



Parent Information Booklet

MOE Number:1451

WELCOME TO HILL SCHOOL.

TEENAA KOE, NAMASTE, KIA ORANA, MALO LE LEI, FAKALOFA LE ATA NE HOA MA.

The staff and Board of Trustees hope that you find this booklet helpful. It is designed to give information on the school and its organisation. Our school prides itself on the support and involvement of parents and the general community, and the positive contribution this makes to the life of the school.

Pukekohe Hill is committed to providing the very best teaching and learning programmes possible, and has designed an integrated inquiry approach delivered through curriculum maps and based on the new New Zealand curriculum.

Education today is a co-operative undertaking. Home and school benefit by working together in partnership to ensure that children have a supportive learning environment which will help all students to reach their potential.

If you require any further information, please do not hesitate to contact the office, 2386374, or email admin@pukekohehill.school.nz, or check out our website,

Simon Williams
Principal

OUR SCHOOL VISION:

“Growing Great People, Together”

This vision will be achieved through our four strategic goals of :

Confident

Growing confident, successful people who have an influence on their learning.

Connected

Growing connected people who have a strong sense of identity, pride in our school and make a positive difference in our community

Capable

Growing capable participants in a changing world

Creative

Growing people who can think and act creatively.

ABSENCES:

It is important that parents advise the school, on or before, the first day of a child's absence. You can telephone, text, email, or use the website absence form to let us know your child will be absent.

After the electronic morning roll call, the school office will text a caregiver of any child not accounted for.

Ways to contact the school about absences:

- Our website absence form
- Phone: 09 2386374 and leave a message on the absent line (option 1)
- Email: absent@pukekohehill.school.nz
- Text: 021 211 2287

Where a pattern of absences causes concern and there is no satisfactory explanation, home visits may be made or the Truancy Service contacted.

ACCIDENTS AT SCHOOL – HEALTH CARE:

Minor injuries and concerns are dealt with at school. In the case of more serious accidents, the school will attempt to contact a caregiver or the emergency contact person before any action is taken. If necessary, we will take children to the emergency clinic.

A note is sent home with your child if your child has had an accident that might need home follow up. If your child has had a significant incident, we will phone you to let you know what has happened.

Please let us know about any allergies and or medical conditions that may require treatment or support. Students are able to have labelled asthma inhalers or other regular medications safely stored in the school Health Centre.

AFTER AND BEFORE SCHOOL CARE: KIDS AFTER SCHOOL (KAS):



Kids After School is an after school care programme. The KAS base is at our school hall and operates from 3.00 to 6.00 pm. They also offer before school care from 6.30 to 8.30 am. Holiday programmes are also available. Kids After School can be contacted at 09 236 4078, or <https://kidsafterschool.co.nz/author/kas/>.

COMPLAINTS:

We work hard to create the best learning environment possible. However, we also acknowledge that mistakes can be made. Therefore, we have a clear process if you have a complaint. The first point of contact for any concern or complaint is to talk directly to the person involved. A copy of the complaints process is available on our school website.

CONTACTING US:

Email is often the easiest and best way of contacting teachers. All teacher email addresses are available on the school website under "Our People"

The school office telephone number is (09) 238 6374.

School Office Email: admin@pukekohehill.school.nz

Website: www.pukekohehill.school.nz

DENTAL TREATMENT:

A mobile clinic visits school, usually for an initial check up. Children go to the clinic at Pukekohe Intermediate. The Intermediate clinic phone number is (09) 237 1070.

DOJO:

Once your child starts school you will receive an invitation via your email to join Class Dojo. This is a communication portal for school and home. The class teacher can send messages around events, have direct messages with just your family, or whole class conversations. They can also share your child's learning through this portal. School wide notices and the newsletters etc are also posted on Dojo.

ENROLLING PUPILS:

Children can officially start on their fifth birthday but should be pre-enrolled before this date. If you have a child turning 5 within the next 6 months, please go online and complete an online enrolment form on our website. We will then be in contact to arrange an enrolment meeting 6-8 weeks before their birthday.

Usually, children have four morning visits before their fifth birthday to help them settle in, these take place on Mondays and Fridays.

Visits to the new entrant classes are from 8.55 am to 12.30 pm.



