



Glen Eden Primary School

FAQS

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 HERO 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 HERO app.

If parents/caregivers cannot 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.

Assemblies

Our whole school assemblies are held on Mondays 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.

Breakfast Programme

Our Breakfast Programme runs each morning in the wharekai at 8:30am. Everyone is welcome to attend.

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.

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 0800 TALK TEETH to arrange an appointment.

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 oversees and provides 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' names, addresses and phone numbers with the office. This can be done using the HERO app.

HERO App

We use the HERO app for notices, permissions for trips, absences and contact detail updates.

Homework

Teachers will advise 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 9:00am. 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: 10:50-11:10am
- Lunch: 12:40-1:30pm

School finishes at 3:00pm.

KidsCan & Lunch in Schools

Glen Eden Primary is part of the KidsCan Programme which means we sometimes get free raincoats for our students. Thanks to KidsCan, 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 part of the Lunch in Schools Programme. Please let the office know about any dietary requirements. Students need to bring a small amount of food to eat during morning tea break.

Late Arrival & Early Pick Up

Children who arrive at school after 9:00am are asked to sign in at the office. Consistent lateness will be followed up as it is important that children arrive before 9:00am to set themselves up for the day.

If it becomes necessary to pick your child up early, please sign them out at the office.

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.

Last 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, and this process is made easier if clothing is named. After a period of time, unclaimed items are donated.

Newsletters

A newsletter is written every Tuesday. 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 school-wide concerns, please see Kathryn Arbon or Donna Soljan.

Parking

For the safety of our children, parents are asked not to drive into the school grounds unless arrangements have been made with the Principal or Deputy Principal. Please do not use the staff car park entry as a turning bay.

Staff parking is reserved for school staff. Please also be aware that Council parking wardens regularly monitor the area outside the school gates.

Pedestrian Safety

Clayburn Road is patrolled by staff members between 8:25-8:55am and after school. West Coast Road lights are also monitored by a staff member after school.

Photographs

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

Reporting to Whānau

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

Safety of Students

Your child's safety is our prime concern. We 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 Worker 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.

Stationery

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.

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.

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.



Parent help with classroom programmes



Library assistance



Tutoring culture groups



Help with school trips



Coaching of school sports teams



Garden to Table programme