



Welcome to Stanley Bay School

An information and reference booklet
for new parents



Stanley Bay School
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Introduction and welcome by our Principal, Mrs Glen Vinton

Dear Parent

I welcome your interest in Stanley Bay School, as the future school for you and your family. We warmly invite you to learn more about our school, our staff and what a wonderful environment we create for our children.

We have prepared this 'New Parent Information' as a reference document to assist you with the basic information about key people, key places and how the school is run.

This should help make you feel more familiar with our school, answer many of your questions, and also help fine tune other questions you may have.

I encourage you to visit, spend some time at Stanley Bay School and absorb the atmosphere of our vibrant and dynamic environment.

I am available to explain and discuss any aspects of the school management with you, and to answer any specific queries relating to your child or your situation.

Please give Rosie or Judith a call during office hours to make an appointment. I look forward to meeting you.

Kind regards

*Glen Vinton
Principal*

Stanley Bay School

Our school motto:

Those who do their best do well

All students are encouraged to do **their** best.
The school considers that if they have done **their**
best, then they have done well.

Vision Statement:

***To be a successful school that
optimises student potential.***

Mission Statement:

***Stanley Bay School will provide a safe supportive
environment that promotes achievement and
prepares children with skills, knowledge and attitudes
required to succeed now and in the future.***

Staff, classes and rooms

Glen Vinton (Mrs)	Principal	Principal's Office
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Rosie Tong	Administration & Finance Officer	Admin Office
Judith Walker	Clerical Assistant and Library Assistant	Admin Office

Junior Syndicate – new entrant to year 2

Jo Moy - Syndicate Head and Senior Teacher

Class	Teacher	Room
New Entrant/ Year 1	Rachael Findlay-Clarke	1
New Entrant	Pam Warner	3
Year 1	Kelly Ruysch	6
Year 2	Emily Attwood	4
Year 2	Jo Moy	2

Middle Syndicate – year 3 and 4

Jo Watson - Syndicate Head and Assistant Principal

Class	Teacher	Room
Year 3	Beryl Young	5
Year 3 & 4	Jo Watson	9
Year 4	Lesia Walliss	8

Senior Syndicate – year 4 and 5

Sarah Gillanders - Syndicate Head and Deputy Principal

Class	Teacher	Room
Year 5	Jan McCarthy	7
Year 5 & 6	Brendan Fiebig	10
Year 6	Sarah Gillanders	11

Support teachers and staff

Richard Wintle	Gifted & talented group teacher
Cheryl Wright	Part Time teacher
Philip Weston	IT technician
Catherine Minogue	Waterwise Teacher
Wendy Aranga	Reading Recovery Teacher
Wendy Proctor	Children's Learning Support Teacher Aide
Delwyn MacDonald	Children's Learning Support – Teacher Aide
Erica Mitchell	Children's Learning Support – Teacher Aide
Dennis Henton	Caretaker

Board of Trustees

<u>Position</u>	<u>Individual</u>	<u>Phone</u>
Chairperson	Helen Grant	445 1303
Secretary	Rob Ferguson	445 4457
Treasurer	Murray Brewer	446 0042
Property/Maintenance/ Special Projects	Dave Moore	445 0083
Deputy Chair Human Resources	Annie O'Donnell	446 0042
Public Relations Parents & Fundraising	Jan McEwen	445 3011
Principal	Glen Vinton	445 2510
Staff Representative	Rosie Tong	445 2510

The role of the Board and Principal in the school

Have you wondered how schools are managed. This simple outline should help.

The Board of Trustees (BOT) is made up of six parent representatives, one staff representative and the Principal.

Primarily the Board is accountable for student achievement and must provide an environment for the delivery of quality educational outcomes.

Boards are there to **govern** the school and the Principal **manages** the school.

The Principal:

- Manages the school's day to day operations and allocates responsibilities to staff
- Involves parents, staff and the school community in developing educational objectives
- Prepares and implements with the Board a strategic plan to achieve these objectives
- Selects staff, implements staff training and reviews staff performance
- Reports to the Board on learning outcomes and other aspects of school operation.

