



Green Bay School

Parent Information Booklet



Green Bay School is situated on the fringe of the Waitakere Ranges. This environment is representative of our School Expectations with three mountains symbolising:

POSITIVITY

Matika

RESPECT

Whakaute

INITIATIVE

Auahatia

All students are expected to seize opportunities and learn harmoniously with others.

Mauri tu mauri ora, the active life invokes life!

A warm welcome to students, parents and caregivers.

www.greenbay.school.nz

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New to School

ENROLMENTS

Green Bay School became a zoned school in Term 3 of 2015. Therefore, when enrolling your child for the first time, you will need to present the following **original** documents: your child's birth certificate, immunisation certificate and proof of address (this could be any **current** utilities bill).

It is our school policy that all New Entrants are to have three class visits before starting school. Our visit days are a Wednesday and the start day at Green Bay School is on a Monday. With the exception of the first week of the school year, all students arriving unexpectedly to enrol will start within the following 2 days. This is to give teachers adequate time to organise the best start to your child's school experience.

Please ring the school to make an appointment to meet with either the Deputy Principal, Associate Principal or the Principal and then enrol at the office. Be prepared to give us at least two emergency contact phone numbers in case of illness or accident.

Families from overseas will require passports and Visas showing entry criteria into New Zealand. Most students from overseas need to apply to NZ Immigration for a student Visa.

Aims of the School

The aim of this school is to educate your child to become a life-long learner. Emphasis is placed upon the need for each student to be helped to achieve their best within a positive atmosphere of stability, clear routines and a safe environment. Ours is a peaceful school.

These are the aims of our school for the teachers (as learning leaders), and the students:

- to be literate and numerate
- to achieve
- to understand that success requires risk-taking, effort and perseverance
- to have, or provide, an academic, social and holistic education
- to learn future skills, these will include ICT, critical and creative thinking skills, information and media literacy, and essential skills
- to be partners in the learning process
- to provide a safe emotional learning environment
- to agree that learning will be enjoyable and fun
- to reflect on and seek opportunities to grow, innovate and self-improve

By the time students leave our school, they will have acquired the skills and values necessary to enable them to achieve their goals in life.

School Policies

At our school, we are committed to maintaining a safe, respectful, and nurturing environment for all students. Our school policies are designed to support the academic and personal growth of our students while ensuring a positive and inclusive community. These policies cover a range of areas including attendance, behaviour, health and safety, and digital citizenship. By adhering to these guidelines, we work together to create a harmonious school atmosphere where every student can thrive. Detailed information on all our policies can be found at [school docs](#).



School Expectations

Respect *Whakaute* **Positivity** *Matika* **Initiative** *Auahatia*

Our Expectations came out of community consultation.

Green Bay School is situated on the fringe of The Waitakere Ranges. This environment is representative of our School Expectations with the three mountains symbolising:

Respect (Whakaute), Positivity (Matika) and Initiative (Auahatia) – all students are expected to seize opportunities and learn harmoniously with others.

The school motto is 'Mauri Tu Mauri Ora'. Freely translated, it means 'Life is for living – The active life invokes life!'

NZ Curriculum

The New Zealand Curriculum is a guide for teaching and learning in New Zealand schools and is the basis upon which we build our learning programme.

The curriculum has been designed to ensure that schools gather evidence related to students' literacy and maths achievement and use this evidence for planning learning programmes and reporting to parents. Green Bay School has long been committed to these ideals and our programme is built on assessment for learning, and gathering and reporting on achievement data to ensure best possible learning outcomes for our students.

Intermediate Department

Since 1997, we have been a full primary school also catering for Year 7 and 8 students.

Intermediate students participate in all school-wide activities and some special activities designed just for them. All core subjects are taught within the classroom. Research into achievement in NZ schools by the National Education Monitoring Project (NEMP) has shown clearly that students in a full primary learn as well as – and in some cases better than – students in Intermediate Schools. Another advantage of full primary schooling that has been identified by researchers is that full primary students are not adversely affected by the 'dip in performance' caused by transition from one school to another. Our students are advantaged by our seamless continuance on to Year 7 and the opportunity to become acquainted with a high school regime during their lessons at the adjacent high school.

Our students have the advantage of attending Green Bay High School for their design technology subjects. Students also benefit from our exciting in-school Science specialist programme. Second languages (currently in Korean and Te Reo), and Careers Education are also provided.

Throughout the year, Year 7 and 8 students participate in many inter-school events with other local intermediates, as well as entering zone competitions. Our intermediate students also have a number of outdoor education events including camp, adventurous and creative electives, triathlons, etc.

Our intermediate students are expected to behave as role models for the younger students at Green Bay School. As school leaders, they are given extra responsibilities and privileges. Our department, being smaller than some other intermediate schools, offers additional unique advantages. Our students do not get 'lost in the crowd', plus they develop positive peer and adult relationships. Bullying and anti-social behaviour is infrequent; individuality is encouraged, all within a positive, restorative environment.

Science Specialist



Another unique feature of our school is a specialist science programme. Our Science teacher, Mr Granger, is passionate about his subject and delivers an exciting, 'hands-on' programme inside a classroom inhabited by tanks of exotic marine creatures with wiggly appendages and boggle eyes.



All students in Years 2-8 have a minimum of one timetabled session of 1 hour each week.

Academic Programmes

Our school prides itself on academic student achievement. We focus on Literacy and Maths, first and foremost. Every year, our staff and Board of Trustees monitor assessment data and use it to plan where emphasis might be needed in the year's strategic plan. Targets to raise student achievement are carefully thought out to give all students the best opportunities for success. The results of these targets are reported to the Board of the Trustees and the community at the end of each year.

Our strategic aims for achievement are to:

- improve student achievement annually
- ensure all students will learn Te Reo Maori
- be a lead school in Science
- ensure all students will learn a foreign language
- be a lead Enviro school
- be a lead school in wellbeing
- ensure students will grow ownership of their learning
- be a school that allows the student voice to be heard

We recognise that all students are different. Not everyone's strengths naturally lie in Literacy and Maths therefore our learning programme is designed to cater for all talents and needs. Our community consultation process has identified that our school community values holistic education, so we value all learning areas. We aim to help every student to reach their potential in a wide range of subjects.

