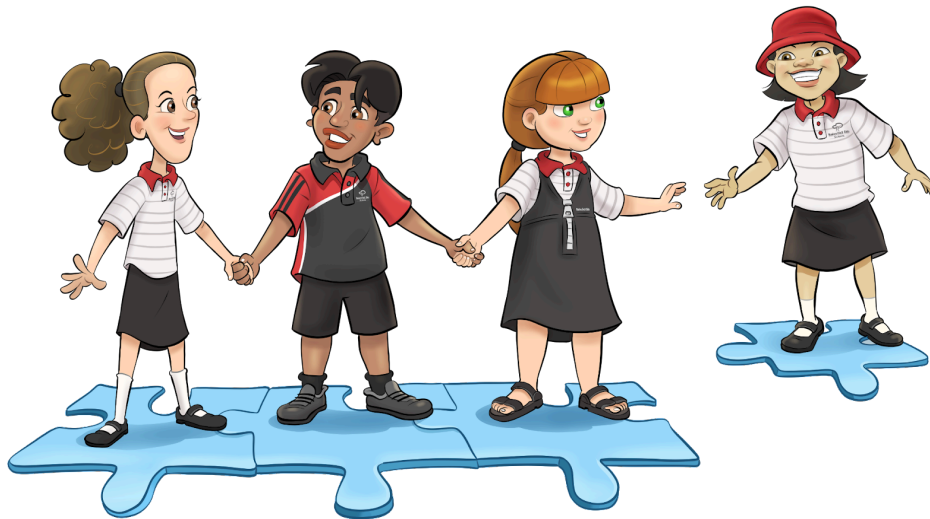




Baverstock Oaks SCHOOL

"Learning to grow ; Growing to learn"

PROSPECTUS





THE PRINCIPAL'S MESSAGE

Thank you for choosing Baverstock Oaks School for your child and whānau. Welcome to our place. I hope that your association with our school will be a happy one. Our school strives to be a friendly and receptive place, approachable to parents and sympathetic to the individual needs of children. The sense of family is of paramount importance to us. It is imperative that we all work together for the positive benefit of the children in our school. We have attracted a dynamic team of high quality educators so that we can offer the best learning opportunities for your children.

Our CORE BELIEFS:

Best learning happens when parent, child and teacher work together, valuing what each child already knows, identifying their needs and talents within a rich learning environment. Teachers build on strengths, having and giving the freedom to initiate new learning and taking the responsibility to guide and support children towards progress and achievement. One of our most important aims is to create a safe and supportive learning environment. When your child feels safe and supported they are happy and will learn.

Underpinning all we do are our BOS Values and our shared vision of growing to learn and learning to grow. This vision is the school of our dreams and one we get closer to achieving every year.

Our Four Core Values:

- Belonging
- Opportunity
- Service
- Sense of family

The “family” is at the heart of what we do. The sense of family and the integrity of these values are of paramount importance at Baverstock Oaks and will be considered in all decisions made.

We want all our children to take a growing responsibility for their own learning and behaviour.

We look forward to welcoming new members into our unique and vibrant learning family. We are our community's school and involve them in school life at every opportunity. This creates our atmosphere of sharing, caring and respect that epitomises our school – Baverstock Oaks School.

Kia kaha - be strong
Kia aroha - be kind and compassionate
Ngā mihi nuhi

Genee Crowley
PRINCIPAL/TUMUAKI

School Bell Times

8.20am - School gates open
8.55am - Start of School Day
11.00am - 11.20am Morning Playtime
11.20am - 11.30am Morning Tea
1.00pm - 1.40pm Lunch Playtime
1.40pm - 1.50pm Lunch Eating
3.00pm - End of School Day

School Arrival / Lateness

Students should arrive at school between 8.20am and 8.45am and be ready to begin class at 8.55am. If students arrive late, they must go to the school office to sign in late on the tablet and receive a **late pass** to give to their teacher. If they do not come to the office to sign in on time, they will be marked absent, and a text message will be sent to the carer advising them to contact the school to explain the child's absence.

Students leaving the school before 3.00pm

In the interest of safety, children are not permitted to leave the school grounds without a teacher or parent supervision during school hours.

