



## STANLEY BAY SCHOOL



### WELCOME TO OUR SCHOOL

We are delighted to welcome you and your family to Stanley Bay School. Our aim is to optimise your child's achievement in a caring and happy atmosphere. We want children to be positive in their own identity and develop self confidence in an environment where learning is central to all that we do.

Our school strives to be a place where children and staff respect each other and enjoy being learning partners. We recognise children's diverse abilities and interests and aim to provide a wide range of programs to meet individual needs. Your child will make new friends, meet new ideas and be confronted with exciting challenges.

We have high expectations and we want our children to work hard to realise their potential. We promote personal excellence and believe that 'those who do their best do well'. We pride ourselves on being an innovative and future focused school, and embrace the opportunity to teach your child the skills, knowledge and dispositions to excel at learning and life.

We have a very supportive and active parent community and during your child's time at Stanley Bay School we encourage you to become involved and to work with us to ensure the best possible educational outcomes for your child.

If you have any questions about your child starting at Stanley Bay School please do not hesitate to contact us.

Nga mihi nui

Lucy Naylor  
Principal

[principal@stanleybay.school.nz](mailto:principal@stanleybay.school.nz)

## Strategic Vision

In 2019 we launched a new strategic plan which will drive our school in the next 3 years. The plan guides all our decision making on a daily and long term basis, it is an organic document that is regularly reviewed to ensure it is reflective of the needs of our children and community. There are three key drivers to the plan, these are our vision, our values and the graduate profile.



### Our Vision

At Stanley Bay we will grow confident, creative, curious learners who are connected to the community and wider world.

### Our Values

We value learners who demonstrate respect, resilience and integrity and expect to see the values modelled by all stakeholders within our learning community.

## **Our Graduate Profile**

When students leave Stanley bay they are:

### ***Confident (Kaikorero)***

Positive in their own identity and are reflective, resilient learners who are motivated to excel. They are confident in their abilities, which enable them to take risks and be innovators.

### ***Creative (Auahatanga)***

Able to create something from personal feelings and experiences to reflect who they are and their place in the world. They are able to express themselves openly and without judgement.

### ***Critical Thinkers (whaiwhakaaro)***

Critical thinkers who make informed decisions. They are active seekers, users and creators of knowledge.

### ***Connected (Nga hononga)***

Effective communicators who are able to relate well to others. They are digitally literate and can effectively use a range of communication tools to participate in a wide range of life experiences, which connect them to their community, to their environment and to the world.



## Stanley Bay School Board of Trustees

Welcome from the Board of Trustees

Our school's Board of Trustees (BOT) comprises five triennially elected community/parent representatives, together with the Principal and a staff representative. It is responsible for setting the strategic direction for the school in consultation with parents, staff, and students, working with staff to set measurable goals for academic achievement. The Board also establishes policies to make sure the school is run effectively and monitors the implementation of these policies to ensure that our students are getting the excellent education that they deserve at Stanley Bay School.

We are committed to representing the community, will always seek your views on significant issues that affect the school and we welcome your ideas and feedback. For more information on the BOT and to see the current representatives visit the website; <http://www.stanleybay.school.nz/board-of-trustees/> or contact us at [bot@stanleybay.school.nz](mailto:bot@stanleybay.school.nz)

## Friends Of Stanley Bay

The Friends of Stanley Bay School (FOSB) is a group of parents who volunteer their time to organise events that build school and community spirit as well as raising vital funds for our great school. The school relies on these funds for a number of areas of school improvement as agreed by the Board of Trustees - including increased teaching resource, teacher aides, professional development for the teachers and classroom equipment. We function as a sub-committee of the Board of Trustees with several parents who meet monthly, supported by a wider group of parents who help out as and when they can or lead one-off events.

### We need your help

Everyone is welcome to help and/or join in, be it as an ad-hoc volunteer or committee member. If you are interested or want to know more, we would love to chat to you. Please visit the website; <http://www.stanleybay.school.nz/the-fundraisers/> or contact Kelly Seaburg at [FOSB@stanleybay.school.nz](mailto:FOSB@stanleybay.school.nz).

