



Mission Heights Primary School A-Z Help Desk Information – Parents (2010)

Growing Excellence

Excellence can be obtained when we care more than others think is wise; risk more than others think is safe; dream more than others think is practical; and expect more than others think is possible for our students. Excellence is not an act, it is a habit that will be nurtured and developed at Mission Heights Primary School.

Welcome to Mission Heights Primary School

As the founding principal of Mission Heights Primary School, it is an absolute privilege to warmly welcome you to a new academic year in a “state of the art” 21st century teaching and learning environment and our growing school community.

At Mission Heights Primary School, we strongly believe that high expectations set from the early years of schooling ensure that students are active in their own learning throughout life. With the use of flexible learning spaces, learning studios and effective learning technologies, we expect our students to understand from an early age, what works well for them as they develop a sense of their own identity in how they learn best.

Together with a team of outstanding, dedicated and talented staff, we are strongly committed to deliver an evolving and innovative 21st century curriculum shaped by personalised learning. The use of engaging and innovative approaches within authentic learning contexts in a digitally intensive environment remain integral to our learning programmes.

As a centre for growing excellence, students at our school will experience unique and vibrant learning opportunities to become confident achievers and life long learners in a positive, safe and supportive learning environment. Our school curriculum will enable students to foster a love of life-long learning, develop the capacity to think and learn, and cultivate responsible stewardship for our natural environment and heritage.

I am excited about 2011 our third year in operation and the journey ahead and I look forward to working with each of you as our 'Team '11 in our ongoing journey of creating a great learning institution at Mission Heights Primary that we can all be proud of as educators.

Veena Vohra (Mrs)

Principal

MEd (First Hons), AdvDipTchg, DipEdM.

January 2011

About Our School

School Management Structure

SENIOR LEADERSHIP TEAM

Principal

Deputy Principal

Senior Leaders

Curriculum & Learning Technologies; Learning Communities; Learning Enrichment

Special Projects

Environment/Enterprise

Learning Enrichment

Personalising Learning

Professional Learning Communities- Teachers

**Junior (JLC)
Yrs NE/Yr1-2**

**Middle
(MLC) Yrs 3-4**

**Senior (SLC)
Yrs 5-6**

Teams- Learning Areas

English	Creative Arts	Curriculum/Learning Technologies	Integrated Studies	Maths	Health and PE	Learning Enrichment SWSN/ESOL
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Mission Heights Primary School opened in February 2009 with a roll of 175 students and 11 teaching staff. Due to strong enrolments during the year the school grew to 280 students by the end of its first year. Additional full time and part-time staff and Learning Assistants were appointed to manage the growing student numbers and opening of new classrooms during the foundation year. While the growth pattern for our school in its foundation year was unpredictable, the leadership and staffing structure was established from its foundation year with a flat management structure to support the future growth of the school to its full capacity of 700 students.

In 2011 our school will open with twenty one teaching and learning spaces where students are organised into three Learning Communities: Juniors: Years NE/1-2; Middle: Years 3-4; and Seniors: Years 5-6. This structure of two year bands within a 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 each group. Each community is managed by a Senior Leader of Learning who, along with the Principal, Deputy Principal and the Leaders of Learning Enrichment and Technologies comprise our school's Senior Leadership Team.

Please refer to the school website, 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

The MHPS ACE programme 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 Middle and Senior communities from 11:20am to 12:30 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, 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 ACE learning programme, students from Years 1-6 have a staff member other than their class teacher as a learning advisor/coach to enable regular opportunities for learning conversations to be held. 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 with a range of programmes during the year.

The ACE programme in each academic year will commence from week 4 of the school year with the initial focus being the exploration of students ACE needs and developing relationships and setting up a database of students interests, passions and e-portfolios. Parents will be encouraged to attend triad sessions when appropriate during the year at the invitation of their child or the learning coach to share in their child's learning successes.

Absences – Students

Parents are asked to telephone the school reception (tel: 09 2777 888) in the morning if their child will 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 late or who leave school during the day must be signed out at the office and signed in on return. 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 provide a note from parents, be signed out at reception, accompanied by an appropriate adult, and signed in again if they return to school during that day.

Accidents and Sick Students

Accidents - in the event of an accident, your child will be administered First Aid. 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 must 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 Programmes

This programme is provided by 'Mission Kids' and is managed by Andrew and Emma Berg. It operates from 7:00 – 8:00am and 3 – 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. The 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.

Arrivals/Departures

Students who arrive at school before (8am)the school is opened, and who are not enrolled in the Before School Programme, will be directed to the reception who will inform parents of the Before School Programme. Students arriving after the classroom building is unlocked may wait inside with the expectation that they will behave appropriately. If not, they may be asked to wait outside.

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 on Fridays at 8.45 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 assemblies merit certificates are awarded and successes celebrated.

Learning Community assemblies are held during even weeks of the school term on alternate Fridays at 8.45 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. A summative end of year report is also completed for each student and is available to parents and students online at the end of each academic year.

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 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. 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 as 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 meets on the 4th Wednesday at 6pm in the staffroom each month. Meetings are public.

