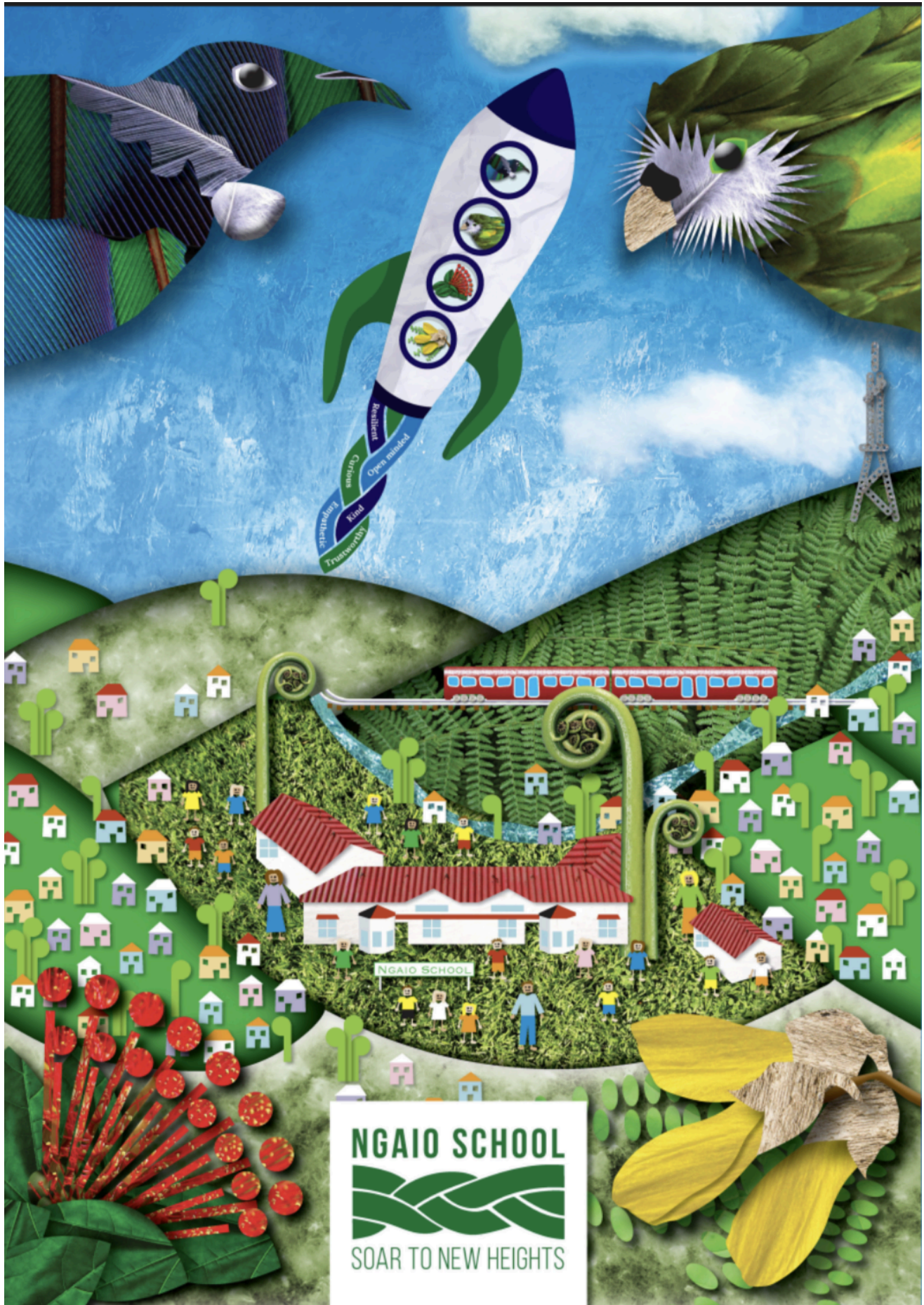


Ngaio School Enrolment Information



Our ROCKET Values



We support Ngaio School
taura (students) to be

Resilient

Open-minded

Curious

Kind

Empathetic and

Trustworthy

Enrolment Documentation

Please provide the following completed forms and information to the school office prior to your child starting school:

- ☐ Pupil enrolment form
- ☐ Birth certificate or Passport
- ☐ Immunisation certificate

Please obtain an up to date immunisation certificate print out from your medical centre

- ☐ Pre-enrolment Questionnaire
- ☐ A recent document confirming your residential address, e.g. phone or power account
- ☐ Pupil Consent form

Kia Ora! Starting school is an exciting time for children and families. We believe a strong partnership between school and whānau will make the transition easier and support children on their learning journey.



