

New Windsor School



Growing confident learners together

Be respectful, be responsible, be the best you can be.

Whai koha, Kawe haepapa, Hikina te mānuka

This booklet is to help you and your child get settled into our our School environment. Let's start!



Welcome



185 New Windsor Road, New Windsor, Auckland 0600

Ph: (09) 628 8001 Fax: (09) 626 6591

Email: office@newwindsor.school.nz

Postal/Pedestrian: 185 New Windsor Rd, New Windsor, Auckland 0600

Vehicle/Pedestrian: 64 Peter Buck Rd, New Windsor, Auckland

School Office: (09) 628 8001. Office Hours 8:00am to 4pm Monday to Friday



Getting Ready for School

You can enrol your child up to six months (2 terms) before your child begins School. It is recommended and helpful to pre-enrol so we know you are coming.

Please bring:

- Your child's New Zealand Birth Certificate or Passport
or
Your child's overseas Passport with a current visa.
- Immunisation records for your child.
- B4 School Check.

Our office staff can help you fill out the required forms.

We suggest up to 2 pre-visits to help your child become familiar with the School environment, their class and Teacher. A third visit is optional.

Visits can take place from Monday to Thursday at:

- 8.50 am-9.50 am
- 11.00 am - 12 noon
- and the optional third visit 1.30 pm-2.30 pm.

There is a form available at the School Office for you to complete for Preschool Visits. Please complete the form before visits take place.

New Windsor School
Preschool Visits

New Windsor endeavours to make the transition to School as smooth as possible. We encourage children to visit before they enter School so they have an opportunity to become familiar with their Room and meet their Teacher. Your child can also begin to establish relationships with their future peers. During these visits you or your nominated adult caregiver will accompany your child (for the second and third visit, you could sit outside the classroom so your child can work/play with their peers or interact with the Teacher). Visits can be arranged 4 weeks before your child's 5th birthday. Visits can take place from Monday to Thursday during the times noted below. Please choose two days that are convenient for you and your child. A third visit is optional.

Child's Name: _____

First day of School (date): _____

Preschool visits in Room 1 / 2 (Office staff to circle Room.)

Visit One	8.50 am - 9.50 am	
Day/Date:	_____	
Visit Two	11.00 am - 12 noon	
Day/Date:	_____	
Visit Three	1.30 pm - 2.30 pm (optional)	
Day/Date:	_____	

Office:
Copy given to Parent: Copy given to Teacher:



The first day!

Please bring your child to the School Office between 8.30 am and 8.45 am on their first day.

Stay for a brief time. Even if your child seems upset, they usually settle quickly. You are more than welcome to ring the office after a few hours if you are concerned about how your child is settling.

Children finish School at 3.00 pm. On the first day please let the Teacher know who will be picking up your child if it is not you.

Please let us know if they are enrolled at After-School care.

What to bring each day

- A brimmed sunhat (Terms 1 and 4) (A hat can be purchased from the School office.)
- Morning tea
- Healthy lunch
- Water bottle (with water only)
- Spare clothes (pants, t-shirt, underwear, dress or skirt)
- School bag (please ensure it is big enough to hold belongings, eg a large book bag)





Stationery

There is a stationery pack for New Entrants children. Please ask the office for a stationery list and purchase the stationery from the School Office.

Bell Times



8.30 am	Teachers in classrooms.
8.55 am	First bell. Children begin class. First teaching session.
<i>Between 10 am and 10.30 am</i>	Supervised morning tea eating either inside the classroom or outside.
10.30 am	Morning tea play. (20 minutes)
10.50 am	Second teaching session.
12.30 pm	Supervised lunch time eating (10 minutes). <i>Children can continue to eat if they are not finished within 10 minutes.</i> After eating, play.
1.25 pm	Third teaching session.
3.00 pm	End of School day.

Encouraging Independence

Developing independence is an important goal in the first year at School.

You can help by:

- Letting your child carry their own school bag and come to the classroom by themselves once they have settled.
- Expecting your child to be responsible for their own bag and belongings (hanging their bag on a hook, take care of their clothing, shoes and book bags).
- Letting your child put their own book bag away each day.
- Giving your child time to do all they can for themselves.



Helpful Hints about School Life

- There are two Roopu Groups - *Harakeke* and *Pohutukawa*. Some classes belong to the Harakeke Group and some belong to the Pohutukawa group. Your child will belong to one of these groups. The Roopu Groups have their own assemblies. Assemblies are held on Fridays. It will be noted in the School newsletter when a Roopu assembly takes place. Parents are welcome to attend.
- Some Fridays we have whole School singing assemblies They begin at 12 noon (be seated by 11.50 am). These will be noted in the School newsletter. Parents are welcome to attend.
- School boundaries are in place for safety reasons. All children must stay within the School grounds during School hours. Junior children are encouraged to play on the playgrounds near their classrooms.
- There are two breaks daily. Classroom Teachers supervise your child's eating and during the play time there are Duty Teachers covering each area of the School. Please encourage your child to seek help from the "Duty Teachers" if they have any problems. They wear bright coloured visible vests.
- It helps to cut small lunches and discuss with your child what to eat at each break. Please ensure your child can unwrap the food provided. We do like 'litter-free' lunchboxes. High sugar, salt and colour content foods are discouraged at School.
- Lunches can be bought at School - the Office can provide you with information.