The Board's role is to:

- Create a vision for the school's future alongside the Principal
- Be curriculum focused and "hands off" day to day management
- Review and audit school policies & the Charter
- Review and approve a strategic plan each year
- Set a budget and monitor the school's financial position.
- Deal with complaints and disciplinary matters referred by the Principal
- Review the Principal's performance and management of the school
- Ensure the school communicates effectively with the community

School information – alphabetical listing

Absence

We ask that families notify the school office by telephone or send a note to the class teacher (delivered by a brother/sister, neighbour or friend), when a pupil is going to be absent. In the interest of children's personal safety, office staff will ring parents where a child has not arrived at school and there has been no notification.

Assemblies

Whole school and syndicate assemblies are held in the hall on a regular basis. Each syndicate takes a turn at running an assembly, providing an opportunity for children to share their work and talents. Details of forthcoming assemblies are published in advance in our school newsletter. Parents/caregivers are welcome to attend.

Attendance & school timetable

Block 1:	8.55 am – 11.00am
Interval:	11.00am – 11.30am
Block 2:	11.30am – 12.55pm
Lunch:	12.55pm – 1.45pm
Block 3:	1.45pm – 3.00pm

Children may enter the school buildings from 8.30 am onwards. We like children to arrive at school between 8.30 am and 8.45 am so as to give them time to prepare and settle in before the bell rings. We do not have shortened lunch hours on wet days.

Bikes & scooters at school

Children aged 9 years and over may ride their bike to school. Helmets **must** be worn. All bikes and scooters are brought to school at the owner's risk and bikes must be stored in the racks provided. For safety reasons bikes and scooters must not be ridden in the school grounds between 8.30 am and 3.30 pm.

A child under 9 years of age may ride to school provided they are accompanied by a parent or guardian.

Board of Trustees (B.O.T.)

The school is governed by a Board of Trustees consisting of parent representatives, the principal, and a staff representative. The parent representatives are elected by the parents and serve for a three year term. The Board meets monthly in the staffroom. Dates and times are advertised in advance in the weekly newsletter. Anyone interested is welcome to attend.

Choir

Years 4 to 6 children participate in the Peninsular Choir Festival on alternate years.

Concerns / Complaints by Parents & Caregivers Policy

The school's Concerns / Complaints by Parents and Caregivers Policy states, "In the first instance, concerns or complaints should be directed to the staff member concerned or to the Principal. If the matter has not been resolved with the staff member, it should then go to the Principal." Please feel free to discuss any concerns you have with us.

Council

The school council is made up of a child from each classroom (elected by the children within each class). They meet on a regular basis and report back to their classmates.

Dental Clinic

The dental clinic is staffed on a share basis with the Devonport and Vauxhall School Clinics. The nurse alternates attendance for a block of time at each school. Parents/caregivers are informed in the school newsletter when she is in attendance.

When our clinic is not in use, urgent dental care can be attended to at the Devonport or Vauxhall Clinics. The telephone number for all clinics is 445 2587.

Dress

Dress should be appropriate for school activities. Jewellery (other than watches, and studs in pierced ears) and cosmetics should not be worn to school. On sunny days if students are not wearing a sunhat, they will be asked to play in the shade. For art activities it is helpful if children have a "big old shirt" to protect their clothes. School t-shirts, tracksuits and sunhats are available for purchase from the school office.

Enrolment of new entrants

Children starting school must be enrolled at the office prior to their fifth birthday. A birth certificate must be sighted at this enrolment. Please also supply a copy of your child's immunisation certificate.

Arrangements will be made for both child and parent to attend two pre-school visits in the new entrant classroom. Visits take place on a Tuesday 9.30am to 11.00am during the literacy programme and on a Thursday 11.30am to 12.55pm during the numeracy programme. Children and parents are also invited to stay on to experience the interval and lunch breaks.