If a child has an appointment during the day the parents/caregivers must report to the school office to sign their child/ren out. The office staff will call through to the classroom for the child to make their way to the office for collection, or if the child is in the reception classes, we will send the parent to the class once the student has been signed out. Please ensure that it is either before or after break times: **morning tea playtime (11.00am-11.20am)** or **lunch playtime (1.00pm-1.40pm)**, as we cannot guarantee that they will be found at these times.

Assembly

Every fortnight on a Friday at 9.15am we have alternating Junior and Senior school assemblies. Awards are presented and students perform items. **We welcome all parents/caregivers to attend.**

Welcome Powhiri

The school hosts a Welcome Powhiri for all new students and families at Baverstock Oaks School at the start of each term. The Powhiri is usually held on the first Friday of each term at 9:00 am, and is followed by morning tea in the staff room. Parents will be emailed information regarding this event.

Before and After School Care

Creative Kids run a before and after school care programme in our school hall. Please refer to the back page for contact information. Children need to be registered to attend.

Stationery



Stationery can be purchased online through Qizzle on our website www.baverstock.school.nz through Parent Information / Parent Links or directly from Qizzle at www.schoolpacks.co.nz. Every year, new stationery packs must be purchased for each student and **delivered to your home** in time for the new school year. The classroom teacher will send home a reminder at the end of each year to purchase a new pack for the following year.

School Donation / Activity Fee

Baverstock Oaks School is eligible to opt in to the Government funded donation scheme introduced by the Government in 2019. This initiative allows Boards of Trustees to choose to receive a \$150 per student, per year payment **instead of seeking donations from parents**. Funds from our operational grant will be used for trips that are curriculum related.

Boards of Trustees that opt-in to the donations scheme will still be able to ask parents and guardians for payments related to optional activities outside the curriculum, some examples include: school sports teams costs, yearbooks, visiting drama or music groups, camps and Seesaw.

Any additional donations are gratefully accepted. We do appreciate your support of our school and look forward to you supporting our fundraising efforts over the year.

Seesaw E Portfolio

We encourage parents to subscribe to Seesaw which is a digital portfolio to share your child's learning journey. You will be able to instantly receive notifications on your smartphone, tablet, or emails that show you what your child is learning at school. On Seesaw you will find a range of goals, examples of school work, assessment information and reflections.

Seesaw is \$10 per year for each student and will be loaded on Kindo against your child so can be easily paid on Kindo (our online shop, refer page 7). Once seesaw is paid the Teacher will send the access code home with the student for the parents to login.

Sending Money to School

If it is necessary to send money along to school please ensure this is **clearly marked in an envelope** with the child's name, room number, amount enclosed and the purpose for which the money is required and handed to the class teacher.

How does the School keep parents informed?

- Facebook;
- School newsletter;
- School App which can be downloaded for free (refer page 8)
- School website www.baverstock.school.nz (which also translates into your home language);
- WeChat - refer to the school website under Parent Information / Parent Links.

How do I obtain information concerning my child's progress?

Parent/Teacher conferences will be held in March and Learning Conversations in June/July. Teachers are available outside of these dates by making an appointment with the teacher to discuss your child's learning or if you have any problems you wish to discuss. Email addresses are available on whanau newsletters that are sent home and also on our website. We have an online in time reporting platform so you are able to see the things your children are doing at school – this is the Seesaw programme and is purchased every year through the school.

When can parents visit the School?

Parents are welcome at the school at all times however **if you wish to see a class teacher, please make an appointment outside of class time**. If you would like to assist in the class please make arrangements through the class teacher. If parents are visiting during school hours you **MUST** sign in and out at the Office.

Parent Information

We welcome parent involvement in a variety of ways at the school. We encourage and value parents' input with many school events which involve pupils, staff and parents. These are sports days, displays, field trips, information evenings, fundraising events and other activities throughout the year. We ask for your support in all these areas of the school including making sure that your children complete their home learning and bring all the necessary gear for sports etc. each day.

What do I do if my child is absent?

If your child is not going to be at school please either:

- Use the **School App**, (refer page 8) select Absentee and complete details and press SEND
- Report through the school website www.baverstock.school.nz under the Parent Info tab
- Phone the School Absence Line Ph: 278-6741

Please clearly state your child's name and room number and a brief explanation for the absence. This is done solely for the child's safety so please make sure you let the office know as it is very time consuming phoning around to ascertain the whereabouts of a child that has not come to school.

