



Swanson School 2018

Prospectus

703 Swanson Road
SWANSON

Prospectus 2018

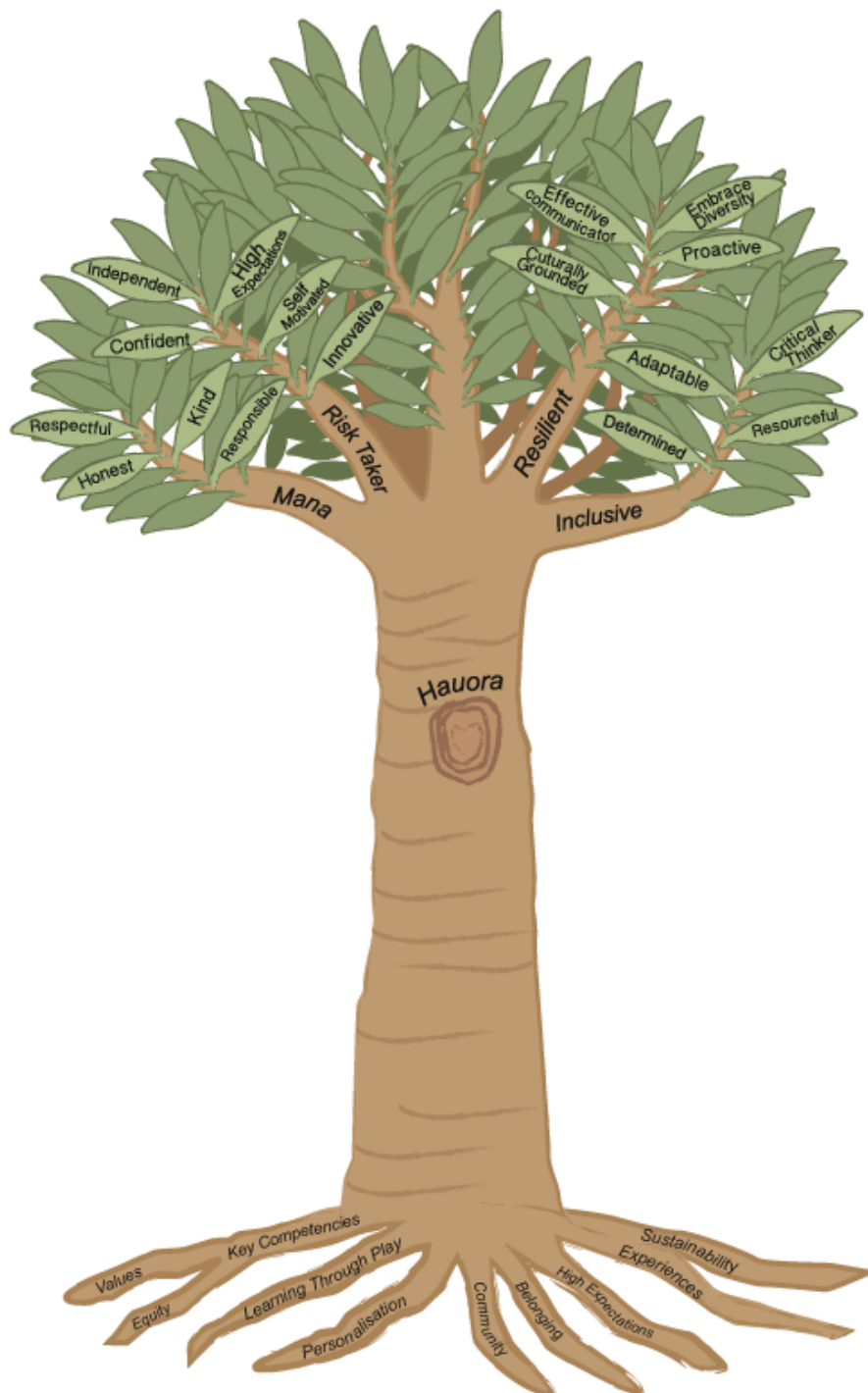
Our school

School Description

Swanson School is a state funded co-educational full-primary school situated in Swanson, Auckland. It caters for 500-550 Year 1 to 8 students.

Mission/Vision Statement

At Swanson School we aim to guide our children to grow tall, to be inclusive, resilient risk-takers, and have mana and hauora, just like the Kauri tree in the forest.



New Zealand Curriculum

Treaty of Waitangi

Office hours

The school office is open on weekdays during term time from 8.30am until 4.00pm.

