

KAIRANGATIRATANGA  
KOTAHITANGA  
MANAAKITANGA

TU MĀIA *Stand bold brave confident*

BIRKDALE PRIMARY

2024

*Information  
Booklet*

OUR AIM THE HIGHEST

# A guide to Birkdale Primary School



## VISION

*Growing bold learners who positively contribute to whānau, community, the world.*

## MISSION

*Empowering learners to be self-determining through confidence in  
who they are and what they can do.*

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  
No reira

Kia ora koutou e ngā whānau,

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.

Ngā manaakitanga,

Natasha Teinakore  
Tumuaki | Principal



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## HISTORY:

### 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 1<sup>st</sup> 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 it's 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 small 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 concrete areas and a well drained field on the north side of the school.

In the 1980s, Te Puāwaitanga was established; driven by the aspirations of local Māori family in the area wanting a Māori language pathway for their children.

Te Puāwaitanga is the North Shore's only Maori Immersion unit, outside of Kura Kaupapa. Birkdale Primary represents a school of the future that offers more than one pathway to learning. 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, where we honor the bi-cultural nature of Aotearoa | New Zealand and the

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document on which it was founded - Te Tiriti o Waitangi, students in both pathways 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 framed in Te Ao Māori and follows Te Marautanga o Aotearoa - the curriculum for Māori Medium education.

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 learning pathway to the future.

## **LEARNING PATHWAYS**

**At Birkdale Primary School, we have two learning pathways for students.**

### **1**

#### **The New Zealand Curriculum [NZC].**

This is the standard curriculum for all primary schools in NZ. Students in this pathway learn in English. We often refer to it as 'Auraki' which means mainstream, to distinguish it from Rumaki. We have two teams in Auraki/mainstream. Ngā Kākano Y0-3 and Ngā Māhuri Y4-6. We're coming up with better names!

### **2**

#### **Te Marautanga o Aotearoa [TMoA]**

Where students learn in Te reo Māori. It's often referred to as 'Rumaki' which is the name in NZ for an immersion Māori unit within a state school. We have one team in Rumaki.

Our Māori pathway team is called 'Te Puāwaitanga'.

Each curriculum and pathway has its own priorities, learning areas and outcomes. That means that sometimes there will be activities or experiences that students in one pathway may participate in, that the other may not. That's ok. Different curriculums require different things. At the moment, both are currently being revised nationally.


Outside of learning experiences, we also have whole school events that build whanaungatanga | connection between us all, and sometimes cross over both curriculums. These events are important to help unify us as one school - Birkdale Primary School.

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## BIRKDALE PRIMARY SCHOOL SCHOOL INFORMATION

### CONTACT and SCHOOL INFORMATION

<b>School Address:</b> 10 Salisbury Road, Birkdale 0626	<b>School Phone Number:</b> Ph: 483-7767 02102876502
<b>School Email:</b> <a href="mailto:office@birkdaleprimary.school.nz">office@birkdaleprimary.school.nz</a>	<b>School Website:</b> <a href="http://www.birkdaleprimary.school.nz">www.birkdaleprimary.school.nz</a>
<b>School Facebook:</b>  Birkdale Primary School	<b>School Apps:</b> KiwiSchool - Connect   Seesaw

### SCHOOL STAFF 2024



## BIRKDALE PRIMARY SCHOOL Staff Structure

# 2024

#### SENIOR LEADERSHIP TEAM

**Principal**  
Natasha Teinakore

**Deputy Principal**  
Laurie O'Connor

**Ngā Kākano Team Leader - Auraki Y0-3**  
Kirstyn Ratu

**Ngā Māhuri Team Leader - Auraki Y4-6**  
Laurie O'Connor

**Te Puāwaitanga Team Leader - Rumaki Y0-6**  
Carly Figota

#### KAIAKO

**Ngā Kākano Kaiako  
Y0-3**

**Kauri**  
Kirstyn Ratu - Team Leader

**Kōwhai**  
Nikki Groombridge

**Tōtara [Y0/1 Reception]**  
Adele Hood  
Wendy Pack

**Pōhutukawa**  
Tamasin Nisbet

**Ngā Māhuri Kaiako  
Y4-6**

**Kahikatea**  
Laurie O'Connor Team Leader  
Sharon Spurdle SENCo

**Tānekaha**  
Christina Fowler

**Rimu**  
Natasha Peterson

**Te Puāwaitanga Kaiako  
Y0-6**

**Pūriri Y0-3**  
Carly Figota - Team Leader

**Koromiko Y0-3**  
Kendall Fricker

**Nikau Y4-6**  
Tahlea Fong

#### ANCILLARY STAFF

**Leanne Blackmore** - Principal's PA/ Office Manager  
**Christine Smith** - Office Assistant  
**Bruce Sale** - Property Manager

