



**Brookfield  
School**

Poipoiā Kia Rere  
Nurturing Students to Succeed

**INFORMATION**

**HANDBOOK**

**2021**

## **WELCOME TO BROOKFIELD SCHOOL**

**20 Millers Road**

**Tauranga**

**Email: [office@brookfield.school.nz](mailto:office@brookfield.school.nz)**

**Office hours: 8.30 am - 3:30 pm**

**Phone (07) 576-9433**

**PO Box 6024**

**[www.brookfield.school.nz](http://www.brookfield.school.nz)**

We welcome you as a new parent to Brookfield School. We look forward to working with you to deliver the greatest possible educational opportunities for your children. The school consists of mainly single cell teaching spaces with highly qualified teachers who cater for children's individual needs. We offer both mainstream classes, which follow the New Zealand Curriculum, and rumaki classes, which follow Te Marautanga o Aotearoa.

The school received an excellent ERO report in 2018 and parents are welcome to read the full version. This report can be viewed online through our website: [www.brookfield.school.nz](http://www.brookfield.school.nz) – ERO Report.

Brookfield School also participated in a Research Study: *Supporting wellbeing/Manaakitia ngā tamariki kia ora ai* which can also be viewed on the school website.

Your child's education is a partnership in which we share. We highly value your involvement in this process. We welcome your interest and participation and emphasise the open nature of the school. The doors are open to you to come and discuss issues with us. This school is committed to learning, success and excellence, both inside and outside the classroom. We have a very committed and capable staff to fulfil these goals.

Currently a new school is being built down the hill from us. On completion we will be moving to this new site.

Ngaere Durie  
PRINCIPAL

## **Staff**

**Principal:**

**Deputy Principal:**

**Associate Principal/Teacher:**

**Teachers:**

Ngaere Durie  
Carol Burborough  
Kirsty Schulze  
Trudi Callinan  
Marion Vincent  
Kirsty Schulze  
Te Kiriaho Hakiaha  
Ngaire Gow  
Jamie Miller  
Amy O'Sullivan  
Emma Hapi  
Paige Harawira  
Peata Thompson  
Tracy Stubbing  
Chanel Chandler  
Jake Ryan  
Helen Guthrie  
Ebony Kahukura  
Oriwa Te Kanawa  
Ali Butcher  
Rhiannen Ferris  
Barbara Phillips  
Robyn Hamilton  
Colleen Wilkie  
Maora Reed  
Wendy Brown  
Maree Turner  
Coral Gaffaney  
Lois Evans  
Michelle Watkins  
Kathie Smith  
Gail Blakely  
Cindy McQuade  
Tawa Ngatoko  
Jaymie Aulding  
Helen Pinkerton  
Robin Hallam  
Dawn Sturch  
Kawe Tarau  
Renay Johnson  
Riana Carroll

**Learning Support Co-ordinator:**

**Specialist Teachers:**

**Kaiawhina:**

**Teacher Aides:**

**Office Manager:**

**Caretaker:**

**Lunch Programme:**

## **Brookfield School Board of Trustees**

The Board meets twice a term. The agenda and minutes of the previous meeting are available on request.

### ***Board Members***

Toni Heke-Ririnui (Chairperson)

Michael Woodnutt (Vice Chairperson)

Atawhai Heke

Lisa Adams

Ngaire Gow (Staff Representative)

Helen Pinkerton (Minute Secretary)

<b>Term Dates</b>	
<b>2021</b>	
Term 1	2 February - 16 April
Term 2	3 May - 9 July
Term 3	26 July - 1 October
Term 4	18 October - 16 December
<b>2022</b>	
Term 1	31 January* - 14 April
Term 2	2 May - 8 July
Term 3	25 July - 30 September
Term 4	17 October - 16 December*
* Dates to be confirmed.	

### **School Times:**

8.30 am	The buildings are open for the children.
9.00 am	School begins.
10.50 – 11.20am	Morning interval.
12.30 - 1.15pm	Lunch.
2.30 pm	Early pickup (to be arranged through the office).
2.45 pm	End of school day.

Children should arrive at school between 8.45 and 9.00am.

***Please note that once children have arrived at school they should not leave the grounds until dismissed at the end of the day. If parents require their children to leave early they should contact the office before picking them up.***

## **School Zone**

The school has a zone, the details of which can be found on our website or at the school office. To enrol a child from outside our school zone please complete an “Out of Zone Application” form and hand in to the office. Each term the board will decide how many spaces are available for out of zone students and, if necessary, a ballot will be taken. When this process is completed parents will be advised as to whether the child can be enrolled.

## **School Uniform**

Wearing a uniform is compulsory at Brookfield School.

