



Howick Primary School

Inspiring confident life long learners

A-Z Handbook: Parent



A Journey to Excellence

Since 1964



Howick Primary School

A-Z Handbook: Parent

At HPS clear communication between home and school is highly valued. This A-Z parent information handbook has been crafted to support parents and caregivers in understanding the routines, systems and expectations of HPS.

Additional information is sent home via:

- School Newsletters
- Classroom Weeklies
- Teacher emails
- Facebook instant updates
- SchoolApp
- as well as available via the HPS Website.

If there is any way we can improve our communication and support you during your time at HPS do have a chat with your child's teacher, our office staff, or our Principal, Mrs Lurette Callister.

Absences

In NZ students are expected to attend school daily, this is a legal requirement. Parents are asked to telephone the school office by 9am if their child will be absent. HPS operates an answerphone service at all times to make this process easy for families. When leaving a message we need to know your child's first name, last name, room number and the reason for their absence. Absences can also be reported through the school app. In the case of an absence due to medical reasons, if your child has been absent for three days or longer, please supply a medical certificate to the school office stating "unfit for school" for the period of the absence.

The Education Act 1989 requires all children and young people between the ages of 6 and 16 to attend school on each day of the school year unless there is a good reason for an absence, such as sickness.

Howick Primary is committed to ensuring that all of our students get the most out of their education and wants to support our students to maintain regular attendance.

Students who attend school regularly learn more and achieve better results.

Holidays - All holiday absences should be covered by a letter or email to the Principal in advance.

Accidents

In case of a serious accident we immediately assess the situation and call emergency services if required. It is important to ensure that your child's emergency contacts are up to date so that you or a family member can be informed as soon as possible.

Assemblies

School assemblies are held fortnightly on Thursdays at 2pm in the hall. Parents are welcome to attend. These assemblies celebrate children's learning and share information about upcoming school events, activities and future opportunities on offer



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at HPS. At each assembly HPS Merit Certificates are awarded to two children from each class, our HPS Whanau award is also presented and often there is a class item or student performance. We encourage you to join us ☺ Check the website for assembly dates.

Before and After School Care plus Holiday Programme

A private provider operates a structured on-site programme of Before and After School Care called sKids. This is a WINZ approved facility and therefore provides a fee reduction for qualifying low income families. Contact sKids on 09 576 6602.

Car Parking

Parents are asked to park on the road and arrange to deliver or pick up children from outside one of the entrances on Willoughby Avenue, Freyberg Place or Juliet Avenue. The school car park is only for staff, visitors' and cars with disabled parking permits. Please be mindful and courteous of our neighbours and their driveways. When entering the school, please be an example to your children and don't walk across the car park.

Changes to your normal routine

If for any reason your child is going to be late, collected early, picked up by people unknown to our school staff, changes in travel arrangements or any other differences in usual procedure, please let your child's teacher know so we can support your child if necessary. Call the office before 2:45pm if you have an urgent change of plans.

Chaplain

The Board of Trustees approve the appointment of a School Chaplain whose purpose is to listen to children who need someone to talk to other than their teacher. The Chaplain will be Police vetted and be trained as a Chaplain.

The Chaplain does not replace the important role of teacher or parent but enables children to offload. The Chaplain reports to the Principal only if he/she has a concern for the safety of the child.

If a child chooses to use this service, they will bring home a note from the Chaplain, indicating this.

Communication

HPS staff are very happy to discuss any aspects of your child's learning, behaviour, health and wellbeing with parents/caregivers. If you wish to discuss a matter with your child's teacher it is best to make an appointment as it is not always easy to talk at a time when teachers have meetings, learning preparation or professional commitments. A strong home-school partnership is important at HPS:

- Classroom News is shared via a Weekly, Class Email or Class Blog
- School Newsletters are shared twice a term



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- The HPS Facebook page is our tool for instant reminders, information and celebrations.
- Our HPS Website is updated on a regular basis – www.howickprimary.school.nz
- HPS SchoolApp
- HPS Board of Trustees Updates will be sent home from time to time
- HPS Parent Information Evenings. During the school year there will be evenings for parents/caregivers learn more about the teaching and learning programmes, innovations and initiatives in action at school

There are many ways to make contact with us:

- Phone: 534 6082
- Email: office@howickprimary.school.nz
- Address: Willoughby Avenue, Howick, Auckland, New Zealand
- Postal Address: PO Box 82-015, Highland Park, Auckland 2143, Auckland, NZ

Education for Sustainability (EfS)

Education for Sustainability is a valued theme at HPS as we work towards making our school environment and community more self-sustaining. As an 'EfS' School we have student leadership roles involved in paper recycling, waste wise audits, bokashi bins and worm farms. We have added 'Nectar Collectors' to this list as we operate a school beehive with the support of a local qualified beekeeper.

