



# Mission Heights Primary School

## A-Z Help Desk Information - Parents

### About Our School

Mission Heights Primary School (MHPS) is a Decile 8 contributing primary school which opened in February 2009 for years 1-6 students with a predicted peak roll of 700 students.

Mission Heights Primary School has been built as part of a wider Flat Bush strategy to eventually develop up to 8 schools serving the new Flat Bush Town Centre and surrounding community. Mission Heights Primary School shares a site and several facilities such as the library, drop off areas, administration block and play fields with Mission Heights Junior College. This necessitates and promotes a strong sense of collegiality and collaboration between the two schools.

Mission Heights Primary Schools has flexible and unique teaching and learning spaces and Learning Studios and is set up within the concept of learning communities. The two learning communities (Junior and Senior) support the developmental, pastoral and academic needs of the Years 1-3 and Years 4-6 students. Personalised learning programmes within a state of the art digital learning environment promote the school's future focused curriculum that is authentic, relevant, and engaging and gives effect to the New Zealand Curriculum and the National Educational Goals. The leadership and staffing structure of Learning Communities was established from its foundation year to support the future growth of the school.

<b>SENIOR LEADERSHIP TEAM</b>						
<b>Principal</b>						
<b>Deputy Principal – Curriculum / Teaching &amp; Learning JLC</b>						
<b>Deputy Principal – Curriculum / Teaching &amp; Learning SLC</b>						
<b>Deputy Principal – School Operations &amp; Achievement</b>						
<b>Professional Learning Communities</b>						
<b>Middle Leaders</b>				<b>Middle Leaders</b>		
<b>Junior (JLC) Years 1-3</b>				<b>Senior (SLC) Years 4-6</b>		
<b>Teams – Learning Areas</b>						
Creative Arts	English	Health and PE	Integrated Studies	Maori & Pasifika	Maths	Personalised Learning

The structure of the two Learning Communities: Juniors: Years NE/1-3 and Seniors: Years 4-6 of three year bands within each learning community allows a gradual transition for each student through the school and enables each learning community to focus on the academic, social, emotional and physical needs of students within and reporting of achievement & monitoring of National Standards in each group. The school's senior leadership includes the Principal and three Deputy Principals. Each learning community is supported by a middle leader team.

Please refer to the school website, [www.mhp.school.nz](http://www.mhp.school.nz) for general information about our school. The Enrolment Prospectus, available from the reception, also provides details about some aspects of the school's operations.

## ACE Programme - Personalising Learning

The MHPS ACE programme is lead by a Senior Leader and includes activities that relate to curriculum enrichment and personalising learning. ACE stands for Abilities, Curiosity, and Essentials. This programme operates two times a week for the Juniors and three times a week for the Senior community from 11:30am to 12:40 pm. It is designed to offer special opportunities for students to be involved in a range of subject areas and learning enrichment programmes where their special learning needs, curiosities, interests and abilities can be catered for. Ongoing booster programmes and gifted and talented programmes are offered as part of ACE. Integral to the ACE programme is the opportunity for every student to work with a staff member designated as their learning coach/mentor during their time at Mission Heights Primary.

As part of the personalised learning programmes, students from Years 1-6 meet with their learning advisor/coach each term, to enable regular opportunities for learning conversations. This student/coach relationship is to support personalising of learning; encourage development of abilities, curiosities and essentials (ACE) for every student and enable them to be pro-actively involved in a range of programmes during the year.

The ACE programme in each academic year commences from week 4 Term 1 and carries on throughout the school year. Parents will be encouraged to attend ACE celebration assemblies, Open Day and triad sessions, when appropriate, during the year at the invitation of their child or the ACE teacher to share in their child's learning successes.

## Absences - Students

Parents are asked to telephone or email the school reception (Ph: 09 2777 888 – [absences@mhp.school.nz](mailto:absences@mhp.school.nz)) if their child is going to be absent. An answer phone service operates at all times for parents' convenience.