### WhatsApp Classroom Groups

FOSB has set up individual class contact lists in WhatsApp to help parents communicate with each other throughout the year. Please email [FOSB@stanleybay.school.nz](mailto:FOSB@stanleybay.school.nz) to add your contact details.

## 2021 STANLEY BAY STAFF

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<b>PRINCIPAL</b>	Lucy Naylor
<b>DEPUTY PRINCIPAL</b>	Scott Boniface

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### CLASS TEACHERS

Room 1	Year 0/1	Lindsey Mackrill / Olivia Madjar
Room 2	Year 0/1	Helen Stedman
Room 11	Year 2	Emma Gauntlett
Room 13	Year 2	Genevieve Thomas
Room 10	Year 2	Leah Taylor
Room 4	Year 3/4	Rachel McDonnell
Room 5	Year 3/4	Grace Chapman
Room 6	Year 4/5	Ben Offner
Room 7	Year 5/6	Helen Pelham / Jill Cahill
Room 8	Year 5/6	Ethan Rasmussen
Room 9	Year 5/6	Gail Brooke

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### LEARNING SUPPORT (2020)

<b>Reading Recovery</b>	Jill Etchells
<b>Teacher Aides</b>	Delwyn MacDonald, Kate Sharrock, Lizzie Seth Jamelle Gayaman, Julia Leeming, Diane Cadzow,

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### ADMINISTRATION STAFF

<b>Executive Officer</b>	Janie Stone
<b>Enrolments and Administration Officer</b>	Rachael Hamilton
<b>Property Manager</b>	Steve Brick

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### INTERNATIONAL STAFF

<b>International Director</b>	Lucy Naylor
<b>International Co-ordinator</b>	Rachael Hamilton

## STANLEY BAY SCHOOL - A TO Z

### Absence

If your child is going to be absent you are required to notify the school office before 9:00am. You can let us know about your child's absence in the following ways:

- Absence notification on the school website – [www.stanleybay.school.nz](http://www.stanleybay.school.nz)
- Absence notification on the school app – go to the App store, search 'SchoolAppsNZ' to download, then search 'Stanley Bay School' to find our schools app.
- Phone call to the school office – 09 445 2510

Please note:

- If your child cannot be accounted for either through an answer phone message or discussion with the teacher concerned, office staff will make every effort to contact you or your nominated contact to check the whereabouts of your child. This procedure aims to ensure the safety of your child.
- If your child is to be away from school for any length of time please inform the office in writing.
- Please sign your child in at the office if arriving late (after the 8.55 bell) no matter what the reason.

### Assemblies

Celebration of Learning Assemblies are held alternate Fridays at 2.15pm. Parents are welcome and encouraged to attend. <http://www.stanleybay.school.nz/#calendar>

### Attendance & School Timetable

We encourage children to arrive at school by 8.45 to prepare and settle for the day. No students are to be in classrooms or other buildings before 8.30.

8.55	School begins
11-11:20	Morning Tea
12:50 – 1:45	Lunch
3:00	School finishes

### Before and After School Care

Before and after school care is organised by Kelly Club. For more information please go to their website – [www.kellyclub.co.nz](http://www.kellyclub.co.nz)

### Bikes and scooters at school

To help keep your child safe we have rules when riding scooters and bikes to and from school;

- Children under 10 may scooter or bike to school but must be accompanied by a parent or caregiver
- Children 10 years and older may ride their scooter or bike to school without supervision
- When riding a scooter or bike all children must wear a helmet
- All bikes and scooters are brought to school at the owner's risk
- All scooters and bikes must be stored in the racks provided
- Bikes and scooters must not be ridden in the school grounds between 8.30am and 3.30pm.