What happens if my child is sick at School?

We have a Health Room and any sick child will be taken there. If necessary, we will contact you if the child needs to go home. If we are unable to contact parents/caregivers, the emergency contact person will be contacted.

School Records

It is most important that our pupil files are kept up-to-date so that contact can be made with parents/caregivers at any time, especially in an emergency. If your circumstances change in any way, please advise the school by either visiting the office, emailing office@baverstock.school.nz or by using the school app or the school website. Select the links button and select update contact info.

What do I do if I have a problem or concern?

If you have any concerns please contact your child's teacher first. For your reference we have a process graph for issues and complaints posted in the office. Please also refer to School Docs www.schooldocs.co.nz Login: Baverstock, Password: oaktree.

What happens if my child damages school property?

Any damage caused by careless behaviour or deliberate vandalism will be repaired and the account forwarded to the parents. Accidental damage will be paid for by the school.

What happens during wet lunchtimes?

The teachers will supervise their Whānau during eating and then Wet Day Duty Teachers will be in classes.

Personal Belongings

The school accepts NO responsibility for personal items brought to the school by the students. This includes toys and sports gear. Electronic games or radio controlled devices are not allowed at school (in some classes children will have the option of BYOD (Bring your own device) – see our website for more details). No toys should be brought to school.

Bicycles, Skates, Cycles,Skates and Skateboards

Bicycles are permitted for riding to and from school for children in Year 6. These are not to be ridden in the school grounds and must be placed in the bike racks locked. Parents must ensure bicycles are safe and children wear helmets. Scooters are permitted to be used to and from school -but helmets **MUST** be worn and the scooter must be locked in the bike racks. Skates and Skateboards are not permitted at school.

Smoking

Baverstock Oaks School is a **Smoke Free Zone**. Smoking or vaping is not permitted at any time in any part of the school grounds or building.

Parking and Dropping off

THE CARPARK IS FOR STAFF USE ONLY. It **IS NOT** to be used by parents to drop children off. If you are dropping your children off please do this in the drop off area at the front of the school by the hall. This drop off area is to drop off only – it is not designed to stop and park. Please do not park on the yellow lines or in the bus allocated area. If you are parking and bringing your children in, please park legally in the surrounding area of the school. Please use the school crossings either on Baverstock or Erica Road.

Visitors

It is essential that the Principal knows who is coming into the school and when. This means parents entering the school during the school day, after school has started. Visitors need to sign in and out and wear the sticker printed from Vistab while in the school. The reason for this is to ensure the safety of everyone. We need to know who is in the school if we have an emergency and we need to ensure that all adults and children are safe at all times. Thank you for your cooperation.

Dogs in School

As a dog owner we sometimes do not understand how everyone doesn't love our dog. Unfortunately, some people don't and others are very afraid of them maybe due to a negative experience with dogs. We also have some students highly allergic to animals.

Just a reminder, please do not take any dogs inside any school buildings. Also please keep all dogs on a short lead if in school grounds and at your side. If your dog is not very friendly or likely to be snappy please do not bring them to school.

School Lunches

Register and Order at www.dollarforschools.co.nz

Mon - Subway		
Tues - Bakery		
Wed - Sushi		
Thurs - Pizza		
Fri - Sushi and Pizza		

Order now or by 9am each day

\$1 for each lunch goes to our School

 **dollar for schools**


Online School Shop

Creating a Kindo account is essential for all parents to ensure their child does miss out on special events!


Baverstock school offers you a fantastic way to view and pay for all your child's school needs online. Our Kindo school shop is easy to register and pay for your child's school needs. Any school fees (if applicable), Seesaw, Yearbook, fundraisers like sausage sizzle days, mufti days, pizza days, school trips and ordering school lunches through Ezilunch. Kindo is our preferred method of payment.

All New users....

There is also a Kindo App which you can also download on your phone if you prefer

Create an account or download the **App** on your mobile phone: **myKindo** 

Go to our school website www.baverstock.school.nz click on **[Parent Info]** then **[Parent Links]**

Click on the Kindo logo 

Simply click on 'Create an account'

Enter the **email address the school has on file for you** (this is usually Caregiver one), and click 'continue'.

