



Glen Eden Primary School **Prospectus 2023**



Kairangi



Whanaungatanga



Manaakitanga



Ako

Welcome to Glen Eden Primary School where we enable all students to apply their skills and knowledge and to rely on their personal attributes to lead productive lives and become contributing members of the community.

Absences

We use an electronic attendance system and follow-up on any unexplained absences from school on the day of the absence. If your child is absent for any reason, please phone the school, use the Skool Loop app, e-mail office@geps.school.nz or text 021 610 364 or 027 337 7002 with an explanation of the absence. We will phone or text you if your child is away and we have not heard from you.

Accidents

Minor accidents are treated in the school sick bay, but parents are contacted if the accident is of a more serious nature. It is important that the school has up-to-date contact information which can be updated using the Skool Loop app. If parents/caregivers can not be contacted and the school deems that the child needs urgent attention the school will either phone for an ambulance or take the child to an emergency health centre.

Skool Loop App

We use the Skool Loop app which works on both android and apple devices. This is used for notices and permission for trips and can also be used for absences and contact detail updates amongst other things. Please download the Skool Loop app and search for Glen Eden Primary School.

Assemblies

Our whole school assemblies are held on Fridays at 2:15pm in the hall. These are a showcase of learning and celebration of achievements and are run by classes on a rotational basis. Whānau are encouraged to attend. Team assemblies are also held regularly.

Before & After School Care/ Holiday Programme

SKIDS run these programmes. Contact information for them is on our school website.

Bicycles & Other Wheels

Children under ten years old are not permitted to cycle to school unless accompanied by an adult. Signed permission slips are required for children over ten to cycle to and from school. These are available from the school office. They must wear a standards approved cycle helmet and have a roadworthy bicycle. Children need to bring their own locks and the school will provide bike racks.

All children can bring skateboards or scooters to school and use them during break times. Children are responsible for their own equipment.

Board of Trustees

The Board of Trustees is elected by the school community to govern the school. The dates of its meetings, which are open to whānau, are notified through our school newsletters. Please note non Board of Trustees members do not have automatic speaking rights. Minutes of the Board of Trustees meetings and copies of the School Charter are available to parents/ caregivers at the school office.

Breakfast Programme

Fonterra and Sanitarium sponsor our Breakfast Programme each morning in the whare kai, Monday – Friday from 8:15am. Everyone is welcome to attend.

Class Organisation

The school is divided into three teams:

- Kiwi team - Years 0 - 2
- Takahē team - Years 2 - 4
- Tui team - Years 4 - 6

Classes are situated in whānau groups throughout the school - Whero, Kikorangi, Kōwhai and Kākāriki.

Clothing

We do not have a school uniform. Children should come to school dressed in sensible clothes for classroom and playground activities. Please label all clothing clearly.

Cyber Safety

Children are expected to use all electronic devices appropriately. If children see anything on screen that they know they should not be looking at, we ask them to immediately turn off the screen and ask a staff member for help. The school is part of Linewize which adds an extra layer of security.





Dental Therapist

A transportable dental clinic visits the school periodically. For emergencies you can phone 0800TALKTEETH to arrange an appointment.

Donations

We do not ask for any donations at Glen Eden Primary School

Education Outside the Classroom

Team and class trips play a very important part in the school programmes. There will be no charge for these activities. Parents are always needed to help with trips. From time to time there will be local trips, e.g. to Glen Eden Library, for which parental permission is not sought.

Emergency Procedures

The school regularly practises emergency procedures, in particular fire drills and lockdowns, so that in the unlikely event of a fire or earthquake, the children and staff know what to do. Harrison Tew oversee and provide guidance with our school emergency procedures.

Enrichment Programmes

The school runs various programmes to extend students. These may include academic, sporting, music, arts and cultural groups.

English as a Second Language Programme

We run ESOL programmes and support to students in the classroom.

Health and Safety

Please let us know if your child has any medical condition which will affect their learning or their general health. If your child needs medication at school, please see the office staff. Please leave accurate up to date records of caregivers name, address, phone number etc with the office. This can be done using the Skool Loop app.