ICT

Yes, we love using digital technology for learning at Green Bay School. Students learn how to use a computer as a tool to help their other learning. They learn to use word processing and spell check to help them write better and they learn to use various software to help with other subjects, like Maths. However, they also learn to use a computer to access information and how to process and evaluate that information, as well as how to present that information using technology. Students are also taught to use other digital technology such as cameras, video cameras, iPads and chrome books. Computers are networked so that all classes have access to school software, email and the internet. A digital citizenship (computer usage) agreement must be signed by all students and a parent from every family at the time of enrolment.

LIBRARY

We are very fortunate to have a school librarian to assist students and teachers. All students are able to borrow books from the school library. All classes have a timetabled library session each week and the library is open during the lunch break. We ask all students to care for books that are taken home. Students will be required to pay the replacement cost of any books that are lost or damaged. The library is also open on selected afternoons for students who have parental permission, to do homework, reading or study.

SPECIAL NEEDS PROGRAMMES

For students who need help because of a physical, emotional, behavioural or learning difficulty, there is a range of ways we can assist. We have a Learning Support Co-ordinator (LSC), Wayne Southgate, who can co-ordinate these programmes in school. Wayne will also liaise with outside agencies, including our Resource Teacher of Learning & Behaviour (RTLb) and the Public Health Nurse.

Special programmes and services available in the school include: part-time Reading Recovery teachers, Teacher Aides, small group withdrawal, in-class ability grouping, across-syndicate ability grouping, Rainbow Reading, ESOL (teaching English to children who speak other languages) and Ihlens Screening.

If you have concerns about your child's special needs, please discuss this with your classroom teacher in the first instance.

GIFTED AND TALENTED EDUCATION (G.A.T.E.)

At Green Bay School, our definition of a gifted and talented student is "one who performs or who has the ability to perform at a level significantly beyond his or her chronologically aged peers and whose unique abilities and characteristics require special provisions and social and emotional support from the family, community and educational context" (Harrison, 1995).

For students who are gifted or talented, there is a range of ways we can enrich or accelerate them. G.A.T.E. programmes and services available in the school include: differentiated classroom planning, teacher aides, small group withdrawal, in-class ability-grouping, across-syndicate ability grouping, a science specialist, various leadership, cultural, art and sporting opportunities, and other activities and programmes running from time to time dependent on needs of students and teacher availability.



If you wish to discuss your child's special talents, please address these in the first instance to your classroom teacher.

If any parent (or community member) has an area of talent or specialist ability, (e.g. foreign languages, design, landscaping, electronics, robotics, astronomy, photography etc.) and could offer some time to coach or mentor individual students, or work with small groups, we would like to know. Times could range from day workshops to one afternoon per week. Contact the school office, if this is something you can offer.

MUSIC LESSONS

Years 4-6 students are taught how to play the ukulele and guitar during their music lessons at Green Bay High School.

OUTDOOR EDUCATION

Our school runs a dynamic Outdoor Education programme. Events include the Year 7/8 camp and their programme of electives, including activities such as abseiling, high ropes, rock climbing, skiing etc. The Year 5/6 team runs an adventure camp and EOTC experience week. The middle syndicate provides a variety of educational outdoor learning opportunities, including short camp experiences and other challenging, fun activities around the local and wider region. Juniors are involved in a variety of outdoor activities at school or at local parks.



To assist families in paying for our camps, we offer an automatic payment system. Please set this up well before the event. We do try our best to ensure that every student can go on these outdoor programmes, and we urge families experiencing financial hardship to contact us early.

PHYSICAL EDUCATION/SPORTS

A brief fitness session of about 15 minutes takes place daily (weather and programme permitting) and a programme of high-quality physical activity is provided. Syndicates organise a variety of sporting skill sessions and games on a regular basis. We also have a sports activator - a specialist sports coach employed by the school to provide students with a variety of challenging and motivating physical learning experiences.

Students are expected to wear the school PE uniform for fitness and sports. All students are expected to participate unless a note is provided by parents stating a medical reason for non-participation.

The school has a pool which is open during the warmer months. Swimming is part of the Health and Physical Education curriculum. Also, water survival skills are vital in our island nation; therefore, all students are expected to participate. See p.18 for further details.

At various times and levels throughout the school, a variety of sporting codes are offered to the students. These may include cross country, cricket, netball, hockey, soccer, rugby, touch, flippa ball, T-Ball, volleyball etc. If you, or any other community member has an interest or expertise in a particular sport, we welcome assistance with coaching or managing teams. This enables us to extend the number and type of sporting codes on offer. Please contact Kajal Meanger, our Sports Co-ordinator on kajalm@greenbay.school.nz.

REPORTS AND LEARNING CONFERENCES

In Term 1, there is an opportunity for parents to meet the teacher and review a student's achievement in relation to their goals. Goals are set with the collaborative input of pupil, teacher and parents. Written reports are issued in Term 2 and Term 4 plus Learning Conferences are held in Term 3. At any time during the year an appointment can be made with the classroom teacher to discuss concerns/progress. Teachers will contact you if they have issues they wish to discuss. Our school philosophy is based on the importance of strong school-home partnerships.

Please be aware that school finishes early (at 1.00pm) whenever we have Goal Setting Conferences in Term 1 and Learning Conferences in Term 3. Please ensure your child is collected on time at 1.00pm.

TALENT DEVELOPMENT

Students are encouraged to develop their talents through the selection of modules that interest them. Students are also chosen by teachers in GATE programmes. Programmes include the arts, sports, academic and cultural classes. Teachers run two x 1 hour sessions during blocks three and four on a Friday to the delight of the students.

TIKANGA MĀORI AND TE REO

Tikanga Māori is part of the learning programme within classes. The BoT has a commitment to acquiring staff with skills in delivering Te Reo to our Māori students. Our multicultural and kapa haka groups are open to any keen students. We welcome whānau support with all of these initiatives, please make contact with the school office if you would like to help us.