First Aid

Staff can treat minor problems at school. In all other cases parents or emergency contacts are phoned to make the necessary arrangements for the child to be taken home or seek further medical attention. The school requires up to date information about a child's personal details and medical conditions. Changes of address and/or phone numbers should be advised to the school office.

Fundraisers

SBS

FUND RAISERS

The school has an enthusiastic committee of fundraisers consisting of interested parents, a board of trustees representative, and a staff representative. The fundraising team is responsible for organising fundraising and social events for the school. They meet once a month in the staffroom and anyone interested is welcome to attend. This is a fun way to get to know others in the school community.

There is also ongoing fundraising within the school via schemes such as the Telecom "School Connection" (signing up the Stanley Bay as your school on your phone account), bring in your receipts from Devonport New World (the school receives a cheque each term from the supermarket based on the receipts total) and collecting "Yummy" stickers from fruit (the school receives sports equipment based on the amount of stickers collected)

Friendship Bus

Children are "on duty" within the playground as "bus drivers" on the Friendship Bus. They carry around a "Friendship banner" – to indicate to other children who may not have anyone to play with, that they can join the bus and join in or start up a game for them to play.

Gum

Gum and lollies are not permitted at school.

Headlice

This is a recurring problem in all schools at certain times of the year. Parents/caregivers are strongly advised to carry out regular inspections of children's hair to prevent the spread of this problem. If headlice are present please advise the office.

Homework

Primary school aged children do not benefit from lengthy amounts of homework. There is a place however, for short activities to reinforce the work being done at school - or completion of activities. Homework should be an enjoyable task shared jointly, at times, between family and child and help parents/caregivers understand what their child is doing at school. Individual teachers set homework appropriate to the needs of the children. Reading for at least half an hour every night is the most beneficial form of homework.

Information & queries

For any further queries please feel free to approach Rosie or Judith in the office, your child's teacher, or the Principal.

Lost property

The school acquires large quantities of unclaimed property, in particular, **unnamed** clothing. Please ensure that any items likely to be removed are named. Lost property is located in the Room 2 cloakroom and outside the swimming pool changing rooms when the pool is open. Parents/caregivers are welcome to check this at any time. From time to time the articles are displayed for all children to check. At the end of each term all unclaimed items are given to charity.

Lunch orders

On Mondays and Fridays children can purchase lunches at school. These are catered by Clarry's. The correct amount of money needs to be put in an envelope, with child's name, class, items and money enclosed written on the outside of the envelope, and put in the class lunch box before 9.00am. A lunch menu is available from the office. From time to time sausage sizzles are organised to help with school fundraising and class trips.

Medication

If you wish staff to administer any medicine to your child, please complete an authorisation form at the office. For safety reasons, all medication is to be kept in either the sick bay or the fridge in the staffroom.

Newsletters

These are sent home **every Wednesday** with the eldest or only child. The newsletter contains important information about school and community activities. We like to acknowledge children's achievements in our newsletters. If, under the Privacy Act, you would prefer your child's name not to be printed please let Rosie or Judith at the office know. If you wish to place community notices in the newsletter please provide copy to Judith in the school office by 9 am Tuesday.

A copy of the newsletter is posted on our website

[www: stanleybay.school.nz](http://www.stanleybay.school.nz)

Outdoor education

Year 6 pupils participate in an outdoor education camp in Term 1 each year. There is a cost to parents for this camp, which is advised at the time.

Out of school visits

Our school regards outside visits as an important educational part of our programme. These visits usually relate to topics being studied at school. Depending on the type of visit, a prescribed adult/pupil ratio is required.

Parents/caregivers will be invited to participate with these visits, however, sometimes numbers of parents / caregivers accompanying trips may be restricted. Parents/caregivers are informed of all outside school visits. The permission slip and any fares/entrance fees etc should be sent to the class teacher.

Parent help

Parent help is encouraged and needed at all levels of the school. If you can help on any given day please contact your child's teacher.

Preschool parent evenings

Evenings are held each term for parents/caregivers of children who are starting school in the following term. These meetings will familiarise parents/caregivers with school routines and provides an opportunity for questions.