### Board of Trustees (BOT)

The school is governed by a Board of Trustees, consisting of parent representatives, the principal, and a staff representative. Parent representatives are elected by the community and serve for a three-year term. The Board meets regularly. Dates and times are advertised on our website. BOT meetings are open to the public and parents are welcome to attend. <http://www.stanleybay.school.nz/#calendar>

### Cyber Treaty

On enrolment parents are asked to read our CyberSafety Agreement, to discuss it with their child/ren and both parents and students are asked to sign the agreement on using the school devices and the internet in a safe and responsible way.

### Complaints Policy

The Complaints Policy can be found on the Stanley Bay Website. However, in the first instance complaints should be directed to your child's teacher or a staff member, if the matter is not resolved please contact the Principal to discuss your concerns.

### Damage to School Property

If your child causes intentional damage to school property or equipment, you may be asked to pay for the cost of repairs or replacement.

### Enrolment of new entrants

To enrol your child you will need to provide:

- An original birth certificate/passport
- A copy of your child's immunisation certificate.
- Proof of address ie: a power or water bill

Once your child is enrolled we will arrange for both the child and parent to attend two pre-school visits in the new entrant classroom. Parents are required to stay during these times. Children and parents are also invited to remain at school to experience the interval and lunch breaks.

Your child can start school in New Zealand between age 5 and 6. All children must be enrolled at school by their sixth birthday. From 2020, new entrants will only be able to start school after they have turned five, and there will be two entry points per term (beginning and mid-point).

2021	Start of term date	Mid term date	End of term
Term 1	9/02/2021**	15/03/2021	16/04/2021
Term 2	3/05/2021	8/06/2021 (Tuesday)	9/07/2021
Term 3	26/07/2021	30/08/2021	1/10/2021
Term 4	18/10/2021	15/11/2021	20/12/2021*

\* The start and end of year dates can vary from school to school.



## **Education Outside The Classroom (EOTC)**

### *Camp*

Year 0, 1 and 2 - Camp Day on the school field.

Year 3 and 4 - A week of team building activities that focus on collaboration and participation. The year 4 students also have a 1 night sleepover to help prepare them for the following year.

Year 5 and 6 - Four days and three nights at Camp Adair, this is a YMCA camp and involves a range of land and water based activities.

Parents are advised of the cost as soon as possible.

### *Waterwise*

Waterwise is a fun activity offered to schools on the Devonport Peninsula for education outside the classroom and aims to encourage and develop children's water safety and awareness. Waterwise provides an introduction to sailing, kayaking, and boogie board rescues. Through attending Waterwise sessions it is hoped that children enjoy the marine environment of New Zealand safely and enhance their self confidence and self awareness. Sessions are primarily held in Terms 1 and 4 but some schools also run sessions during Term 2.

### *Visits and Trips*

Throughout the year teachers may arrange class trips to enhance the learning taking place at school. Parents/caregivers will be invited to participate with these visits, however, sometimes numbers of parents/caregivers may be restricted.

## **First Aid**

We are able to treat minor ailments at school. If we consider the ailment or injury more serious we will phone the parents or emergency contacts to arrange for your child to be taken home or seek further medical advice.

The school requires up to date information about your child's personal details and medical conditions and up to date emergency contacts (please refer to Illness or Accident also)

## **Friends of Stanley Bay (FOSB)**

The FOSB consists of interested parents, a board of trustees representative, and a staff representative. The team is responsible for organising fundraising and social events for the school. The FOSB meets once a month and always welcomes new committee members. For new parents, this is a great way to get to know others in the school community.

## **Health and Safety**

### **Changes to Contact Details**

We need up-to-date contact details so we can quickly contact parents in case of sickness or a medical emergency. Please advise the School Office via email immediately if you have any change of ;

- telephone numbers (including home, work and mobile phone)
- other emergency contact people's details



### Head Lice

Please regularly check children for lice, treat infestations appropriately and advise the school so that the parents of other children are aware if there are lice in a particular class.

