



Royal Oak
Primary School

Information

Booklet

2018

HONOUR LOYALTY SERVICE



Royal Oak Primary School

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Dear Parents and Caregivers

Welcome to Royal Oak Primary School.

This Information Booklet provides you with a useful reference for school procedures and contact people.

Royal Oak Primary School is a decile 8, contributing school which caters for children from Year 1 through to Year 6.

Children in our school are from a wide range of ethnic groups, the majority of which include New Zealand Maori, New Zealand Pakeha, Indian, Tongan, Samoan and Chinese. There is, however, a wide range of other ethnicities.

School is a partnership linking children, parents and teachers on a common journey - to ensure the best possible learning and teaching experiences for children. Communication is important. We enjoy sharing successes with you, and hope that you will also tell us the things you like about our school. If you wish to discuss a specific matter in regard to your child, please make an appointment with your child's teacher or through the Office.

As a member of the Royal Oak Primary School community we welcome you to become actively involved in school activities. Children like to see their parents at school attending functions or helping. It helps to make them feel secure and confident. If you have skills, talents and interests you would be willing to share with the school please come forward.

Linley Myers

Linley Myers Principal



Vision Statement

Care, Respect, Empower.

Mission Statement

Creating opportunities for curious, critical thinkers who continue to learn and make a difference in their world.

Core Values

We value and celebrate:

- Our Community
- Personal Responsibility
- Success
- Diversity
- Curiosity and Creativity
- Commitment

STAFF 2018

Please refer to the staff list on the school website as this is updated as staffing changes.

SIGNIFICANT DATES for 2018

Term Dates

Term 1	Wednesday 31 January to Friday 13 April
Term 2	Monday 30 April to Friday 06 July
Term 3	Monday 23 July to Friday 28 September
Term 4	Monday 15 October to Friday 14 December

In order to have a smooth transition to school we start our New Entrants in groups on the following days:

New Entrant Starting Dates 2018

31 January
12 February
26 February
12 March
26 March
09 April
30 April

14 May
28 May
11 June
25 June
23 July
06 August
20 August
03 September
17 September
15 October
20 October
12 November
26 November



School events are available in advance by looking at the school website www.royaloak.school.nz and every fortnight in the school newsletter. These are updated on a regular basis.

SCHOOL ORGANISATION

The school is made up of two teaching teams, Year 0 to 3 (Royal Acorns) and Year 4 to 6 (Royal Oaks).

To ensure the safety of your children and the school's operations run as smoothly as possible, please follow these organisational procedures.

Absences

- All children must attend school every school day unless sickness or special family circumstances prevent this. (Education Act requirement)
- A phone call to the School Office, press 1 for absences and leave a brief message, or an email to admin@rops.school.nz, to advise absence or lateness is required by 8.50am.
- Prior notice of planned absences should be given in writing (dated and signed) or emailed.

Contacting the School

- The School Office is staffed from 8:30am until 4:15pm each school day.
- Telephone calls will be answered between 8:30am and 3:30pm. An answer phone service operates outside these hours. Ph: 6242800.
- For emergency situations children may use the school telephone.

- The school e-mail address is admin@rops.school.nz
- Teacher’s email addresses are available on the school website.

Custody of Children/Guardianship

- The school assumes that where there are two parents, both parents will have full access to and disclosure of information regarding their children.
- Families will be advised that, unless informed with legal documentation to the contrary, the school will assume that both guardians will have co-equal and co-existent rights to access and disclosure of information.
- A copy of any current Protection Order and arrangements must be filed with the school if there is an issue of legal custody.

Expectations of Behaviour

- Every child has the right to learn and play in a caring, peaceful and safe environment.
- We emphasise positive behaviour at Royal Oak Primary School, **Caring, Respecting** and being **Empowered** to make the right decisions.
- Clear guidelines are given for the management of both classroom and playground behaviour with an emphasis on positive interactions.
- The school communicates promptly with parents/caregivers when behaviour becomes a concern.

Parent/Caregiver Information

- For safety reasons it is **imperative** that parent/caregiver information which the school holds about address, and home/work phone numbers is always accurate and up-to-date. An emergency contact person is also needed.
- When information changes parents are requested to advise the School Office immediately please.

Powhiri

- A welcome Powhiri for new staff is held on the first Wednesday of each term at 10.00am. Parents are most welcome to attend.