To help your child become familiar with School before starting, Ngaio School offers a special Pre-School Programme called our Kōwhiri Transition Programme. This is a great opportunity for you and your child to meet with teachers and other parents; as well as giving tamariki a chance to participate in activities which will help prepare them for school. The office will be in contact with you to schedule your visits. Children must be accompanied by a parent or member of their whānau.

We will send you an invitation to attend these sessions in the lead up prior to your child's birthday. If your child requires extra support, this can be discussed so an alternative transition plan can be arranged.

At Ngaio School, the cut-off birthdate for children to move from Year 1 to Year 2 is the end of May. This means that most children who start school prior to the end of May will be considered Year 1 and will move into Year 2 in the following calendar year. Most children who start in June onwards will be considered Year 0 and will move into Year 1 in the following calendar year.

We carefully look at all children's progress if their birthdays fall within a month either side of 31 May to ensure they are suited socially, academically and physically to the Year level their birthday puts them in. We will only move children out of their age group under exceptional circumstances and after full consultation with parents.

Important Information Regarding Enrolment

Ngaio School operates an enrolment zone. More information about this can be found on our school website. www.ngaio.school.nz/enrolment/

The Education and Training Act 2020 gives a guarantee of enrolment to students who live in the home zone specified in the school's enrolment scheme. The board needs to be sure that an in-zone address is genuine, because it is required to manage the enrolment scheme for the benefit of local students.

A form will be provided with your enrolment pack to be completed by parents who have given an in-zone address as the student's usual place of residence.

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain enrolment by knowingly giving a false address or making an in-zone living arrangement that they intend to be only temporary e.g.

- renting accommodation in-zone on a short-term basis;
- arranging temporary board in-zone with a relative or family friend;
- using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.

Before enrolment takes place (i.e. before attendance begins), if the board has reasonable grounds for believing that the given in-zone address will not be a genuine, ongoing living arrangement, the board may withdraw any offer of a place it might have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of gaining enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation, the board may annul the enrolment. This course of action is provided for under clause 13 of Schedule 20 of the Education and Training Act 2020.

Kōwhai Transition to School Programme



Pre-enrolled tamariki are invited to join our Kōwhai Transition Programme. These school visits are a good way to help make the transition to school a happy and easy time for your child.

Each session begins in the school office where you will be met and taken to visit the classroom. The visits are also a chance for your child to:

- Meet and make friends with other children in their year group.
- Become familiar with some classroom routines and activities.
- Become familiar with the school environment.
- Begin to develop confidence to become independent at school.

To support a successful transition to school, please let us know of any specific learning or behaviour needs your child may have. Please contact our school Special Education Needs Co-ordinator (SENCo), Jo Purcell j.purcell@ngaio.school.nz if you would like to arrange an appointment.

Once your child starts school they will join Kākāpō syndicate. We look forward to supporting your child to have a positive and enjoyable transition to school.

Getting Ready for School

To help prepare your child for school we encourage you to visit the school grounds on the weekends so they become familiar with the layout, and practise walking to school.

Having some basic skills before starting school will help your child have a confident start to school. Help your child to learn to:

- carry their own school bag
- go the toilet and wash their hands independently
- put on clothing and care for personal belongings (e.g. dress themselves for swimming)
- put on their own shoes - you may want to select velcro fasteners and when ready, teach them to tie their laces.
- blow their nose
- recognise when they are thirsty and get a drink of water

Encourage your child to practise

- following simple instructions.
- sitting on a chair at a table for a short time to complete an activity.
- sharing, taking turns, and waiting for things.
- holding a pencil correctly and using scissors
- writing their name starting with a capital letter then using lower case letters.
- holding a picture book and turning the pages carefully

Children may also find it easier to participate in the class if they:

- know the names of colours and shapes.
- know some letter names and sounds of the alphabet
- know the numbers 1 to 10

Please clearly label all possessions your child brings to school with their full name – raincoats, hats, bags, drink bottles, etc. Be sure to check from time to time whether the label is still intact and legible.