You will then receive an email with a link.


Click on the link to enter in a password, tick to agree to the terms and conditions, and click to 'continue'. The registration process is now complete. You only need to register once then it's simply a matter of logging in with your email address and password.

All customer queries please **contact Kindo directly on 0508 4KINDO | 09-869 5200**







Downloading our School App is essential for all parents to ensure they don't miss any updates

Parents can easily report a child's absence through the School App which is sent directly to the school office. This is also how the school will inform parents of activities and events at the school, such as reminders of teacher only days or fundraisers.

To download the school app go to the App Store (apple phone) or Google Play (Android phone) search School Apps and install. At the welcome screen enter "Baverstock Oaks School" then customise your requirements from there.


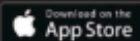




Download the
Baverstock Oaks
School App


-  **Absentee**
Phone or send an email to the Absence Office.
-  **Contacts**
Phone or email contacts for school staff and key contacts.
-  **School Info**
View, download and share school info here.
-  **Calendar**
View upcoming events and add individual events to your calendar.
-  **Newsletters**
View, download and share our Newsletters here.
-  **Alerts**
View alerts, and remove by swiping an alert left.

Go to the App Store on your Apple or Android device and Search 'SchoolAppsNZ' to download the app onto your device.

Then search 'Your School Name' to find your school's app.



SchoolAppsNZ



Get in touch with us at support@snapp.co.nz
www.schoolappsnz.co.nz

Attendance

“If a student misses five school days each term, or one day a fortnight, they will miss the equivalent of one year of school over 10 years.”

It is important your child attends school regularly and arrives at school in time to prepare for the start of the day.

Your child’s school attendance and punctuality rates will be reported on in their reports.

The Baverstock Oaks Board of Trustees set annual attendance targets and updates of these are reported on periodically in school newsletters.

If your child’s attendance falls below these targets you will receive a letter from the school. If absenteeism continues, Attendance Services will be called to work with families to assist them in ensuring their child attends school regularly.

Absences are deemed justified or unjustified according to the Ministry of Education guidelines.

Extended leave outside of term time is not encouraged. The Ministry of Education has indicated that extended leave during term time may be classified as unjustified.

Leave of absence for a student during term time

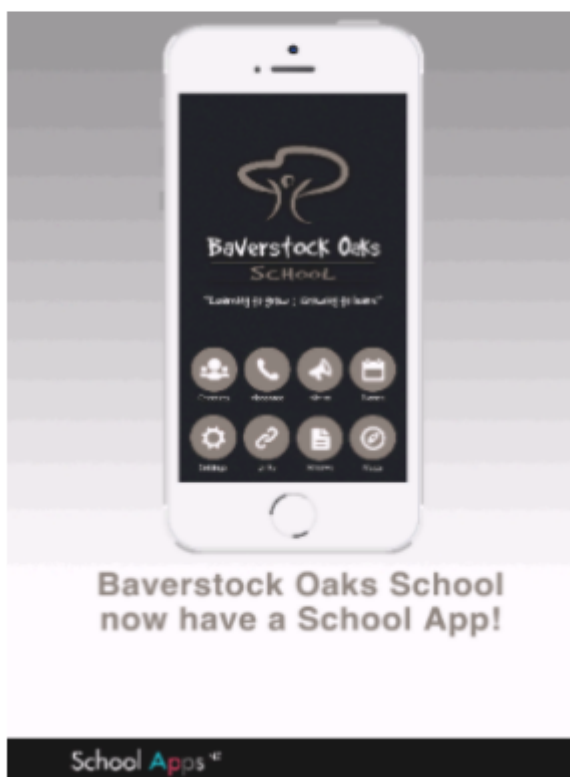
If you require leave of absence for your child during term time you are required to complete a Leave of Absence Request form which is available on our website www.baverstock.school.nz under “Parent Information”. When this form has been completed please either bring this form to the school office or email to office@baverstock.school.nz

Please see the following page for methods of contacting the school to let us know about your child(ren) being absent.