Communication

We have a culture of open communication at MHP and welcome contact with parents. Community consultation is encouraged wherever appropriate and we aim to inform parents of all upcoming events and school projects. Where there is no home email address class/ Learning community newsletters, formal letters or notices will be sent home in hard copies to parents. Information is readily available to you and your child via e-updates, the school's website, and email.

Complaints

The school is committed to the appropriate resolution of any complaints made by parents. Please telephone or email the school office to arrange meetings with the class teacher. Such meetings almost always result in a better understanding of the student's problems and usually resolve misunderstandings that occur from time to time. In most cases, the person to contact is the class teacher in the first instance. If further help is needed, please contact the Leader of your child's Learning community and then the Deputy Principal.

Contact us

Please ensure all your contact details are kept current. Notify the office of any changes to phone, address and/or email details.

There are many ways to make contact with us:

Phone (+64 09) 2777 888

Fax (+64 09) 2777883

Email vvohra@mhp.school.nz
admin@mhp.school.nz

Street Address: 103 Jeffs Road
Mission Heights
Auckland

Teachers can be contacted via e-mail on the following:

Put in the first initial and full surname before [@mhp.school.nz](mailto: @mhp.school.nz)

Court Orders Regarding Access and Custody Arrangements

Please provide all documentation to the office. We cannot deny access to parent based on a verbal request.

Emergency Procedures

Our emergency evacuation assembly area is on the courts. Students will practise emergency drills every term.

EOTC (Education Outside the Classroom)

Each year our Year Five/Six students go to Lakewood Lodge Camp for a week long camp where they are exposed to a variety of appropriate EOTC experiences. During this week, the students undergo a variety of experiences, which will enhance their development mentally, socially and physically. Some of the activities include kayaking, low rope course, raft building. 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 Association (PTA)

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 on the first Monday of each month in the school staffroom and 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.

Fire Drill and Evacuation

The assembly area for all MHP students and staff during a fire drill are the hard courts. If you are a visitor on the day of a fire drill or evacuation please make your way to the hard courts in an orderly manner and assemble in your child's class and 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, the 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 class notices can be sent out.

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 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 upon New Entrant enrolment. This is co-ordinated through the Senior Leaders/ school nurse or reception.

Homework

Homework will mainly comprise basic facts, spelling memorization, reading. It will also include Mathematics, Spellodrome for Years 2-6 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 Information, Literacy and Numeracy skills of students. Homework is aimed at complimenting classroom 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) . 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 on house birthday, there will be a celebration with muffi & cake or 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.

ICT and Cyber safety

The effective use of information communication technologies is a key feature of Mission Heights Primary School digital learning environment. ICT is integrated wherever possible in all classroom programmes and students have many opportunities to use ICT. Please contact Senior Leaders and in particular the principal in the first instance if you need professional development/training in the accessing of our school's website and your child's online reports. Our ICT Manager can provide technical and "trouble-shooting" assistance.

Ensure that you have signed the Cyber safety Agreement as a parent. You will not receive a log on until you have done so. All students enrolled at the school and their parents are expected to sign this as part of the enrolment procedure to ensure cyber wellness procedures are followed by all users and to access online forums and reports.

As part of the Cyber safety Agreement you have agreed never to share your access password/s to the school's server and systems with anyone else, or let anyone use a computer where you are already logged in.

In our digitally-intensive environment, it is very important that students use of the internet, hardware and software is appropriately managed.

If you notice your child accessing inappropriate material via the school's internet access facilities, please report this matter to your child's teacher as appropriate. If you believe that this material is particularly offensive, or illegal, then please also advise the Principal or the Deputy Principal immediately.

All students are issued with Smart Cards to access the MHP digital learning environment. Smartcards are a key to access all learning resources. Cards should be brought to school as they enable your child to access them for learning. Please ensure that your child does not put stickers etc on cards as this jams the sunray computers (Toasters) and damages the equipment. Students should have access to their Smartcards at all times when in school including the library which remains open for the students and their parents until 4.30pm.

International Students

In 2011 international students will not be enrolled at MHP.

Key Dates

Please log onto www.mhp.school.nz to keep an updated 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.

Learning Studios

Learning Studios (LS) 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 learning spaces which can be accessed by all students for independent and group activities across the school.

Library

We share our library with Mission Heights Junior College. The library opens at 9am and closes at 4.00pm. Keeping the library open late after school is to ensure parents and students who do not have internet access at home can use the school's ICT network to work on school work and projects and access online reporting.

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 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'.

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.

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 is 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 co-operation 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 Eftpos or by direct credit to the school account.

New Entrant Orientation

Pre-School information afternoons are held each term for parents. Students can visit two Wednesday afternoons from 1.30pm-2.30 pm prior to starting school. These visits must be booked by parents in advance by contacting reception. Please contact the DP who is responsible for the NE orientation programme for any further information.

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.

Photographs

During the year photographs are taken by Photolife on two occasions. These include individual, class and group photographs. Payment options and forms are sent by Photolife studios and managed by school reception.

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 know if you are available to support the school's programmes in anyway. Training for Parent Helpers is also offered from time to time.