Te Kapa Haka *o Motu Karaka* (the original name for Green Bay) is an integral part of the school. We are thankful to have the expertise of Mātua Jarrod who teaches Te Reo Māori on a Wednesday and trains our Kapa haka group in the afternoon. The Kapa haka group is open to our Year 4-8 students. The highlight of each year is performing at the Eden Albert Festival. We ask that students put in the extra time at home to learn the words and actions for each of the songs.

SCHOOL BEHAVIOUR

At Green Bay School we believe that relationships are the key to success, both in learning and in supporting our students to behave in a positive manner. After research, careful consideration and intensive staff professional development, we have moved away from a 'School Rules' system to supporting our students in following a 'Code of Conduct', based on our school Vision. Our Vision is used when we work with students to assist them in reflecting on their choices, and in learning to make better ones.

SCHOOL CULTURE & CONDUCT

Our School Expectations have been developed to underpin all that we do here at Green Bay School. Teachers explicitly teach the Expectations, and copies of our Expectations are on display around the school to help students to make positive choices.

BULLYING

We have a 'zero tolerance to bullying'. Bullying is inappropriate behaviour of a repetitive nature that causes harm and/or humiliation. We can only deal with bullying if we know it is happening. It is vitally important that the victim tells someone as soon as an incident happens so it can be dealt with immediately. Parents who have a concern about bullying are asked to report it immediately to your child's teacher; the teacher will investigate and report back to you. If bullying is occurring, the bully will be dealt with in a serious manner according to school discipline procedures. Victims of bullying are likely to need support in developing strategies for dealing with bullying.

TEXT HARRASSMENT AND CELLPHONES

Reports in the media advise that use of cellphones to harass is increasing. Any text harassment occurring on-site during school hours will be considered bullying and will be dealt with as a serious matter through our discipline procedures. Cellphones are only allowed at school if they are handed in to the school office. Any cellphones that are used during the school day by a student will be confiscated and only returned to a parent. We recommend parents take any concerns about usage of cellphones or text-bullying out of school hours to the authorities or their cellphone provider. Parents are advised to monitor children's cellphone usage to ensure safety for all.

VANDALISM OR THEFT

Offenders must pay for damage that is intentional or caused through inappropriate behaviour. This includes the breakage of glass windows. As required by the Ministry of Education, all windows are now fitted with safety glass, which is more expensive than ordinary glass. You will be advised of any incident by your child's teacher. An invoice will follow.

GENERAL

Students are **not allowed to bring chewing gum/bubble gum or fizzy drinks to school**. These items will be confiscated if found.

There are certain parts of the school where students are not allowed, including being inside a classroom unsupervised at break times and lunchtimes, students are also to stay out of the Rongoa Gardens which are at the back of the school field. These areas are out of bounds and will be pointed out to students on a regular basis.

Students riding bikes to school **MUST wear a safety helmet**. They **MUST** dismount their bikes at all entry points to school and walk their 'wheels' whilst on the school grounds.

OUR PHILOSOPHY ABOUT BEHAVIOUR

We believe that we are here to educate and that everyone makes mistakes. Everyone is expected to learn from their mistakes and work together to find ways of solving the problem and ensuring it doesn't happen again.

The way we achieve a peaceful school is, first and foremost, to have a good relationship with the student, to be fair and listen to all sides of a problem.

- We talk to students who've made a mistake, expect them to own the problem, fix it and learn from it. OWN IT – FIX IT – LEARN FROM IT
- We use a restorative approach, 'tough love' or mediation, and sometimes we just simply lay down the law.
- We teach students about taking ownership of and accepting responsibility for their actions, rather than blaming, excusing and denying problems.

Any approach to behavior management is particularly powerful where we have a good relationship with families. Parents coming to school immediately when there is a problem and working with us to support their child and the school through a problem-solving process, sends a powerful message to students that they are expected to change their behaviour.

We are endeavouring to be a peaceful school. Most of our students know the right way to behave. We focus on the positives with praise, positive statements such as "I like the way...", extrinsic rewards such as stickers, certificates at syndicate and school assemblies, and whole class rewards. We reinforce desired behaviours through our school values programme. Our aim is to make good behaviour an intrinsic part of a student's values.

PARENT CODE OF CONDUCT

Just as the students must abide by a Code of Conduct, so do any adults on school premises. We ask that:

- Adults behave as appropriate role models in the presence of children
- Adult concerns are handled away from children, behind the scenes
- Adults at school behave in a respectful manner towards our staff and towards one another
- Adults with concerns, stop to listen and give staff an opportunity to explain why their children's version may differ from the staff member's
- Parents request appointments with staff, rather than demand
- Parents respect that our teachers' duty is first to prioritise the day's learning programme
- Adults follow the school Expectations of Respect, Initiative and Positivity
- Anyone who does not adhere to the Code of Conduct will be asked to leave the premises

We have lovely relationships with our parents and community however, some people seem to be becoming more de-sensitised to ways of conducting good inter-personal relationships. Staff work very hard and try to be available, deal honestly with and be helpful to families. Like all people, staff really appreciate being valued. We look to the co-operation of everyone to work together in the best interests of students.

SCHOOL HOURS

7.00am	Before School Care opens
8.30am (bell rings)	School grounds are open for students
8.30am	Road patrol begins under teacher supervision
8.50am	Morning road patrol finishes
8.50am (bell rings)	Block 1 commences with roll call promptly at 8.50am
9.50-10.50am	Block 2 commences
10.50-11.15am	Morning tea break (earlier 'brain food' breaks are at teachers' discretion)
11.15-12.15pm	Block 3 commences
12.15-1.15pm	Block 4 commences
1.15pm-1.55pm	Lunch (students sit supervised for 10 minutes while eating)
1.55pm (bell rings)	Rubbish, drink, toilet
2.00pm	Block 5 commences
2.55pm	School closes and After School Care begins
	Road patrol begins under teacher supervision
3.10pm	Afternoon road patrol finishes

Please note: On the last day of EVERY term, school finishes at 2.00pm. Please ensure your child is collected on time at 2.00pm.