School Hours

- Bells are rung at the following times:

08:25am	Children walk from the relevant steps
08:50am	Teaching Block 1
09:50am	Break 1 or Fitness
10:05am	Teaching Block 2
11:05am	Break 2

11:35am	Teaching Block 3
01:05pm	Break 3
01:45pm	Teaching Block 4
03.00pm	Children dismissed for the day
03:15pm	Grounds are cleared

- The school day will always finish at 3:00pm unless prior notice has been given in the newsletter.
- Children are supervised between 8:25am and 3:15pm
 - Before this time children **must sit** on the allocated steps (Acorns administration area, Oaks 2 storey block).
 - At 8:25am children may enter classrooms to prepare for the day and then play in the grounds.
 - Children should leave the school grounds promptly at 3:00pm so they can cross Manukau or Pah Roads while the Traffic Safety Teams are on duty.
 - Grounds should be cleared by 3:15pm. Anyone who is not collected by 3:15pm must go to the school library for supervision.
- Children should arrive prior to 8.50am so they can organise themselves for the day.
- Children who arrive after 8:50am **must** report to the School Office to have their late arrival recorded.
- Children who are required to leave during the school day **must** report in and be collected from the School Office.
- Parents/caregivers who come to school **during** the school day (i.e. between 8.50am and 3:00pm) **must** sign in at the Office first.
- Please advise the class teacher or the Office staff if your child needs to leave school prior to 3:00pm.

School Stationery

- At the beginning of each year, or when a child begins at the school, a full list of required stationery is available from the School Office. This is purchased as a complete pack from Royal Oak "Paper Plus".

HEALTH AND SAFETY

- Visitors to the school will sign in on the register at the School Office.

Bicycles

- The school strongly recommends that only Year 6 children ride a bicycle to school independently and that all other children be accompanied by a parent.
- Bicycles are stored in the rack beside the Music Room.

- Scooters are stored in the racks beside Room 11.
- Bicycles and scooters are stored at the risk of the owner.
- Bicycles and scooters are to be walked through the school grounds, and across both Manukau Road and Pah Road pedestrian crossings.

Food at School

- The school supports the Ministry of Health’s initiative for parents / caregivers to provide nutritional and adequate meals for their child(ren).
- Every child needs a small brain food snack for break 1 and two small meals, one for each of break 2 and 3.
- Preferably food should be packed in an appropriate container e.g. a plastic lunchbox or the like.
- Suitable lunches of healthy content should be easily eaten eg Bread rolls and sandwiches with fruit and a snack of fruit or dried fruit. Please, avoid yoghurt and food that is easy to spill.
- Lunches may be purchased Tuesday, Wednesday and Thursday through “ezlunch” www.ezlunch.co.nz
- Children eat under supervision.
- Children are not permitted to leave the school grounds during break times without permission.
- The school operates a pack-it-in/pack-it-out policy, (children take home all wrappers, papers and uneaten food).
- The sharing of food is not permitted.
- If your child’s usual eating patterns are interrupted through such things as illness or religious observance, please advise the class teacher.
- Water in a plastic bottle is the only recommended drink.
- If there are children with significant allergies in your child’s class a letter will be sent home giving warning about foods to avoid.

Gates

- Gates at Manukau Road, Chandler Ave and Ambury Avenue are opened before and after school.
- There is no school access through Crown Street at any time.

Health Room

- The school Health Room is located in the Administration block.
- The Health Room is a treatment room only.
- Children who become ill at school are sent home after the parent/caregiver or emergency contact person has been notified to collect them.
- In the event of injuries requiring outside medical treatment, parents or caregivers or emergency contacts are contacted.
- In the event of head injuries, parents will be **notified immediately** by phone.

- In the case of an injury requiring outside medical treatment, and the parent or caregiver cannot be contacted, the Principal's permission will be given to take the child to a medical facility or an ambulance will be called.
- In the case of an illness and/or injury, and a parent/guardian or caregiver cannot be contacted before 3pm, an ill child will remain at school until parental contact has been made.
- If a child falls ill or has an accident at school and requires immediate urgent medical treatment, the school will call an ambulance first and then call the parents. The school has discretion to arrange emergency medical treatment.

Medical

- Inform the school if your child has a medical problem.
- Children who suffer from asthma, or who have known allergic reactions, must have a Medical Action Plan kept on file in the Health Room.
- If long-term medication is necessary, parents or caregivers must complete the Medical Action Plan form which will be kept on file in the Health Room.
- Prescribed medication must be provided to the School Office on a daily basis in a container or envelope clearly marked with the child's name, the dosage, and clear instructions for dispensing.
- Medicines and cough medication (including lozenges) are not to be included in lunch boxes.
- Parents of children with asthma or life threatening allergies must supply the school with an action plan for administration of any medicines including treatment devices such as inhalers. This will be lodged with other information on the school's database.
- It is strongly recommended that children with a potentially life threatening medical condition wear a medical alert bracelet/necklace at all times whilst at school.