ENROLMENT SCHEME:

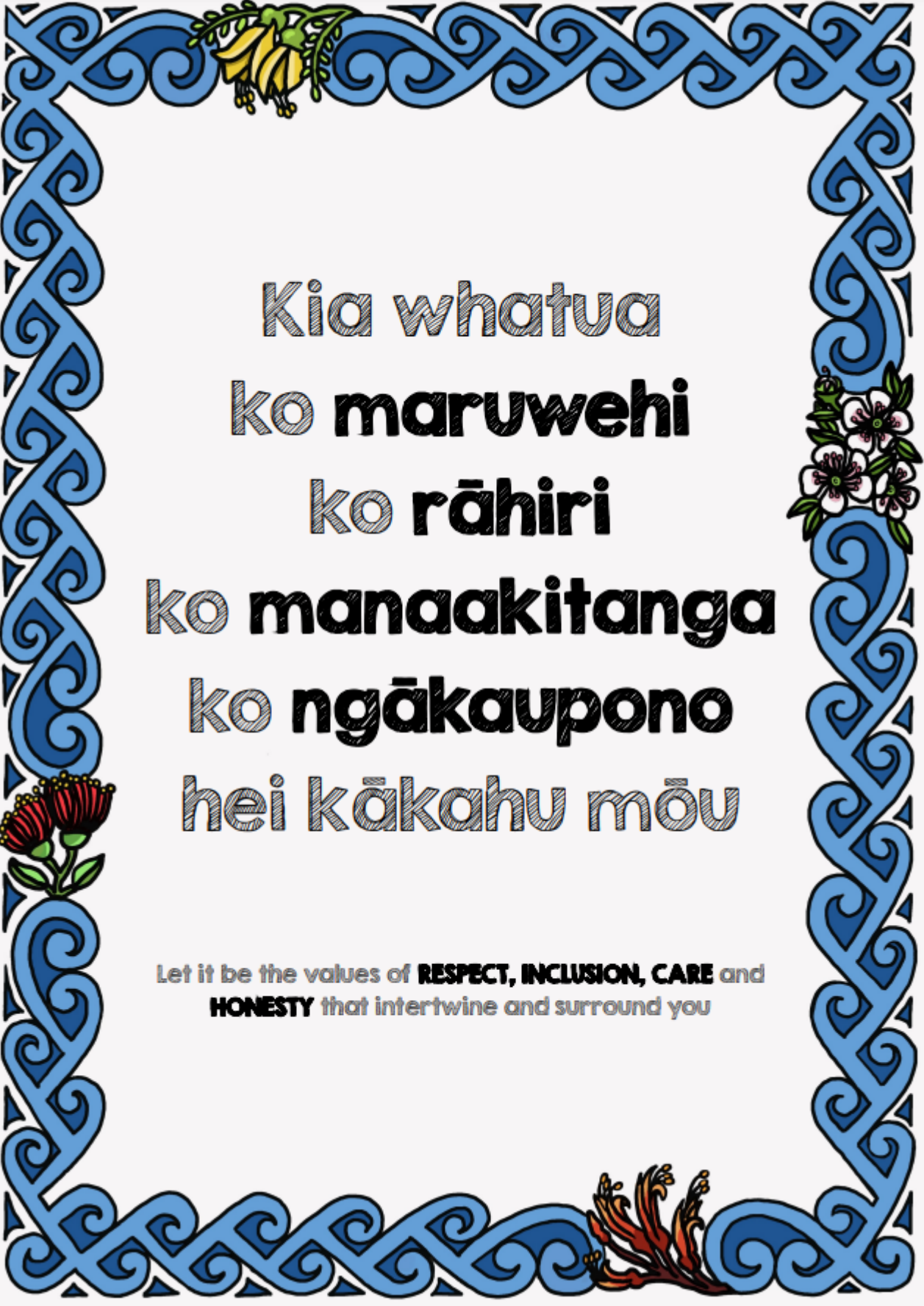
The Board of Trustees has an enrolment scheme to help manage roll numbers. Details of the Enrolment Scheme are on our website. Children living within the school's geographical zone have automatic right of enrolment.



FACEBOOK PAGE:

The school has a Facebook page that is administered through the school. You can access the facebook page by searching for: Pukekohe Hill Primary. This is a closed group for school families only. We use this group to share reminder notices, and updates/cancellations on upcoming events. We also live stream special events on this platform.

OUR SCHOOL KIANGA:



Kia whatua
ko maruwehi
ko rāhiri
ko manaakitanga
ko ngākaupono
hei kākahu mōu

Let it be the values of **RESPECT, INCLUSION, CARE** and
HONESTY that intertwine and surround you

KINDO:

Kindo is our school online shop, on your Kindo account you can:

- Order Lunches
- Order sausage sizzles/iceblocks on advertised days.
- Register & pay for sports events
- Pay for class trips & camps (as well as complete permission forms online)
- Purchase your school hat
- Support PTA fundraisers
- More items may be added during the year.

Working together with Kindo, Pukekohe Hill School can now bring you a fantastic way to view and pay for your child's school needs online. No cash, no paper, no hassle! We encourage you to set up your account today. All you need is your email address which matches the one held by the school.