To Report an Absence

please use one of the following, however our preferred method is the School App

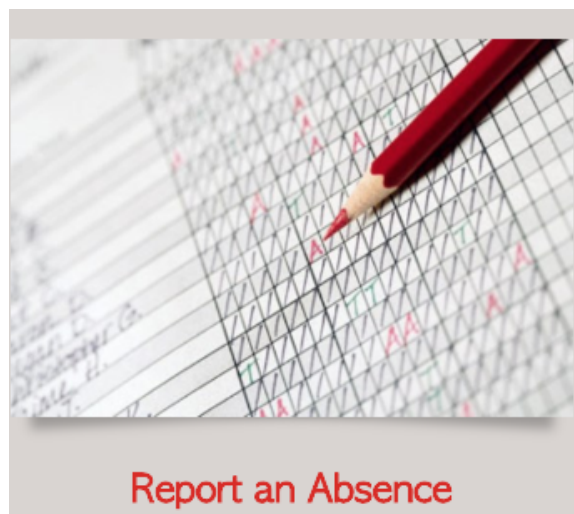
School App



Baverstock Oaks Website

www.Baverstock.school.nz

- Parent information
- Report an absence



Call the school and leave a message on the Absentee line
24/7 on **09 278 6741**

ALL MESSAGES MUST INCLUDE
Your Child's Name, Room Number, Reason for Absence

Baverstock Oaks School Uniform

The Board of Trustees has made a decision to have a school uniform. All children must be in uniform to attend Baverstock Oaks School. The school uniform can be purchased from John Russell Schoolwear in Howick. We also have a second hand uniform shop on site. Please check the office window for open days and hours.

Baverstock Oaks does not have a specific winter or summer uniform. Students are expected to dress as appropriate for the weather conditions. **In Terms 1 and 4 the school hat is compulsory.**

Regulation Uniform	
Boys	Girls
<p><u>Footwear</u> Winter: Term 2 & Term 3 Completely black lace up or velcro shoes Summer: Term 1 & Term 4 Completely black sandals without socks.</p>	<p><u>Footwear</u> Winter: Term 2 & Term 3 Completely black lace up or velcro shoes Summer: Term 1 & Term 4 Completely black sandals without socks.</p>
<p><u>Socks</u> Long black Baverstock Oaks socks with the red bands when wearing shorts or black ankle socks when wearing trousers. <i>(The Baverstock socks can also be purchased from the school office to save you going to Howick)</i></p>	<p><u>Socks</u> White or black knee high socks or white or black ankle socks or in winter they can wear black tights.</p>
<p><u>Uniform</u></p> <ul style="list-style-type: none"> ● Black monogrammed shorts or long trousers ● Monogrammed short or long sleeved Baverstock Oaks polo shirt ● Baverstock Oaks polar fleece jumper ● Optional rain jacket 	<p><u>Uniform</u></p> <ul style="list-style-type: none"> ● Black monogrammed shorts, long trousers, leggings or skort ● Monogrammed short or long sleeved Baverstock Oaks polo shirt ● Baverstock Oaks polar fleece jumper ● Optional rain jacket
<p><u>Hats</u> Baverstock Oaks bucket hat, cap beanie or visor Term 1 & Term 4 it is compulsory to wear a hat. <i>(All hats can be purchased from the school office to save you going into Howick)</i></p>	<p><u>Hats</u> Baverstock Oaks bucket hat, cap beanie or visor Term 1 & Term 4 it is compulsory to wear a hat. <i>(All hats can be purchased from the school office to save you going into Howick)</i></p>
<p><u>PE Uniform Years 3, 4, 5, 6</u> Baverstock Oaks black PE shorts with monogrammed PE polo shirt. Sports shoes and socks may be worn if required but not to and from school.</p>	<p><u>PE Uniform Years 3, 4, 5, 6</u> Baverstock Oaks black PE shorts with monogrammed PE polo shirt. Sports shoes and socks may be worn if required but not to and from school.</p>

Children are permitted to wear watches, one pair of stud earrings, and any jewellery for religious or cultural reasons. All other items of jewellery are not to be worn for safety reasons and in the case of loss or theft.