E-Learning Agreement

Howick Primary is an e-learning school and your child will be involved in creating multimedia rich content to support and enhance their learning. The school's computer network, internet access facilities, computers and other school ICT equipment devices bring great benefit to the teaching and learning programmes at Howick Primary School.

We believe it is important to celebrate student achievement, but are aware of the potential risks when personal information or material is published on a global information system such as the Internet. At HPS we actively promote good digital citizenship which includes cyber safety. It is school procedure that any images/videos of students shared digitally will **not** directly identify them. BYOD is encouraged.

Health

If your child is unwell please keep them at home so they can recover quickly and in comfort. In cases where your child has vomited or has diarrhea, there must be at least a 24 hour period of wellness before they are able to return to school.

Headlice are a common problem throughout the world. Schools do not give people headlice; people bring headlice to schools. A population is likely to host headlice most of the time. Infestation levels fluctuate for no apparent reason and sometimes headlice



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appear to be epidemic while at other times they appear to be absent. Controlling headlice requires people in a community as a whole to act. We ask our HPS families to check their children's hair frequently and to be vigilant. If headlice are found your child must be treated before returning to school and the classroom teacher notified on arrival to school. A standard headlice letter will be sent to all families in your child's class so they can also join you in controlling the spread of headlice. This letter is anonymous and does not identify your child. Please do not be offended if you are phoned and asked to pick your child up because your child has headlice.

Homework

After a day at school children need time to relax at home. Homework may involve regular revision of maths basic facts, spelling and reading. Time spent on reading recreationally, for information, in discussing local and world events, and following their own interests is time well spent by children.

HPS Donations

The school donation provides additional resources and equipment for your child.

The HPS School Donation is:

- \$220 per student.
- This is capped at \$500 for our families with 3 or more children.
- A \$20 discount per student is also available for families who pay by March 31st
- Payment can be made either in full or instalment by cheque, cash, eftpos, credit card, or direct credit or through our online shop (Kindo).

Donations are gratefully received as they help support teaching and learning.

Banking details: 12 3089 0282406 00

HPS Activities

Each year Howick Primary School asks parents to cover the costs of trips, shows and other extracurricular activities that we consider will enrich and enhance your child's learning. However, Reading Eggs (\$20) and Mathletics (\$20) must be paid by week 5 in Term 1 either at the school office or through the online payment system (Kindo).

These extra activities are not paid for by the Ministry of Education.

Lateness

If your child arrives after the 8.50am bell, either direct them to the office to sign in, or accompany them and collect a "late pass". The office staff will then direct your child to their class.

Library

The school is fortunate to have an up to date library, which classes visit weekly. The children are encouraged to have at least two books issued which they are able to take



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home for up to two weeks. We operate a no library bag – no book system. The HPS Library is open Monday, Tuesday, Wednesday, Thursday, and Friday. To enhance and showcase reading the Library is open before school from 8:30am till 8:50am, during lunchtime from 1pm to 1:25pm, and also operates after school from 3 to 3:30pm every day.

Lost Property

Lost property is held at the school for one term. Lost property is kept in the Lost Property Box near the library entrance.

It is an expectation that all clothing is named.

Lunches

Children need a healthy, substantial lunch which provides energy to get them through the day. Ten minutes are set aside for eating lunch - however those children who have not finished in that time are encouraged to continue eating before playing. Uneaten lunches are sent home - this will act as a guide for quantity and content preferences.

