



Thorndon School

Te Kura o Pipitea

An inclusive community that fosters resilient, collaborative learners and creators.

**An A – Z of
useful
information**

2024



A

Absences

If your child is going to be away from school please try to phone, or send an alert via our app by 9:30am.

When there is an unexplained absence and we have not heard by then, the school will phone or email to find the reason for the absence.

This will help ensure the welfare and safety of children.

Accidents

In the event of your child being involved in a serious accident the school will take appropriate action and will contact you as soon as possible.

Accounts

During the course of the year parents are asked to pay for a number of activities such as technology at Mt Cook for the seniors, swimming, etc. It is important for the school's cash flow that all accounts are paid promptly and in full.

After School

After and Before School Care is operated by Kelly Club and available each day from 3:00 to 6:00pm at a reasonable cost.

Kelly Club is OSCAR accredited and eligible parents are able to get a subsidy through WINZ.

Phone: 021 322 502 (3:00pm – 6:00pm).

An answer phone is in operation if you are unable to get through and the programme also has an email address – thorndon@kellyclub.co.nz

Arrival Times

School begins at 9:00am, and it is important that children are at school on time. It is equally important that children do not arrive at school too early.

No child should arrive at school before 8:30 am except in exceptional circumstances.

While the school has a history of allowing children to arrive from 8:30 am in the morning and may arrange for classrooms to be open, particularly if the weather is unkind, teachers do not provide supervision at this time.

Art Week

Each year the school holds an Art Week during which all children and staff are involved in small group art activities between 9:30 and 2:30 each day. This is a feature of the school calendar and parents are invited to assist.

There is very good evidence indicating that strong Arts programmes reinforce the core curriculum areas of

Literacy and Numeracy and this is one reason for holding this art week.

At the end of Art Week we invite parents in to see what has been produced.



Assembly

We try to have an assembly once a fortnight. These assemblies are quite informal and very much child oriented and child directed.

Assessment

Teachers are constantly monitoring and assessing children's progress both formally and informally and the results of these assessments are used to inform planning and further learning.

There is a wide range of tools available to schools and we make particular use of PAT Tests, STAR, and asTTle. Results of this formal testing are given to parents and discussed as part of Goal Setting meetings and Three Way conferences.

Attendance

It is a requirement that all children attend a school from the age of 6. Once enrolled, children are expected to attend every day. There will always be times when children are absent for extended periods for family reasons but outside these times it is important for learning that children attend school regularly.

B

- Barbecues** Periodically we arrange barbecues as social events for the school. Parents are invited to get involved in the organisation and running of these. They are timed to allow parents to come along after work and are an opportunity for the school community to meet informally.
- Behaviour** While we do not have a long list of school rules we expect children to maintain acceptable standards of behaviour and teachers display lists of what is expected. In essence our expectations are built around the idea of respect:- respect for others, respect for the environment and respect for self.
We hope we can count on the support of parents to help ensure that these expectations are met.
- Bullying** The school takes a pro-active approach to what can be a real problem in schools, and, by giving pupils strategies and skills to deal with difficulties we have been able to ensure that this has not become a major issue for our children. In 2023 the school will be starting the PB4L antibullying programme.
If children feel they have a problem they are encouraged to talk with a teacher or with the principal.
- Bookbags** Pupils in Junior classes will often bring home school bookbags containing reading material. Please make sure that the reading is heard and that the books and bags are returned to school.
- Board of Trustees** The Board meets regularly and meeting dates and times of meetings will be published in the school newsletter as well as being on the school website. Parents are welcome to come to meetings, which are held in the staffroom.
Minutes are held in the office and displayed on the school website.
- Book Club** Children have the opportunity to buy books through Scholastic Book Clubs about 4 times a year and will bring home brochures and order forms.
- BYOD** Thorndon School has a BYOD (Bring Your Own Device) policy. From Year 5, students are able to bring their own digital device to school once they have completed and signed the required agreement in conjunction with their parent.
www.thorndon.school.nz/index.php/our-school/links/

C

Camp

Senior children have the opportunity to participate in an EOTC cycle which gives them the chance to experience a camp at least once in their time at Thorndon.

We strongly urge parents to support these activities which are always a highlight in a child's time at school.



Cellphones

We are happy for children to bring cellphones to school but require that children from NE to Year 6 hand them in to their teachers before school and to collect them at the end of the day.

Year 7 and 8 children are allowed to take their phones to their classroom where they are secured in a lockable cupboard.

The school will take all reasonable care but it needs to be clear that children bring these to school at their own risk. The same applies to any other electronic equipment or valuables.

If parents need to communicate with their child during the school day, they should do so through the school office (04) 472 4267. Students may not ring their parents on their phones during the school days.