Please also refer to our school website for more information

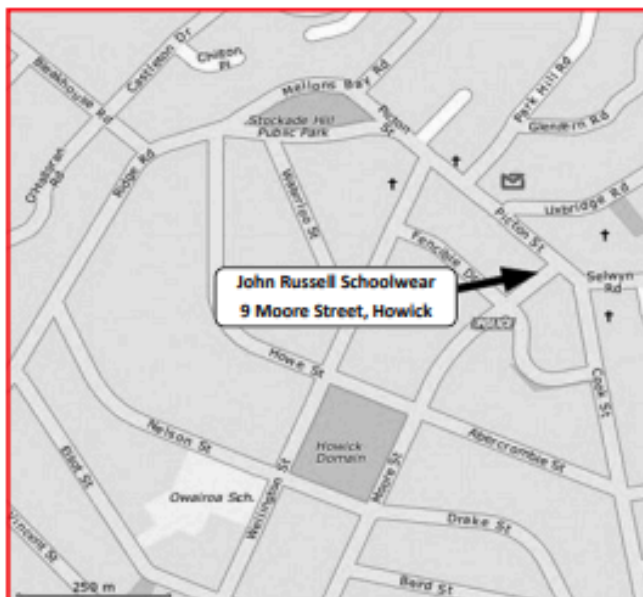


www.johnrussellschoolwear.co.nz

9 Moore Street, Howick

Ph. 09 534 9373

info@johnrussellschoolwear.co.nz



WE HAVE AN ONLINE STORE

All school uniforms are available for purchase through our website

WE ACCEPT CREDIT CARDS

Visa, Mastercard

WE HAVE A LAY BY SERVICE

No minimum deposit, no time limit, payments can be made via internet banking or in store

WE OFFER A PREPAY ACCOUNT SERVICE

Pay for uniform in advance via internet banking or in store

WE ACCEPT WINZ PAYMENTS

Quotes available in store or via email

ANY FAULTS OR DEFECTS WE WILL REPAIR OR REPLACE

We will deliver back to you free of charge

WE ALSO SELL SCHOOL SHOES, SANDALS AND SCHOOL BAGS

One stop shop for parents

OPENING HOURS

9.00am - 5.30pm	Monday
	Tuesday
	Wednesday
	Friday
9.00am - 7.00pm	Thursday
9.00am - 4.00pm	Saturday

Home/School Partnerships at Baverstock Oaks School



We have set up many opportunities for families to come to the school to learn about how we are meeting the needs of your child. Many of these opportunities showcase your child's learning journey as well as providing practical ideas on how families can help their child at home.

Listed below are the opportunities we provide. If you have any questions about the following events please contact your child's classroom teacher or the School Office.

Meet the Family evening

This evening, held in Term 1, provides an opportunity for you to meet your child's teacher in a more formal situation. All staff will be introduced to families and then parents will go with their child's Whanau where their teacher will outline class programmes, home learning expectations and allow opportunities for you to ask questions.

School Picnic

The school picnic is held annually in the school grounds, weather permitting. Bring a picnic evening meal or purchase from the food trucks, mix and mingle with other parents and staff and give your children an opportunity to play with their friends in the school playground.



Parent Teacher Conferences

Held during term 1, parents are invited to come and have a 10-minute meeting with their child's classroom teacher. Bookings for these conferences are done online through our school website. This is a time for you to share with your child's teacher how your child is feeling about school this year. This is also time to share any family or health issues with your child's teacher so you can both together support your child. Your child's teacher will share with you how well your child has started the year. They will also share with you what you can be doing at home to support your child with learning. Some parents like to include their child at these conferences; other parents prefer this time alone with the teacher.



Reports

You will receive 2 reports each year on your child's progress and achievement. The first report comes home at the end of Term 2. This is a progress report and looks at how well your child is progressing towards meeting the expected curriculum level. It will also identify how well they are displaying different skills, values and attitudes in their learning. These progress reports will identify your child's next steps in Reading, Writing and Mathematics. The 2nd written report comes home at the end of the year and is a report on your child's achievement. If your child is in Year 4, 5 or 6 this report will also indicate any monitoring roles your child has held or any school sports or arts team they have represented our school in.



Learning Conversations

At the end of term 2 usually around June or July your child will bring home their term 2 progress report. A week after this comes home there is an opportunity at school to meet with your child's classroom teacher with your child.