Policies

Copies of our school policies are available from the school office.

“Reading Count's” Programme

For more information regarding this reading incentive programme please go to our website www.stanleybay.school.nz and click on the Reading Counts link.

Reporting to Parents/Caregivers

Stanley Bay School provides a variety of methods of reporting to parents/caregivers including:

- The parents/caregivers of new entrant children receive a pictorial report after their child has been at school approximately six weeks.
- Reporting to parents/caregivers by way of parent/teacher interviews occurs during term 1 & 3.
- Portfolios of individual student's work are sent home near the end of terms 2 & 4.
- At the end of the year a written achievement summary is issued.
- Parents/caregivers are welcome to discuss minor concerns with teachers and the Principal at any time, although limited time is available to teachers before school. Matters of major concern will require an appointment which can be arranged by contacting the school office.

Road patrols

The school has a Kea Crossing with trained road patrol students on Russell Street at 3.00pm. The Glen Road crossing is supervised by parents between 3.00pm and 3.10pm. Please support the school safety practices by crossing within the patrolled areas.

Scholastic New Zealand Ltd book club

From time to time, children may bring home a pamphlet for the purchase of books to read at home. If you wish to take advantage of these offers, the order forms must be completed by the due date and returned to the class teacher with the cheque/money enclosed in an envelope. Cheques should be made payable to Scholastic NZ Ltd.

School donations

School donations are necessary to supplement the operations grant we receive from the Ministry of Education. The annual school donation is \$250.00 per child, reduced to \$235.00 if paid by 31 March. Where a pupil enrolls after Term I, the donation is on a pro rata basis. Receipts are issued for taxation purposes.

There are costs involved as part of your child's involvement in the school curriculum. These will include the purchase of materials and stationery, small amounts for trips and visits, and the annual school donation. The school offers flexible payment options for some of the above.

If you are experiencing difficulties in meeting school costs, please feel free to speak to the Principal or Rosie Tong. Your concerns are important to us and will be treated as confidential.

School library

The school has a well stocked library. All classes have a library period each week, and the library is also open during lunchtimes. Children are able to take books out at both these times if they have a library bag to protect the book. These can be purchased from the school office or a strong plastic bag will suffice.

Donations of books for the school library are always welcome. Please contact Judith in the school office.

School photographs – class and team

Class and team photographs are taken at school during each year. Individual and family photographs are also taken at school once a year, upon completion of a request form. Preschoolers may also be included in these photographs. Photographs are sent home for purchase or return.

School uniform

Stanley Bay school uniform is optional. If children are representing our school in sporting or cultural activities they are required to wear the school uniform. Uniform items are available for purchase from the school office.

Smoking Policy

All schools by law are smoke free, therefore we ask you to refrain from smoking on or in school property.

Specialist services

The school has a wide network of support agencies available to staff and parents/caregivers including:-

- Audiometrist (hearing and vision tester)
- Public Health Nurse
- Resource Teachers Learning & Behaviour (RTLBs)
- Specialist Education Service

Sports activities

Middle and senior school children participate in a weekly sports programme. All children participate in daily fitness programmes. The programme includes skills practice and minor games. Children need to be suitably dressed to participate. From time to time there are sports interchanges with local schools. The school has a variety of sports teams that practice and compete out of school hours. Older children also have the opportunity to participate in triathlons and fun runs.

Stationery

A list of stationery requirements is sent home at the beginning of each school year. Stationery can be purchased from the school office between 8.30 am and 8.55 am.

Swimming

Children have swimming instruction for approximately six weeks at the beginning of the year and two weeks at the end of the year, weather permitting. As this is part of the school physical education programme, children are expected to participate unless they have a letter from home excusing them for a specific reason. During the swimming season parents may rent pool keys from the school office and use the pool out of school time.

Voluntary adult help

Voluntary adult help is always appreciated, both in the classroom and with various activities and tasks at school. Grandparent readers is one example where adults (not necessarily Grandparents) assist individual children with reading once a week. If you are available for this or other rewarding tasks please contact Judith in the office.

