

# FAIRBURN SCHOOL

10 Pukeora Road

ŌTĀHUHU

AUCKLAND 1062

Phone: 09 270 1130

School Mobile: 021 247 0421

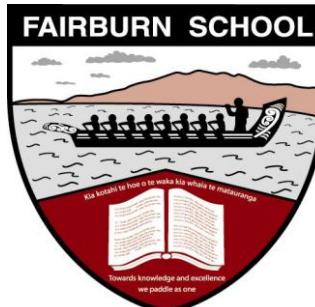
[info@fairburn.school.nz](mailto:info@fairburn.school.nz)

[www.fairburn.school.nz](http://www.fairburn.school.nz)

[www.facebook.com/fairburnschool](http://www.facebook.com/fairburnschool)

## INFORMATION BOOKLET

**2026**



*Kia kotahi te hoe o te waka kia whaia te mātauranga*

*Towards knowledge and excellence we paddle as one*

## FAIRBURN SCHOOL INFORMATION BOOKLET

Welcome to Fairburn School.

Our school vision

*“Kia kotahi te hoe o te waka kia whaia te mātauranga  
Towards knowledge and excellence we paddle as one”*

Our school values are **kindness, honesty, responsibility and respect**. These values underpin all that we do at Fairburn School.

This Information Booklet is designed to help parents and whānau to become familiar with how our school operates. It does not go into detail nor does it cover the school curriculum.

It will not answer every question you have, so a telephone call or visit to the school may be of assistance.

To make it easy to find information, items have been listed alphabetically.

We hope you find it useful in helping you understand the operation of our school. It will be updated from time to time as required; changes will be notified through our school newsletter.

### **School Terms 2026**

Term 1: Tuesday 3<sup>rd</sup> February – Thursday 2<sup>nd</sup> April

Term 2: Monday 20<sup>th</sup> April – Friday 3<sup>rd</sup> July

Term 3: Monday 20<sup>th</sup> July – Friday 25<sup>th</sup> September

Term 4: Monday 12<sup>th</sup> October – Tuesday 15<sup>th</sup> December

### **School Hours:**

8.55am - 10.40am School in session

10.40am - 11.00am Interval

11.00am - 12.30pm School in session

12.30pm - 1.20pm Lunchtime (eating time 1.10pm)

