



Brookfield
Primary School

INTERNATIONAL STUDENT HANDBOOK



WELCOME TO BROOKFIELD SCHOOL

Mission Statement:

Brookfield School will provide an environment where each child is valued and supported in a safe world of learning.

Welcome, we look forward to working with you and delivering the greatest possible educational opportunities for your child.

Your child's education is a partnership in which we share. We highly value your involvement in the process.

Your interest and participation in our school is welcomed by the Staff and Principal.

Our school is committed to excellence, success and learning, it has a committed Staff to fulfil these goals.

E nga maatua me nga aakonga i ahu mai ra i nga kokonga o te Ao, tena koutou katoa, naumai haere mai ki te kura o Brookfield.

(To parents and students who have travelled from all corners of the world, greetings and welcome to Brookfield School).

Contacts for International Students

Mrs Barbara Phillips Teacher in Charge of International Students
Brookfield School Phone: (07) 576 9433 Fax: (07) 576 9433
Email: office@brookfield.school.nz

Robert Hyndman: Principal
Brookfield School Phone: (07) 576 9433 Fax: (07) 576 9433
Mobile: 0274 524709
Email: principal@brookfield.school.nz

Brookfield School Staff

Principal: Robert Hyndman M.Ed Leadership (Hons)

Associate Principal: Briar Gordon B.Tchg.

Associate Principal: Carol Burborough B.Ed

Teachers: Linda Thompson B.Tchg,
Nanette Miller B.Tchg
Trudi Callinan Dip Tchg, B.Ed
Ingrid Kelly B.Tchg
Marion Vincent Dip Tchg. B.Ed
Kirsty Schulze B.Tchg
Ngaire Gow B.Ed
Emma Hapi B.Tchg.

Reading Recovery: Barbara Phillips Dip Tchg.

Kaiawhina: Maora Reed

Taha Maori / Kapa Haka: Lavinia Finau

Spanish Tutor: Sonia Blair

Teacher Aides: Wendy Gibb
Robyn Phipps
Carolyn Twist
Lynne Davidson
Dean Hika
Kawe Tarau

Office Administrators: Lyn Beamsley / Karen Mulhern

Caretaker: Robin Hallam

Cleaner: Kawe Tarau

Brookfield School Board of Trustees

The Board meets twice a term at 7.30pm. This is a public meeting and parents are welcome to attend. The agenda and minutes of the previous meeting are displayed in the foyer, as is other important Board information.

Parent/Guardian Representatives:

Mark Barratt (Chairperson)

Andrew Scott

Tay Tukaokao

Grant Schuler

Helen Pinkerton

Briar Gordon (Staff Representative)

Lyn Beamsley (Minutes Secretary)

Friends of the School

‘Friends of the School’ (FOTS) is a group of interested people who meet once a term to learn what is happening in the school and to help support the school in different ways. All parents are welcome to attend these meetings.

School Office

Office Hours: 8.30am – 3.00pm

Phone / Fax Number: (07) 576 9433

Email: office@brookfield.school.nz

Web Address: www.brookfield.school.nz

Enrolments & Orientation

On arrival at Brookfield School you will need to purchase the school uniform, then complete the formal enrolment process. Your child will be placed in a class of children of a similar age. Prior to commencing lessons you will be introduced to the Principal Mr. Hyndman, and the Coordinator of International Students, Mrs. Phillips. You will also be introduced to the Class Teacher and the ESOL Tutor. As part of the orientation process, you will be given a tour of the school and the organisation of the school will be explained. Your child will then go to

class and you are welcome to stay with them for a short period of time to settle them in. At 2:45pm, the end of the school day, many of our parents come to the school to pick their children up. This can be a good time for parents to talk to the teacher.

Term Dates for 2012

Term 1	1 February	-	5 April
Term 3	23 April	-	29 June
Term 3	16 July	-	28 September
Term 4	15 October	-	18 December

School Times

8.30am	The buildings are open for the children
9.00am	School begins
10.40–11am	Morning interval
12.30–1.15pm	Lunch
2.45pm	School closes

NOTE:

Children are not permitted to leave school at interval or lunchtime unless specifically requested to do so by a parent. The school must be notified if this is to happen. Children are not permitted to go to the shops. All bought lunches must be ordered through the school.

Brookfield School Curriculum

Learning programs at the school follow the New Zealand National Curriculum:

<http://nzcurriculum.tki.org.nz/Curriculum-documents/The-New-Zealand-Curriculum>.