Homework

Teachers will advise as to what is expected at each level. Homework is not compulsory and should never become a cause for arguments in the home. It should be a positive, sharing experience.

Hours

School starts at 9am. It is beneficial for students to be at school with plenty of time to settle in and prepare for the

day's learning before the bell rings. If children arrive at school before 8.15am, they will not be supervised and are expected to sit outside Room 1. Morning Tea is from 10:50-11:10 am and Lunch is from 12:40-1.30 pm, including a ten minute supervised lunch eating time.

School finishes at 3pm. Any students who are still at school after 3:15pm will be directed to wait outside Room 1.

Kids Can & Lunch in Schools

Glen Eden Primary is part of the Kids Can Programme which means we sometimes get free raincoats for our students. Thanks to Kids Can, we also have food available for students who may need extra through the day. We also have free nit treatment available from the office.

We are also lucky to be a part of the Lunch in Schools programmes. Each day Lunch with Crunch makes a freshly made lunch for every student. Please let the office know about any dietary requirements. Students need to bring a small amount of food to eat during our morning tea break.

Late Arrival & Early Pick Up

Children who arrive at school after 9am are asked to sign in at the office. Consistent lateness will be followed up as it is important that children arrive before 9am to set themselves up for the day.

If it becomes necessary to pick your children up from school early we have a sign out tablet at the office. Please give the print out to the class teacher when you pick your child up.

Library

Students visit the school library with their class and are encouraged to take books out. The library is also open during lunch breaks for students to use.

Lost Property

Lost property collected during the term is held in the lost property shed by the front gate. We make every effort to return clothing to owners, this process is made easier if clothing is named. After a period of time, unclaimed items are donated to the Salvation Army.

Newsletters

We send home an electronic newsletter every Tuesday to let parents know what is happening in the school. Newsletters can also be viewed on our website or through the school app.

Parent Concerns

Please let the school know as soon as possible if you have any concerns. For learning and classroom issues please see your child's classroom teacher first. For any school issues please see Kathryn Arbon or Donna Soljan.

Parent Help

The school welcomes parent help in a variety of ways. Please contact Kathryn Arbon or Donna Soljan if you would like to help out. Some ideas are:

- Parent help with classroom programmes
- Help with school trips
- Library assistance
- Coaching of school sports teams
- Tutoring culture groups
- Garden to Table programme

Parking

For the safety of our children, parents are asked to not drive into the school grounds (unless arrangements have been made with the Principal/DP) or use the staff car park entry as a turning bay. Staff parking is for school staff. Our children's safety is our paramount consideration. Please be aware that Council parking wardens are often outside the school gates issuing tickets to those parked illegally.

Pedestrian Safety

Clayburn Rd is patrolled by staff members between 8.25–8.55 am and after school. West Coast Road lights are also monitored by a staff member after school. We are a part of the Travelwise programme.

Photographs

Class photos and individual / family photos are each taken once a year.

Reporting to Whānau

Written reports are prepared and sent out in Terms 2 & 4. Student led conferences are held in Term 3.

Safety of Students

Your child's safety is our prime concern. We therefore strongly promote zero tolerance to violence and bullying in our school. Please let us know if you are aware of any issues that need to be addressed.

Social Workers in Schools

Our social worker is available at various times throughout the week. Referrals can be made by whānau or from children themselves. The social worker in schools is a non-statutory social worker.

Special Needs

We can access help from various agencies for children with speech, hearing, severe behaviour and/or learning needs. Please contact Kathryn Arbon, Deputy Principal.

Sports

Older children are encouraged to become involved in sports. We have netball teams who play at Te Pai netball courts.

Stationery

Children are given stationery lists at the end of each year by their class teachers. Whānau are required to buy initial packs. Stationery will be topped up throughout the year at no cost to families.

Swimming

Swimming is an important part of our physical education programme. All children are expected to take part in the swimming programme. Please name all swimming gear.

Valuables

Children should not bring valuables to school. If children bring such items to school we do not take responsibility for the loss of the item.



Glen Eden Primary School

3 Glenview Rd, Glen Eden, Auckland 0602

☎ (09) 818 6686 📠 027 337 7002 or 021 610 364

✉ office@geps.school.nz

www.geps.school.nz