Safety Before School:

The school does not accept responsibility for students arriving at school before 8.30am. Student's attendance before this is at parent's own risk. When the school grounds open at 8.30am, all students must assemble and **stay** in the Quiet Area outside the Principal's office, behind Room 11 and must not play on the playground equipment. A Before School Service is being operated in the hall; contact [GBKO](mailto:gbkidsown@gmail.com), Beth Marshall on 027 223 8386 or email gbkidsown@gmail.com. Please support this in the interests of your children's safety.

Safety After School:

All students must go home straight after school. Enquiries about After School Service can be directed to the contact above. All students must be collected by 3.15pm. **All students who are waiting for parents or siblings to collect them must wait in front of the school office.** Students must **NOT** play on the playground after school where they are unsupervised.

When picking up/dropping off students, all drivers must stop on the roadside and adhere to the 5 minute Auckland Transport signs. **The school car parks are for staff parking only.**

Staff

We have very dedicated, skilled staff, characterised by diversity. This makes for an interesting mix of backgrounds, skills and talents, all to benefit our students.

Leadership Team

Anand Muthoo	Principal	Office
Alex Milich	Deputy Principal	Office
Cheryl McElroy	Deputy Principal	Office
Wayne Southgate	Associate Principal & Learning Support Co-ordinator	LSC Office
Mr Simpson	Kauri Whānau Leader Y7&8	Room 27
Maria Leaity	Rimu Whānau Leader Y5&6	Room 2
Mozeema Khan	Kowhai Whānau Leader Y4	Room 6
Lorraine Sauvarin	Mataī Whānau Leader Y3	Room 32
Susan Jull	Totara Whānau Leader Y2	Room 22
Sheryl Squier	Pohutukawa Whānau Leader Y1	Room 20

Administration Staff

Marilyn Logan	Business Manager	Office
Robin Brokken	School Administrator	Office
Ashleigh West	Receptionist/Attendance	Office

Support Staff

Sharon Giacon	Librarian
Cherie Mason	Rainbow Reading
Teuila Lasika	Teacher Aide
Diana Smeal	Teacher Aide
Emily Loh	Teacher Aide
Laurens Carlier	Caretaker
Andrew Quinn	Groundsman



Teaching Staff – (Syndicate Head in bold)

Kauri (Year 7&8)	Nina Laher	Room 15	Year 8
	Julie Mercer	Room 14	Year 8
	Mr Robert Simpson	Room 27	Year 7&8
	Andrew Keegan	Room 13	Year 7
	Chrislyn Averill	Room 11	Year 7
	Makenzie Vitasovich	Room 12	Year 7
Rimu (Year 5&6)	Anja Hennig	Room 4	Year 6
	Daphne van Deventer	Room 3	Year 6
	Maria Leaity	Room 2	Year 6
	Ruth Tate	Room 1	Year 5
	Diana Comp	Room 30	Year 5
	Kendall Cooke	Room 31	Year 5
Kowhai (Year 4)	Mozeema Khan	Room 6	Year 4&5
	Alice Bree	Room 5	Year 4
	Ms Ulata Iulio	Room 7	Year 4
	Toni Webster	Room 8	Year 4

Matai (Year 3)	Mrs Lorraine Sauvarin (M,T,W) and Maya Ishida (Th,Fri)	Room 32	Year 3
	Ms Cathy Woolford (M,W,F 8-11am) and Rowan Mackinlay (M,T,W,TH,F)	Room 33	Year 3
	Ms Coral Steele	Room 21	Year 2&3
Totara (Year 2)	Jayne Cotterill	Room 25	Year 2
	Haneen Abdulmajeed	Room 24	Year 2
	Susan Jull	Room 22	Year 1&2
Pohutukawa (Year 1)	Sheryl Squier	Room 20	Year 1
	Gagan Kaur	Room 19	Year 1
	Tina Shope	Room 18	Year 1

Support Teachers

Helen Hu	ESOL Teacher	ESOL Room
Pavel Granger (Mr)	Science Specialist	Room 16
Deborah Martin	Reading Recovery	Room 17 Office
Kajal Meanger	Sports and PE Co-ordinator	Room 17 Office (3 days per week)
Jarrold Waetford	Te Reo Teacher	(Wednesdays)

We are lucky to have such wonderful people working in our school!

SYNDICATES

The school is divided into 6 syndicates:

Year 1	Year 2	Year 3	Year 4	Year 5&6	Year 7&8
Pohutukawa	Totara	Matai	Kowhai	Rimu	Kauri

Parents may be concerned if their child is in a composite class as opposed to a single-age class. However, research has shown that composite classes have the same learning as single-age classes. New Zealand teachers the world over are famous for their prowess in teaching to ability groups. It is 'stages not ages' that are the most important feature of academic success.

HOUSES

The students are allocated a 'House' at enrolment. They stay within their House for the whole time they are at Green Bay School. We have six house groups which are named after Māori Gods. Each house group has a lead teacher, student leaders and a colour. House groups give students a sense of belonging, foster positive relationships across the school, encourages teamwork and grows leadership.

Papatūānuku

Papatūānuku looks after trees, birds and people.

Tānemahuta

Tānemahuta looks after the forests and birds.

Tāwhirimātea

Tāwhirimātea looks after the weather.

Ranginui

Ranginui is the sky father.

Tangaroa

Tangaroa looks after the sea.

Tamanuiterā

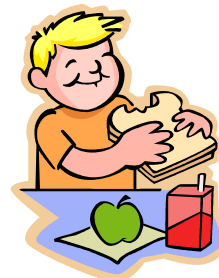
Tamanuiterā looks after the sun.

BEFORE and AFTER SCHOOL CARE

An independent before and after-school care programme operates from our school hall. An information sheet is available from the office or contact [GBKO](#), Beth Marshall on 027 223 8386 or email gbkidsown@gmail.com. Please support this in the interests of your children's safety.

STUDENT LUNCH OPTIONS

On Mondays, students can purchase sushi (5 small pieces) and on Tuesdays, students can purchase a sausage wrapped in a piece of bread for \$2.00 (beef) or \$2.50 (vegetarian). These orders are all placed through your [myKindo](#) school account and all monies received from these fundraising incentives go toward an allocated school activity. We rely on **parent volunteers** to cook our sausage sizzle every week so if you would like to help, please contact the school office.