If your child/children are going to be absent from school for an extended period please inform the office prior to the absence by note by providing a letter or email. We are required to have written evidence of absence for audit purposes.

Students who arrive at school after 8.40 am should report to the reception before going to their learning zones.

Students who leave the school grounds for any reason during the day must be signed out at reception, and must be accompanied by an appropriate adult. If they return to school during that day they must report to reception and sign in again.

Any leave from school for overseas travel during term time is classified as truancy. Special permission needs to be requested by email and/or appointment with the Principal, well before any travel arrangements are made. The school takes any leave from school during term time seriously as it causes a backward slide in the students learning and social skills.

## Accidents and Sick Students

**Accidents** - in the event of an accident, First Aid will be administered to your child. Students with serious injuries will be accompanied to the Health Room by a teacher. Injuries to the head, spine, internal organs and bones are always regarded as serious. In such circumstances, the child should not be moved. In the case of a serious accident parents will be contacted urgently. If it is an emergency, the students will be taken directly to A&E or a doctor/dentist. The school retains accident reports on all serious accidents. The school will err on the side of caution in all matters of student safety and well-being and parents will be notified as soon as practicable.

**Sick students** - Students who are unwell during class time are sent to the Health Room. Staff at reception are responsible for contacting parents. No student may go home without going through this process.

**Medication** - Please hand all medications to the school receptionist to be stored in the Health Room with detailed instructions for administration. The school requires notice in writing from parents before any medication can be administered by a school employee.

**Allergies and severe medical conditions** - medications for specific allergies/illnesses will be stored in the Health Room with detailed instructions for administration. Details of students with significant life-threatening conditions are held at school reception.

## After/Before School Programme

This programme is provided by 'Mission Kids'. It operates from 7:00am – 8:00am and 3:00pm – 6:00 pm and is a privately - run business. It is situated in the Multi-Purpose Hall. Students are expected to follow school guidelines at all times. School reception holds further information about the programme. Please let the Deputy Principal and your child's teacher know if you have any concerns about the students' behaviour or any other matter relating to this service. For further information about Mission Kids, please contact them on the following number: 0204999019

## Arrivals/Departures

Students who arrive at school before the school is opened at 8am, will be directed to the reception who will inform parents of the Before School Programme.

Students arriving after the buildings are unlocked at 8am may work inside with the expectation that they will behave appropriately.

Students waiting to be collected at the end of the school day can do so in the designated area outside reception.

Any students who have not been collected after 3:15 pm should be directed to report to reception.

## Assemblies

Whole school assemblies are held during odd weeks of the school term, starting week 1, on Fridays at 8.50 am. Assemblies are held in the Multi-Purpose Hall and are formal school events where parents, visitors and invited guests are welcome to attend. At school assemblies, merit certificates are awarded and successes celebrated.

Learning Community assemblies are held once a school term on Fridays at 8.50 am in the Multi-Purpose Hall. Parents will be informed prior to the assembly if their child's Learning Community is having an assembly. Information is also available on the school's website calendar of events.

## Assessment

At MHP formative and summative assessment and the use of evidenced based data to inform practice are regarded as very important. They are embedded in the MHP teaching and learning framework and integral to the enhancement of quality teaching practices and improved student outcomes. Achievement data in Reading, Writing and Maths is posted online on a regular basis and discussed at the goal setting meetings in Term 1 and mid-year student led conferences in Term 2. Parents are also welcome to meet with the teacher anytime during the year to discuss any concerns about their child's learning with a prior appointment. Reporting against the National Standards also happens twice a year towards the middle and end of each academic year. Besides National Standards reports, both a mid-year and a summative end of year school report are completed for each student and can be accessed on mhponline by parents.

Additional assessment for Year 1 and Year 2 students also include a six week entry assessment after six weeks of starting school. All achievement reports are available to parents and students online on [www.mhp@school.nz](http://www.mhp@school.nz).