Chess

The school has a very strong chess club and we enjoy considerable success in local and regional tournaments. In 2009, 2017, 2018, and 2022 our senior team represented Wellington in the National Championships and in 2010 and 2018, our junior team did the same. Each year the school holds a chess tournament and numbers participating grow year by year.

College

The secondary schools in Wellington send out prospectuses and enrolment forms in the middle of the year.

If you have a child in Year 8 it is important to make sure that he or she is enrolled early.

Please note that entry to a zoned school is dependent on where you live, not on the location of this school.

Communication

We communicate with parents in a number of ways. Every second Friday a newsletter goes out as an emailed link to the website. Teachers use group and individual emails to keep in touch with parents and the office will from time to time send out an email notice. In 2016 a Thorndon School App was created. The app is free and accessible from the app stores. Type in "thorndon school" and it should come up. More information is under "T".

Computers

Digital devices play a key role in teaching and learning from Year 5 onwards.

The computers are used to enhance and support learning in all areas of the curriculum.

The school is networked and all classrooms have access to the internet through a high speed fibre optic link.

From Year 5, students are able to bring their own devices to school. (See BYOD.)

Curriculum

From time to time staff will organise and present evenings or lunchtime sessions on aspects of the local and national curriculum, especially when new material is introduced.

By attending these sessions you can become better informed about the school curriculum.



D

Dental Clinic

The Dental Service will visit our school site once a year. There is no set time of the year when they will be here. An appointment can be made to visit Selby House, Adelaide Road, Newtown for treatment. Parents can contact the dental service on 0800 825 583.

Donation

The school asks every parent for a donation each year. This is an extremely important part of the school's income and, while it is classed as a voluntary donation, we rely heavily on it. We are more than happy to have these paid in instalments.



E

Earthquake/ Emergencies

In the event of a major earthquake or other civil emergency, children will be held at school until collected by a parent or other adult authorised to collect them or until other instructions have been given by Civil Defence authorities.

As part of our procedures for such an event, we ask that you send in a list of up to four adults authorised to collect your child.

Children are given instruction at school on what to do in the event of an earthquake or fire and these procedures are practised from time to time.

Email Each teacher has a school email address and parents may contact teachers using these. We will do our best to make sure that any queries are responded to within 48 hours.

It is extremely useful to the school if we have parent's email addresses and we encourage you to include these with your contact details. Teachers send out newsletters and class notes by email and we also email a link to the fortnightly newsletter.

EOTC The school is committed to the practice of Education Outside the Classroom in its broadest sense. Because of our location we regard the city itself as one of our major resources and will make frequent use of opportunities to visit the central city area.

Over the course of their time here children can generally expect to go on a camp in the senior school, do an overnight stay away from the school in Years 5 and 6 and, in Years 3 and 4 experience an overnight Noho Marae in the hall. Circumstances change each year however and there is no commitment to an annual school camp. Covid has played it's part and has had a major impact on our school camps over the last few years.

Enrolment Scheme Excessive demand for places required the school to put an enrolment scheme in place in 2002. This allows the board of trustees to manage the school roll to prevent overcrowding.

Children who live within the home zone have an automatic right to attend the school regardless of the roll. Details of the scheme are held in the office and are also on the website.

EnviroSchools The school has been involved in the EnviroSchools programme since 2007 and has achieved the full bronze award. In 2015 we achieved the silver award.

Entertainment Book As part of our fundraising programme we sell the Entertainment Book each year and per head, we are one of the most successful selling groups in Wellington. Information on this will come through the newsletter.



F

Fair

The school's major fund raising event is the **Thorndon Fair**, which is held on the first Sunday in December. Tinakori Road is closed off and the school, in addition to having stalls of its own, lets out stall space to more than 300 other stall holders, some of whom come from as far away as Auckland and Christchurch.

There is a huge amount of work involved in the organisation of the event and there is an expectation that every parent will commit some time to the fair either in the lead up or on the day itself. The Fair Committee are always interested in hearing from parents who would like to contribute. Please email the Fair Chairperson, Andrea Jones: fairhelpers@thorndonprimary.school.nz

Fundraising

While the fair is our major fundraising activity we do have a small programme of other fundraising activities and you will be informed of these through the school newsletter. We are always keen to have parents involved in the organisation and running of these activities.

G

Goal Setting

Following the completion of the formal testing we carry out early in Term 1, we hold Goal Setting meetings. These meetings with child, parents and teacher will be to establish learning goals for the first half of the year. These goals will be reported on and discussed at the Learning Conferences held later in the year. We hope to have all parents come to these meetings.

H

Hats

As part of trying to make the school 'sunsafe' we require children to bring hats to school and to wear them whenever they are outside between 9:00am and 3:00pm. We face a battle each year, particularly with senior pupils, to ensure that they are wearing hats and that the hats will achieve what they are meant to achieve – caps don't! You can help by making sure that children bring **suitable** brimmed hats.

