



Mairangi Bay School



*New Parents Information Booklet
2018*

PREFACE

This booklet has been designed to assist with the transition of your child to school life.

We hope this information will help you and your child have a smooth and happy introduction to school.

The New Entrant teachers are very willing to answer any queries you may have.

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YEAR LEVELS

When 5 year olds start at Mairangi Bay School they are classified as Year 0 or Year 1.

Children who turn 5 from January to April are classified as Year 1.

Children are in Year 0 if their birthday is May to December and will be classified as Year 1 the following year.

In special cases there may be a need to re-classify a child. The school will contact parents if such a need arises.

INFORMATION FOR NEW PARENTS

School office hours are 8.30 am to 3.30 pm

Ph (09) 478-8424

Website: www.mairangibay.school.nz

Email: office@mairangibay.school.nz

SCHOOL ORGANISATION

Principal	Mr Bruce Warren
Deputy Principal (Pastoral care/Senco)	Mrs Jeanette Smail
Deputy Principal (Curriculum)	Mr Peter Stoner
Executive Officer /BOT Secretary	Mrs Holly Fang
Office Administrator	Mrs Anita Nicholls
Student Services	Mrs Julia Whitfield
Librarian	Mrs Louise Hopkins

The school is made up of 3 teams:

JUNIOR TEAM - Year 0-2

MIDDLE TEAM - Year 3-4

SENIOR TEAM - Year 5-6

BOARD OF TRUSTEES

Mr Robert Saunders
Mr Mike Ullrich
Mr Scott Walker – Board Chair
Mrs Stephanie Chapman
Mr Ken Davies
Mr Chris Williams
Mr Stuart Dean – Staff Representative
Mr Bruce Warren

Our Teaching Team

Senior Team		Leaders Mr Stuart Dean & Mrs Kathryn Hohaia
Room 1	Year 5-6	Mrs Kathryn Hohaia
Room 2	Year 5-6	Ms Nikki Black
Room 3	Year 5-6	Mrs Mel Mason
Room 14	Year 5-6	Mr Stuart Dean
Room 15	Year 5- 6	Mr John Fowler
Middle Team		Leaders Ms Christine Wightman & Mrs Janine Rollerson
Room 13	Year 3-4	Mrs Michelle Webster/Mrs Gwen Taylor
Room 16	Year 3-4	Mrs Jill Garton
Room 17	Year 3-4	Ms Claire Garnett/Ms Nicolette Land
Room 18	Year 3-4	Mrs Janine Rollerson
Room 19	Year 3-4	Ms Christine Wightman
Junior Team		Leaders Miss Deb Wastney & Mrs Claire Worthington-Blair
Room 4	Year 2	Miss Deb Wastney
Room 5	Year 2	Mrs Caley Plinston
Room 6	Year 2	Mrs Jan Westerkamp/Mrs Ellen Dunn
Room 7	Year 1	Miss Lucy Gavin
Room 8	Year 1	Mrs Anna Smith/Mrs Kate Hooper
Room 9	Year 1	Mrs Claire Worthington-Blair
Room 10	Reception	Mrs Jane Dundas/Mrs Sue Edginton
Room 11	Year 1	Miss Rebecca Seales
Room 12	Year 0	Ms Maree Cutfield/Mrs Jo Coughlan

GENERAL INFORMATION

PREPARING YOUR CHILD

- Talk about school in a positive way.
- School is a place to learn and have fun.
- School is a place to make new friends.
- Encourage independence - children need to be able to dress themselves for swimming, pack and unpack their school bag.

Desirable Attributes

- Able to write name using a capital and lower case letters
- Have correct pencil grip
- Know colours
- Count to 10
- Take turns and play with other children
- Use scissors
- Can follow a simple instruction and answer a question
- Know the names of the letters in their names
- **ALL CLOTHES NEED TO BE NAMED**
- A LARGE schoolbag is necessary.
- Shoes that are easy to pull on and off independently (*Velcro straps or buckles until they can tie their own laces please*)
- A named lunch box and plastic drink bottle
- Ensure the teacher knows of any health problems.

SCHOOL VISITS

- Usually two pre-school visits are planned by the school office. These are on Wednesdays from 11am – 12.30pm. You are welcome to stay during this time, but it is wise to gradually leave them. Please feel free to stay and enjoy lunch with your child at 12.30 which introduces them to lunchtime procedure.
- Stationery packs are on our website and are purchased independently by parents.
- School uniform can be purchased from the school office at any time or can be ordered through our website. If a size fitting is required please visit the school office.

SCHOOL DAY

- School begins at 8.55am – it is desirable that children arrive between 8.30 and 8.45am in order to be organised and settled. We encourage children to be responsible for unpacking their bags to get ready for the school day.
- No child is permitted in the School Grounds before 8.30am – children need to wait at the drop off zone or attend Mai Place.
- Brain food is eaten just before 10am. It needs to be fruit or a small few bites of a healthy snack.
- Morning play is from 10.40am to 11.00am. Children are given a particular place to eat their morning tea.
- Lunch break is from 12.30 to 1.30pm with the whole school under our shade covers for the eating period. On wet days children eat and play quiet activities inside.
- At morning tea and lunch times staff members are on duty. The senior children are trained as Peer Mediators to assist with playground problems.