NEWSLETTERS

The school newsletter comes out every third Thursday. This is sent out via email to those parents who can receive it electronically. Please ensure your child is bringing it home as it contains important information about school events. We ask that parents take a moment out of their busy day to have a read of it, to be kept informed.

SCHOOL TRIPS AND VISITORS

Throughout the year, classes organise a variety of educational visits and visitors which enhance the teaching-learning programme. We encourage all students to be involved. Trips, often termed 'Education Outside the Classroom' (EOTC), enrich the curriculum and provide further opportunities for learning, personal growth and social development. Consideration will always be given to the number of events in a term/year and costs involved. We also have trips away to sports tournaments and Waterwise programmes.



An EOTC programme is not possible without parental support, both financially and in terms of parents giving up time to accompany or transport students. Parental time becomes increasingly difficult as children get older. We put out a term by term calendar of events to give parents as much warning as is practicable. We promise you will find it a rewarding experience.

Payment of all school trips and events is made via your [myKindo](#) school account.

General Information

ATTENDANCE AND PUNCTUALITY

If a student is going to be absent from school, the school must be notified via email (absentees@greenbay.school.nz) or leave a message on the school absentee line between 7.00am and 8.50am (09-8176666). Please ensure you leave your child's name and room number, the reason and expected length of their absence. This will assist us greatly to ensure the safety of our students. If the school is not notified, we will make contact via text to the parent/guardian on the day of absence; however, early communication from parents would be preferred.



If a student is absent on a regular basis without a justified reason, the school is required to notify the Whānau and School Support Service. If there is still a problem, we must notify the Ministry of Education who may wish the school to prosecute the parents. The Waitakere Area has a commitment to ensuring zero truancy in West Auckland schools.

If a student is going to be **late**, the school must also be notified, for safety reasons. Once the student arrives at school, they must go to the office and sign in via Vistab i-pad and take a red late pass to the teacher, showing they have signed in through the correct procedure. ***Parents are reminded that lessons start promptly at 8:50am.*** Missing as little as 15 minutes of the day's learning programme may hinder your child's learning (and interrupts class learning).

BICYCLES & SKATEBOARDS

The Traffic Department does not recommend that children under 9 years of age ride on the roads. Therefore, only Year 5, 6, 7 and 8 students may ride bicycles, skateboards or scooters to school unsupervised. The Board of Trustees policy is that students who ride their bike to school must wear a safety helmet. **In the interests of safety; bicycles, skateboards and scooters may not be ridden within school grounds before school, during school hours, or after school before 3:15pm**, (other than on our official charity fundraising 'Wheels Day'). Students who ride a scooter or skateboard to school must store these items in the bike bay outside the library. The school takes no responsibility for loss or damage of these items.

CELLPHONES & SMART WATCHES

All cellphones, smart watches and other personal digital devices are to be signed in at the school office for the day (N.B. all care and no responsibility!). If a student does not hand their cellphone in, it will be confiscated and only be handed back to a parent. This is school policy.

CHANGE OF ADDRESS OR HOME CIRCUMSTANCES

In order for us to be able to best care for your child, please inform the classroom teacher/school office of any changes which could affect your child's performance at school e.g. poor health, parental separation, death of a relative etc. **It is important for you to update the school office with change of address, or home and work phone numbers in case we need to get hold of you in the event of an emergency.**

CIVIL DEFENCE PROCEDURE

In the case of a civil defence emergency, we will KEEP ALL STUDENTS AT SCHOOL.

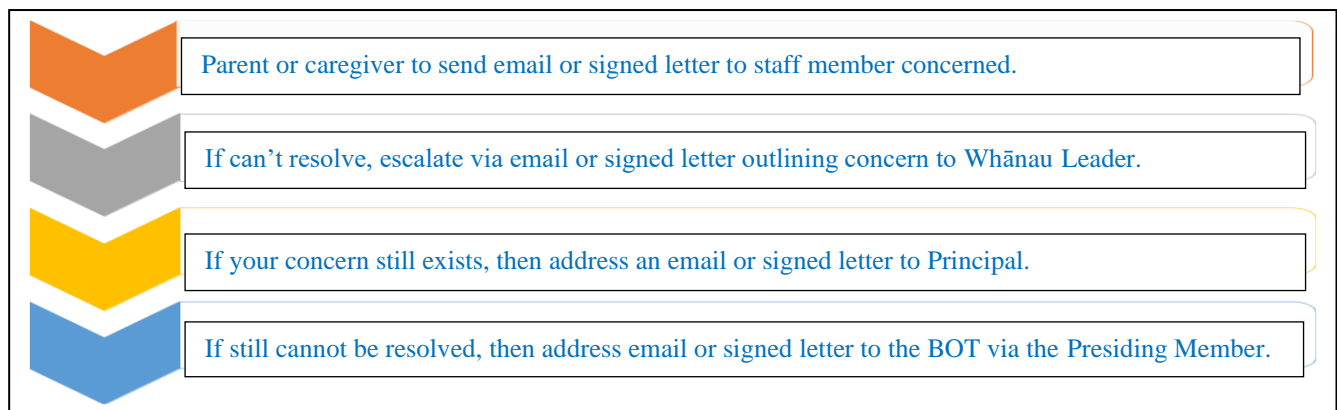
The Principal becomes the official welfare officer. In the event that the school is required to evacuate on advice from Police or Civil Defence, a sign will be left on the front door of the office advising where students can be collected from. **STUDENTS WILL BE RELEASED FROM SCHOOL, OR AN ALTERNATIVE VENUE, ONLY IF COLLECTED BY THEIR PARENT/GUARDIAN.**

CONCERNS AND COMPLAINTS PROCEDURE

In accordance with school policy, any complaint or concern that a student, parent or caregiver has should be directed in the first instance to the student's classroom teacher or the appropriate person concerned. Failing resolution, the complaint or concern should be directed to the Whānau Leader. Unresolved problems can finally be referred to the Associate Principal, Deputy Principal and/or the Principal. The Associate Principal, Deputy Principal and/or Principal will consult with all parties concerned. Any complaints directed to the Board of Trustees will be dealt with according to Board procedures.