## Behaviour Management

We believe that a stimulating, well-planned and delivered classroom programme is the first step in positive behaviour management. When students are engaged and achieving well, they are likely to be behaving appropriately. Students thrive on consistency, routines and clear expectations. Positive behaviour management techniques such as verbal praise, stickers, certificates and other rewards and acknowledgements are an integral and important part of our school culture.

We believe in **"catching students being good."** Students should always be treated with dignity and respect at MHPS. Any disciplinary measures are used as a last resort and are considered carefully to ensure that students are not humiliated or put at risk in any way. Focus on the behaviour and attempt to change it is a first response. If the school has ongoing concerns about the behaviour of your child the teacher will consult with you in the first instance before involving Senior Leaders and external support if required.

## Board of Trustees

The Board of Trustees meet on the 4th Thursday each month at 5.00pm. Meetings are public.



All EOTC trips are approved in advance and school Policy and Procedures in this regard are closely adhered to in order that safety and risk considerations are addressed carefully.

### **Family and Friends Committee (MHP F & F)**

As a parent, you are part of our school's "Family and Friends" Association, and are encouraged to participate and support school activities and fund raising events managed by the MHP Family and Friends group. The Family and Friends Group of MHP meet once a term in the Meeting Place and these meetings generally are information events on topics requested by the community. A working committee meets separately for organising school events such as discos. Please refer to the MHPonline calendar for dates. The group is involved in activities that support the school. This is an excellent opportunity to meet other parents and become involved in the school community. Please contact the school reception if you are keen to be part of this team or email [mhpfamilyandfriends@gmail.com](mailto:mhpfamilyandfriends@gmail.com)

### **Fire Drill and Evacuation**

The assembly area for all MHP students and staff during a fire drill is on the field. If you are a visitor on the day of a fire drill or evacuation please make your way to the field in an orderly manner and assemble in your child's learning zone and learning community groups. Fire drill practices will be conducted regularly. An evacuation map is displayed in all learning spaces/buildings for your reference.

### **Head Lice**

If your child has head lice, reception will provide an information sheet for parents. If you suspect that your child has head lice, please let the teacher and the school receptionist know so that learning zone notices can be sent out timely.

### **Health and Safety**

We believe that a safe, hygienic, attractive and healthy environment is essential. From time to time the school is audited for Health and Safety.

Please report any hazards on the school premises to reception so that appropriate interim action can be taken.

### **Hearing and Vision**

Parent permission must be given for hearing and vision testing. This is generally obtained in the schools enrolment form. This is co-ordinated through the teacher/Senior Leaders/ school nurse or reception.

### **Homework**

Homework will mainly comprise: basic facts, spelling memorization, reading. It will also include online tasks on Mathletics, Spellodrome & Reading Eggs for Years 1-6 students, ongoing exploration of research information/ on line forums and discussions for individual and groups of students relating to current school projects, tasks. Homework will be relevant, authentic and within the student's capability. The focus of homework activities in all areas of the school is to develop Inquiry, Information, Literacy and Numeracy skills of students.

Homework is aimed at complimenting classroom learning programmes to foster and encourage study skills, independent work habits, time management and to provide opportunities for child/parent interaction in these areas.

### **Houses**

Our School Houses and colours are Hillary (Red), Batten (Yellow), Walker (Green) and Blake (Blue). The houses have been named after famous New Zealand heroes and were selected by the foundation group of students in 2009. Students will be allocated to a House on enrolment. As parents we encourage you to enter into the spirit of House competitions, projects and events to motivate your child. Each year a sports day is allocated to celebrate all the school houses with tabloid activities as decided by the house captains. Each house is managed and led by a House Captain (Yr 6) and Deputy House Captain (Yr 5) who also form the membership of the school's Executive Student Council. House leaders are elected at the end of each academic year by house members for the following year.

## Health Room

The Health Room is managed by the reception staff. If you are coming to collect your child from the health room, please report to reception to sign him/her out.