The uniform, which can be purchased from the NZ Uniform Shop, 94 Elizabeth Street, Tauranga, is:

- Navy blue polo shirt with school logo.
- 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.
- The only jewellery permitted to be worn is a wristwatch, ear studs and taonga (special pieces of cultural significance).
- No make-up or nail polish is permitted.

## **Attendance and Pupil Absences**

It is very important that children attend school every day unless they are sick. Children with poor school attendance do not achieve as well as they should do. It is also important that children arrive at school on time. Lateness can mean that they miss out on important instructions and are playing ‘catch up’ for the rest of the day. It is the responsibility of parents / caregivers to contact the school before 9am if children are absent. Contact can be made by phone 576 9433 or by texting the school mobile on 022 318 1098.

## **Custodial Issues**

Any parent or legal guardian has the right to interact with the school over the educational issues of their child. This interaction must be within established policies and guidelines. The only time a parent will be denied such access will be when a court order has been presented to the school explicitly stating that access has been denied.

### **Personal Records**

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

Parents of all five year old children must bring birth certificate and immunisation records.

### **Learning Support**

Brookfield School has a full time Learning Support Co-ordinator whose role is to cater for the special needs of our pupils.

### **Medication**

Please inform the school of any serious health problems your child has 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. All medication must be kept at the school office.

### **Pre School Visits**

Children who are turning five should have two school visits. Visits are held between 10.15am and 11.00am. Where a need is seen, more frequent visits can be arranged with the teacher. These visiting children are welcome to stay during the morning interval providing that they are under parent supervision.

### **Rumaki Unit**

The school has a Rumaki Unit consisting of three classes where all teaching is conducted in Te Reo Maori using Te Marautanga o Aotearoa. Our aim in these classes is to provide excellent teaching and learning in all areas, particularly literacy and numeracy. Whanau support is a welcome part of the culture of learning.

### **Kapa Haka**

From Term 2 there are junior and senior Kapa Haka groups in the school. They practise weekly and perform in public.

### **Tauranga City Mobile Library Van**

Each fortnight classes have the opportunity to loan books from the Mobile Library Van. A consent form must have been completed.

## **School Library**

Our library is well stocked and 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.

## **Languages**

*Mandarin:* All children have a lesson each week with our Mandarin Language Tutor. Selected children may also be offered the chance of an additional extension class each week.

*Te Reo:* In terms 2, 3 and 4 mainstream children have the chance to be selected for a Te Reo Extension class.

*Sign Language:* Each class has a weekly lesson in two of the four terms.

## **Information and Communication Technology (ICT)**

There are computers and iPads in all classrooms and access to the internet is available. Children are given instruction in this technology. Rules for using this valuable research tool are clearly explained to all children. On enrolment parents are asked to support the school's internet policy which 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 (Years 5 – 6) may also be involved with school camps of 1 – 2 nights duration.

## **Kiwi Can**

Kiwi Can is a 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, interactive lessons.

## **Duffy Book School**

Brookfield School is a Duffy Book School. This scheme was started by Alan Duff and sees children given several beautiful new books of their choice each year. All 5 year olds receive a book on their first day of school.

## **Reading Club**

Reading is high priority at our school and Reading Logs should be completed daily. Our Reading Club operates from 8:30 – 9:00am daily. Volunteers come and hear children read and help them complete their logs. If you are unable to hear your child read, encourage them to go to the Reading Club before school. If in doubt about tasks sent home, please do not hesitate to ask the teacher how you should be helping. There is a trip at the end of the year for children who reach 175 nights of reading.

## **Reading Together**

The school offers a programme for parents/caregivers which helps them to learn the best ways to help their child with reading at home.

This programme:

- Builds confidence in the parents/caregivers.
- Supports the building of positive relationships between children and parents/caregivers.
- Helps to learn techniques and positive prompts to use.
- Develops an understanding of how children learn to read.

## **‘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 for their efforts in assembly, the newsletter and at a special morning tea they share with the principal.

## **Special Events**

We have many special occasions during the year. These include fun days, fundraising, sports days, school concerts, Book Character Day, Cultural Diversity Day, Grandparents Day, Art Exhibition, Wearable Arts and a Marae Visit.

## **Guitar**

Lessons, given by a private tutor, may be taken during and after school time. The office has details.

## **School Newsletters**

These are emailed every third week on a Thursday. Please read them thoroughly. They will contain important information for you and your child. A calendar for each month is included with information filled in about specific events. Teachers also, from time to time, send home class notices.

## **Parent Participation**

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 8.50 am. Please also be aware that it can be disruptive in the last ten minutes of the day if parents are coming into the classroom to pick children up early. A good time to talk with teachers is immediately after the bell at 2:45pm.