We urge all parents/caregivers to develop a strong, positive relationship with their child's classroom teacher. Problems or concerns are much more effectively sorted out by having a good partnership between home and school.

The following diagram outlines the steps involved in the concerns and complaints process. To ensure this policy is consistently applied and matters are dealt with by the appropriate party, this process must be followed sequentially. At each step if the complaint is not resolved, the matter can be elevated to the next step/tier of management in line with this policy. Matters that have not followed the concerns and complaints process, or have been elevated prematurely, will be referred back to the most appropriate party for consideration.



CUSTODY AND ACCESS

Unless we have been notified by a Court Order, both parents have right of access to school. In order to protect from the consequences of custody disputes, the school must be provided with copies of legal documentation. Such information given to the school is kept in strictest confidence.

All adults wishing to contact a student during school hours must make their request at the school office. Parents/caregivers are requested to not walk through the school grounds whilst school is in progress. This is for both your child and other student's protection.

DENTAL CLINIC

A mobile dental clinic bus visits the school on a semi-regular basis to provide students with free health checks. Otherwise parents can make contact with the dental nurse at Glen Eden Intermediate School.

FIRE & EARTHQUAKE DRILLS

These are held once a term, at times under the auspices of the Titirangi Fire Station. The assembly point is on the field behind the Tech Room/Staff Room. If you are visiting the school at the time of a drill, you must have signed in at the office and will need to report to the School Fire Warden (wearing a high-vis top) to be accounted for. In the event of an earthquake drill, please follow the instructions of the nearest staff member.

HEALTH CHECKS

At various stages through a student's life at school, where parents give consent, checks are made on eyesight, hearing and general health. When new entrants are enrolled, we would ask parents to bring with them their child's Wellbeing Book/Plunket Book for proof of immunisation.

Our Health Nurse checks all new entrant students at the first opportunity. If you have any doubts about your child's health, see your teacher and this will be noted and the Health Nurse contacted. Poor health can affect a child's progress at school.

ILLNESS/INJURY/ACCIDENT

In the case of illness/injury/accident that cannot be catered for in the school sickbay, or if students are distressed, we will contact you or your nominated emergency person. Teachers cannot leave their classes during school hours, so it is expected that parents will transport their children to the doctor or hospital. If we are unable to make contact with anyone, we will naturally ensure that students receive medical attention. If we suspect broken bones or more serious injuries, we will seek **immediate** medical attention.

Parents can assist by keeping contact details up-to-date and by having a pre-thought-out plan if the school rings, so that your family can immediately assist us.

INTERNET USE

All students have supervised access to the internet through a variety of digital devices. Upon enrolment, parents are required to sign our Digital Technologies Responsible Use PARENT form (one PARENT form per family). For any new enrolment of a student who is Year 4 through to Year 8, we require the student to sign a Digital Technologies Responsible Use STUDENT form and also for the parent to read and sign Digital Technologies Responsible Use PARENT form. Students who have not had this form signed will be prohibited from accessing a networked computer. Our Internet Usage Policy is displayed on our school website and our agreed rules for use are discussed with students each year. Every year, we teach students about digital citizenship and sensible internet usage appropriate to their age. We ask that you be vigilant and monitor your child's usage of social networking sites, such as Facebook, as there are age limits for these sites, and children do not always have sufficiently developed social skills to handle the usage of these kind of sites responsibly.

LEGAL MATTERS

If there are any legal matters, such as Court Orders restricting access to your child, please provide a copy to the school. The information is stored in a confidential place. If you do not provide this, then the school must allow access to both parents equally.

LOST PROPERTY

This is collected and stored in the foyer outside the Library. Please name all uniform and footwear to assist us in finding the owner. Lost property is displayed at the end of every term; the last two days on the senior courts. Parents are invited to view lost property. Unclaimed lost property is recycled responsibly.

MEDICATION

The school must be informed if a student has any medical condition, (e.g. allergies, asthma), or requires medication during the school day. All medication must be kept in the school sick bay. We will require authorisation in writing to dispense medication. Please contact the office regarding this.

PARENT MESSAGES

Our office staff are happy to be of service to our school community. However, they can experience numerous telephone calls close to the end of the school day requesting family messages to be delivered. Our office staff are extremely busy at this time of the day attending to students and completing their core tasks, so we would appreciate your help by organising any after school change of plans with your family first and foremost and then having a family friend available in case of other emergencies. It is important that all students know what they are doing at 2:55pm with regard to getting themselves home safely. Parents, please ensure you have a back-up plan in place for moments when your plans change. "Call a friend", advise your child that should you not be there at the end of the school day, as they would usually expect, then they must look out for your friend. Pre-empt moments like these and already have a "call a friend" contact available to be called on at any time and who can be there when your child comes out of class.

Students are to wait outside the school office at the end of the school day and are expected to be collected promptly **OR** they are expected to start walking home straight away after the school bell has rung.

PARKING AT GREEN BAY SCHOOL

The police patrol our school area regularly at the school's request. We acknowledge parking is limited but the suggestion from our Senior Leadership Team is that we want our students to be safe. Please park further down the road and get out of your car and walk to meet your child. Auckland Transport will issue infringement tickets if you choose to double-park in the 5-minute pick up and drop off stopping bay outside school. This obscures the vision of road patrols and creates a safety hazard. It is illegal to STOP your car any longer than 5 minutes in the pick-up and drop off 5-minute stopping bay, **this is NOT for parking**. It is illegal to do u-turns in front of the school. It is illegal to park over the yellow lines and it is illegal to park over our neighbours drive-ways. Please be courteous and respectful to other families, their children and our neighbours, we are all important. Your children are learning from the examples you are setting.

When picking up/dropping off students, all drivers must STOP only (not park) on the roadside and adhere to the 5-minute Auckland Transport signs.

Parents must not park in the school staff car park as this is for staff only and any other vehicles will be towed (no exceptions).

PEDESTRIANS

Road patrols operate the crossing outside school between 8.30am to 8.50am and 2.55pm to 3.10pm. During this time, a teacher supervises the crossing. We expect our students to use the supervised crossing. Please, parents, do **NOT** cross at the council bay opposite our school hall.