## Key Dates

Please log onto [www.mhp.school.nz](http://www.mhp.school.nz) to keep an updated weekly & monthly record of Key Events and Dates in the school year. Make sure that you also check your emails, messages, e-updates frequently for any updates to the school calendar. Please be aware that occasionally dates may change due to special circumstances during the year.

## Learning Studios

Learning Studios (LS) are flexible learning areas that are considered to be extensions of classroom learning spaces and the key to our philosophy of de-privatising the territorial aspect of traditional classroom teaching spaces. These are communal and flexible learning spaces which can be accessed by all students for independent and group activities across the school and should not be used as a waiting or meeting space by parents when picking up and dropping their child to school.

## Learning Zones

Learning Zones (LZ). All our classrooms are known as Learning Zones and reflect our philosophy that learning in a 21<sup>st</sup> century schooling environment is not limited to the four walls of a classroom and therefore students are not limited by the territorial aspects of a four walled traditional classroom.

## Library

We share our library with Mission Heights Junior College. The library opens at 9am and closes at 4.00pm. This is not an after-school care service but a space for students to use as an information learning centre to read fiction/non fiction books or research online and complete homework tasks.

## Lost Property

We do not store lost property. All students are encouraged to take responsibility for their belongings. Please name all your child's belongings with a permanent marker (not pen) and be vigilant when they return from school/ class with all their belongings. This is a key aspect of embedding our culture of 'managing self' and 'taking responsibility' for one's own belongings. Please ensure that any faded labels are renamed at the start of each school term.

## Lunches

The school does not have a tuck shop as part of its healthy eating promotion and a litter free environment, so all lunch wrappings will come home. Recyclable waste will go into the provided containers. Students have a supervised seated eating time. If students are bringing a drink to school, water is the preferred option. Could you please make sure that the drink container is re-usable and plastic. Lunches can be ordered on special days and muffin days with a menu as decided by the student council. A notice is sent home to all parents in advance to ensure lunch orders are at reception before the day of the lunch sale.

## Mobile Phones

Students may have a mobile phone for the purpose of contacting their parents. Care and storage of the phone is the responsibility of the student and school protocol for their use must be followed. Etiquette for students is same as for staff. These should be switched off and in bags during class time.

## Mission Heights Junior College (MHJC)

Mission Heights Primary School shares its site and many facilities with Mission Heights Junior College. We place a high value on collaboration and cooperation with MHJC.

## Money

All payments to the school should be placed in an envelope marked with the student's name, room number and what it is for. Students should not bring additional money or other valuables to school.

Payments to school can also be made at Reception by cash, eftpos, credit card or direct credit to the school

account. School Bank details are as follows;

**Bank & Branch:** ASB Botany  
**Account #:** 12-3233-0051910-00  
**Reference:** Student's Name, Learning Zone & Reason  
e.g John Smith LZ3 camp

## New Entrants

### First day of School

The school has two intakes each term for N.E students in order to ensure a smooth, well prepared transition to school. New entrant students will start either on Monday of Week 1 or Monday of Week 6 each term.

### Orientation

Pre-School information afternoons are held each term for parents. New parent orientation events are held at the start of each academic year and subsequently in Terms 2, 3 & 4.

Students can visit two Wednesday afternoons from 2.00-3.00 pm prior to starting school. The visits are between weeks 8-10 of the previous term for intake 1 (excluding term 1) and weeks 4 & 5 of each term for intake 2. These visits must be booked by parents in advance by contacting reception. Please contact the Deputy Principal via email at [admin@mhp.school.nz](mailto:admin@mhp.school.nz) who is responsible for the NE orientation programme for any further information.

### May Birthdays

At Mission Heights Primary School, the cut-off birth date for students to move from Year 1 to Year 2 is 1<sup>st</sup> May. This means that a student who has a birth date and starts before 1<sup>st</sup> May will go into Year 2 the next calendar year.

We carefully look at all student's progress if their birthdays fall within a month either side of 1<sup>st</sup> May to ensure they are suited socially, academically and physically to the year level their birthday puts them in.