Signing up for kindo: Shop anytime, anywhere with our Kindo online school shop, use this link to sign up, <https://kindo.co.nz/families/>

LATE TO SCHOOL OR COLLECTING CHILDREN FROM SCHOOL

If your child is late to school, you must sign them in using the Vistab tablet in the school office. Students will be given a late sticker to give to their teacher.

If you need to collect your child during school hours, please Dojo your child's teacher and let the office know in advance. When arriving to collect your child, please come to the office and sign them out on the Vistab tablet and we will call them to the office.

LEARNER POWERS:

 LEARNER POWERS...	
 ASK QUESTIONS	to clarify understanding and to think creatively about solving problems.
 TAKE RISKS	with their learning to move out of their comfort zone.
 COMMUNICATE	by sharing their ideas and participating appropriately in discussions.
 MAKE CONNECTIONS	between their past experiences and knowledge and transfer this to new learning.
 PERSEVERE	by carrying on even when it gets difficult.
 REFLECT	on our successes and our challenges, and think about how we can improve.

LIBRARY:

All children are encouraged to borrow books from the school library for recreational and study purposes. It is preferred that some protective covering eg. a book bag, be used by children taking books home. Books are very expensive and a charge is made when books are lost or damaged.

All classes are timetabled for at least one library visit each week. The library system is computerised and books are on loan for one week for Y0 – 2 children and two weeks for Y3 – 6 children.

LOST PROPERTY:

There is a large lost property box in the senior courtyard. You are welcome to come and look through lost property for missing items. Please name all items so that they can be returned to their owners.

LUNCHES:

A lunch ordering system is operated from school by The Lunchbox, a private provider on Mondays, Wednesdays, Thursdays, and Fridays. Lunch may be ordered from the classroom before 9.00 am, or Online through our Kindo Shop until 7.30am on the day. Orders can also be made in advance through Kindo. Current Menu is on our Website.

- Money should be in an envelope with the child's name, classroom and order written clearly on it. The correct money enclosed please so that change is not required.
- Current lunch price lists are available on the school website.
- Children eat outdoors if it is fine, otherwise indoors. They are expected to finish their lunch before going to play.
- Sweets are not encouraged, and chewing gum is forbidden. For safety's sake, glass bottles and cans of drink are not permitted.
- Please note that on PTA Sausage Sizzle days, The Lunchbox is closed.

MUSIC TUTORING:

The school has a partnership with the Modern School of Music who currently provide private music lessons in keyboard and guitar during school hours. Contact the school for tutor names and contact numbers, or look on our website for the latest information.

NEWSLETTERS:

Family Newsletters are emailed to parents and published weekly on the school website and Facebook page, usually on a Friday. As well as giving information, the newsletter is an important way for the school to communicate its needs and successes.

Welcome to Pukekohe Hill School from the PTA

The Parent-Teacher Association at Pukekohe Hill would like to warmly welcome you and your family to the school. The PTA is a group of parents and staff who meet twice a term to find out what's happening around school and organise social events for the school community and fundraisers to raise money for the school.

If you have time, you can help out with fundraisers like sausage sizzles, discos, raffles and the quiz night. All money raised by the PTA goes directly to the school to benefit all children at Hill School, e.g.

- Subsidising school trips
- Buying resources for the classroom and playground
- Subsidising sports and kapa haka uniforms

Joining the PTA is a great way to meet other parents and staff and to find out what is going on at school.

If you'd like to know more about the PTA, you can get in touch with:

Kylie Ellis-

pukehillpta@gmail.com

Or come along to one of our meetings. Meetings are on a Monday night at 7pm in the staffroom for about an hour. Meeting dates are advertised in the weekly school newsletter.



**Pukekohe
HILL SCHOOL
PTA**

Join us and be part of our PTA
- BE INVOLVED A LITTLE OR HELP
A LOT, IT'S UP TO YOU!

*Raise money to improve
our school*

Meet new people

Plan fun events

*Be part of your child's
school experience*

**MEETING DATES
ADVERTISED IN THE
SCHOOL NEWSLETTER**

RELIGIOUS INSTRUCTION/BIBLE IN SCHOOLS:

A bible in schools programme is provided for all classes each Wednesday morning from 9.00 to 9.30 am for those students that opt into this programme. The programme is based on bible stories and commonly held values. Those students not involved in this programme remain in class where they will focus on our school values.