Parents/Caregivers are expected to support safety by modelling the safe use of the pedestrian crossing.

Entry to school is up the path by the main car park or up the path by the school hall. It is Board policy that pedestrians are **NOT** allowed to walk through either **staff** car park – **even if you are with your child, your child may come to think it is safe to walk that way alone. Our back driveway, in particular, is too steep for safe spotting of little people walking alone.**

PRIVACY

Upon enrolment, parents/caregivers are asked to complete a privacy form acknowledging the use of student information for school use, whether students in school photos may be used for publicity, and ensuring parents/caregivers are aware of the procedure for photos/work published in the newsletter or on the website.

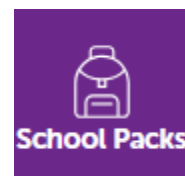
RUBBISH

To promote a healthy, clean environment, students are expected to take all rubbish from their morning teas and lunches home with them. Food scraps are collected daily to feed our worm farm.



STATIONERY PACKS

These can be purchased on-line through our stationery supplier, [Qizzle](#). Stationery for Year 0 or 1 students is to be purchased prior to their start date in order for the stationery to be available to them on their first day of school. Please bring the complete stationery pack to school and hand to the classroom teacher during any of their school visit days.



Stationery packs for Years 2-6 are also purchased on-line through Qizzle **plus** an additional cost of \$14.50 for a homework book bag and a library book bag which are purchased at the school office via eftpos.

Stationery packs for Years 7&8 are also purchased on-line through Qizzle. These students are not required to purchase a book bag or library bag.



SUN SAFETY (Terms 1 and 4)

Students must wear their uniform sun hat and sun block during the summer months. If a student forgets their hat, they will be asked to have time out in a shady spot – 'NO HAT, NO PLAY'.



SWIMMING

Our school has a pool. Swimming is a compulsory part of our Physical Education curriculum. Please ensure that in the summer months your child brings togs, goggles and towel in a plastic bag (all named). Students are not allowed to swim if they have sticking plasters, injuries or a serious health issue, or bring mufti clothes instead of swimming togs. Students may be excused with a note but, parents, please be aware of the need in our island nation, for all children to learn water confidence and survival skills. We look to you for support in ensuring all healthy students take part.



UNIFORM

At our school, we take pride in our uniform, which fosters a sense of belonging and school spirit among our students. We ask that all students wear their uniform with pride and adhere to the guidelines set out in our uniform policy. This includes wearing the correct pieces, maintaining the uniform in good condition, and ensuring it is clean and presentable each day. By doing so, we ensure that our students represent our school positively both within the community and beyond.

We have different colours to set apart our Year 0-6 from our Year 7&8 students (see attached uniform guide page 21). All uniform must be named and footwear must be appropriate for the season i.e. black only sandals for summer and black only shoes for winter. The Green Bay School uniform can only be purchased through The Warehouse, New Lynn store.

Green Bay School has second-hand uniform for sale. If you would like to enquire, please contact cheriem@greenbay.school.nz

UNIFORM PASS

We understand that there may be an instance where a student is unable to wear part of their uniform for reasons out of their control. In such cases, we request that parents provide a written note explaining the situation along with an expected date of compliance. Once we receive this letter, a uniform pass will be provided. We appreciate your cooperation in maintaining our uniform standards and supporting our school community.

PE UNIFORM FOR Y4-8 STUDENTS (Compulsory)

For students in Years 4 to 8, having a PE uniform is compulsory. Every student participates in the block run (daily) plus various other sports activities throughout the day. By wearing their PE uniform, students can engage in physical activities comfortably and maintain the integrity of their school uniform.

All students are to wear the correct **compulsory** school uniform.

VALUABLES/MONEY

Students should not bring money to school unless specifically required for lunch orders, trips and stationery. ***Please put money in a sealed envelope with your child's name and room number on it.*** Students should not bring toys, i-pods, cellphones and electronic items to school. The school accepts no responsibility for such possessions.

VISITORS

All visitors to the school (including parents visiting their children) must go through the office first and sign in through the Vistab i-pad, receiving a stick-on label. This is a health and safety requirement. In case of fire or other disaster, it is necessary for the school to be able to account for all personnel on site.

Finance



KINDO SCHOOL PAYMENT SYSTEM

Step 1: make your myKindo account - [New Users click here](#)

Simply enter in the same email address our school has on file for you.

All families to Green Bay School are asked to make a myKindo account for school, as this is the only way that payments can be made.

Kindo is the Cashless School Payment System which takes school payments, forms, and shopping on-line, and it couldn't be easier.

You can view and make payments on your personalised school account, plus purchase optional items such as ezlunch and sausage sizzles.

FUNDRAISING

There is always a shortfall between government funding and our school community expectations. To provide for more opportunities and resources to support learning and development, our fundraising team organise regular activities for which we ask your support. The team meets regularly, usually every second Tuesday of the month at 7.00pm in the school staffroom. The fundraising team is always open to suggestions and new ideas. Do come along, it's a great way of meeting people, especially if you are new to Green Bay School. Ask at the office for the date of the next meeting.

Help Us

LEAVING SCHOOL

If your child is leaving Green Bay School, please notify the class teacher and the school office in writing, in advance, advising the date of leaving and to which school your child will be moving. It is important to remember to return all readers and any library books.