Information for Starting School



- Your child will begin Ngaio School in Kākāpō Syndicate. This syndicate includes children in years one and two and is led by Kākāpō Team Leader Michelle Pontifex.
- Starter stationery packs may be purchased from the school office. Payment can be made using Eftpos. Your child is able to select which colour book bag they would like. It is suggested you purchase this before your child's first day at school.
- On your child's first day at school, please bring their stationery pack to the classroom and give it to the classroom teacher.
- Your child will need a named lunchbox for their snack, morning tea and lunch. Classes take a short break around 10am for a wee snack to keep them going until morning tea at 11am. They will also need a named drink bottle - water only please. Students are to only eat their own food they bring from home. Eating of morning tea and lunch is supervised. Once your child has had enough to eat, your child is required to show the duty teacher their lunchbox. This is to ensure your child has eaten. Any uneaten food is kept in their lunchbox so you can see how much they have eaten.
- Our school day begins at 8.55am. The bell will ring telling children they need to get themselves organised and into their classroom. This is when you can say your final goodbyes for the day. The second bell will ring at 9.00am. This means your child needs to be in the classroom ready to start their day.
- Send your child to school on time each and every day - it is a good idea for children to be at school early enough (8.30am – 8.45am) to say their goodbyes, meet and greet their friends and have enough time to play. Be prepared to say goodbye for the day before school starts. If your child is upset to see you go, talk to the classroom teacher for assistance and helpful strategies. In most cases, an upset child will settle very quickly and have a great day. We will always contact you if there is a continued problem.
- Teachers are in their classrooms from 8.30am in the mornings, so the best time to discuss any issues or concerns with them is between 8.30am – 8.45am. Teachers are more than happy to arrange a meeting with you at other times as well.
- At playtimes and lunchtimes there will be duty teachers walking around. Duty teachers can be identified by their yellow/orange vests.
- At the end of the day children will be dismissed from class. Please wait for your child outside to help minimise congestion in the corridors. It is a good idea to arrange a meeting place to make it easier for your child to find you when it is busy. If you are waiting outside the school gates, please practise this, so your child knows which of the three school gates they need to use.
- Starting school is very tiring. If your child needs a rest in the coming weeks, please talk to the classroom teacher.



Your child will have lots of things to share about their first day at school!

General Information

Absences/Late to School



Please notify the office before 9.00am for all absences.

Use the Hero App, email absences@ngaio.school.nz or use the school website to notify the school of an absence.

If your child arrives late to school or you are collecting your child early, you will need to sign them in or out at the school office.

If you are helping in the classroom you will need to sign in. This is necessary for emergencies so we have an accurate record of who is at school.



School Lunch Orders

Students can order lunch from school.

Sushi is available on a Tuesday, Subway is available on Thursday and Parson's Bakery is available on Friday.

All the information about ordering a school lunch can be found on the Ngaio School website at:

<http://ngaio.school/school-life/lunches>

Spare Clothing

Every now and then, children have accidents at school and a spare set of clothes is needed. It would be helpful if children could keep a spare set of clothes in a plastic bag in their school bag.



Lost Property

Please ensure all items of clothing are named for easy identification.

Each term we gather a large amount of lost property.

The lost property basket for year 1 is located in the corridor outside their bathrooms.



Sunsmart

Ngaio School is a Sunsmart school.



During Terms 1 and 4 all children need to be wearing a wide brimmed hat outside. If children do not have a hat, they will be asked to sit on the deck in the shade during break times.

School hats can be purchased from the office. Please ensure these are named.

We encourage parents to help their children apply sunblock each morning. Sun cream lotion is available in all classrooms.

School Houses

Ngaio School has a school house system.

Your child will be allocated to one of the six houses.

Children with siblings at the school will be in the same house.

The six Houses are:

Kākāriki- Green

Kōwhai -Yellow

Tawa -Purple

Whero-Red

Kikorangi-Blue

Karaka-Orange

During the school year we gather in house groups to enjoy a variety of activities and experiences.

Reading Books

At Ngaio School we use the Better Start Literacy Approach (BSLA). We will be sending home fun and engaging literacy tasks, games and/or books for you to support your child with at home. Guided reading books will begin to come home with children once they have decoded and unpacked that particular book in the classroom.

These reading books should be easy for your child to read, as the texts have either been previously read in a guided lesson/s with the teacher, or have been selected from an “independent box” of familiar readers.

Coloured Reading Folders

Children use their coloured folders to bring home work, special items from school and their library books.

These folders can be returned to school any day of the week. Please ensure the folder is at school for your child's library day.



School Communication

The school newsletter is prepared fortnightly. It is sent home via email and uploaded to the Ngaio School App and the school website. Paper copies can be requested from the office.

Our school website and Facebook page are updated regularly with photographs and reminders.

Ngaio School App

There is also a Ngaio School app: this is a great way to let the office know about absences, check the school notices online and receive messages from the school.

On enrolment you will be given a link to our school app. If you require your User ID and password to be re-sent, please contact the office: info@ngaio.school.nz



Family & Activity Donations

Each year we request these donations to support the running of the school. The Family Donation is for general support. Our Activity Donation directly covers the costs of trips and special visitors to the school, which enhance our learning programmes across the curriculum. These experiences are invaluable and usually come with a cost - transport costs make trips expensive so we really appreciate your support to allow these to be planned. You will be notified of these amounts on enrolment and annually thereafter.