- During Term 4, swimming is taken as part of the P.E. programme.
- In the early stages, some children may get very tired and may wish to go home at 2pm. Discuss this with the teacher.
- At 3pm children can be collected from outside the classroom. It is important to ensure that clear arrangements are made with your child. It is expected that children go directly home and the grounds are cleared by 3.15pm.
- It is suggested that children start on the Monday following their 5th birthday.
- Please inform the office of any changes of address or phone number.

Out of School Care and Holiday Programmes

- Mai Place is a registered Out of School Care (OSCAR) provider started by our Board of Trustees and independently run. It provides before and after school care programmes within the school grounds. The Mai Place team's goal is to provide a childcare service of the highest standard with a range of stimulating activities and experiences in a safe environment.
- For more information please call 021 MAIPLA (021 624 752) or Email maip@mairangibay.school.nz. Further information can also be found on our website www.mairangibay.school.nz

NEWS

- Children are not permitted to bring toys to school. We take no responsibility for loss or breakages. Items for news sharing could be newspaper pictures, photos, books, shells, insects etc.

ILLNESS

- Children who feel ill at school are taken to the Sick Bay and if necessary, parents are contacted.
- If children are to be absent, we require you to leave a message on the Absence Line Phone 478-8424 Ext 1 (24 hours) or email absences@mairangibay.school.nz

SCHOOL NOTICES

- There are often notices sent home, so it is very important to daily check your child's bag or better still, encourage them to unpack the bag.
- As an Enviroschool we no longer print out newsletters for the whole school. We ask you to provide an updated email address and the newsletter will be emailed directly to you.

HELPING AT SCHOOL

- After your child has settled into school, you may wish to join our Parent Help system. This is very worthwhile and is greatly appreciated by the staff.
- Parents can help in a variety of ways e.g. with written language, reading, mathematics, library periods, assisting with PMP, returning reading books or helping on trips.
- Speak to your child's teacher about a time that suits.

PHONOLOGICAL AWARENESS AND LANGUAGE CONCEPTS

The key to the process of learning to read is an ability to identify the different sounds that make words and to associate these sounds with written words.

In order to learn to read children must be aware of the sounds (or phonemes). You can help your child develop their phonemic awareness by:

- Alphabet book follow up
- reading books
- discuss the story and the pictures. -explain the meaning of hard words
- ask questions – who, what, when, where.
- read and recite poems (especially rhymes)
- help identify rhyming words
- discuss same and different sounds, syllables in words, sounds at the beginning and end of words
- discussing concepts-first, last, before, after, beginning, end, same, different, more, less, bigger, smaller

HOME READING

Children will bring home some form of reading on a daily basis.

- This will be a book that they have already seen with the teacher plus a revision “fun” book and on Fridays their Poem Book for enjoyment over the weekend.
- There may be alphabet work to follow up at home each day.

RECEPTION CLASS

To provide a smooth transition from Early Childhood Education, children entering Mairangi Bay School on the Monday after their 5th birthday are placed in the reception class.

The focus is development of motor skills, early literacy, numeracy skills and social interaction with their peers. Regular assessment is carried out. Small groups will be moved into a parallel class so that reception class numbers remain low.

RECEPTION CLASS PROGRAMME

Mornings:

Play Based Learning – to assist the transition from pre-school and in line with research, children will be offered a range of activities to play and develop their skills, particularly regarding social interaction, oral language and communication.

Other activities will include:

- Fine motor activities including cutting, writing, drawing, play dough, chalk boards, lacing and threading.
- Handwriting – starting with learning the letter shape components through our Casey Caterpillar programme, learning to write their name using correct letter formation and pencil grip.
- Listening – our phonics programme helps children learn the letters and associated sounds in preparation for story writing.
- Maths with a focus on number work. Games, activities, worksheets, number formation, reading numbers, counting to and from 10/20, number sequencing, forming sets and counting objects. We also cover aspects of geometry, measurement, algebra and statistics.
- Reading books come home 4 days per week and poem books on Friday. Our focus is on developing emergent reading behaviour along with recognising letters, phonological awareness and reading basic words. Pointing to and looking at the words as they read helps your child memorise those essential high frequency words.
- PMP (Perceptual Motor Programme) 2 sessions per week. PMP can develop fine motor, gross motor and language skills by providing meaningful activities and experiences in areas related to cognitive development. PMP helps prepare children for formal learning and introduces basic movement patterns (coordination, rhythm, balance, directionality etc) and fundamental motor skills (hopping, jumping, skipping, throwing, catching, etc).

- Music and movement (including dance/drama).

Afternoons:

- Library visits on Tuesdays. Children are invited to select a library book and take it home for a week.
- Developmental play time (choosing)-free choice activities such as: drama/imaginative play (puppets, dress ups), construction (Mobilo, blocks, gears, marble run game), art, puzzles, maths games, fine motor (clay, drawing, writing using various media), gross motor activities outside.
- We try to get together with other Year 0/1/2 classes once a week and allow children to play in different classrooms.
- Topic work (science, social studies, health, technology, and the arts) mostly has a group focus and is orally based with hands-on experiences and some follow up written/drawn work. Topic work incorporates thinking skills such as brainstorming and questioning. A lot of our art work stems from topic work.
- Language – Maori or Mandarin sessions are provided once a week.

We hope this information will help you and your child have a smooth and happy introduction to school. After around 6 weeks, you will be invited to visit with the teacher to discuss how your child has settled in. In the mean time, the New Entrant teacher is very willing to answer any queries you may have.

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