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.

There are many ways that parents can become involved with the school. We have a PTA committee and we also hold consultation meetings with our Whānau Hui. 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.

We appreciate the support of other members of the community who come and help us by hearing children read in our Reading Club, Maths Club and Fitness Club.

## **Drills**

Regular fire, earthquake and lock down drills are held. In the event of an emergency you will be contacted, please refrain from ringing the school.

## **Reporting to Parents**

Reporting on the individual achievement of children.

Term 1: Three Way Goal setting conferences - parents, teacher and student have a conversation about the student's goals. Learning goals are set and a copy given to parents.

End of Term 2: Progress interviews. Parents, teacher and student discuss progress around goals. A written report is given which shows where the child sits in regard to National Curriculum levels in maths, writing, reading. The report also gives an assessment of how the child is going with the school LOTS.

Term 3: Interviews are available on request by the teacher or parent.

End of Term 4: Reports are issued commenting on progress across the curriculum and relating student progress to the National Curriculum levels. Interviews are available on request by teacher or parent.

## **Sports**

Children experience a variety of sports. Children play rugby union, rugby league and football through the local clubs. The school organises teams for netball, softball, kiwitag, touch rugby, flippa ball, volleyball, cricket, basketball and hockey. We depend on parents helping to coach and manage teams. We also participate across the Ōtūmoetai cluster of schools in swimming, cross country, Sevens Day (various winter sports) and athletics. The school policy stresses playing for enjoyment, team spirit and to increase competence. Learning to be a gracious winner or loser is an equal part of the sports programme.

## **Swimming Pool**

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

### **School Lunches**

Our tamariki receive a freshly made lunch each day. These are delivered to classrooms. You will just need to provide morning tea.

### **Otūmoetai Kāhui Ako**

Brookfield School is a part of the Ōtūmoetai Kāhui Ako (Community of Learning). This includes 9 local primary, intermediate and college schools. We network together to ensure consistency of and successful transitions between school programmes.

### **Dental Nurse**

Dental Nurses are based at Ōtūmoetai Primary. Each year a van comes to the school and the children's teeth are checked. If work needs to be done an appointment will be made at the Ōtūmoetai clinic. Parents will need to arrange to take their children to that appointment. Parents should contact the clinic directly for emergency work. The phone number for this clinic is 576-6752.

### **Public Health Nurse**

There is a Public Health Nurse who visits the school fortnightly or at a teacher's request. Classes on healthy eating, health, keeping safe and hygiene are held during the year. Hearing and sight checks are also timetabled.

### **Sun Smart Policy**

As part of this policy brimmed sunhats are compulsory in terms one and four. Any students without a hat will be required to play under the sail covered areas.

### **Smoke Free Policy**

The school is a smoke and vape free zone. Please refrain from smoking or vaping anywhere on the school grounds.

### **Bicycles**

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. They recommend that 10 years old is a suitable age to start riding on the roads. The school supports this policy. Children must walk their bikes and scooters as far as the bus stop after school.

***Helmets must be worn and bikes should be locked.***

### **Skate Boards / Roller Blades / Scooters**

Children are allowed to bring these to school on Fridays and use them on the tennis courts at lunch time and interval. Scooters are stored on special racks whilst at school.

### **Online School Shop**

We encourage families to sign up to our online school shop to be able to pay for any costs that arise. It is very easy to register and then you can pay via America Express, Visa, Mastercard, POLi or bank to bank transfer. You can add regular top-ups then allocate payments when you are ready or pay as you go. Go to [www.mykindo.co.nz](http://www.mykindo.co.nz) or via the link on our school website [www.brookfield.school.nz](http://www.brookfield.school.nz) to register.

### **Before and After School Care Programme**

Fun, safe & affordable before and after school care and holiday programmes are run by caring, talented, dedicated trained staff. Kids Inc Oscar run a before school programme that runs from 7.15am to 8.30am, an after school programme that runs from 2.45pm to 5.45pm and school holiday programmes, all based in the school hall.

Contact details: [www.kidsinc.co.nz](http://www.kidsinc.co.nz) or phone 021 2369723.

### **Entering / Leaving School**

At the beginning and end of the day children and parents should use the side entrances to school unless they have business in the office. The office area is a very busy place and through traffic creates a congestion problem.

### **Traffic Congestion**

From 2:40pm until 3:00pm it gets very busy on Millers Rd. We would appreciate it if parents would not do U turns on Millers Rd but rather leave via The Drive and Regent. This may well be a quicker option because cars tend to back up at the lights as they leave Millers Rd.