The students share with you what their learning has been for the first part of the year and together you identify the next steps for the remainder of the year. Bookings for these students led conferences can be made online by following the links on our school website.

Parent helpers on school trips and camps

EOTC – Education outside the Curriculum is a very important component of our curriculum. School trips are not possible without the help of parents. Obviously trips do have budget restraints and it is not always possible to take all parent helpers who have volunteered. Selection of helpers will often be based on the activity involved and the needs of the students.



Watch out for newsletters that will indicate what trips are coming up and the number of helpers required. Some trips are unfortunately not suitable for preschoolers due to safety issues.

For overnight camps parents are given months of warning so parents wanting to help can book leave from work if necessary.

Book Fair

Once a year we hold a Book Fair. This is an opportunity to promote reading and a love of books. The Fair lasts for approximately two weeks, as each class has the chance to look at all the wonderful books that are available. Parents then get a chance to come and have a look as well and make a purchase if they wish to. During this time we have competitions for the students to enter, special reading sessions, we may have a visit from an author and we usually have a book character dress up day which the kids love! All sales from the Fair benefit the school as we earn a commission on books sold and this enables us to purchase more books for the library for the whole school to enjoy.



Scholastic Book Club:



Scholastic book clubs have been in partnership with NZ schools for 50 years and provide a great literacy link. The proven way to get kids reading is to put them in charge of their own reading. We distribute brochures several times a year through their class room where families can choose to place an order if they want to. There is an average discount of 40% across all the clubs mentioned below and books from as low as \$1.00. Every purchase made earns "rewards points" and "free picks" for the school and enables us to get more books for the library and resource room, so the whole school benefits!

Sports Days

At Baverstock Oaks we like to be involved in as many sporting events as possible. This obviously relies on the dedication and commitment of teachers to coach and train teams during non-contact class time. We encourage parents to assist us whenever possible with the training and managing of various teams. Often sports representative's teams are usually for the older students but there are times when younger students can also be involved, e.g. gymnastics. We also have sports days and welcome parents to come and cheer their children on. These can include athletics, swimming, cross-country, etc. As a school we like to be involved in as many inter-school sporting events as possible.



Keeping Ourselves Safe (K.O.S)

As part of our health curriculum, every few years we run a Keeping Ourselves Safe programme for all of our students. This is a programme designed by the police especially for schools. Prior to running this programme in classes, we will communicate with parents where our Community Constable will run through the component of the programme and give parents an opportunity to ask questions about any of the content taught.

Puberty Talks

When your child is in the Tall Oaks (Year 5 & 6) we will communicate with parents where we let them know what is covered in our puberty talks. These talks cover the changes that occur as the children grow up, i.e. their feelings, body and emotional changes. The New Zealand curriculum requires schools to provide this information to students in Year 5 & 6.

Graduation/Prize Giving

At the end of the year we acknowledge our students who have achieved and lived our school values well in a formal ceremony. Parents are contacted if their child will be receiving a certificate or cup. Look out for dates and times in the school newsletter, the school wide calendar and on the school app.



As you can see there are numerous opportunities to build strong home/school partnerships. Sometimes parents may feel they need more than this. If you have any questions or concerns at all please contact the school office to make an appointment to meet with your child's classroom teacher. The office can also provide you with your child's teachers email address as this is a great way of keeping the communication lines open. You can also email teachers by going to the OUR STAFF Tab on our website.

You may find the following website useful as it will give you some valuable information about the importance of home/school partnerships. <http://www.minedu.govt.nz/Parents.aspx>

Important Contact Details

Baverstock Oaks School

Office: 09 278-6741

Email: office@baverstock.school.nz

After School Activities

Refer to our website under Parent Information tab

Dollarforschols

Phone: Mark Steele 021 496-007

Kindo

Phone: 0508 4 KINDO (0508 454 363)

Creative Kids

Before & After School Care (refer to our website)

Phone: Simone 021 663-226

Email: sshervel@gmail.com

BizzyBodz

School Holiday Programmes at Baverstock

Phone: 021 837-238

Website: www.bizzybodz.co.nz

Auckland Regional Dental Service Phone: (09) 839-0565

Email: www.ards.co.nz

Photo Life

Free Phone: 0800 501-040 or 09 262-1040

Website: www.photolife.co.nz