



Southbridge
School
Te Kura O Te Whata

PRE-ENROLMENT BOOKLET



03 324-2545
25 Hastings St
Southbridge 7602
www.southbridge.school.nz
admin@southbridge.school.nz



Welcome to Southbridge School

We are committed to working in partnership with parents and caregivers to provide quality education for the children of Southbridge. Our underpinning beliefs and values include helping children become:

- independent and self-motivated learners
- effective communicators
- responsible citizens
- competent users of modern technologies
- reflective learners
- partners in the learning process
- confident risk takers



We believe that children learn best in an environment where they feel happy and secure and we work hard at building learning communities within our classrooms.

As committed life-long learners we are always looking for ways to improve the quality of education at our school. Ideas and suggestions are always appreciated.

We welcome you to Southbridge School and would be delighted to introduce you into our community of learners.

Ian Quilter
Principal

Steps to enrolling your child at Southbridge School

If your child is due to enrol at Southbridge School we suggest you telephone the school office to make an appointment to meet with Ian our Principal or Sarah our Office Manager (ph. 324 2545). This will enable them to show you around the school and it will give you an opportunity to ask questions and to see for yourself how the Southbridge School community works.

We also suggest that you visit our school website www.southbridge.school.nz where you will find just about everything you will need to know about the school. The newsletter is posted onto the website fortnightly and the calendar is regularly updated.

There are four key steps for you to undertake:



PRE-ENROLMENT

1. Children aged under five:

- If your child is under five years of age we encourage you to join our preschool programme (see details on page 5).
- In addition to the preschool programme, pre-schoolers are required to attend three school visits to the New Entrants' classroom before they start. This allows the child to gradually become accustomed to the classroom and get to know their future classmates.
- To have your child's name added to our admissions roll, please complete the pre-enrolment form at the back of this booklet and return it to the school as soon as possible. Alternatively, you can email the information to admin@southbridge.school.nz
- We will then give you a full enrolment pack when your child starts their school visits.
- In line with the Ministry of Education Cohort entry, there are eight entry days for New Entrants each year, which are on the first day of each Term, and in week six of each Term. Your child will start on the closest entry date after they turn five. Please email ashleigh@southbridge.school.nz if you have any questions regarding this.

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ENROLMENT PROCESS

Close to the time when your child will start school you will receive an enrolment pack from the office. This contains:

1. Enrolment form
2. Information booklet
3. EOTC (Education outside the classroom) information and approval form
4. Internet access policy and safety policies
5. Information on our student management system Hero Lincd and how to use the portal.
6. School bus information (if applicable)
7. Uniform list

You are required to complete and return the following documentation, ideally before their last school visit, or by the day your child enrolls at the school:

1. Enrolment form, EOTC form and Internet access policy form.
2. A copy of your child's birth certificate if they are enrolling at school for the first time.
3. Your child's immunisation record if they are enrolling at school for the first time. This needs to be sighted by the school.
4. For non-New Zealand nationals - a copy of your passport and visa / permits.

New Entrant stationery may be purchased from the school office prior to your child starting at Southbridge School if they start throughout the year. If they start at the beginning of the school year, information will be given out on how to order a stationery pack.

3 UNIFORM



- Sky blue short or long-sleeved polo shirts
- Plain black or navy thermal tops can be worn under polo shirts
- Navy shorts, skorts, leggings, pants - small logos acceptable
- Navy polar fleece with school logo
- Royal blue sweatshirt with school logo
- Plain white, navy or black socks or navy footed tights
- Sports shoes or sandals that fasten securely. Ballet-style shoes, shoes with heels, shoes with a rolling component, jandals, crocs, and slides are not permitted
- For safety reasons, earrings should be studs and no other jewellery should be worn
- Taonga such as greenstone and bone carvings are permitted, including pendants of religious or cultural significance; for additional information please contact the school principal
- Hair should be worn in a practical style appropriate for school
- Wide-brim navy hats are to be worn in terms 1 & 4
- Safety vests are to be worn to and from school

School uniform should be worn with pride and should be clean, tidy and free of rips.

