



**Balmoral Primary School**  
**Te Kura o Te Roto a Rangi**  
**Information Booklet**

# **NEW ENROLMENTS**

## **WHAT WE NEED TO SEE ON ENROLMENT:**

Please head to the website [www.balmoral.school.nz](http://www.balmoral.school.nz) for all the Information that you require to apply for in zone online enrolments:

If you have a sibling of a child who is currently enrolled, and will be attending Balmoral in the future, it is essential that you are in our school zone on the first day of enrolment. Having a sibling currently attending Balmoral is no longer an automatic right of entry. The only criterion for enrolment is to permanently reside within our school zone. Please contact the school if you have any questions about this.

## **SCHOOL TOURS**

Tours will be held on the first Thursday of every month from 9.30am. These tours are an opportunity to learn more about the school and to ask questions. Please go to our website to book one of the tours.

## **PRE-SCHOOL VISITS:**

Once your child is enrolled, we recommend that children have 2-3 classroom visits before they start their time with us. These visits happen on Tuesday mornings from 8.40am – 11.00am. This is a very important part of the transition process for your child and helps ease the anxiety of the unknown that some children feel. These visits can be arranged with the school office when you enrol your child and it is suggested they take place on the Tuesdays directly preceding your child's school start date. You will receive more information about the visits after you have enrolled.

# SCHOOL ORGANISATION

<b>Year 0 – 1</b>	<b>5 years</b>	<b>New Entrants and first year at school</b>
<b>Year 2</b>	<b>6 years</b>	<b>Second year</b>
<b>Year 3</b>	<b>7 years</b>	<b>Third year</b>
<b>Year 4</b>	<b>8 years</b>	<b>Fourth year</b>
<b>Year 5</b>	<b>9 years</b>	<b>Fifth year</b>
<b>Year 6</b>	<b>10 years</b>	<b>Sixth year</b>

We run composite classes in some areas of the school. This facilitates the meeting of individual needs and covers the fact that we have variable numbers in some year groups.

Children will spend at least two years at school before entering Year 3. The student year level will be decided by our school to ensure each student is in the year level appropriate to their individual social and learning needs. Currently our Y0/Y1 classification 'cut-off' is the end of Term 1. This movement will be determined by their social, emotional and educational levels and made in consultation with parents / caregivers. Within each class, children work at their own levels.

## PRIMARY SCHOOL HOURS

8.55am	First bell
9.00am	School starts
10.40am	Morning break
11.00am	Recommence school
12.30pm	Lunch time
12.40pm	Break
1.30pm	Recommence school
3.00pm	School finishes

### **BEFORE SCHOOL**

Please ensure that children arrive at school early enough to organise lunch and their book bags and be ready to begin on time. The classrooms are open from 8:30am and this is an ideal opportunity for you to spend some time reading or talking with your child about their learning. This also gives them plenty of time to get themselves organised and settled before the day begins. We would suggest that being at school by 8.50am would be of benefit.

### **AFTER SCHOOL**

School finishes at 3pm, please collect your children promptly. The Year 0-2 children will be kept in their classrooms until collected. Children should not be on school property unsupervised before 8:30am or after 3:10pm as teachers are not on duty, and staff meetings begin at 3.10pm.

Please note that there is a childcare centre operating on the premises. The village Square Trust- <https://villagesquare.org.nz/>

### **WHAT TO BRING TO SCHOOL**

A water bottle; morning tea; lunch; a school hat in Terms 1 and 4; a change of clothing and a smile! Please ensure all clothing is labelled. No toys or treasures at school please - we cannot ensure their safe return.



# SCHOOL ADMINISTRATION and FACILITIES

## **ABSENCES:**

If your child is away, please use the Edge App, phone or email the school, on each day of absence, by 9:00am. The email address for absences is [absences@balmoral.school.nz](mailto:absences@balmoral.school.nz)

## **ASSEMBLIES:**

The Primary School has an assembly every second Friday at 9:15 which all whānau are welcome to attend. If your child is involved in a performance you will be notified and encouraged to attend.

## **ATTENDANCE:**

Regular attendance is very important and we ask all parents/caregivers to support us in our efforts to attain this. The research is clear that children who have frequent absences are less successful learners than their peers who are regular attenders. Every day in your child's education is precious.

## **BEHAVIOUR:**

The school has a strict code of behaviour. The happiness and safety of all of our students as outlined in our Balmoral Way is of paramount importance, and conduct which precludes that from happening will not be ignored. If you have concerns in this area please talk, in the first instance, to the class teacher.

## **HOME LEARNING:**

The amount and type of home learning varies with the age of the child.

## **HEALTH NEEDS:**

Please be sure to provide the school with:

- (1) very accurate details regarding any health problems,
- (2) a phone contact other than yourself for emergencies,

## **ILLNESS AND ACCIDENTS AT SCHOOL:**

We will notify you, or your emergency contact, if your child becomes too ill to continue their school day. If they are involved in an accident requiring immediate attention we will take them to the nearest medical centre or call an ambulance, as appropriate, and contact you as soon as possible.

## **LIBRARY:**

All classes visit the library once a week. There is a trained librarian who works part time in the Library. Please ask them for suitable books for your child/ren. If you wish to use the library after school with your child, please ask.