Queries and Contacts

If you have a query please contact your child's class teacher. They are best equipped to answer your questions directly or refer you to the right person.

Contact details:

Michelle Pontifex Kākāpō Team Leader: m.pontifex@ngaio.school.nz

Bronwyn O'Halloran: b.ohalloran@ngaio.school.nz

Elise Chan: e.chan@ngaio.school.nz

For any other queries please email the office: info@ngaio.school.nz

Ngaio School Library

The school's library is located centrally between the junior/middle and senior syndicates, and can be accessed via the stairs from Tūi Syndicate classrooms or the stairs adjacent to the staffroom. The library is a pleasant, inclusive and welcoming space where students can enjoy spending time, either during their class session or at lunchtime. We are proud of our library with its welcoming environment and continuously refreshed, varied, and enticing collection for our readers.

Library Staff

Ngaio School is fortunate to have two dedicated librarians, Bernice Williams, and Cristin Smith, who run the library. You will find Cristin in the library on Monday, Thursday and Friday, and Bernice at the helm on Tuesday and Wednesday.

Our librarians share a deep love of literature and reading and a keen appreciation of the value of reading along with the need to embed a strong reading culture in individuals at foundation level.

They will happily make book and reading recommendations for readers of all abilities, ages and stages, and respond to requests from pupils, staff and parents with a view to support, extend and enrich a child's reading experience.

Parents are welcome to contact our librarians with any requests for reading help or book suggestions for your children. Cristin and Bernice can be contacted either by phone (939 6455, extension 732) or by email at library@ngaio.school.nz.



Overdue Books

While we do not charge overdue fees or fines for replacement costs if a book is lost, we do expect everyone to treat the library and its valuable resources with great respect. Parents, where necessary, please remind your children to return books on time, and also encourage your children to handle our precious books carefully.

Opening Hours

The library is open every day from 9:00 a.m. to 3:00 p.m.



It is closed at morning-tea time and open during the lunch break from 12:45 p.m. to 1:20 p.m. Each class has a library session once a week and during this time pupils may borrow and return books.

Access to the library at lunchtime provides an opportunity for children to come to the library to borrow or return books, browse books or magazines, play board games or participate in other quiet, small-group activities.

Borrowing

Children are able to take out two books at a time and keep them for up to two weeks. Remind your children to bring their books back every week at class library time. This can save disappointment and tears if they have forgotten to return their books and are not able to take out new books.



Please feel free to drop in to the library to say hello, have a look at our collection or to pick up a reading suggestion or book recommendation.

Emergency Management

As part of our Emergency Preparedness School Procedures, we have a system of storing food on site for your child/ren to eat if we were faced with an emergency disruption at school and your child is required to stay at school for an extended period of time.

Please provide a small collection of long life food, in a named ice cream container to be stored at school. Please tailor the emergency food kit to the dietary requirements of your tamariki. The food and container will be returned to ākonga during the last week of each year, replenished by you and brought back to school on the first day of school the following year.

Food Ideas for Packing into the 2 litre Ice Cream Container:

(Please check expiry dates so the food is safe to consume until mid December).

- Can/s of Food (fruit, rice puddings etc that can be eaten cold) - **rip top cans only please**
- Muesli Bars
- Jelly or Fruit Cups
- Barley Sugars
- Spoon
- Maybe a note from home to say we will see you soon.



Please send it to school and give the container directly to your child's class teacher.

Ngaio School Road Safety

We are very conscious that Ngaio School is surrounded by some busy, narrow and winding roads. We have three entrances and try to provide for children's safety.

We provide a school drop-off zone on Abbott Street between 8:30am and 9:00am to assist parents/caregivers to drop children to school safely.

The adult on duty will:

- Wait for you to stop in the parking zone
- Open the door for your child/ren and help them to exit safely
- Close the door
- Direct the children down the path to school

Please:

- Have your child/ren dressed in any jackets, shoes etc required for the day, before getting into the car at home.
- Have their bag organised and easy to access when they get out of the car.
- Have completed any good-bye routines except for a final "Good-bye" etc before leaving home.
- Enter Abbott Street from the south entrance so that you don't have to turn in driveways.
- Move on through the drop-off zone promptly, as soon as the child/ren is safely out of the door and the door has been closed.

Ottawa Road has a crossing with traffic lights. If your children are crossing here alone, please ensure they know how to press the button, wait for the walk signal, then wait until cars have stopped before crossing.