Parking

- Parents' cars need to be parked **legally** on the road. **Please do not drive into the staff car parks.**
- The turning bays and driveways are **No Stopping Zones**. Traffic regulations apply. The Road Code states that 'a **broken** yellow line closer than 1 metre to the kerb or edge of the road means you cannot stop, wait, or park there **at any time.**' The turning bays in Chandler Avenue and Crown Street both have these broken yellow lines.
- Suggested drop-off/pick-up areas are Haydn Avenue, Beckenham Avenue, Ambury Avenue, Crown Street and Oak Street.

Routes To and From School

- Children must not walk through Royal Oak Mall or the Mall car park unless they are accompanied by an adult.
- Children must use the supervised pedestrian crossings when crossing Pah Road and Manukau Road.

Skin and Hair

- Please check for head lice and impetigo (school sores) regularly and advise the school if your child becomes infested.

Smoke free

- Royal Oak Primary School is completely smoke free at all times.

Sunhats

- Sunhats are compulsory (and necessary) throughout Terms 1 and 4. A school uniform hat that shades the face, neck and ears is required.

Traffic Safety Teams

- Year 6 students are trained by the Police to operate as Traffic Safety Teams on the pedestrian crossing at Manukau Road.
- Adult supervision is required to support the Safety Team on Manukau Road and to supervise crossing at the traffic lights on Pah Road.
- Morning patrols are on duty, 8:15-8:45am.
- Afternoon patrols are on duty, 3:00-3:15pm.
- Children should leave promptly at 3:00pm so they can cross Manukau or Pah Roads while the Traffic Safety Teams are on duty.

Walking School Bus

- Children walk in crocodile file, supervised by adults.
- There are designated bus stops along each route.
- A timetable operates before and after school.
- Children must register to be involved with the Walking School Bus.
- Route maps are available at the School Office.



LEARNING PROGRAMMES AND RESOURCES

Adult Helpers (involvement in Learning Programmes)

- We welcome involvement by parents, grandparents, and adults from the community in our school programmes.
- Support may be for individuals within classrooms or with groups in outdoor activities.
- If you have a special skill which you can share please tell your class teacher or let the office know. We value these contributions.

Assembly

- Full school assemblies are advertised in the school newsletter and held on designated Fridays, 2:00pm-2:45pm in the school hall. There is a high level of student involvement. Parents are welcome to attend.

Damage to School Property

- If school property is damaged through children's unwise actions or misbehaviour parents/caregivers may be asked to contribute towards the cost of repairing or replacing the item.

Education Outside the Classroom (EOTC)

- Class trips are an important addition to learning programmes.
- Performers and visiting experts are also additional to the learning programmes.
- Written notification of all trips is sent home in advance if possible.
- Trips that incur an additional charge to parents will be paid prior to each activity.
- A signed consent form is necessary before a child can be taken on a trip.
- A Risk Analysis Management form (RAM) is written by the teaching staff prior to all EOTC activities.
- Sufficient numbers of adult helpers are required for all trips.
- Year 6 children have a three-day camp at Camp Adair in Hunua during Term 1.
- Year 4 and 5 children have a variety of outdoor experiences based in the school grounds and in the local community at the same time as Year 6 children are at camp.

Home Learning

- Homework may include:
Year 1-2: reading book, poem of the week, spelling and Maths Buddy.
Year 3-4: reading book, spelling, Maths Buddy and basic fact learning.

Year 5-6: as above with some additional research component at times.

Inter-School Sport

- All Year 5-6 children are involved in inter-school sport.
- Year 5 and 6 students are required to have a school sport shirt which can be purchased for the “School Uniform Centre” Remuera.
- Parent support for coaching teams, transporting children and laundering uniforms is frequently needed.
- A signed permission slip is required for participation in this programme.

Learning Support Programmes Provided at Royal Oak Primary School

- **Literacy and Numeracy Intervention**
 - Intensive small group teaching for children identified below expectation
 - If your child is to take part in the programme you will be informed.
- **English for Speakers of Other Languages (ESOL)**
 - The Ministry of Education provides some funding for children who meet set criteria.
 - These children are often taught in the ESOL room or may be supported within their classroom.
- **Gifted and Talented**
 - Depending on the availability of funding and resources some children may have the chance to take part in programmes which cater for their areas of strength.
- **Children With Special Needs**
 - These children may be supported in the classroom or have an individual or small group withdrawal programme.
 - These children may be supported by Learning Support Staff.

Library

- All classes have a scheduled library time each week.
- The Library is open from 8:30am each morning Monday through to Thursday, and also during Break 3.
- Books may be borrowed for a fortnight.
- Lost books may be charged to the family responsible.

PERSONAL PROPERTY

Please help us by ensuring all items of children’s personal property are clearly named.