Students are asked to take home 'rubbish' from their morning tea and lunch and to think about having 'litterless lunches'. This has helped reduce the rubbish at school, it has removed the threat of attracting vermin and saved the school costs to have it removed. This practice is one that is common in schools across NZ and promoted by the Ministry of Education in their latest pamphlet "Re-Thinking Rubbish". We hope parents will support the school in trying to reduce the rubbish and think about packaging as well as wrappers when making lunch.

Lunch Orders

Lunches are able to be ordered before 9am online from EzLunch on Monday, Wednesday and Friday mornings. Visit www.ezlunch.co.nz for pricing information. Ezlunch offer both hot and cold options making this a popular choice for our International Students.

Medication

It is essential that any child receiving special medication for allergies or chronic medical conditions has medication clearly labeled in the school medical room for emergency use. A "medicine authority" form must be completed should you require our staff to give medication. The medication and the completed form must be handed in at the school office. Please ensure that the office staff and your child know of any special conditions or allergies. **No medication is to be kept in a student's bag.**

Money

All payments to the school should be placed in an envelope marked with what it is for, and the child's name and room number. Any cheques should be made out to Howick



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Primary School unless they are for the Scholastic Book Club, in which case they should be made payable to Scholastic New Zealand. We take Visa and eftpos.

Montessori at Howick Primary

HPS Montessori was opened in 2003 and is very proud of its strong reputation and commitment to the philosophy of Maria Montessori.

Montessori @ Howick Primary welcomes applications from children attending a Montessori pre-school in New Zealand or overseas. It is important to place your child's name on the waiting list as early as possible by completing the HPS Montessori Expression of Interest form. For further information about Montessori and the Montessori Enrolment Process please contact our Montessori at HPS Enrolment Co-ordinator, Kathryn Taylor on 09 273 5563 or 021 217 1632.

Newsletter

Our school newsletter is shared twice a term. Newsletters are archived on the school website and our App. The newsletters are available for our families to download. Parents can request a paper copy from the office.

Office Hours

The school office is open from 8:15am to 3:30pm each school day. Mr Wilbyn Mitchell and Mrs Marsha Ammonds-Smith are our fabulous office staff and are happy to help.

Photographs

During the year class and individual photographs of the children are taken. We'll remind you a week before.

Physical Education and Sport

Physical Education is an important part of the school programme. All students are encouraged to participate fully in fitness, games and sports. At HPS we aim to give each student contact with as many different sports as possible. Through this, it is hoped they can later choose the sport they prefer at Intermediate, High School and beyond. Contact with other schools and sports teams will be encouraged. We offer both summer and winter school teams where there is sufficient student interest and available coaching. We are always grateful to any parents/caregivers who are able to coach a sports team. If children genuinely are unable to participate in PE, families must advise the teacher personally or send a note. In Years 4 to 6 children are required to wear a PE uniform which is available from the second hand uniform shop or new from NZ Uniforms.

Parent and Teacher Association (PTA)

Our school Parent and Teacher Association (PTA) is an integral part of our school and is a team that is highly valued. The aim of the PTA is to encourage family involvement in



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our school social and fundraising events. At HPS all families are expected to contribute to the life of the school and be involved in fundraising in some way. Fundraising events at HPS play a vital part in funding things such as; School camp, E-learning Technology, Sports Equipment, Shade sails etc. Our PTA is an enthusiastic team of people who are committed to supporting student learning at HPS and having a lot of fun together.

Membership is open to all parents and new members are always welcome.

Contact: Mrs Franchelle Barker, pta@howickprimary.school.nz our PTA Chairperson or Mrs Katy Currie in Room 13. Meetings occur monthly. Please check the HPS PTA Facebook page for dates.

Stationery

Stationery is ordered online through the year from Office Max, www.myschool.co.nz

Sun Smart

At HPS all staff and children will be required to wear sun hats when working and playing outside in the sun during the first and fourth term each year. Students are allowed to wear sunglasses. Students may bring sunscreen, and manage applying it themselves, or with teacher support in the junior classes.

Swimming

During the summer season swimming is an important part of the Physical Education programme. All children are expected to participate, but should there be a medical, cultural or personal reason for not participating in swimming lessons, please let the teacher know in writing. Swimming caps are compulsory and available at the school office for \$6. Long-sleeved rash tops are encouraged to protect from the sun.