Parking

Parking for parents is at the bottom level of the drop off zone of the school on Jeffs Road. Please take care in the car park as students will be crossing the external staircase and crossings to enter the school. The drop off zone is strictly for dropping off or collecting students and parking or waiting is not permitted on the upper drop off zone to ensure the safety of all students and to avoid congestion during peak school traffic hours.

PE and Sport

These are important facets of the programme at Mission Heights 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
- Minor game skills
- Outdoor activities
- Fitness
- Dance
- Ball Handling
- Athletics

Sports Options include:

- Softball
- Rugby
- Soccer
- Netball
- Hockey
- Athletics

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 should bring a note from a parent if they are unwell or injured, or have some other reason for non-participation. Please ensure your child

has his/her P.E gear in their school bag daily. The school encourages students to use their RTL time before school starts to get ready for their day.

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, triad interviews, learning fairs and on line reporting. Parents will have access to Mission Online for ongoing information about their children and class discussions and forums.

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

Back-to-school stationery is supplied by Education Essentials Ltd. Reception does not hold supplies for students so they need to purchase any extra items outside of school hour.

Stationery for your child can be ordered at reception at the time of enrolment so that it can be ready for your child when they start school. Stationery payments can be made by cheque, direct credit or by Eftpos at school reception.

School Donation

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 (ACE), Mission Heights Board of Trustees request that parents make an annual donation 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 donation promptly and early in the New Year. All donations are tax deductible and a receipt will be issued.

School Hours

Students can enter learning studios/ learning zones after 8 am, and programmes begin with RTL (ready to learn) at 8:30 am. Morning tea is from 10:40 – 11:05 am, lunchtime from 12:40 – 1:30 pm (including 15 minutes of 'eating on the seating'), and school ends at 3 pm. 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.

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. The wearing of hats is compulsory in terms 1 & 4. 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 which visit the school regularly to assist with the well being of all pupils.

- 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 at Chapel Downs School Dental Clinic (open 4 days a week) and you can contact them on :
Chapel Downs Clinic – 2747203.

School Goals

The School Goals for 2010 are outlined in the School Charter and the Annual Plan and are available for your perusal from reception.

School Organisation– Governance and Management

Board of Trustees (2011)

Mrs Sonia Sund
Mr Udaya Madawala
Mr Arjun Sandhu
Mrs Melanie Bakker
Mrs Veena Vohra - **Principal**
Mrs Carol Norton – **Staff Representative**

Senior Leadership Team- 2010

Principal
Mrs Veena Vohra; MEd(Hons), AdvDipTchg, DipEdM
Deputy Principal
Mr Andrew Flanagan
Senior Leaders
Mrs Carol Norton (LZ16)
Ms Rachelle Baker (LZ6)

Ms Rebecca Thomas
Miss Jenny Keber: (LZ 7)
Ms Robyn Wills: (LZ 9)
Mrs tabatha Wakefield (LZ21)

Teaching Team

Mrs Sharon Garimella: LZ 17
Miss Rachel Williams: LZ 18
Mrs Memory Nyahore: LZ 5
Ms Angelica Koltonowska: LZ 4
Mrs Kay Shetty: LZ 1
Miss Phoebe Lee: LZ 2
Mrs Janine Pieterses: LZ 13
Mrs Renuka Lal: LZ 3
Mrs Cheryl Ghouws: LZ 11
Mrs Ashika Devanath: LZ 12
Mrs Lolet Hutchison: LZ 15
Mrs Rebekah O'Connell: LZ 8
Mr David Martens: LZ 20
Mr Hock Meng Tan: LZ14

Support Staff

Mrs Sue Kennedy – Reception and Office Administrator
Mrs Kyra Edwards – Reception
Mrs Erin Ling - Accounts

Specialist Staff

Mr Mark Chang- ICT Manager
Mr Ben Doughney- ICT Manager
Mrs Pauline Boggs- Music
Mrs Sally Jackaways- Librarian

Part-time staff

- Mrs Jill Rodgerson
- Mrs Simone Davis
- Mrs Rochelle Browne
- Mrs Karen Hishey
- Mrs Sara Lee
- Mrs Ruth Cooper
- Mrs Linda Taylor
- Mrs Erica Dam

Uniform

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

Naming

We appreciate every item of clothing being named clearly so that lost property can be promptly returned to the correct owner.

Jewellery

Ear studs (plain, and only one in each ear) 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. Blue, red, black or white 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.

Shoes

Summer and winter shoes are available from Hannahs, Westfield Pakuranga and Milans Shoes, Picton Street, Howick. School shoes should be black, flat and have laces or a strap.

Valuables

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

Vision and Values

Our School Vision is: Mission Heights Primary School is committed to providing innovative and evolving personalized learning to enable students to be confident, active, reflective and high-achieving independent learners.

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 and 'Grow Excellence.

Visitor Protocols

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

Website

Our website is located at www.mhp.school.nz

Mission Heights Online our learning management system can be accessed by staff, students and parents from our website.

Walking Bus

We have a Walking Bus operating from the top of Mission Heights Drive to the school. Please contact the School Reception or the DP for further information as additional new routes are being developed in 2011.