Green Bay School – Primary, Year 0 to Year 6 Uniform



Year 0 - Year 6 Uniform Description	Colour	Style No.	Sizes		Sizes	
Polo Top Boys and Girls	Avocado	125806	4-6yrs S-M		8-16yrs	
Polar Fleece Top Boys and Girls	Navy	125808	3-7yrs		8-16yrs	
Tab Short - Boys	Dark Navy	6756	6-16yrs			
Pull On Short - Boys	Navy	6934	3-7yrs			
Option for Winter - Cargo Pant	Navy	23855	4-16yrs			
Skort - Girls	Navy	702046	4-10yrs		12-18yrs	
PE Shirt	Navy/Emerald	125807	4-14yrs		S-M	
PE Short	Navy/Emerald	33734	4-16yrs		S-M	
Aussie Hat	Navy	6691	53 - 61cm			
Bucket Hat	Navy	S7404	53 - 61cm			
Socks - Ankle 3 Pkt - Girls	White	728616	shoe size			
Socks - Knee High - Boys	A9 (Navy)	S6734	shoe size			
Shoes - Black School Shoes (Winter) & Black Sandals (Summer)	Black	Assorted	shoe size			

Green Bay School – Intermediate, Year 7 and Year 8 Uniform



Black School Shoes



Black School Sandals



Schooltex Bucket Hat



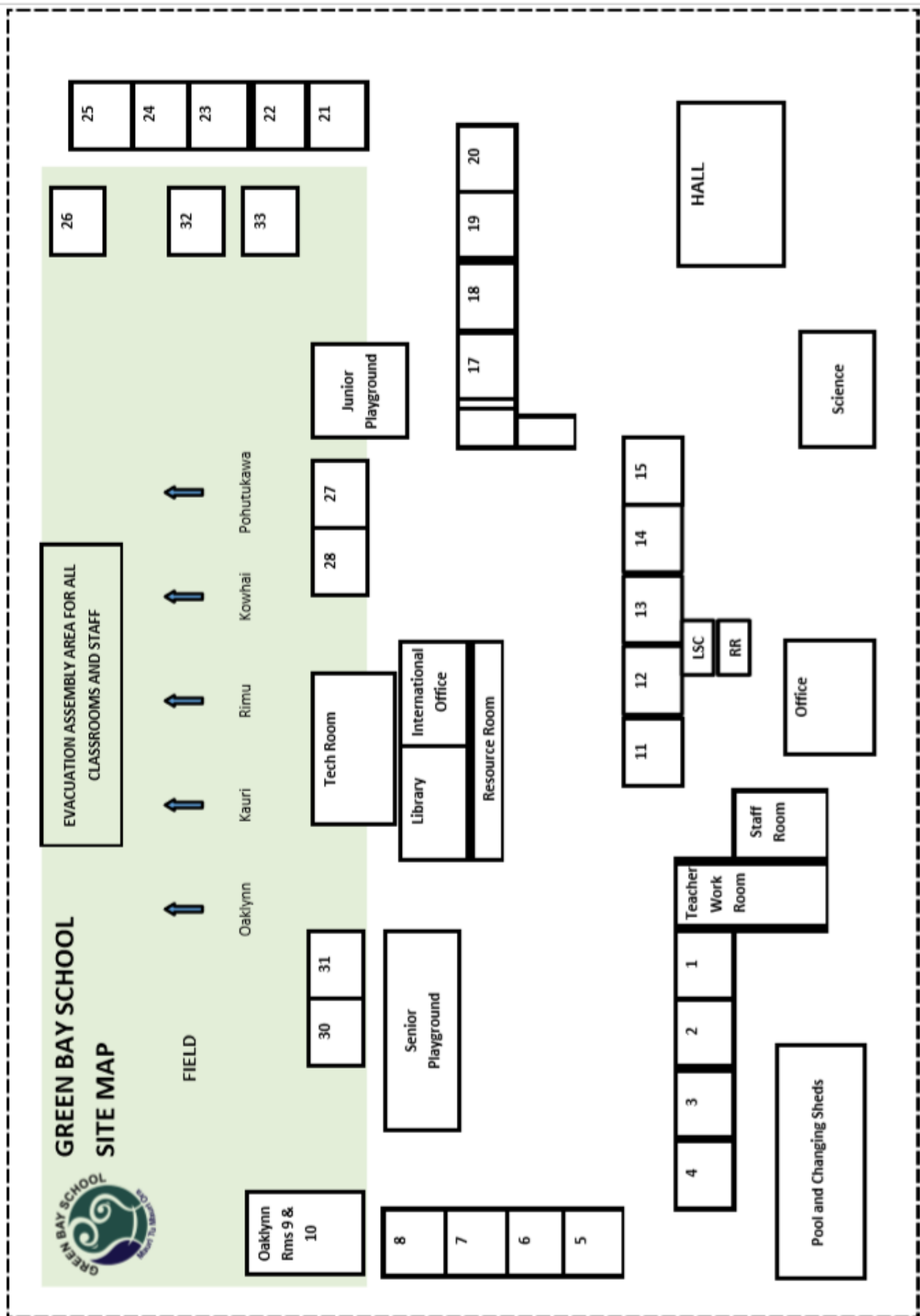
Aussie Hat



Navy Blue Beanie

Year 7 and Year 8 Uniform Description	Colour	Style No.	Sizes	
Polo Top Boys and Girls	Sage Green/ Navy	125805	8-16yrs	
Polar Fleece Top Boys and Girls	Navy	125808	S-2XL	
Tab Short - Boys	Dark Navy	6756	8-16yrs	
Option for Winter - Trousers	Navy	6969	76-88cm	
Skort - Girls	Navy	702046	8-16yrs	
Aussie Hat	Navy	6691	S-XL	
Navy Blue Beanie	Navy		12-18yrs	
Socks - Ankle 3 Pkt - Girls	White	728616	53 - 61cm	
Socks - Knee High - Boys	A9 (Navy)	S6734	shoe size	
Shoes - Black School Shoes (Winter) & Black Sandals (Summer)	Black	Assorted	shoe size	

Green Bay School Map



Green Bay School Zone Map



Starting at the intersection of Takahe Road and Wood Bay Road travel north east along Takahe Road, east along Avonleigh Road, north along Castleford Street, and west along Godley Road. At the intersection of Godley Road and Titirangi Road, travel north along the centre of Titirangi Road (346-272 included) to the intersection with Golf Road. Travel east along the centre of Golf Road (even numbers only included) and south along the centre of Portage Road (189 and above included) to the coastline. Follow the coastline south west to the western boundary of Wood Bay Reserve. Follow the reserve boundary north then west to the intersection of Wood Bay Road (55, 80 and above included) and Takahe Road, back to the starting point.

Green Bay School

131 Godley Road, Green Bay, Auckland 0604

PO Box 80-070, Green Bay, Auckland 0643

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