Contact details

- Phone: 831-0001
- In an emergency, if the landline is not operating, this is the school's emergency mobile number:
021-413-720
- Email: office@swanson.school.nz

Term dates

Term 1 – Wednesday 31 st January – Friday 13 th April 2018
Term 2 – Monday 30 th April – Friday 6 th July 2018
Term 3 – Monday 23 rd July – Friday 28 th September 2018
Term 4 – Monday 15 th October – Friday 14 th December 2018

Bell times

8:55	Move to class
9:00	Block 1
11:00	1 st Break
11:35	Move to class
11:40	Block 2
1:10	2 nd Break
1:45	Move to class
1:50	Block 3
2:55	End of day



Assemblies

Whole School assemblies are usually held every second Friday at 10:30am in the school hall. Parents and caregivers are welcome to attend.



Teachers/Teams			
Team	Teacher	Class	Room
Totara	Matt Sheales	Y7-8	E3
Totara	Rosie Disberry	Y7-8	E2
Totara	Chelsea Szkup	Y7-8	E1
Totara	Mike Carswell	Y6-7	C3
Koromiko	Kerry Paniora	Y5-6	D8
Koromiko	Blayne Fraser	Y5-6	D7
Koromiko	Victoria Theobald	Y5-6	D6
Koromiko	Trina AINU’u	Y5-6	D5
Nikau	Desiree Pillay	Y3-4	D4
Nikau	Pamela Palemene	Y3-4	D3
Nikau	Julie Wray	Y3-4	D2
Nikau	Jane Francois	Y3-4	D1
Nikau	Lisa Lilley	Y3-4	C2
Nikau	Ann Haley	Y3-4	C1
Pohutukawa	Andrea McVicker	Y1	B1
Pohutukawa	Viv Adam	Y1	B2
Pohutukawa	Spencer Woolrich	Y1	B3
Pohutukawa	Shannon Kingston	Y1	A5
Kowhai	Deb Logan	Y2	A1
Kowhai	Rita Sharma	Y2	A2
Kowhai	Bex Ellis	Y2	A3
Support Staff			
Rhonda Lawton	Administration Manager		
Jackie Lea	Administrative Assistant		
Yvonne Ashe	Receptionist		
Lorraine Smith	Property Manager		
Tracey Wilson	ICT Manager		
Julie Oxenham	Teacher Aide		
Debbie Rooke	Teacher Aide		
Dianne Close	Teacher Aide		
Barbara Taylor	Teacher Aide		
Carole Wilcox	Teacher Aide		
Nicola Adam	Teacher Aide		
Sadia Shahdin	Teacher Aide		
Mike Shannon	Assistant Caretaker		
Lisa Griffin	Social Worker in Schools		
Leadership Team			
Leandro Piantelli	Principal		
Andrew Neighbour	Deputy Principal		
Chris Hood	Deputy Principal		
Julia Puka	Deputy Principal		

Board of Trustees

Portfolio	Trustee
Board Chair	Callum Marsh
Staff Trustee	Rosie Disberry
Parent Trustee	Roy Waite
Parent Trustee	Simon Laulu
Parent Trustee	Solomon Puka
Principal	Leandro Piantelli

Teaching and Learning

Co-Curricula Opportunities

A variety of visual art and performance opportunities allow children to take part as actors, dancers, singers, musicians, artists, set designers, and stage crew. Kapahaka, Cultural Groups, Talent Quests, performing arts evenings and school assemblies provide opportunities for students to shine.

Children are given the opportunity and encouraged to play a range of sports.

Composite classes

Composite classes are classes in which children of different ages and year levels are taught within the same classroom e.g. a Year 4/5 or 5/6 or 6/7 class. Composite classes are most often used because there are insufficient numbers of children to form separate age-related or year level classes. Unfortunately children are not born in batches of 15-30! If they were we could organise classes differently! Equally, children are not all born with the same abilities and/or needs. Classes, therefore, operate groups at a variety of different learning levels whether they are composite or not. The New Zealand National Curriculum determines what they are taught, but there is not a set learning programme at each year level.

Environmental Education

Education for sustainability is an important part of teaching and learning at Swanson School, and we are an accredited 'Enviroschool'. Enviroschools aim to create a generation of innovative and motivated young people, who instinctively think and act sustainably. Action projects undertaken by our students have both environmental and educational outcomes that benefit the school and the wider community.

Free play

To the uninitiated, play is simply the term given to children mucking around. Unstructured or 'free' play may not be so much a lost activity, but it certainly is a significantly diminished one. With the increasing sanitisation of the play experience by well-meaning adults, the opportunities for children to learn through play have been reduced. Play is how a child learns about risk, problem solving, consequences and getting along with others. These learning experiences are arguably just as important as the traditional learning experiences schools provide children.