Telephone Calls

Parents are requested only to ask office staff to convey a message to children in an emergency. Children may use the phone only for the most pressing matters. Children are required to leave cell phones at the office for safekeeping during school hours.

Three Way Conferences

Conferences between students, parents and teachers are held twice a year. Informal interviews may be requested at anytime and a mutually agreed time arranged.

Time

Children are encouraged to be at school from 8:30am to prepare for the school day. If you need your child to be at school prior to 8:30am please contact sKids to make childcare arrangements. School commences at 8:50am every day. There is a 20-minute interval from 10:40am to 11:00am. Lunchtime is from 12:30pm to 1:25pm with the expectation all students are in class by 1:30pm after a quick drink and toilet stop. The school day ends for our students at 3:00pm when all students are expected



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to be promptly picked up by parents/caregivers. On the last day of Term 4, school finishes at 12:30pm.

Toys at School

Students are discouraged from bringing toys or special items to school unless they are requested by the class teacher. HPS does not take any responsibility for lost or damaged toys. If your child wishes to bring something special or a bit different to share with their peers, please see your child's teacher in advance so that the situation can be planned for and all learning needs taken into consideration. This is at the discretion of each classroom teacher.

Travelwise: Bikes and Scooters

At Howick Primary School we fully support our families in walking, riding or scooting to school with safety as our highest priority. All children who wish to ride a bike or scooter to school must be accompanied by an adult and have completed a permission form. The exception to this is our Year 6s, who are able to ride either their bicycle or scooter unsupervised once their Year 6 permission form has been signed and returned to school. It is something that students at our school aspire to and look forward to in their final year at school. Please see Mrs Sophia Toetu our Travelwise Lead Teacher in Room 2.

Travelwise: Road Safety

All children MUST use the pedestrian crossing on Willoughby Avenue to cross the road. HPS Road Patrol Leaders are on duty between 8:30am and 8:50am in the morning as well as 3pm and 3.15pm in the afternoon. Our school Road Patrol Leaders are also supervised by a Teacher. Our Leadership Team can often be seen on duty in the afternoons highlighting the importance of road safety at HPS. Parents/caregivers, who are dropping children at the school, please take notice of the yellow lines, neighbouring driveways and park appropriately. Children who cross the Pakuranga Highway are expected to use the crossing controlled by lights without exception. Please contact the school office for further information. We appreciate your support in reinforcing these rules for your children's safety.

Travelwise: Walking School Buses (WSB)

We have had a number of Walking School Buses operating around the HPS Community. If you wish to join one of the buses, please see Mrs Sophia Toetu our Travelwise Lead Teacher in Room 2.

Uniform

Our school uniform plays an important role in fostering a culture of belonging and developing a sense of pride. The HPS Uniform is a visual symbol of the school to which our students belong. Students are expected to wear a clean and tidy uniform at all times.



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Hair styling products, unnatural hair colour or styles, or extreme colouring or streaks and patches of colour, are not permitted. Hair over the collar or longer is expected to be tied back. Hair ties should be black, white or burgundy.

The HPS Uniform offers a range of choice:

- HPS Cargo Pants
- HPS Short or Long Sleeve Polo Shirt
- HPS Cargo Shorts
- HPS Girls Skort
- HPS Waterproof Jacket
- HPS branded Girl's bootleg pants
- HPS Girl's Dress
- HPS Polar Fleece
- HPS Beanie
- HPS Wide Brim Hat
- A Sports Uniform is required for students in Years 4-6

Additional Guidelines

- All articles of clothing are expected to be named in a permanent manner
- School shoes must be black, flat and have laces or a strap.
- Ankle boots are not suitable for school.
- Long sleeve undershirts may not be worn.
- Short sleeve undershirts may not be visible.
- White or black socks may be worn with shoes only, not sandals.
- White or black tights with feet only, may be worn.
- Students may choose to wear a watch and sleeper or stud earrings.
- Nail polish is not for school days and children are expected to only have clear polish if any.

Uniform (Second Hand)

The HPS PTA operates a second hand uniform shop at school. This is open on Monday and Wednesday mornings from 8:50am - 9:15am.

Items can also be purchased new from [NZ Uniforms](#) Botany. NZ Uniforms is open Monday - Friday from 9am - 5pm as well as on Saturdays from 9am - 1pm.