## **LOST PROPERTY:**

It is important that all clothing and possessions are clearly named. Lost property is kept red boxes within each hub.

At the end of each term any unclaimed items are donated to charity. Please encourage your children to be responsible for their own possessions. Toys must be kept at home.

### **LUNCHES:**

All children eat their morning tea and lunch outside, weather permitting, under supervision.

A school canteen is in operation on Wednesdays, Thursdays and Fridays. More information and a copy of the menu is available on the school website under the A-Z of school life.

### **MEDICINES**

#### **School staff will not administer prescription medication at school**

except in exceptional circumstances.

Parents will apply in writing, using the appropriate form, *Administration of Medicines to Students* which can be obtained via the school office and must be signed by the Principal or Associate Principal.

**No non-prescription drugs are to be sent to school;** they will not be administered under any circumstances. The school can administer Panadol as a form of pain relief, but only to those students with written permission given at enrolment.

### **MONEY:**

Children should not have money at school except to pay for trips and lunches. Please send money in sealed envelopes labelled with student's name.

### **PARKING:**

In the interest of safety, parents' cars are not permitted on to the school grounds. Please park safely on the road and walk to the classroom if you wish to accompany your children.

### **PLAYTIME SUPERVISION:**

Staff members are on duty at all breaks. The junior children have clearly defined play areas which are for them alone

and they must not play in other parts of the school grounds.

### **SCHOOL GARDEN:**

There are a group of children called the Eco Warriors who drive this initiative. There are a number of worm farms established and the produce from the garden is distributed amongst the community. The garden is in its initial stages and we endeavour to incorporate the concept of sustainability into our Inquiry learning throughout the school.

### **SCHOOL TRIPS:**

School trips are part of the curriculum to enhance and diversify children's learning. Parental help with supervision and transport is appreciated when needed. All children must have written consent to participate.

### **SERVICES OFFERED:**

The Dental Nurse is now based back at Balmoral School (19 Brixton Rd entrance). You can contact our school Dental Nurse on 623 4537.

A **Public Health Nurse** visits the school on a regular basis as do **Hearing and Vision Tests**.

If you have any queries regarding these or any other agency involvement, please contact us.

**SPORTS:**

School sports are part of the curriculum and involve children participating in a range of competitive and non-competitive activities. All sports include both girls and boys. Please see the school calendar/website for key sporting fixtures.

**STATIONERY:**

Stationery is available to purchase online with Quizzle <https://schoolpacks.co.nz/>, and it will be delivered to you.

**SUN HAT POLICY:**

All school children are required to wear a Balmoral sun hat during Terms 1 and 4. Children who do not have them on must stay in a shaded area. Sun-hats with the 'Balmoral' logo are available from the school office.

**SWIMMING:**

We have a heated junior pool adjacent to the larger intermediate pool. Swimming is part of the curriculum and all children should participate. Should your child not be able to swim on a particular day you must inform the teacher.

**TAKING YOUR CHILD OUT OF SCHOOL**

If your child has a medical appointment during the school day, you must sign them in and out of the school via the main office.

**VISITORS:**

All visitors must report to the main office, regardless of the purpose of the visit.

# COMMUNICATION WITH PARENTS

## **EDGE APP:**

Instant communication from the school by text, data and email.

## **CAREGIVER PORTAL:**

Access to your child's attendance, assessment reporting and school payments via the caregiver portal on The School Management System, The Edge

## **MEET THE TEACHERS:**

At the start of the school year, you will have the opportunity to meet your child's class teacher and learn more about our curriculum.

## **NEWSLETTERS:**

A Newsletter is sent home via email every fortnight. The newsletters are uploaded to our school website.

## **PARENT INTERVIEWS:**

There will be two student led conferences during the year. However, we encourage you to make an appointment with your child's teacher any time you have something you wish to discuss. All concerns go in the first instance to the classroom teacher.

## **PTA:**

The PTA is primarily a fund-raising and school support organisation. Being part of the PTA is a good way to become involved in the school and to meet other parents. New members are always welcome.

## **WRITTEN REPORTS / LEARNING JOURNALS:**

Two written school reports are available to parents each year. If at any time you have any queries or concerns about your child's progress at school, it is important that you contact us. Please make an appointment with your child's teacher, so they can make a specific time to talk through issues without any interruptions.

## **WEBSITE:**

The school website is another way we communicate with the school community. Newsletters and important dates and information relating to your child's class are accessible online. The school website address is [www.balmoral.school.nz](http://www.balmoral.school.nz)



# EXTRA PROGRAMMES



Before/after school care

Our programme at Balmoral School is run from the auditorium. We will also make good use of their ample outdoor space including the courts, field and playgrounds.

Before School: 7-8.30am

After School: 3-6pm

## **Contact Us**

Balmoral Site Leader: 027 327 9430.

Team Leader: Mikayla

[Mikayla@villagesquare.org.nz](mailto:Mikayla@villagesquare.org.nz)

Ph: 09 555 5193 (between 7.30am - 4pm weekdays)

# The Balmoral Way

We aim for students to leave us as independent, confident learners. Our Behaviour Plan encourages pupils to take responsibility for their behaviour and to develop positive attitudes about themselves and their learning.

Our school's basic beliefs are based on the School Values:

- **Respect**
- **Integrity**
- **Inclusiveness**
- **Resilience**