We will only move students out of their age group under exceptional circumstances and after full consultation with parents.

## Newsletters

The school newsletter is produced monthly. It is also available on the school website. Please download the newsletter and read it with your child as this really helps to reinforce the information and remind parents about school events. Once a term a learning community newsletter is sent out to all the families within each learning community.

## Parent Helpers

The school encourages the involvement of parents through helping in the classroom and is appreciative of their valuable time and contribution.

Please let your child's teacher and the Deputy Principal know if you are available to support the school's programmes in anyway. Training for Parent Helpers is also offered from time to time about their role and matters of confidentiality.

## Parking

Parking for parents attending a meeting is available on request from school reception as the school gates are closed at 7.30am and re-opened at 4.00pm. This is for the safety of the students from MHP & MHJC and to encourage students to walk to and from school.

## PE and Sport

These are important facets of the programme at Mission Heights Primary School and all students are encouraged to take an active part. We consider that all students should be given the opportunity to experience a wide range of physical activities, and the emphasis is on attitude, sportsmanship and perseverance in both individual and team sports.

### Physical Education includes:

\*Major game skills

### Sports Options include:

\*Softball

- \*Minor game skills
- \*Outdoor activities
- \*Fitness
- \*Dance
- \*Ball Handling
- \*Athletics
- \*Cross country
- \*Swimming – Years 3-5

- \*Rugby
- \*Soccer
- \*Netball
- \*Hockey
- \*Cricket

All students are involved in a daily fitness programme, for which students require the appropriate sports uniform. Many students are involved in inter-school sports competitions and compete against other schools. Students also have the opportunity to participate in Sports Field Days. Students must not travel to school in their P.E uniform.

### **Photographs**

During the year photographs are taken professionally by an external provider. These include individual, class and group photographs. Payment options and forms are sent by the provider and managed by school reception.

### **Reporting to Parents**

We are committed to partnership with parents and in consulting with families about students personal, social and academic progress.

There are a number of opportunities throughout the year for communication between home and school, including 'Meet the Teacher' evening, goal setting meetings, mid year learning conferences, curriculum evenings, on line reporting and adhoc meetings that can be set up by request.

Parents will have access to mhponline for ongoing information about their children and class discussions and forums. Please refer to the assessment section of this document for further details about Summative school reports and National Standards reports.

### **Road Crossing**

All students crossing Jeffs Road must use the pedestrian crossing and those crossing Valderama, the Kea crossing. We ask parents to 'set the example' and also use the official crossings.

### **Stationery/Subscriptions and Fees**

Back-to-school stationery is supplied by Education Essentials Ltd in stationery packs. Reception does not hold additional supplies for students so they need to be purchased outside of school.

Stationery for your child can be ordered and pre-paid at reception so that it can be ready for your child when they start school or before school re-opens for the new academic year for students. Your child's stationery is held in school by the learning zone teacher.

All account payments can be made by direct credit, cash, cheque or eftpos at school reception.

### **School Contribution**

To maintain the excellent standards already established at the school, and to give the students the benefit of the ever-changing information technology resources and personalised learning programmes. Mission Heights Board of Trustees request that parents make an annual contribution of \$200.00 per year, per student.

We ask that you support the school and the programmes we run for your child by paying the contribution promptly and early in the New Year. All contributions are tax deductible and a receipt will be issued.

### **School Goals**

The School Goals are outlined in the School Charter and the Annual Plan and are available for your perusal from reception.

## School Hours

Students can enter learning studios/ learning zones after 8 am, and programmes begin with RTL (ready to learn) at 8:30 am. We encourage all students to be in their learning zones by 8.30am to prepare themselves for the day. Teachers generally begin their learning programmes at 8.40am. Please check with your child's teacher for a detailed class timetable.

