples of work will demonstrate topics or inquiries that students have been working on.
- Images will illustrate the activities and not highlight the student.

Guidelines:

1. The school will publish the material on its website only (www.birkdaleprimary.school.nz) and New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website The Online Learning Centre – Te Kete Ipurangi (www.tki.org.nz). The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.
2. The school acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.
3. Images of students or student work put on the websites will not be identified. No personal information relating directly to any student will be included with images or work.
4. Where a student(s) activity or achievement merited specific acknowledgement on the website, parents or legal guardians would be asked to for permission before the student(s) or their work was identified on the website.
5. The school will immediately remove all material relating to a student from its website if requested by the parent or legal guardian of the student and, in any event, once the student leaves the school permanently.
6. The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.
7. The school has a designated privacy officer who is available to answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work.
8. If you wish for your child's photo not to be published please notify the school in writing.