Walking School Bus

The Walking School Bus Programme runs before and after school most days covering three different routes:

- Route 1 - Stanley point (commencing at Second Ave)
- Route 2 - Calliope Road (commencing at the corner of Shoal Bay and Calliope roads)
- Route 3 - Patuone / Waterview (commencing at Melrose House).

More information and a timetable for each of the routes is available from the school office.

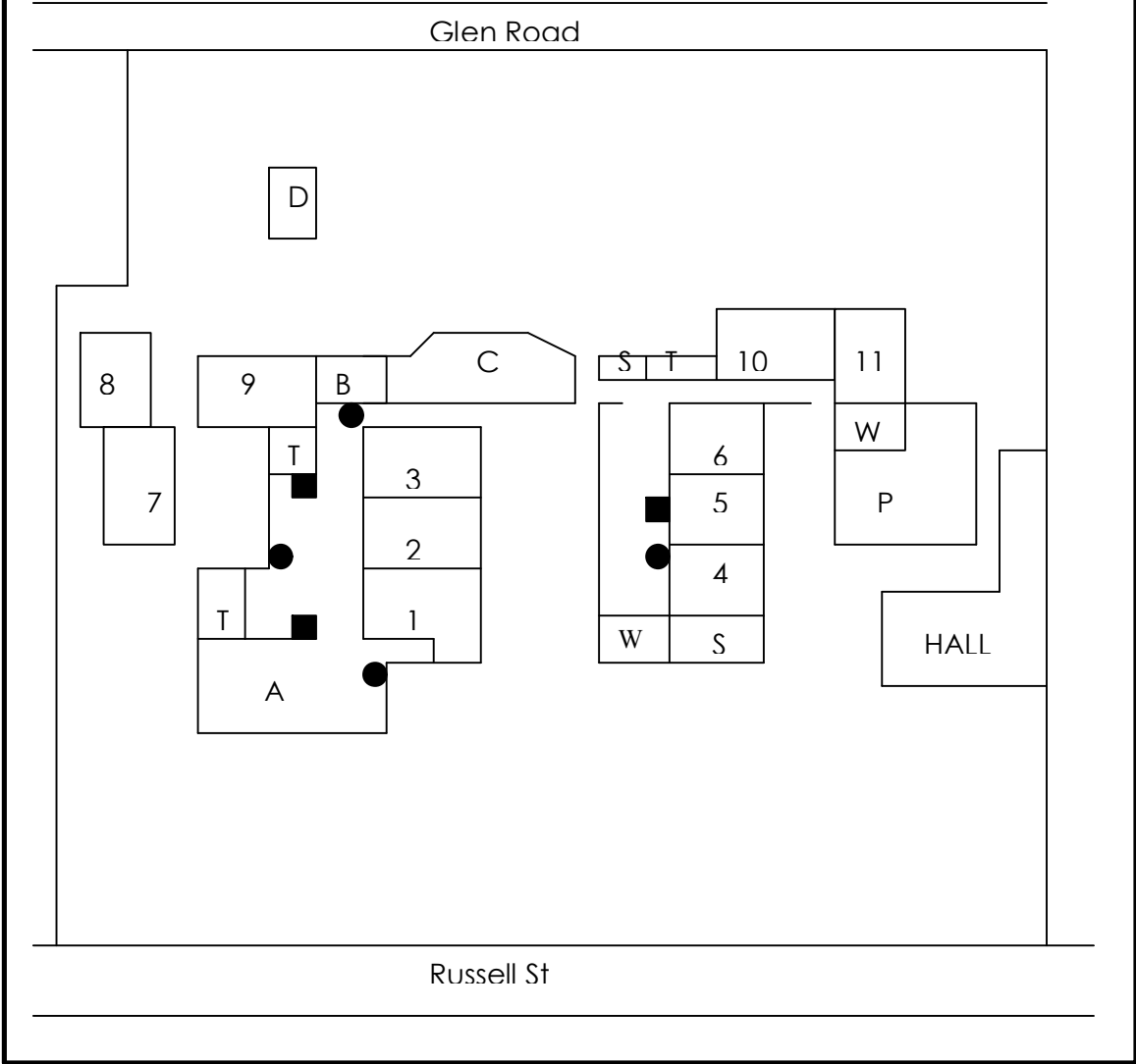
Waterwise

Year 6 pupils participate in the Takapuna Waterwise scheme during Terms 1. The children learn sailing using Optimist dinghies, and canoeing. An instructor's training scheme operates each year and all parents/caregivers are invited to participate, since the scheme will only operate if sufficient qualified instructors are available.

Zone

The zone for Stanley Bay School is basically the area west of a line drawn north to south through Victoria Road and out to Stanley Point, including the eastern side of Victoria Road. For applications from families living out of this zone please phone Rosie at the office for an explanation of this process.

Stanley Bay school map – 15 Russell Street, Devonport.



Key		●	Fire alarm points
1	Classroom	■	Fire hoses
2	Classroom	A	Admin & Principal's office, & sickbay
3	Classroom	B	Staffroom
4	Classroom	C	Library
5	Classroom	D	Dental clinic
6	Classroom	W	Withdrawal room
7	Classroom	S	Storage
8	Classroom	T	Toilets
9	Classroom	P	Pool area
10	Classroom		
11	Classroom		

Community information

We hope this information will be of value, as an introduction to services available within the Devonport community.

Pre schools

Devonport Community House Creche
32 Clarence St
Phone 446 0490

Takarunga Playcentre
Kerr St, Devonport
Phone 445-2530

Narrowneck Playcentre