Today, what we do at Swanson School is simply encourage free play to happen at break times. We do this by minimising the influence of adults in the play experience, and by challenging some long held beliefs. In the playground children can be seen to be building huts, riding every wheeled contraption that exists all over the school, climbing trees, play fighting, sliding down mudslides, using stair rails as monkey bars, or just lying in the long grass and talking.



Gifted and Talented

Information about students' special abilities is gathered from contributing schools, parents, teacher observation and achievement data. Classroom programmes are adapted (differentiated) to cater for children's different abilities. Co-curricular opportunities such as academic competitions, kapahaka, cultural groups, performing arts, visual arts, music, dance, and sports are provided throughout the year to extend and enrich the classroom experience.

Homework/Home learning

After school it is important for children to have the opportunity to play, to have hobbies and to spend time with family.

It is not always easy for teachers to judge the correct amount of homework to give children, as parents are not always comfortable with the amount of homework children receive, believing that it is either too much or too little. Under no circumstances should homework be an unpleasant burden, rather it should be an enjoyable task shared jointly between parents and child and which can help parents understand what their child is doing at school.

In general primary school aged children do not require, nor do they benefit from lengthy amounts of homework. It is therefore the school's policy to have only a small amount of homework, especially in junior classes. Parents not happy with the amount of homework that their child is getting, are encouraged to talk to their child's teacher.

Information and Communication Technologies

Students regularly access the internet and engage in research, data manipulation, interactive learning and multimedia presentations, using the latest equipment including interactive whiteboards.

Students are required to sign an internet safety agreement and they are taught about safe use of the internet.

Learning support

Students who are either not achieving or at risk of not achieving are referred to the Learning Support Team where programmes are put in place to meet their needs.

Library

Each class has regular visits to the school library and children may also use it during break times. Parents are asked to encourage regular reading at home and to ensure that library books are properly looked after and returned.

Student Leadership

A school council is elected from the student body. The Student Council organises charity events for good causes and certain fundraisers, such as social events, for the benefit of their peers. A Head Boy and Head Girl are elected every year, and preside over the Council.

The NZ Curriculum

The New Zealand Curriculum is taught at Swanson School. There are eight learning areas: English, the Arts, Health and Physical Education, Learning Languages, Mathematics and Statistics, Science, Social Sciences, and Technology.

Trips and Camps

There are many opportunities for students to experience field trips and camps as part of the learning programme. A permission slip is always sent home prior to these, along with a request for money to help cover costs. Parent help is usually required for these trips. A detailed risk analysis is carried out and copies of our policy can be requested. Students often engage in fundraising to help with the cost of trips and camps.

Y7/8 Technicraft

Year 7 and 8 students visit Bruce McLaren Intermediate School once a week to participate in technology programmes in purpose-built workshops, led by specialist teachers, designed to develop our students' technological know-how in such areas as foods, materials, electronics, art and music. The fees for this are \$60.00 per student. For safety reasons, closed footwear (no jandals or sandals) are required and long hair needs to be tied back.



Starting at Swanson School

Enrolment scheme

A meeting with a Deputy Principal will be set up with the family to talk about schooling at Swanson, to answer any questions and to go over enrolment forms.

When your child is four years old they can enrol at Swanson School ready to start on their fifth birthday. We require proof of age, so bring a birth certificate or passport when you are enrolling your child. We also need an immunisation certificate.

An enrolment scheme operates at Swanson School to prevent overcrowding. All students who live within the home zone are entitled to enrol at the school. Details of the home zone are available at the school office. Each year the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone is determined and published. The notice will indicate how applications are to be made and will specify a date by which all applications must be received. If there are more applicants than there are places available, selection will be by a ballot.



Four-year-old visits

We offer every Thursday morning as an opportunity for four year olds to visit our Year One classrooms. Having several visits helps children settle in and feel comfortable when they start school. We are happy for you to attend as many or as few as you are able. Our teachers are happy to discuss our programme with you and to answer any questions you may have. During all visits, a parent or caregiver must remain on the school grounds.

Optional 2.30pm Finishing Time

For Year 1 students, we have an optional finishing time of 2:30pm. We finish our formal learning programmes at this time, as the day is often long and tiring for five year olds. Teachers will continue to supervise children in quiet play activities if you are unable to pick them up until 2:55pm.

Home/School Partnership

Communication

Newsletters and notices will also come home from time to time with information about school trips and events. Please regularly ask your children if they have been given a notice or a newsletter to bring home!