Outside our school entrances, we ask that you please do not

- Park on yellow lines
- Do three point turns in Abbott or Colway Streets
- Back into driveways in Abbott or Colway Streets
- Drive down the school driveway between 8:30am - 9:00am or 2:50pm - 3:15pm



ENROL is a register of student enrolments.

It lets schools and kura update enrolments as students enrol, change schools or leave the school system. All schools and kura must use ENROL.

ENROL PRIVACY STATEMENT

Electronic Information about your child

The information held in ENROL is collected under the authority of section 237 of the [Education and Training Act 2020](#) (the Act). The Ministry of Education is responsible for the management and storage of the information held in ENROL and uses ENROL information in accordance with the Act and the Privacy Act 2020.

Enrolment and NSN

When enrolling your child at a school for the first time, you need to provide an official document (New Zealand birth certificate, passport, residency permit or visa) to verify their identity and eligibility for free enrolment. Your child will be assigned a unique National Student Number (NSN). The NSN makes it easier for us to manage and share information about your child in a way that protects their privacy. If your child attended an Early Learning Service, they would already have an NSN assigned to them. Your child's NSN is recorded in ENROL.

More information about the NSN is available from:

<http://www.education.govt.nz/school/managing-and-supporting-students/national-studentnumber-nsn-for-schools/>

Information in ENROL

ENROL holds information about your child and their education journey. This information includes:

- NSN (National Student Number)
- Name, address, gender, date of birth, ethnicity, iwi affiliation, citizenship, ESOL, eligibility
- Enrolled school, year level, enrolment history, reason for leaving school, post-school activity
- B4School, New Entrants and Year 7 Hearing and Vision checks
- Learning Support, ORS, Stand-downs and Suspensions
- Early Learning Service Participation (Year 1 only)

Only staff who are authorised to access ENROL and who have a valid business purpose will be able to access your child's information. Most of your child's information can only be accessed by the school they are currently enrolled in. Name, date of birth, NSN and enrolment history can be accessed by other schools (unless a privacy flag is activated).

Children and their parents or caregivers do not have direct access to ENROL.

What ENROL information is used for

The information in ENROL will be accessed and used by authorised school staff for the purposes of:

- updating your child's records when they enrol, transfer, or leave school
- accessing hearing and vision test results including those undertaken as part of the Before School Check test results, for and on behalf of your child's teacher

The information in ENROL may be used by authorised District Health Board staff for the purposes of:

- entering and accessing hearing and vision test results including those undertaken as part of the Before School check
- identifying those children who have not received a full Before School Check prior to starting school or who may need a further hearing and vision test and contacting their school to arrange with the family for a check or assessment.

The information in ENROL will be accessed and used by the Ministry of Education for the following purposes:

- ensuring all children who are required to be, are enrolled at school
- updating your child's records in specific circumstances such as granting approval for home schooling
- research and statistical purposes including informing policy development and evaluation of Ministry initiatives
- sharing contact information under an Information Sharing Agreement with the Ministry of Social Development (MSD). The purpose of this sharing is to identify and support young people who may have difficulty finding future employment, training or further education can be identified and offered support by organisations contracted by MSD to help re-engage young people in education or training when they leave school.
- sharing information with Stats NZ. De-identified ENROL information is loaded into the Integrated Data Infrastructure (IDI) to be used for research purposes. For example, ENROL data informs the calculation of the Schooling Equity Index (EQI) which enables us to better target school funding and resources.

Sharing of ENROL information

Your child's information will not be shared with another person or organisation unless the disclosure is authorised by legislation.

Retention of ENROL information

Information is held in ENROL indefinitely as the information is a history of a learner's enrolment.

Privacy Flag

Parents can ask a school principal to set a privacy flag in ENROL to restrict use and disclosure of some of your child's information. The privacy flag can be used in the following circumstances:

- there is a protection or restraining order in place
- the principal believes the disclosure of your child's information could put them at risk

Access to and correction of ENROL information

A child (or their legal guardian) can ask the school for a copy or correction of their ENROL information by making a request directly to the school.

More information

For more information:

- visit the ENROL section of the Education site:
<http://www.education.govt.nz/school/managing-and-supporting-students/enrollingstudent/s/> contact your local Ministry office
- or email e.admin@education.govt.nz.
- For information about the Equity Index for Schools:
<https://www.education.govt.nz/our-work/changes-in-education/equity-index/>
- For information on the Stats NZ IDI
<https://www.stats.govt.nz/integrateddata/integrated-data-infrastructure/>

If you have any questions about enrolment at a particular school, please contact the school directly.



**We encourage you to check out our school website for lots more information
about Ngaio School
www.ngaio.school.nz**