Handley Ave, Narrowneck
Phone 445-9039

Devonport Kindergarten
43 Vauxhall Road
Phone 445-3504

Melrose Pre School Tuition Centre
27 Cowper St
Phone 445-2980

Peppertree
8 Buchanan St
Phone 445-4402

Small is Beautiful
27a Summer St
Phone 445-2288

Care A Lot
21 Waterview Road
Phone 445-8551

Montessori ~ Acorn Children's House
7 Kawerau Avenue
Phone 445-4500

Devonport Methodist Child Care Centre
18 Owens Rd
Phone 445-1072

Babysitters

Babysitting Grannies are local mature babysitters
Contact: Jean 473 9249

After school care

Devonport Out Of School Care ~ Joan Mackay
Room 15, Devonport Primary School.
Phone 445-7382 / 027 229 1802

Devonport Community House
After school care at the Devonport Community House,
Clarence Street, Devonport.
Phone 445-3068 or 021 117 4256

Devonport Powerhouse Kids Club
St Augustine's Anglican Church,
Calliope Road, Devonport
From 3.15 to 4.15
Contact Jean Creek, phone 445-2737, or
Esther Borchers, phone 445-9663

After school activities

St Paul's Presbyterian Church
Victoria Road, Devonport
Tuesdays with Merle Woolams Phone 445-8721
Wednesdays with John Harris Phone 445-3397
Thursdays with Suza Schiele-Lawrence Phone 445-1399

School holiday programmes

There are a variety of programmes available during the school holidays, catering for both full time care and short extension classes for children with special interests.

These programmes are advertised in advance of each holiday through our weekly school newsletter. Please contact Rosie or Judith at our school office for further information.

Activities and clubs

Listed in alphabetical order by activity

Devonport School of Ballet (& Jazz)
Contact Christine Snowball
Phone 446 0250

L'Academie de Danse – Ballet Jazz Tap
27 Apollo Drive, Mairangi Bay
Contact: Sally or Leanne
Phone 479 9321