The Education Review Office (ERO) is an independent body that evaluates schools and reports to the school community and the Ministry of Education. Our latest ERO review can be found online at <http://www.ero.govt.nz>.

Learning areas covered at Brookfield School are:

- English – reading, writing, listening, speaking, viewing and presenting.
- Mathematics
- Science
- Social Science
- Technology
- Health and Physical Education
- The Arts
- Te Reo Maori (optional)
- Spanish (optional)

Reporting to Parents

Reporting on the individual achievement of children.

Term 1: Interviews - parents, teacher and student have a conversation about the student's learning. Learning goals are set.

End of Term 2: Interview and report - parents, teacher and student have a conversation about the student's learning. The report indicates how they are progressing against the National Standards. Learning goals are reviewed.

End of Term 4: Reports are issued commenting on progress across the curriculum and relating student progress to the National Standards.

Additional Reporting Processes:

Meet the Teacher Evening -Term 1

Annual Report and School Charter—available for discussion and input - Term 1.

School achievement data reported through the newsletter as it becomes available.

Charter / ERO Report / Policies and Procedures Manual

These are available for viewing in our foyer. Please ask at the office if you would like a copy to take away with you.

Brookfield School Rules

Wearing a uniform is compulsory at Brookfield School.

The uniform, which can be purchased from the school office on enrolment, is:

- Pale blue polo shirts.
- Pale blue skivvy.
- Plain navy blue school shorts. Girls have the option of wearing a plain navy blue school skirt or skort.
- Plain navy blue sweatshirt and track pants in cooler weather. Girls wearing school skirts may wear navy blue or black tights.
- In Terms 1 and 4 a navy blue brimmed hat must be worn outdoors.

Other rules to note:

- The only jewellery permitted to be worn are wrist watches, ear studs and taonga (special pieces of cultural significance).
- Cell phones are not permitted to be used at school. Children may hand them to the office before school and pick them up after school if they are needed outside school hours.
- No sweets, gum or softdrinks (including energy drinks) are allowed.
- No make-up is permitted.

Behavior expectations at the school are based around our Code of Behaviour.

OUR NON-NEGOTIABLE CODE OF BEHAVIOUR

Respect for LEARNING	<ul style="list-style-type: none">• Always <i>be on time</i>.• Be <i>prepared</i> for school.• Stay <i>on-task</i>.• Do your <i>homework</i>.	L
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Respect for OTHERS	<ul style="list-style-type: none">• Speak to and <i>treat others positively</i>.• Respect the <i>property</i> of others.• Keep our <i>learning environment safe</i>.• <i>Behave well</i> so that others can stay safe.	O
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Respect for TEACHERS	<ul style="list-style-type: none">• Follow the <i>instructions</i> of teachers.• Speak to and treat all staff with <i>respect</i>.• Follow the <i>school rules</i>.• Follow our classroom <i>rules</i>.	T
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Respect for SELF	<ul style="list-style-type: none">• Wear our <i>uniform</i> correctly.• Do our <i>best work</i> at all times.• Try to <i>learn new things</i>.• <i>Ask for help</i> when you need it.	S
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• *By following our rules we show **LOTS***
• *of respect at Brookfield Primary School.*

Behaviour and Discipline

Brookfield School works hard to provide a safe and secure environment where the teachers are able to teach and the children are able to work and achieve to the best of their ability. If behaviour gets in the way of this, then a set of clearly understood procedures will be followed to minimise disruption. If a child's behaviour becomes disruptive the school will work to address the issue and rectify the situation. If there is an ongoing problem, the school will address the issue by working with families and various support agencies. Throughout this process the safety and wellbeing of the whole school community is paramount.

Pupil Absences

It is the responsibility of parents / caregivers to contact the school before 9am if children are absent, and send an explanatory note on their return to the classroom teacher.

Personal Records

Records of specific health problems must be kept by the school. Please inform the office of any changes in circumstances, addresses, and contact phone numbers or about allergies, asthma, change of marital status etc. All records are confidential.

Medication

Please inform the school of any serious health problems affecting your child so that appropriate action can be taken should the need arise. If medication needs to be administered, please ensure it is clearly labelled and handed in to the office. The parent of any child receiving long term medication must sign a school consent form before staff can administer it. All medication is to be kept at the school office.