Suppliers

All uniform items are available through the school Uniform Shop which is run by the Home & School committee. The Uniform Shop is open during term time on Wednesday mornings from 8.30 - 9am and you will also be given the opportunity to purchase uniform on a Tuesday morning during a school visit. The Warehouse stocks some non monogrammed items.



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UNDER 5 PRESCHOOL PROGRAMME

What is the Preschool Programme?

At Southbridge School we place a large importance on creating smooth transitions for our tamariki (children) in their learning journey. With one of the most significant transition points being as they enter our Kura (school), we work with our local Play Centre, Preschools & Home Based Carers to ensure we are doing everything possible to support each tamariki to make their transition to school as successful as we can. Our main goal is to establish beautiful relationships with each child, and work to do this through:

- Termly visits to Playcentre, local Preschools & Home Based Carers
- Each child's three school visits that are held the two weeks before their Cohort Entry is due to begin
- As well as through our Preschool Programme

Our Preschool Programme runs in Terms 2, 3 & 4 of each school year, and is open to all 4 year old students who will be attending our Kura (school). Each session runs from 2pm – 2.45pm, and the dates will be confirmed the term before and added to our website, as well as shared with all Preschool & Playcentre providers to pass onto each family. You are welcome to bring your child along to as many Preschool Programmes sessions as possible.

The preschool programme is based on parents supporting their children during their transition to school. It is an opportunity for the children to start integrating into school with input from their parents in a school environment.

Your child will benefit most by being involved in cooperative activities in a learning community. During these afternoons we will have story time and a chance for students to engage in our play-based learning environment (where they can develop & use their cooperative skills through the provocations we have available e.g. arts & crafts, construction, play-dough, lego, painting etc). Parents are required to stay for the entire session, and unfortunately due to health and safety regulations, we are unable to have any younger siblings attend our preschool programme.

If you plan to attend the next Preschool Programme please RSVP to Ashleigh Tibbotts at ashleigh@southbridge.school.nz

If you have any questions about an upcoming Preschool Programme, or any other questions related to your child starting school at Southbridge, please don't hesitate to be in touch.

Ashleigh Tibbotts



Phone: 324-2545

Principal

Ian Quilter

Office hours: 8.30am to 3.15pm

Deputy Principal

Nicole Thornton

Address: 25 Hastings St, Southbridge 7602

Email: admin@southbridge.school.nz

Board of Trustees Chairperson

Aimee Thurston

principal@southbridge.school.nz

Website: www.southbridge.school.nz

Home & School Chairperson

Nigel Greenwood

Bank Ac: 12-3153-0125430-00



S T U D E N T I N F O R M A T I O N		
	CHILD'S FULL LEGAL NAME:	
	GENDER: MALE / FEMALE (please circle)	
	DATE OF BIRTH:	
	PRESENT PRESCHOOL / CHILD CARE CENTRE:	
P A R E N T S / C A R E G I V E R S	ETHNICITY: _____ Student Eligibility to Enrol as a NZ Domestic Student - please tick which applies • If the student is a NZ citizen (NZ Birth Certificate, NZ Passport or Citizenship Cert) _____ • If the student is a NZ Resident (Holds a NZ Resident Visa) _____ • If the student is not a NZ citizen or NZ Resident, (Holds NZ Student or Domestic Visa) _____	
	PARENT / CAREGIVER 1	PARENT / CAREGIVER 2
	FIRST NAME:	FIRST NAME:
	SURNAME:	SURNAME:
	TITLE:	TITLE:
	HOME ADDRESS:	HOME ADDRESS:
	HOME PHONE:	HOME PHONE:
MOBILE PHONE:	MOBILE PHONE:	
EMAIL:	EMAIL:	
ANY FURTHER INFORMATION WHICH COULD ASSIST WITH THE TRANSITION TO SCHOOL:		