Healthy Eating The school tries to encourage healthy eating habits and we ask parents to reinforce what we are trying to do by providing healthy lunches.

Holiday Care During the four main holiday breaks, a holiday programme may be run at the school. Notice is given through the school newsletter.

Homework Research evidence indicates very strongly that formal homework is of little value to primary school children and may even have a negative effect. Our policy is to set very little homework beyond reading, spelling – to a particular level - and the learning of basic maths facts. We take the view that it is of at least as much value for parents to help their children by encouraging reading for pleasure and information, by listening to their children talk about matters of interest, by providing them with the opportunity to help at home, and by encouraging them in the pursuit of worthwhile interests. As a matter of interest there is research which indicates that one of the strongest indicators of later academic success or achievement is families sitting down at the table to eat together.

Hours School begins at 9:00am and finishes at 3:00pm. Morning tea is from 10:30am until 10:50am and the lunch hour begins at 12:30pm and finishes at 1:30pm.



Illness The school does not have the resources or the facilities to care for children who are unwell. When children become unwell at school parents will be phoned and asked to collect them.

Please do not send children back to school before they are well enough to take a full part in the classroom programme.

IEP An IEP is an Individual Education Plan and all special needs children have IEPs which are developed by parents, teachers and specialists.

L

Lateness

Lateness is sometimes unavoidable, especially for those families who travel a long way to school but we ask that everyone makes a real effort to get their children to school on time. Every time a child arrives in the room late they disrupt not only their own learning but that of the rest of the class.

Learning Conferences

Over the 1st and 3rd terms parents are invited to pupil directed learning conferences involving the pupil, the teacher and the parents. At these conferences children will talk about their learning, showing examples and presenting evidence, and examining how well they have done in terms of meeting the goals set in Term 1. At these meetings new goals will be set for the remainder of the year. Parent participation is vital if these meetings are to be worthwhile.

Lunches

The school has an arrangement with outside providers to supply lunches. Monday to Friday lunches are able to be ordered from Wholly Bagels. Ezlunch/O'sushi is available on Wednesdays (this must be ordered and paid for online by Tuesday night). On Fridays children can order from Subway (this must be ordered and paid for online before 9.00 am Friday).

Wholly Bagel menus and price lists are available from the office. Children bring their order to school in a sealed envelope which has the correct money inside and has the child's name, room number and order on the outside. Orders are to be taken to the office when children arrive at school and must be in by 9:15am.

Children are generally not permitted to leave the school grounds to buy their lunches.

Library

The school has a well stocked and well equipped library which relies heavily on parent help and donations.

Lost Property

Each year the school collects an astonishing amount of lost property. This is kept in the foyer in the hall. From time to time items are displayed so that children can identify their property and reclaim it. Once a term unclaimed clothing is collected and taken to one of the charitable organisations.

Parents can help reduce the problem by making certain that clothing is named.

M

Manual

Year 7 and 8 pupils travel to Mt Cook School for technicraft once each week. This programme involves the children in various aspects of technology education – Cooking, sewing, woodwork, metalwork (in the old language) and film-making. A charge is made to cover some of the costs of this programme.

Medicine

Please try to avoid sending medicines to school for teachers to administer. It is possible for doctors to prescribe medicines which do not need to be taken during school hours.

Some children need to keep inhalers or other emergency medication at school and these should be taken to the office.

Money

We discourage children from bringing money to school unless it is absolutely necessary.

When they do bring money they should give it to their teacher or hand it in to the office for safe keeping.

N

Netball

The school has netball teams which play on Saturday mornings at Newlands Intermediate and Newlands College during the winter terms.

Parent help is essential to allow us to continue this.

Newsletter

A newsletter is emailed home every fortnight. This will keep you up to date with school activities as well as community events.

Parents are welcome to send in items and notices for the newsletter.

We encourage parents to give us their e-mail addresses so that we can send out a link to the newsletter which is posted on the school website. The address for the website is www.thorndon.school.nz

New Children

Parents intending to enrol their 5 year olds at Thorndon are invited to bring them in on Tuesday mornings from 9:00 to 10:30 for the three weeks prior to enrolment. This can help ease the transition for the child. Parents are expected to stay with their child during this time.

O

Office Hours

The office is staffed between 8:30am and 4:30pm each day. If the phone is not answered please leave a message on the answerphone.

P

Parking

Parking is at a premium in the inner city and this can cause issues for drop off and pick up of students. The Wellington City Council has provided us with a drop off zone at the eastern end of Hobson Crescent. This is a school zone between the hours of 8.00 am – 9.00 am and 2.45 pm – 4.00 pm, with a 10 minute parking limit. This zone also services Pipitea Childcare Centre. If students are dropped off here they can then walk down the driveway between Pipitea Childcare Centre and the Wellington Girls' Pavilion.