The school website is www.swanson.school.nz and we also have a Facebook page.

Please phone the school office if you wish to get a message to your child or wish to enquire about anything.

Concerns/Complaints

Swanson School wishes to foster an environment where parents and caregivers are comfortable and confident in discussing the school's activities and curriculum with classroom teachers, the Principal and the Board of Trustees. If you have any concerns, come and talk to us about them.

On occasion a member of our community may have a concern that s/he regards as serious enough to make a complaint. The following policies include a step by step process to follow, and can be found on the school website: The Resolution of Complaints Policy, and the Harassment Prevention Policy.

Parent help

Parent help is actively encouraged. You can be of assistance by working alongside children and the teacher or by assisting with resources. If you are able to help, please see your child's class teacher.

Everybody who is connected to the school is considered to be a member of the Parent Teacher Association (PTA). We welcome and need your input, whether that be your time or your ideas. Most importantly though we need your support. If you would like to find out more, leave a message at the school office and someone will contact you.

Reporting to parents

A meet-the-teacher evening is held early in Term 1 each year – this is an informal evening for meeting your child's teacher. Reports are sent home twice during the year. These are a celebration of your child's achievements and give you an indication of the skills they are working on and the next steps. Each year time is set aside for parent/teacher conferences. Prior to these conferences you will be sent an appointment notice. Parents are strongly urged to attend as this is an excellent opportunity to talk about your child's progress.



Health and Safety

Bullying

Bullying is not tolerated at Swanson School.

Bullying is deliberate, hurtful behaviour that is usually repeated over a period of time. It occurs when one person tries to use power inappropriately over others. It is hard for people being bullied to defend themselves. Those who bully need help to change.

Some of the ways children bully others are name calling, saying or writing nasty things about them, leaving them out of activities or not talking to them, threatening them, or making them feel uncomfortable or scared, stealing or damaging their things, hitting or kicking them, or making them do things they don't want to do.

Bullying is NOT just part of growing up. You DON'T deserve to be bullied. Bullying is WRONG. We must ALL do something to stop it.

Dental Services

The mobile dental clinic provides a free service for children at the school and for preschool children in the area, from the age of 2.5 years. Teeth are examined every 6-12 months. Should emergency treatment be required outside these times, please telephone the school office for details on how to contact a dental assistant.

Hearing & Vision Testing

All five year olds and Year 7 children are screened for hearing and vision abnormalities. Other children identified by the teacher as potentially having a problem are also tested. If a problem is identified parents are notified and advised to follow up with the appropriate specialist.

Illness/Accidents

Illness and accidents at school are attended to in the sick bay by the staff and are recorded in a log. Parents are contacted (except in the case of very minor problems), so please ensure that our records of home and work telephone numbers are up to date. Please inform the school of any health or associated problems affecting your children.

Children with infectious diseases must be kept away from school until no longer contagious. Please do not send an ill child to school. We do not have the facilities to care for them.

Medication

A letter requesting the administration of medication by school personnel should be sent to the school office when a child is required to take medicines in school time. For chronic situations an Administration of Medication form will need to be completed and this form will be kept on file in the office. If your child has any allergies please ensure that the school is made aware and has the necessary medication. No medication is to be kept in school bags.

Peer mediation

The Cool Schools Peer Mediation Programme enables students to act as third party mediators between two or more of their peers, who are caught up in a conflict and want to see it resolved constructively and peacefully. Mediation is an empowering process that helps young people develop life long, problem solving skills.

Public Health Nurse

The public health nurse is in regular contact with the school. If a parent or teacher requests it, the nurse will examine any child and follow up any matter needing attention.

Riding to & from school

Schools often say that children are permitted to ride bikes to school providing they are at least 10 years old and have the correct safety gear. This is, however, only a guideline. The official road code does not give an age limit for people riding bikes on the road, but the assumption is that riders must be of an age to understand the road rules. Some 10 year olds are old enough, while others are not! If your child (of any age) can understand and abide by the road rules, then they can ride on the road. If they can't understand and abide by the rules they should not ride on the road.

Road Patrols

The pedestrian crossing outside the school is patrolled from 8:30-8:55am and 2:55-3:10pm daily. Staff supervise these patrols. We would appreciate parents obeying the instructions of the duty patrols and reinforcing good road sense by crossing at the designated points. Parents are also asked to keep their speed down around the school.

Road Safety

As a *Travelwise* school we encourage you to walk with your children to and from school. Ask at the office for details of our Walking School Bus. If you need to drive, park a short distance from the school and walk with your child to school. This will help keep the school entrances clear and make it safer for everyone.