#### LEARNING SUPPORT

**Jamie McPhee** - Learning Assistant  
**Berlinda 'Akolo** - Learning Assistant  
**Emma Condrón** - Learning Assistant  
**Tanya Heremaia** - Learning Assistant  
**Kelly Manson** - Learning Assistant  
**Donna Edbrooke** - Learning Assistant  
**Ella Stewart** - Learning Assistant  
**Ricky Nikora** - Learning Assistant

#### RELEASE | PART-TIME TEACHERS

**CRT**

- Heather Grant  
Performing Arts
- Adele Hood  
Classroom release

**Pamela Bhika (0.3 FT)**

- BT Release
- Team Leader release

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### Waitemata Health Staff attached to our school

**Dental Nurse:** Mrs Peta Kearney

Ph: 0800 DENTAL

**Public Health Nurse:** Madison Couprie

Ph: 486-8996 x 3203

## **BOARD OF TRUSTEE MEMBERS - 2024**

Natasha Teinakore (Principal)

Edward Rooney (Presiding Member)

Laurie O'Connor (Staff Representative)

Nick Roud

Jo Barr

Kyla Hansell

Kelsey Benefield

## **2024 TERM DATES**

### **Term 1**

School Starts Tuesday 7th February

School Finishes Friday 12th April

### **Term 2**

School Starts Monday 29th April

School Finishes Friday 5th June

### **Term 3**

School Starts Monday 22nd July

School Finishes Friday 27th September

### **Term 4**

School Starts Monday 14th October

School Finishes Wednesday 20th December



## ATTENDANCE

**All students are expected to attend school every day, maintaining a 90% attendance average.**

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. Holidays during term time are regarded as unjustified absences.

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

Office Phone – (09) 483 7767

Text – 021 0287 6502

Email – [absent@birkdaleprimary.school.nz](mailto:absent@birkdaleprimary.school.nz)

## ASSEMBLIES

School assemblies have changed due to COVID requirements. At the moment we have House assemblies which build whanaungatanga and celebrate achievements. If this format changes we will notify parents.

## BELL TIMES

8.30 am	children may enter rooms / road patrol out
9.00 am	session 1 begins
<b>11.00 am</b>	<b>morning break</b>
11.40 am	session 2 begins
<b>1.00 pm</b>	<b>lunch</b>
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/ INDIVIDUAL PHOTOS

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.

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## COMMUNICATION

### **KiwiSchools Connect App:**

Our main communication and information stream. Please download the app if you haven't already done so and search for 'Birkdale Primary'. Through the app there is access to reporting absences, school calendar, contact information, school website, school newsletter.

### **Newsletter:**

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, also let us know if this changes.

### **SeeSaw App [family]:**

The primary way class teachers communicate class notices, reminders and celebrate class learning. This is also a good way to directly contact the teacher.

### **Facebook:**

Birkdale Primary School also has an active Facebook page, which we update regularly with celebrations, photos of events and reminders. This is not where we post general school information or urgent notifications as it would require everyone to be on Facebook/ social media which we wouldn't and shouldn't require. The app is used for urgent notices and keeping up to date with important information. <https://www.facebook.com/birkdaleprimary>

## 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 extracurricular 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. Sports teams especially rely on whānau commitment; without that we are limited in the number of teams we are able to facilitate.

## FRIENDS OF 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/ EARLY PICK UP**

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.

The occasional early pick up is fine, however we discourage regular early pick ups from school. The school day finishes at 3pm. Regularly leaving early disrupts your child's learning and routines.

## **LOST PROPERTY**

There is a lost property bin just inside the door by the teachers' photocopier. Children and parents are welcome to check for lost property at any time. 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 clothing bins.

## **LUNCHES**

We do not have a lunchroom at school but we do sell noodles (chicken or beef for \$3), as a fundraiser for the school. We are looking at expanding these options when time allows.

## **MEDICAL CONDITION/ 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.

## **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 School Hall 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](http://www.skids.co.nz) for more information.

## **PRE-SCHOOL VISITS**

Children starting school are required to participate in 3 school visits. These visits run on Tuesday mornings, from 9.00am to 11.00am. When you enrol, you will receive information about when your child's school visit will be.