There are some areas that should be avoided. Turnbull Street is very narrow but does have a turning circle at the end. The Thorndon Pool carpark on Murphy Street is a possible drop off site but care must be taken by students crossing the carpark and drivers need to take care not to block the entrance.

Parents must not drop off inside or across the entrance to our staff carpark on Hobson Crescent. Teachers and staff need to be able to access this space at all times.

Walking, scooting or biking to school have many benefits. If you are driving onto town you might want to consider parking away from the school so you can walk part of the way with your children. As students get older, they should be able to walk themselves from a reasonable distance away from the school.

Phys Ed

Children are involved in regular PE and we ask your assistance in making sure that they have suitable clothing and footwear.

Parent Support

The school welcomes parents, and if you would like to spend some time helping in your child's room, helping with reading programmes, preparation of materials or in the library, please let your classroom teacher know.



R

Rebuild

2017 was the start of our major rebuild. The first stage of the rebuild was completed in March 2018. The second stage was completed in March 2019.

Reporting

During the year teachers report to parents in a number of ways, often informally. You are welcome to phone at any time to discuss your child's progress. Please be aware that teachers are busy and have many commitments outside classroom hours.

Each child will have a goal setting meeting in Term 1. After our formal testing has been done early in Term 3 there will be a three way student led conference. Written reports are provided on students' individual reporting websites twice a year, once at the end of Term 2 and again at the end of Term 4. A more detailed explanation of the reporting system is available from classroom teachers.

S

Scooters

Scooters have become very popular over recent years, and, while we do not object to children riding them to or from school, if parents are agreeable, we do not allow them to be used in the school grounds because of the lack of space.

There is a rack on the wall of the hall for children to hang their scooters during the school day.

Skateboards/ Rollerblades	We ask that children do not use skateboards or roller blades at school as space is at a premium and the risk of an accident is too great.
Sport	We have a number of teams playing sport outside school hours. Netball teams play every Saturday during Terms 2 and 3 and Waterpolo teams compete at Kilbirnie Pool on Monday evenings during Terms 1 and 4. While teachers are involved these teams are very much dependent on the involvement of parents as coaches and managers.
Staff Meetings	The whole staff is involved in staff meetings on Monday afternoons, in team planning meetings on Tuesday afternoons, and admin meetings on Thursday mornings. On Thursdays teachers may be attending IEP meetings for special needs children. Please keep this in mind when phoning or trying to make appointments. It is not always easy for teachers to free themselves.
Stationery	The school does not carry a stock of stationery and, apart from junior classes (New Entrant – Year 2), children will need to buy their stationery outside the school. New Entrant, Year 1 and 2 children are asked to pay \$15:00 per term and this will cover all their stationery needs. Parents will be invoiced for this. Stationery lists are available by visiting the School Supplies website www.myschool.co.nz .
Sun Hats	The school has adopted a policy of requiring children to wear a suitable sun hat when they are outside between 9:00am and 3:00pm. Children not wearing a sun hat will have to stay inside during morning interval and lunch times. Please make sure your child has a suitable hat – one with a brim.
Sweets	Please make sure that your child does not bring sweets, gum, fizzy or energy drinks to school.
Swimming	During the summer, swimming is a major part of our PE programme. Our Year 5-8 students swim at Thorndon Pool (under Covid rules). Our New Entrants-Year 4 are transported, via bus, to the Kilbirnie Aquatic Centre where they have instructors teaching them. All children are expected to take part unless there is a medical reason for not doing so. There is a charge for using the pools and you will be invoiced for this.

T

Telephone

Please remember if you are phoning the school, that teachers are not generally available to take calls during class time. Pupils are not encouraged to use the phone unless it is for school or class business. The school is classified as a business so all outgoing calls are charged for.

Thorndon School App

Our App has many functions that can help improve communication between home and school. These include:

- easy access to inform the school of absences
- links to contacts around the school
- term dates
- calendar
- newsletters
- helpful links
- alerts/reminders about things happening at Thorndon School.

The App is free and accessible from app stores. Just type in "thorndon school" in your app store and it should come up. If not you can also open it via <http://thorndonschool.apps.school.nz/install/>. This will take you directly to the Thorndon School App within your app store (on any device).

While this App has a wide range of applications, we are particularly mindful of its potential for communication during emergencies, even if it is to just send out a reassuring message to let you know that we are all okay.

V

Valuables

The school cannot guarantee the security of valuable items children may bring to school. Please make sure that they do not bring along expensive toys or jewellery.

Visitors

Visitors to the school should report to the office as the first point of contact.

W

Website

The school has its own website and the newsletter is put up on this each fortnight. If you have ideas for the site or for links, please let us know.

The address is:

<http://www.thorndon.school.nz>