<b>8.30am</b>	<b>RTL Time – All students must be in their LZ's by this time to start their school day</b>
<b>8.40am</b>	<b>Admin/Roll notices etc</b>
<b>8.50am -9.55am</b>	<b>Curriculum learning commences</b>
<b>9.55am -10.00am</b>	<b>5 minute healthy eating brain break – fruit/crunchy raw vegetables only</b>
<b>10.00am -11.00am</b>	<b>Curriculum learning</b>
<b>11.00am -11.25am</b>	<b>Morning break</b>
<b>11.30am -12.40pm</b>	<b>ACE – Integrated curriculum</b>
<b>12.40pm -1.30pm</b>	<b>Lunch break</b>
<b>1.30pm - 2.50pm</b>	<b>Curriculum learning</b>
<b>2.50pm - 3.00pm</b>	<b>Enviro duties/pack up</b>
<b>3.00pm</b>	<b>School day ends</b>

## School Vision & Values

**Our School Vision is:** 'Growing Excellence' through innovative and constantly evolving personalised learning.

**Our Key Values - Responsibility, Respect, Excellence and Inquiry** are of great importance to us. These values are embedded in everything we do and learn at MHPS in our pursuit to achieve our motto of '**Growing Excellence – Kia Hiranga Ake**'.

## Sun Safety

All students need to be wearing a hat at morning tea and lunchtime on sunny days throughout the year. Sunglasses should be encouraged. Students without a hat will be expected to play in shaded areas. Please role model sun safety by ensuring your child is sun safe at school. Sun hats are a compulsory item of uniform and should be worn during the summer months (Terms 1 & 4).

## Support Services

The school has access to many agencies who visit the school regularly to assist with the well being of all students;

- Public Health Nurse
- Speech Therapist
- Police Officers
- Fire Service Education
- Resource Teachers of Learning and Behaviour needs
- Hearing and Vision testers
- Dental Screening Van

Our nearest Dental Clinic is Botany Dental Clinic, 292 Botany Road, Botany. Contact on: 533.5426

## Uniform

Our school uniform which is worn with pride by all Mission Heights students is available from John Russell Schoolwear, Moore Street, Howick.

In summer, students wear the short sleeve polo shirt & if they feel the cold they can wear the long sleeve polo shirt on cold days and in winter.

## Naming

We appreciate every item of clothing being named clearly with a permanent marker so that lost property can be promptly returned to the correct owner. Please rename items if the names fade away with time and wash.

## Jewellery

Ear studs (plain) and watches are allowed but **no** other jewellery is permitted as it can be dangerous or a hazard.

## Grooming

We appreciate students coming to school in a clean, well groomed state. Make-up including nail varnish and skin adornments are for weekend wear. Black hair ties are appropriate for tying back hair of collar length or longer. Hair should be tidy and appropriately groomed for school and free of hair colourings and gel.

## Hats

We are a sun smart school and all students are expected to wear their school hat before, after and during school time when outside during terms 1 & 4.

## Shoes

Summer and winter shoes are available from Hannahs, Stomp and Number 1 Shoes. School shoes should be black, flat and have laces or a strap.

## Socks

The boys are to wear black approved school socks and if girls are to wear school shoes in summer, black socks or black opaque tights are to be worn. This does not include footless tights with socks underneath.

## Additional Information

Any hair wear such as scarves must to be **plain** black. Girls are **not** allowed to wear footless leggings to cover their legs, they must wear the black opaque tights.

We expect all our students to wear the correct school uniform to project a positive image within the school and wider community.

## Valuables

Valuables, including toys should not be brought to school as we are unable to take responsibility for their safe keeping.

## Visitor Protocols

All visitors to the school must report to the reception, complete visitor registration and wear an identification label received from reception before visiting any areas in the school.

## Website

Our website is located at [www.mhp.school.nz](http://www.mhp.school.nz)

Mission Heights Online, our learning management system can be accessed by staff, students and parents from our school's website. Parents can request a login address once their child has started at school and has been issued with a student email ID.

Parents logins are separate to those of their children and can be requested from Reception via email or in person once the parent cyber safety agreement has been signed.

Support for parents in how to access their child's report and use the school's website is available from the IT team at request from Reception.