Please note that from 8:30 – 9:00am and 2:30 – 3:00pm the parking spaces directly in front of the school are zoned as drop off areas. Cars should not be parked for more than 5 minutes during these times.

### **Walking School Bus**

After school, children meet by the flagpole and are accompanied by two duty teachers to the crossing at the Brookfield traffic lights.

### **Lost Property**

Please name your child's clothing and shoes. Lost property is kept in a container in front of the sports shed.

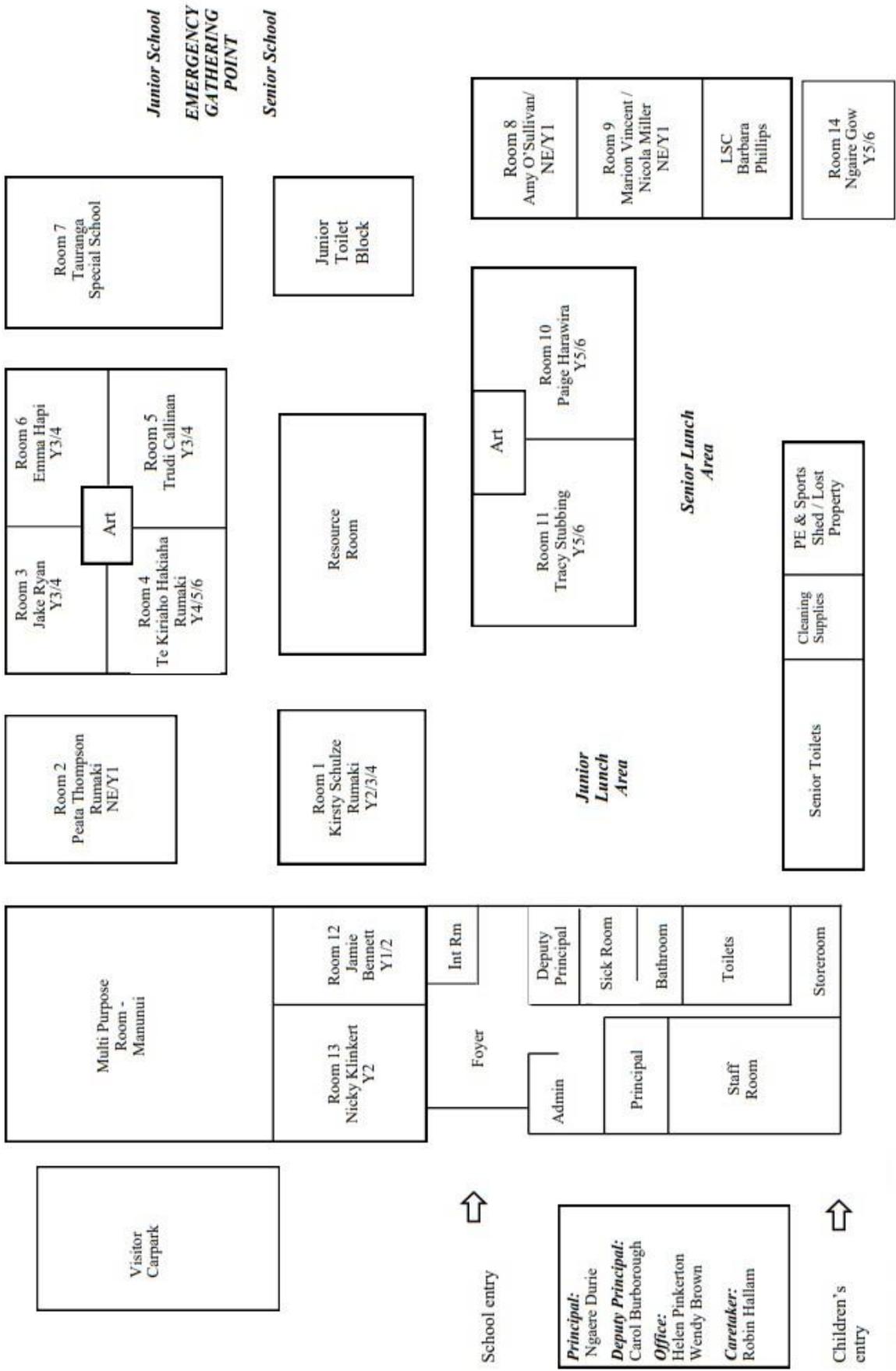
### **School Facebook Page**

We have a school Facebook page that many parents find useful as a way of receiving information. We put many of our notices and photos on this page.

### **School Website**

Please check out our website at [www.brookfield.school.nz](http://www.brookfield.school.nz) – this is another way of finding information about the school.

# Plan of Brookfield School



Admin Y: Helen/School Map.pub