Sun Smart Policy

As part of this policy wide brimmed sunhats are compulsory in term one and four. Any students without a hat will be required to play under the sail covered areas. Sunhats are available for purchase from the office.

Lunches

We encourage children to bring healthy lunches to school and our school lunch orders predominantly have food with the Heart Foundation tick. We value your support in encouraging children to be aware of what they eat and to choose healthy options. We believe this will help with their learning.

School lunches are available on Thursdays and Fridays and a price list can be found at the office. Sometimes we advertise special lunch days where the children can order something different to the usual fare. Subway Days have proved popular.

Children are encouraged to take a sipper bottle to class - water only.

Pedestrian Crossing

Any children needing to cross either Bellevue or Otumoetai Roads must wait and cross with the duty teacher.

Entering / Leaving School

Children and parents are asked to please use the side entrances to school. The office area is a very busy place and the through traffic makes it congested.

Bicycles

Children can cycle to school from 10 years old. Children must lock their bikes. The Ministry of Transport is firm in their belief that only children who can competently ride their bikes on the road (not the footpath) should bring them to school. The school supports this. Helmets must be worn.

Skate Boards / Roller Blades / Scooters

Children are allowed to bring these to school on Fridays (wheels day) and use them on the tennis courts at lunchtime only. Skateboarding out of school hours is prohibited.

Swimming Pool

The swimming pool is in use during the summer months. During this period it is hoped that every child swims daily. All togs and towels should be named. Please supply a note if your child is not well enough to swim.

Homework

Homework should be a sharing time for you and your child. It should not be a re-running of the school day or the child sent to their room until finished. If something is requested from the newspaper etc, the teachers hope that you will discuss this with your child before sending it to school. In the Junior School especially, reading is a high priority for homework and reading logs should be completed daily. Please see that the book bag is returned to the classroom daily.

How Can you Help at Home? If in doubt about tasks sent home, please do not hesitate to ask the teacher how you should be helping. Sending the homework book and reading log back to school on due date is very important.

Lost Property

Please name your child's clothing and shoes. Lost property is kept in the switchboard room. Please ask at the office for a key.

School Newsletters

These are sent home from the Principal every Thursday. Please read them thoroughly as they will contain important information for you and your child. A calendar for each month is included with information filled in about specific events. The newsletter can also be found on the school website. Teachers also, from time to time, send home class notices.

School Library

We have built up a well-stocked, computerised library and the children are encouraged to take library books home on a weekly basis. Please ensure your children look after these books and return them in good condition.

Scholastic Book Club

Books at wholesale prices are available through the Ashton Scholastic Book Club. A brochure will be sent home twice a term. This is a good chance to improve your child's library and encourage a love of books.

Kiwi Can

Kiwi Can is a life skills and values programme designed to strengthen children's social and life skills. Each class has a weekly session with the Kiwi Can tutors, participating in high energy and interactive lessons.

Bible in School "Cool Bananas"

This takes place twice a term for all classes. It is taken by people from outside the school, and is an inter-denominational programme. If parents do not wish their child to participate in this programme, a letter stating this needs to be brought to the school's attention.

Sports

Children experience a variety of sports. Coaching by parents and games are arranged in cricket, rugby, soccer, netball, hockey, softball, miniball and Kiwi volleyball. The school policy stresses playing for enjoyment, team spirit and increasing competence. Learning to be a gracious winner or loser is an equal part of the sports programme. Along with most schools we participate in Kiwi Sport. Regular interschool meetings are held with the emphasis on participation, enjoyment and skills.

Computers

There are computers in all classrooms and these are networked to the office. Children are given instruction in this technology. Rules for using this valuable research tool are clearly explained to all children and an Internet consent form is required to be signed.

Internet Policy

On enrolment parents are required to agree to support the schools internet policy. This policy is designed to protect children from indiscriminate and inappropriate use of the internet. Failure to comply with the rules may result in a child being prohibited from using the school computer system.

Education Outside the Classroom (EOTC)

Classes are sometimes involved in extra-curricular activities outside the classroom. Parents are informed about these trips and are encouraged to attend as parent helpers. Planning for these trips is thorough and includes appropriate risk management assessments. Senior children (8 – 11 yrs) may also be involved with school camps.

Spanish

Spanish lessons are available to children who wish to pursue this option.

Guitar

Music lessons, taken by a private tutor, may be taken at school, during school time. The office has details.