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

## **RECEPTION CLASS**

All students starting school in Auraki, Birkdale Primary School start in our Reception class. This class is specifically designed to help students transition from their ECE or home environment, to a more academically and socially rigorous environment. It also gives them a chance to get their bearings at Birkdale Primary. A child will spend as long as necessary in reception. This could be a few weeks to a few terms.

Students within reception are monitored within class and at certain key points during the term. When a child demonstrates learning readiness to move to their established class, a letter will be sent home a couple of weeks indicating this intention. This gives whānau a chance to provide feedback.

## **REPORTING TO PARENTS**

We report to parents formally twice a year, in the form of a written report. In term 1 and 3 we run learner hui where we expect all whānau to attend and participate in discussions about their child's learning. In Term 2 and 4 we run optional learner hi for students who need a follow up meeting or if parents wish to engage.

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.

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## 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

Stationery packs are to be paid for via bank transfer or at the school office before the new year or before your child starts school.

- NE to Birkdale and Year 1 beginning of the year starts: \$50
- All other students: \$40

## SWIMMING

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.

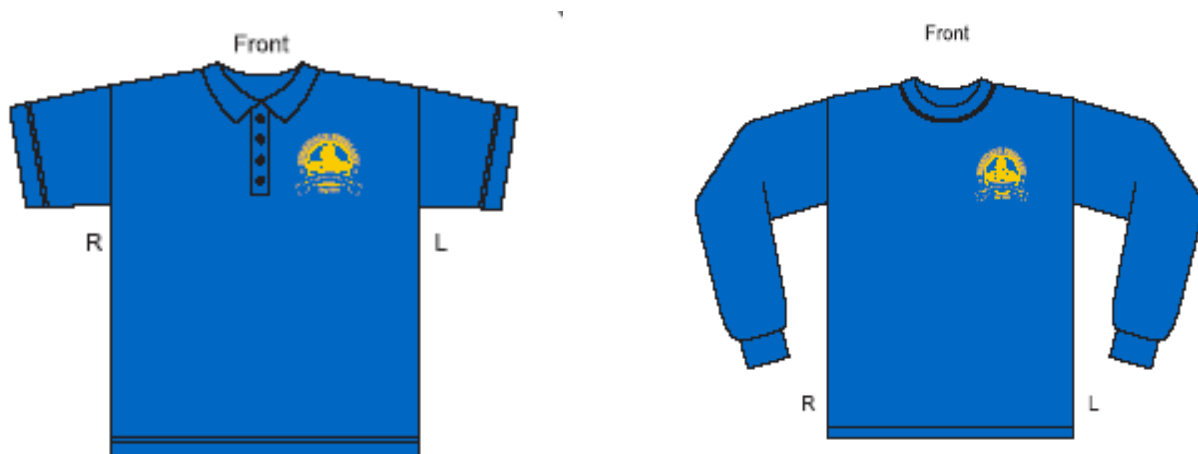
Swimming occurs in Term 1 and Term 4. We require parent help to supervise. This information will be sent out by your child's teacher when applicable.

## UNIFORM

All students at Birkdale are required to wear a school uniform.

This consists of a school polo, school jumper, any dark shorts or pants (dark blue or black), any shoes that are practical for school.

Uniforms can be purchased from NZ Uniforms, their shop is located in Albany or you can purchase online. Click for their website: [NZ Uniforms](#) We do not sell uniforms at school.



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

A school sunhat must be worn in terms 1 and 4 and this is only available from the school office for \$12.00.

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## VALUABLES @ SCHOOL

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

## CODE OF CONDUCT:

### 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 respect and uphold the mana of others' both children and adults.
- d. I will accept responsibility for myself, my actions and my belongings
- e. I will accept and follow class and school rules
- f. I will be honest at all times
- g. I will respect the school's and other people's property
- h. I will complete 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 respond appropriately.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CLASS \_\_\_\_\_

SIGNED \_\_\_\_\_ (student)

SIGNED \_\_\_\_\_ (parent / caregiver)

## 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 and in their presence.
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 quietly occupied during wet weather.
4. Hats must be worn outside during summer (Term 1 & 4).
5. All children remain seated from 1:30 - 1:45pm to eat lunch – No Exceptions
6. Children stay out of the office foyer unless on 'business'.
7. Balls are only kicked on the field.
8. If your ball goes on the roof then inform PE monitors immediately.
9. If you ball goes over the road then inform the duty teacher immediately.

### Road Crossings

1. Children and parents 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.
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'.
7. No tackle rugby or league unless refereed by an adult.
8. No bull rush 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](http://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](http://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.