- Please name all clothing. Lost Property is located in a box opposite the School Library (please ask if you cannot find it).
- Reading is sent home every day. Please check your child's bag for a daily reader. Also check your child's bag for any School notices.
- The School newsletter is published on a Tuesday. You can arrange to access the newsletter on-line. The Office staff will help you.
- We have "Milk in Schools" three times a week. At enrolment time, you can inform the Office if your child should not receive milk.
- We have a Home Study sheet that children can complete. It is homework for the week and relates to current learning in the classroom. Children only do what they can. Your child's Teacher will tell you more about this.





Working Together in Partnership

**It is all about “whanaungataunga” (relationships).
We want to work together in partnership.**

There are several ways you can help prepare your child for School. We find children can get off to a great start if they can:

- Use the toilet independently (and wash/dry hands).
- Recognise their own clothing (please have these named).
- Dress themselves into togs/clothes quickly during swimming season.
- Follow simple instructions.
- Use a handkerchief/tissue correctly.
- Tell an adult if they are troubled about something/someone.
- Put their own reader and book bag away.
- Recognise their name.
- Turn the pages of a book carefully.
- Stay focused for a short time (eg listening to a story).
- Play and work alongside other children.

This is by no means a required list of skills before children start School. Children develop at different rates and times, so don't worry if they don't have some of the skills above.

Once they are at school we do a one month check to see if a child can:

- Use a pair of small scissors to cut out.
- Hold a pencil correctly.
- Write their name.
- Recognise and name basic colours and shapes.

Other ideas which help prepare your child for School success is:

- Read to your child daily. This is the beginning of your child learning to read. Talk about the story too.
- Lots of valuable reading skills are learnt through reading and rereading favourite books. Visiting the library is a great way to encourage a 'love of books'.

- Participate in any pastimes like walks, visits to the playground, family games. Such activity contributes to your child's development and experiences.
- Expect your child to be tired during the first few weeks of school and plan for 'low key' after school activities.
- **Modelling** is a powerful tool. Children copy adults and therefore seeing you read, write, draw etc sends important messages that these skills are necessary and enjoyable for everyday life.
- **Have conversations with your children.** Oral language is the base for reading and writing. Build the vocabulary.
- Articulation of letters - model correct sounds for children. They can get into habits within 5 years of how they think a letter sounds - help them to sound letters correctly.
- Gross motor skills - hopping, skipping, jumping, galloping..... Fine motor skills - use playdough at home - rolling little balls; colouring in, painting.



- Mathematics : what a child learns:
 - recognising numbers
 - counting forwards and backwards
 - before and after numbers
 - patterns to five - 1 and 4, 3 and 2
 - adding a small number of objects together
 - splitting a group of objects to see what is left

If they know these things we move up to

- counting forwards and backwards 0-20
 - recognising numbers 0-20
 - understanding the concept of $\frac{1}{2}$ and $\frac{1}{4}$
 - counting all objects
 - sharing equally
 - quickly recognising dot patterns
- Writing - forming letters from the top/no capital letters in the middle of names. *At New Windsor we follow the "Casey Caterpillar" handwriting programme.* Your child's Teacher can tell you more about this programme.

We aim to build a strong partnership so please:

- Send your child to School every day unless he/she is sick. This first year is very important for success at School. Lots of learning happens!
- Ensure your child is on time for School each day.
- Share any concerns with us. Have a chat to your child's Teacher and if necessary this can be followed up with the Associate Principal and/or Principal. Questions regarding teaching programmes or other children are best discussed with the Teacher, rather than with or in front of your child.
- We get in touch to share information about your child's learning. We set goals and discuss how you can help.
- Come and help in the classroom (once your child has settled) or with School trips, making resources, gardening etc. See the class Teacher about any help you can offer.
- Talk to your child about what they have been learning at School. Be supportive and positive!

Together we will work towards “being respectful, responsible and the best we can be” for a great New Windsor start!



New Windsor School App

New Windsor School now has our own Skoolbag Smartphone App to help us communicate more effectively with our Parent/Student community. The iPhone app is available from the App store or you can get the Android version in the Google Play Store. We are asking parents/students to install our Skoolbag App as we will be using it extensively to send out information to parents and students from 2015.

Instructions for downloading the app are on the link below

[Skoolbag Download Instructions PDF](#)



The School Administration Office

The office is open from 8:00am to 4:00pm, Monday to Friday. It is particularly busy from 8:30am to 9:00am and 2:50pm to 3:15pm. During these times there may be a waiting time.



Medical Treatment & Emergencies

From time to time children fall sick or have accidents at school. When a child is treated in the medical room for minor hurts/illnesses, a copy of the treatment advice slip is sent home with the child. For more serious injuries or illnesses the child's caregiver is contacted. It is very important that we have up to date phone numbers for each student's parent/caregiver and their nominated emergency contacts. **If the daytime phone numbers for any contact changes – please advise the school promptly.**



Administering Medicines at School

If your child requires medicine to be given to them at school, please contact the office for a **form that must be completed** before medicines can be administered by school staff. School staff will only administer prescription medicine which has been supplied to the school in the original, labelled container as supplied by the pharmacy.