Always model good road safety behaviour for children to copy.

The Kiss 'n Drop area has parking restrictions. Do not leave your car during these times. Be patient, your child will wait until it is safe for them. Drop them on the footpath side of the car and let them make their own way to class. Be aware of other children and remember they can be unpredictable. Please note that the staff car parks are not available for general parking.

Student Behaviour

We all want pupils of Swanson School to come to school ready and willing to learn. This can only happen with the support and cooperation of teachers, friends, family, and the child.

At Swanson School children are expected to:

- Be kind, respectful and helpful to others.
- Keep themselves and others safe.
- Do their best in the classroom
- Support each other's learning.
- Take responsibility for their actions.
- Respect and care for our environment.

Swanson School is smoke, alcohol and drug free.

General Information

Absence/Lateness

Children are expected to attend school daily. If your child is feeling unwell or is over tired, however, please keep them at home. The school operates a phone in system, whereby you phone the school between 8.30am and 9.30am to inform us that your child is away and the reason for this. If we fail to hear from you by 9.30am and your child has been marked absent we will contact you to check that your child is at home. This also ensures that when you send your child off to school you will be informed if they have not arrived safely.

If your child arrives at school after the first bell they must sign in at the office.

Before and After School Care

Before and after school care programmes are available to parents by private providers. Please ask for contact details at the office.

Bus

A bus operates to take 'eligible' children to and from school. Information about eligibility can be obtained from the school office.

Lost property

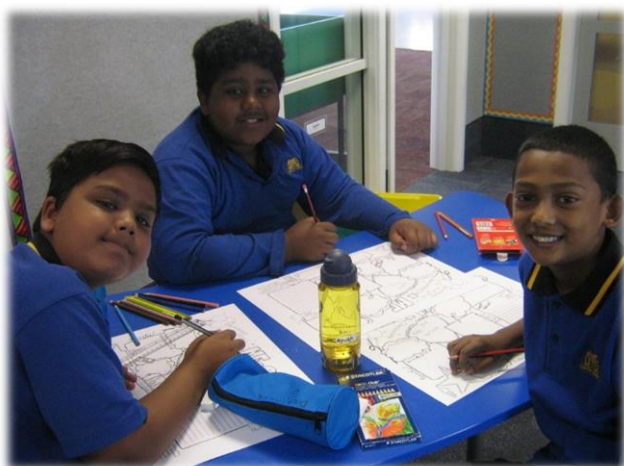
Lost property is easily traced if it is named. At regular intervals lost property will be displayed for parents to check. Lost property is donated to charity at the end of each term.

Mobile phones

If you wish your child to bring a mobile phone or some other device to school please make them aware that they are responsible for looking after it, and that learning programmes are not to be disrupted by using it.

School donation

This source of funding is very important to the school. This year parents are asked to donate \$80.00 per child or \$160.00 per family. Please see the office staff for payment options.



Stationery and BYOD

Parents will be advised of stationery needs for the following year at the end of each school year or upon starting school. Children are expected to have their stationery with them on the first day of school. After Week 2 of the school year all school stationery requirements may be purchased from the school office.

BYOD or Bring Your Own Device has been around since the invention of laptops. University students have been using laptops for many years. What is new is the move to bring devices into schools (Primary and Secondary). If you wish to supply your child with a laptop or tablet, rather than the traditional stationery we are happy to discuss how we can accommodate your wishes.

Tuck shop

As a school we encourage healthy eating and urge parents/caregivers to provide healthy lunches for their children. Lunch boxes and drink bottles should be clearly named. No glass bottles please. We discourage children from bringing confectionary to school.

Children are able to order their lunches from the school tuck shop. A price list can be obtained from the school office or through the school website. Please print your child's name, room number and what is being ordered on the outside of an envelope with the correct amount of money enclosed. The envelope should be placed in the appropriate box located in the office foyer, before school.

Uniform

School uniform is compulsory for all students. A 'Uniform Code' and price list are available from the office. All clothing including footwear should be clearly named. If your child is planning to get wet or muddy during free play, please ensure s/he has a change of clothes. We recommend hats be worn during terms 1 and 4.

Valuables

Children should not bring valuables to school. If they do, please make them aware that they are responsible for them.

Visitors

For security reasons all visitors to the school must first report to the school office and sign the visitors' book.

Reviewed: 31st January 2018

Swanson School

703 Swanson Road,
Swanson, Auckland,
New Zealand

Phone: 09 831-0001

Email: office@swanson.school.nz