Clothing

- Royal Oak Primary School has a school uniform that is available from The School Uniform Centre in Remuera Road. Details of the uniform are available on the school website.
- Second hand uniform sales are on the 2nd Monday of each month at 8.15 to 9.00am, outside the staff room.
- Shoes are to be black or a dark colour and velcro shoes are great for the younger children.

Jewellery (including taonga)

- It is not advisable to allow children to wear these items to school.
- They are to be taken off to play and are easily lost or damaged.
- Only studs are to be worn in pierced ears.
- No responsibility will be taken for personal items which are lost or damaged.

Lost Property

- Lost Property is placed in the large box outside the Rimu Room in Cutfield Corner. Please check these boxes for any lost property.

Money

- All money sent to school should be placed in a sealed envelope with the amount, purpose, child's name and class written clearly on the outside.
- Staff will not accept responsibility for money lost at school.

Valuables at School

- Please do not allow your children to bring toys and valuables to school.
- We cannot accept any responsibility for lost or damaged valuables.

COMMUNICATION

Community Consultation

- The Board of Trustees, through the Principal, occasionally seeks and values opinions from the school community.
- Written surveys and public meetings are the usual forms of consultation.

Concerns from Parents

For any concern or complaint about school staff or school organisation the following procedure should be used:

- Discuss the matter with the staff member concerned and include the senior manager if you consider the matter requires additional experience.

- If you are still concerned discuss the matter with the Deputy Principal of the Acorns or Oaks.
- If you are still concerned discuss the matter with the Principal.
- If the matter is still not resolved to your satisfaction formalise your concern in a letter to the Board of Trustees.

Messages to Children

- Contact the School Office if you have a message for a child.

Newsletter

- The newsletter is published fortnightly on a Wednesday.
- It is emailed home or sent in hard copy when the family has no email contact.
- It contains information about school activities, aspects of curriculum, and some community notices related to children.
- If you do not receive a newsletter, check the school website www.royaloak.school.nz.

Parent-Teacher Consultations

- Term 1 - Goal setting 3 way conference
- Term 2 - Brief written report for Oaks
- Term 3 - 3 way conference
- Term 4 - Final written report.

Website

- www.royaloak.school.nz
- The website contains general information about the school, enrolment forms, newsletters, school activities and class wikis.
- Up-to-date information about school events, cancellations, changes of date, etc are recorded on the website.
- Please notify the school if you have any concerns regarding your child and the website.

USE OF SCHOOL FACILITIES BY INDEPENDENT PROVIDERS
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Before and After-School Care

- Kelly Club runs a before and after-school care programme in the school hall Monday to Friday (7.00am - 8.30am and 3.00pm-6.00 pm) during the school term.
- Contact the School Office for further information.
- royaloak@kellyclub.nz

Dental Clinic

- There is no Dental Clinic attached to the school.
- Dental advice and attention is available from Royal Oak Intermediate Clinic Ph: 634 3216.

Hearing and Vision Testing

- Each child's hearing and vision is checked during the first year at school and at any future time if there is a concern.
- Parents are advised by the tester if any remedial attention is needed.
- A consent form must be completed upon enrolment for children to be tested.

Use of the School Grounds

- We ask for the help of the community to prevent vandalism and unsafe behaviour by contacting the Police.
- Your children must be supervised by an adult if they use the grounds outside normal school hours.

GOVERNANCE / PARENTAL INVOLVEMENT
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Board of Trustees

- The Board comprises elected and sometimes co-opted members of the school community, an elected staff member, and the principal.
- Meetings are held on a regular basis throughout the year. Dates of meetings are published in the school newsletter and on the website. Meetings are held in the staffroom, at 7:00pm unless otherwise advised. These meetings are open to the public.
- The Board, through delegation to the principal, is responsible for all school operations, curriculum delivery and student achievement.
- The school's direction is set out in the Charter and Strategic Plan.
- Day-to-day operations and procedures are based on the school's Policies. These can be read at the School Office.
- Trustees are as follows:

Owen Sinclair	Chairman
Linley Bruce	Principal
Jude Walter	Parent elected trustee
Talia McNaughton	Parent elected trustee
Karyn Kurzeja	Parent elected trustee
Vicky Stewart	Staff Trustee

School Donation

- Each year the Board of Trustees establishes a 'per student' donation to enable the purchase of additional materials and resources essential to maintaining the school's high standard of

curriculum delivery. Without these donations the school would not be able to provide the quality of education that it does.

- A receipt is given for all payments made.
- One-third of the School Donation may be refunded by the Inland Revenue Department when you complete a “Claim for Personal Tax Rebate” form.
- The school’s donation for 2018 is \$300 per child.

School Parent Group

- This group co-ordinates social and fundraising activities for children and their parents.
- Meetings are held on the first Wednesday of every month, at 7:30pm, in the staffroom.





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