Culture Groups

From Term 2 there is a Junior and a Senior Kapa Haka group in the school. They practise weekly and perform in public.

Extra Activities

If you would like your child to join a club, phone Public Relations Office for latest contact numbers e.g. music, swimming club, sports clubs, ballet, brownies, pippins, rally, scouts, cubs, keas. When space allows, we advertise some of these events in the newsletter.

Special Events

We have many special occasions during the year. These include fun days, fundraising, sports days, school concerts, book week etc. We keep outside entertainment costs to one per term.

‘Superkids’

A very positive, encouraging atmosphere is evident at this school. An incentive for excellence in all areas is ‘Superkids’ where children are chosen, then recognised in the newsletter and with a special morning tea for their effort.

Parent Participation is Welcome

We value close and open relationships with our parent community. Therefore parents are welcome to come to school and talk with teachers. Before and after school is a good time for this, but we ask that teachers be left to focus on the children and their preparation from 8.50am. Parents are also welcome to come into classes and observe or help with lessons. However, please make arrangements with the teacher beforehand so that they can plan to involve you in what is happening. We enjoy having parents come to school at lunchtime to share lunch with the children and participate in lunchtime activities.

There are many ways that parents can become involved with the school. We have an active Friends of the School committee and we also hold consultation meetings with our community. If you have special skills that you would like to contribute, please tell us about them. Discuss with us the ways that you would like to be involved and help out.

Complaints

The School has a International Students Grievances and Complaints Policy. Copies are available at the school office.

Emergencies and First Aid

The following contains important background information about processes and procedures that will be followed by the education provider in respect of your son or daughter. Please read it carefully and make sure that you are happy with all the information. If you have any queries please contact Mrs Phillips, the International Student Teacher. For emergencies outside of school hours contact your agent. If they cannot be contact phone Mr Hyndman on 0274-524-709

The education provider is responsible for all emergency procedures during school hours. In the event of an accident or emergency appropriate action will be taken and you will be contacted as soon as possible either by Mrs Phillips, the Teacher in Charge of International Students, Mr Hyndman the School Principal, or your child's agent. It is possible that

your Insurance Company may contact you (who your child has a Medical and Travel policy with).

In the event of sickness or injury, a staff member will render first aid and every endeavour will be made to contact parents. Please keep us up to date with any change of telephone numbers (both home and work) and alternative emergency contact numbers.

It is VERY IMPORTANT that we have emergency home numbers so that decisions can be made about your child(ren) in the case of an accident or emergency.

Withdrawals

Should an international student choose to withdraw from Brookfield School then an appropriate advance notice of intent must be given (a minimum of at least two weeks). A leaving form must be completed, these forms are held at the school office. Brookfield School's refund policy will apply in the event of early withdrawal and Immigration will be notified that the student has withdrawn.

Termination

In the case of gross misconduct and /or serious disobedience by a student the New Zealand Ministry of Education Stand-down Suspension, Exclusion, and Expulsion Rules 1999 will be followed. These rules can be found on the Ministry of Education website at www.minedu.govt.nz.

A student's tuition may be terminated at the Board of Trustees discretion when:

- A student has breached the terms of their contract with the school.
- A student is required to leave the school for a breach of the rules and conditions of enrolment at the school or has broken a New Zealand law.
- A student has been stood-down, suspended or excluded.
- A student returns home for any reason other than serious illness, accident or the death of a close family member.

- The enrolment application is found to be inaccurate in any way.

Brookfield School reserves the right to terminate the enrolment of any International Student on the basis of continued and unexplained non-attendance. If an International Student's tuition has been terminated then Immigration will be notified.

Non-Attendance

Any regular or prolonged absences may result in the Immigration Department being contacted. Brookfield School's Attendance Procedures for International Students will be followed if concern arises from poor attendance. A copy of the policy is held at the school office.

Fee Protection and Refunds Policies

If Brookfield School is unable to offer or continue the agreed course then a full refund of fees will be guaranteed as per the Fee Protection for International Students Policy.

Any student who withdraws from the agreed term of enrolment may be eligible to a partial refund as per the Fee Protection for International Students Policy.

Support Services

Moving to a new country can be difficult but there are many support services available that can help you. Mrs Phillips can help you with any problems you may have but the following is a list of outside agencies that may also be helpful to you.