### Home Learning

Home learning at Stanley Bay is predominantly short activities to reinforce the learning in class and as such teachers will set homework appropriate to the needs of each child. It should be an enjoyable task shared jointly between the child and their family. You can help by encouraging your child to read for at least half an hour every night.

### Illness or Accident

In the event of an accident or illness at school, a member of staff will administer essential first aid. Parents, or the named emergency contact person, will be contacted if staff are concerned for the child. A doctor or ambulance will be called as appropriate. Any costs will be passed on to the parents. Parents will be notified of any incident involving a knock or injury to their child's head at school.

Please do not send children to school if they are obviously unwell, and collect children promptly if they become ill and you are asked by the school staff to pick them up. Please remember to sign your child out on the electronic register (Vistab) at the front desk.

### Jewellery

For safety reasons children are not permitted to wear jewellery (other than watches, and studs in pierced ears) at school.

### Late Arrival to School or Appointments During School Time

If your child arrives late to school please ensure you or your child signs themselves in on the electronic register (Vistab) at the front desk. If your child has an appointment during school hours please ensure that they are signed out on Vistab when leaving and signed in on their return

### Lost Property

The school acquires large quantities of lost property. Lost property is located under the concrete tunnel. Parents/caregivers are welcome to check this at any time. At the end of each term all unclaimed items are given to charity.

### Lunch Orders

We offer various options for lunch orders:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Go-deli Pita Pit Via Kindo	Sushi (Fishy Business) text your order to 0210361148	-	Five loaves Via Kindo	Go-deli Via Kindo

With the exception of the sushi, all lunch orders are made via [Kindo/Ezlunch](#) and must be ordered by 9am for delivery that day.

### **Medication and Medical Conditions**

For safety reasons, all medication is kept in the sick bay. Please complete an authorisation form if you need staff to administer medication to your child at school. Please advise the school of any pre-existing medical conditions or allergies. Contact the office staff to discuss their needs and any issues.

### **Nut Allergies**

We have students in our school who are severely allergic to nuts and nut products. We would ask that all parents/caregivers take this into consideration when sending food products to school. Particular care needs to be taken when there are shared lunches.

### **News Bulletin**

Our news bulletin is emailed to parents on alternate Wednesday's and is also available to view on our website. <http://www.stanleybay.school.nz/newsletters/>

The news bulletin contains information about school events and student achievements.

### **Online Shop - Kindo**

Our online shop is designed to make it easy for you to complete permission slips, view, register and pay for all of your child's needs. Our school sports uniform and sun smart hat can also be purchased here. It's quick, secure and open 24/7, and offers many card and bank transfer options, and options to hold an online balance or pay-as-you-go. We encourage you to set up an account today. Access is via our school website, app or go directly to [myKindo.co.nz](http://myKindo.co.nz).

### **Parent Help**

Parent help is encouraged and needed at all levels of the school. Please contact your child's teacher to discuss how you can help.

### **New Parent Information Evenings**

Parent information evenings are held each term for parents/caregivers of children starting school in the following term. These meetings will familiarise parents/caregivers with school routines and provide an opportunity for questions.

### **Policies and Procedures**

Our school uses SchoolDocs for our policies and procedures. SchoolDocs provides us with a comprehensive core set of policies which have been well researched and follow the Ministry of Education National Administration Guidelines. The policies and procedures are tailored to our school. You can view our policies and procedures by clicking on this link – [Stanley Bay SchoolDocs](#). The username is *stanleybay* and password *SBS*.

### **Reporting to Parent/Caregivers**

Stanley Bay School regularly reports to parents/caregivers including:

Term 1 and 3 - Learner Conferences.

Term 2 and 4 - Written report against New Zealand curriculum objectives. .

### **Road Patrols**

A Kea Crossing with trained road patrol students is on Russell Street at 8.45am and 3.00 pm. Please support the school safety practices by crossing within the patrolled areas.