Boys Brigade
Contact Robin Staveley
Phone 443 0549

Girls Brigade
Contact Marion Callagher
Phone 445-2716

North Shore Junior Cricket
Contact Mike Duncraft
Phone 489-1093

Girl Guides
Contact Anna Marie Dixon
Phone 445-2872

Gym - YMCA
Phone 480-7099

North Harbour Gymnastics
North Shore Events Centre
Phone 443-2570

Hockey
Contact Barbara Cuthbert
Devonport School
Phone 445-2223

Jumping Beans
Early Childhood Fit For Learning Programme
Contact: Chris Morris

Ph 443 6497

Seido Karate Club,
17 Wynyard Street, Devonport
Contact: Sensi Danny
Phone 445-1664

Fun Languages International (North Shore)
Le Club Francais
Contact: Catherine Woodward
Ph 410 6626 mob 021 040 5978

Languages - French / German lessons
Contact: Azhela Henton
Phone 828 2489

Music

There are a number of private teachers (one on one) within the area;
listed below are group music class options.

Belmont Music Centre
C/- Belmont Intermediate School, 188 Lake Road
Phone 489-8286

Forte School of Music
10 Northcroft Street, Takapuna
Phone 489-3680

Vauxhall School
Phone 445-0052

playgroup for Toddlers
Bells and Whistles
The Devonport Community House,
32 Clarence Street, Devonport, Wednesday 9.30 to 11.30
This group is for new mothers and people new to Devonport with
toddlers. This is an informal group. Cost \$4.00 per session.
Phone 445-3068

North Shore Rugby Club,
Cambridge Terrace, Devonport
Phone 445-3482

Takapuna Boating Club Learning to Sail
Contact Janet Garrett
Phone 445-1739

Waitakere Boating Club
Contact Bruce Yarnton
Phone 445-6079

First Devonport Scout Group
Allenby Road Scout Den
Contact Bill Sunley
Phone 445-7110

Calliope Sea Scouts Group
King Edward Parade, Devonport
Contact Chris Leach
Phone 445-3602, Fax 445-5475

Soccer - North Shore United
Allen Hill Stadium, Devonport
Phone 445-3123

Devonport Swim Club - Navy Pool
Contact Dix Ozier
Phone 07 866 3397
Mob 021 104 2584

Steven Lindsay Swim School
11 Evans St, Takapuna
Phone 486-6728

Takapuna Aquatic Centre
37 Killarney St, Takapuna
Phone 486-3286

Belmont Park Racquets Club
133 Bayswater Road, Belmont
Phone 445-8077

Ngataringa Tennis Club
Stanley Bay Park
Contact: David and Cheryl Aitken
Phone 445 4282

Toy Library
The Devonport Community House,
32 Clarence Street, Devonport.
Open Thursday and Saturday mornings
Contact: Pip McNair Phone 445 4452

More information on wide variety of activities such as walks and museums is available from:

North Shore Visitor Information
Devonport Centre
3 Victoria Rd
Phone 446 0677

Local Devonport Churches

1. Catholic Church Contact Father David Nolan
Takapuna Parish
Phone 489 6486
2. Belmont Baptist Contact Andrew & Caroline Gammon
168 Lake Road, Belmont
Phone 445 6268
3. Salvation Army Contact Janette Hennessey
4 High Street, Devonport,
Phone 445 4224 wk or 445 1420 hme
4. Presbyterian Devonport Contact Sherri Weinberg
Phone 445 1385, 021 713 155
5. Anglican Holy Trinity Contact Murray & Dianne Spackman
20 Church Street, Devonport
Phone 445 0378
6. Methodist Church Contact Rev Robyn Allen Goudge
193 Victoria Road, Devonport
Phone 445 6801 Church
Phone 4450042 Parsonage
7. Belmont Presbyterian Contact Fakaofu & Ruth Kaio
22 Regent Street, Devonport
Phone 445 6470 church 445 1855 home
8. Canaan Christian Family
Church Contact Charley & Glenda Tonkin
Kurt & Inger Boyle
88 Victoria Road, Devonport
Phone 445 1580 Church 445 4406 home

Devonport Community Care Foodbank

There is a foodbank available to Devonport residents facing hardship, whether your need be a one off instance, or long term help. Please feel welcome to contact Vicky Gibson, phone 445 3029. This service is run jointly by the churches in the Devonport area.