REPORTS AND INTERVIEWS:

The current reporting to parents and interview arrangements are as follows:

- Parents of all our students are invited to a whanau evenings early in Term 1.
- A written report is provided at mid year and end of year/
- Parents are invited to family conferences at mid year with students also attending.
- Parents and caregivers are also welcome to arrange meetings with teachers, Deputy Principal or Principal

ROAD PATROLS:

There is a road patrol crossing opposite the school entrance on Ward Street and a "Kea" crossing on Green Lane. Road patrol children are trained and are supervised by a parent or teacher each morning from 8.30 to 8.55 a.m. and after school from 3.00 p.m. to about 3.15 p.m.

For their safety, children must use the crossing when moving over Ward Street and Green Lane. Parental support in role modelling the use of the crossings with their children to keep safe is really appreciated.

SCHOOL DONATIONS:

Hill School has opted into the government's new funding scheme, so we are not asking any families for School Donations.

BELL TIMES:

8.30 am - Children may enter classrooms

8.55 am - School begins for morning session

10.40 am - Morning Interval

11.00 am - Mid morning session

12.30 pm - Lunch

1.25 pm - Afternoon session

3.00 pm - School finishes

3.15 pm - Children are expected to have left grounds

SPORTING

All children participate in PE, Athletics, and Cross Country.

Middle and Senior students also have the opportunity to represent Pukekohe Hill School in various tournaments. Students will be invited to sign up for these tournaments throughout the year, competing in sports such as football, swimming, gymnastics, rugby, and cricket against other local schools.

STATIONERY:

Each year level has its own stationery needs. Stationery lists are available on our website,

<https://www.pukekohehill.school.nz/school-life/stationery/>. You just need to know your child's year level.

SUN SAFETY:

In Terms 1, & 4 there is a "no hat no play" rule to encourage good sunsense habits. Children without uniform hats at lunchtime can use the shaded areas of the main bank near the adventure playground. Children are able to bring their own sunscreen and sunshades.

SWIMMING:

Swimming and Water Safety are a required part of the school programme. Children should bring their swimming togs every day their class is timetabled for swimming. We would appreciate, and will respect, notification of health reasons which may exclude children from swimming. Some groups of students are also funded to undertake swimming lessons at other Pukekohe pools

UNIFORMS:

Pukekohe Hill has a compulsory uniform. It is essential that all uniform items are clearly named so they can be returned to their owner if lost. Unnamed uniform items are held during each term and then put into the second hand stock that is for sale at the school office. Uniforms are available at the Warehouse Pukekohe.

Uniform List

The school uniform consists of the following items and any combination may be worn all year. Navy or Black thermals may also be worn under the polo shirt in cooler weather.







<i>Description</i>	<i>Supplier</i>
Sky blue polo shirt with school logo	The Warehouse
Navy polar fleece with school logo	The Warehouse
Plain navy rugby shorts	The Warehouse
Plain navy cargo shorts	The Warehouse
Double knee track pants	The Warehouse
Cargo pants	The Warehouse
Navy skort with school logo (preferred)	The Warehouse
Navy Schooltex Girls' School Skort	The Warehouse
Bucket sunhat with school logo (Compulsory in terms 1, 2 and 4)	Hill School

Hats are only available from the School Office. All other items are available from The Warehouse Pukekohe or online at:

<https://www.thewarehouse.co.nz/c/schools/pukekohe-hill-school>.

VALUES:

The school has four main values Respect, Inclusion, Care and Honesty-
RICH

 Pukekohe Hill School RICH Values Indicators				
	Respect 	Inclusion 	Care 	Honesty 
What do RICH values look like, sound like, feel like at Pukekohe Hill School?	<ul style="list-style-type: none"> • We listen to and respect others views • We show and use our manners • We are kind to others • We look after our environment • We move respectfully around the school • We respect all learners • We respect the cultures and religions of others. 	<ul style="list-style-type: none"> • We share and take turns • We include others at Hill School • We are team players and encourage others • We understand and accept that everyone is different • We celebrate individuals success • We let others join in 	<ul style="list-style-type: none"> • We show care for our school environment • We look after our belongings • We treat others the way we want to be treated • We care for others at Hill School • We show care for the environment • We clean up after ourselves • We help others 	<ul style="list-style-type: none"> • We accept when we make mistakes • We do the right thing at the right time even when no one is watching • We tell the truth • We are responsible for our actions • We accept responsibility for our mistakes
	Maruwehi	Rāhiri	Manaakitanga	Ngākaupono

Whanau Groups:

The House Groups (Tui, Weka, Kea and Kotuku) were originally established in 1967 and were reintroduced as Whanau Groups in 2020. These groups provide opportunities for students to contribute and participate within our school community. Students have the opportunity to be involved in Whanau Sports, earn Whanau Points, Whanau colour dress up days and as a Year 5/6 student the opportunity to be a Whanau Leader.