### **School App**

Our school app is a great way to stay in touch – it will give you instant access to school contacts, the news bulletin, school calendar, Kindo and absence reporting. It will also enable us to send school messages and notifications directly to your device. We encourage you to sign up today!

- Go to the App store on your Apple or Android device and search “SchoolAppsNZ” to download the App onto your device
- Search ‘Stanley Bay school’ to find our school app
- Click on the three horizontal lines in the top left of the screen. Click on ‘alert subscription’ and select the groups you wish to receive messages and notifications from.

### **School Donation / Trips and Activities**

School donations are necessary to supplement the operations grant we receive from the Ministry of Education. The voluntary annual school donation is \$400 per child for the first and second child, \$200 for the third child. Where a pupil enrolls after Term 1 the donation is on a pro rata basis. There are also additional costs you will be required to pay for trips and performances or any other activity pertinent to your child's year level ie: online learning, waterwise etc. All donations should be made via our online shop Kindo

The school offers flexible payment options for the school donation portion only. If you are experiencing difficulties in meeting costs, please feel free to speak to Janie Stone, Executive Officer contact details here. Your concerns are important to us and will be treated as confidential.

### **School Library**

The school has a well-stocked library. All classes have library time each week, and the library is also open during lunchtimes. Children are able to issue and return books at both these times. Students are allowed to take books out over the holiday periods during the school year. The library will periodically send reminder letters home for overdue books. If the books are not found a replacement book or cost is required.

### **School Photographs**

Class, individual, sibling and team photographs are taken once a year.

### **Smoke Free**

We are proud to be a totally smoke-free school and appreciate the cooperation of all parents and visitors to respect this policy. All schools are legally required to be smoke free and that includes at all school related activities off site (ie: trips, camps etc).

### **Sports Activities**

As part of the class programme all students participate in daily fitness. In year 3 to 6 they participate in weekly sports. There are also inter school competitions with local schools. The school has a variety of sports teams that practice and compete out of school hours.

#### *Extra Curricular Sport*

We currently offer the following sports that are played outside of school hours:

Year 2 to 6 - Netball

Year 3 to 6 - Hockey

Year 5 to 6 - Basketball

Year 1 to 6 - Touch

Our school sports teams rely on the dedication of our school community and parents to coach and manage our sports teams.

### **Sports uniform and Sun Smart hat**

We require children to wear the sports uniform when representing the school or attending school events (ie: class trips).

All students in terms 1 and 4 are expected to wear our Stanley Bay School sun smart hat while outside and involved in school activities. If they choose not to they will be asked to play in the shade. Both of these items are compulsory and can be purchased via our online shop Kindo.



### **Staff Car Park**

For safety reasons, we ask that parents and children do not walk through the staff car park.

### **Stationery**

*Stationery for 2021* will be supplied by Educational Essentials. There will be a full description of what is in each pack, as you may like to purchase your stationery elsewhere. Stationery ordered via Kindo is supplied by and will be delivered to the school directly, ready for the first day of the new school year.

See *Online shop* for more details on how to set up Kindo

This option is also available throughout the year for new students.

## Swimming

Students 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. During the swimming season parents may purchase pool keys from the school office and use the pool out of school hours. There is a bond, and this will be refunded upon return of the key. Purchasing and refunding dates are advised in our news bulletin.

## Traffic Safety

Parents are reminded to drive with extreme caution near the school, especially during the morning drop off and afternoon pickup times.

- Beware of children – and give way at the marked crossings.
- Please obey the directions of the Road Patrols and always use the crossings provided – modelling good road safety for the children.
- Respecting neighbours – please park courteously and do not encroach on driveways or park on neighbouring properties or on the yellow lines and pedestrian crossings around the school.
- Please observe the parking time restrictions in front of the school.
- Please do not drive into or park in the school grounds at any time.

## Zone

Stanley Bay School is zoned (please see map). The zone is 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 more information about out of zone enrolment please go to our website:

<http://www.stanleybay.school.nz/enrolments/>