New Zealand Immigration:

Immigration queries can be made through the New Zealand Immigration helpline on free phone 0508 558 855.

Student Support Services:

Advice on family and student support: www.familyservices.govt.

Asian Health Support: Phone (09) 442 3219

Chinese Lifeline: Phone (09) 522 2088 or 0800 888 880

Ethnic Affairs Language Line:

Provides access to Government Services on phone 0800 656 656.

No Bully:

A helpline to assist/advise students who are being victimised or discriminated against: phone 0800 662 855 (24 hours).

What's Up:

Advice on kids on any topic: phone 0800 942 8787.

International Education Appeal Authority:

Can be contacted in the case of a grievance against the school. The school's Grievance Policy and Procedures should be followed before contacting this agency. Advice on this can be obtained from Mrs Phillips.

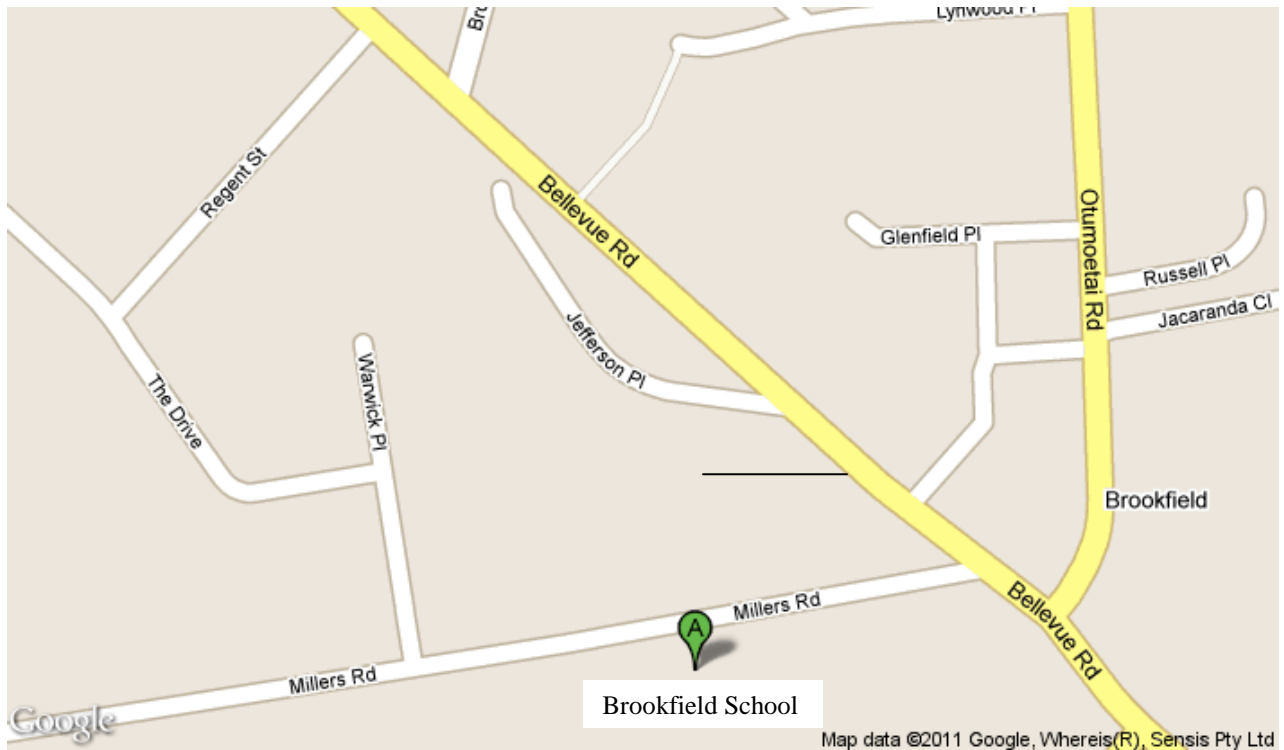
International Student Policies:

All International Student Policies are available on request from the school office.

Brookfield School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available from the New Zealand Ministry of Education website at www.minedu.govt.nz/international.

Traffic Congestion

We would appreciate it if parents could leave via The Drive and Regent Street instead of doing U turns on Millers Road.



Please note the drop-off parking zone at the front of the school.

Do not park in the Teacher's Car Park. This confined space is dangerous to children.

When dropping children off across the road, please supervise them crossing the road.