1.20pm - 2.50pm School in session

Paula Passfield

**PRINCIPAL**

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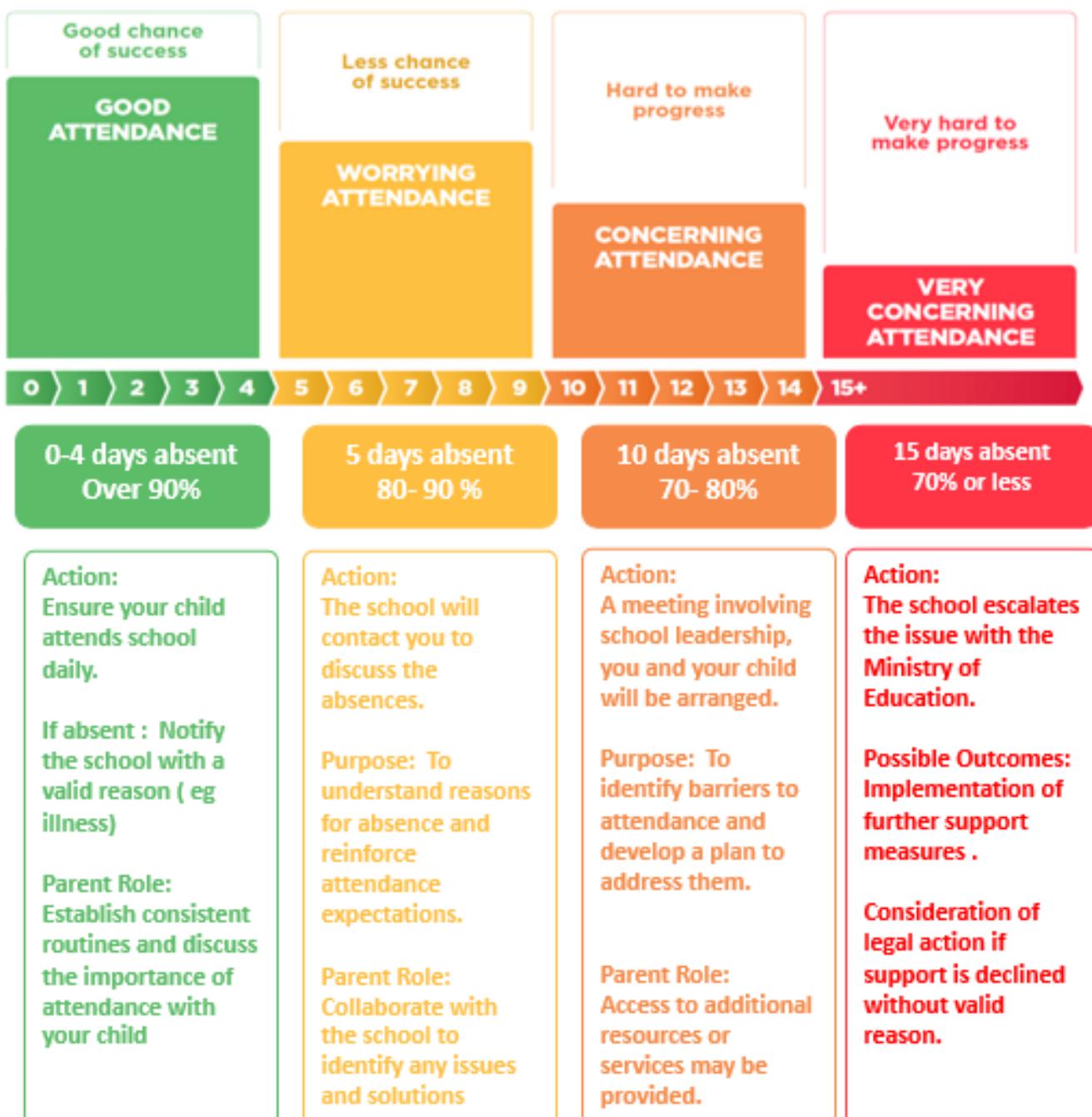
### TITLE

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## Stepped Attendance Response (STAR) information for parents and whānau

- **Over 90%** individual **student attendance target**
- Regular attendance is crucial for your child's learning and wellbeing .
- Open communication with the school is crucial.
- Early intervention helps prevent prolonged absences.
- Support is available ; don't hesitate to seek assistance
- Good attendance has a positive impact on academic progress, social and emotional wellbeing



## ATTENDANCE EXPECTATIONS

Regular attendance is essential for student wellbeing, learning, and achievement. At Fairburn School, we promote a culture where attendance is valued, closely monitored, and actively supported. Our practices are grounded in strong relationships, clear communication, and proactive interventions that align with the Ministry of Education's **Stepped Attendance Response (STAR)**, in accordance with **sections 127A–137D of the Education and Training** Our attendance procedures ensure all students are accounted for during school hours and enable staff to identify and respond promptly to any concerns. We use a stepped response system to ensure timely support and appropriate interventions when students meet attendance thresholds.

The Government has set a national goal that **80% of students will be regularly attending school (90% or more)** by 2030. Fairburn School currently has **49%** regular attendance, with a target of lifting this to **69% by the end of 2026**.

*Regular attendance at school is **not optional**. It is a legal requirement and essential for your child's learning, wellbeing, and success.*

*Working together early helps prevent more serious consequences later.*

- If your child is absent, you must notify the school on the day with a valid reason.
- All attendance is recorded daily and reported to the Ministry of Education.
- All attendance is kept on your child's attendance records and will stay with them through their education
- Attendance is closely monitored, and action will be taken where there is ongoing or unexplained non-attendance.
- **Sanctioned (Approved) Absences**
- These may include:
  - Medical reasons (illness, medical appointments) (Documentation may be requested.)
  - Family bereavement
- **Not Sanctioned (Not Approved) Absences**- These absences are recorded as **unjustified**.
- These include:
  - Holidays during term time
  - Shopping or personal errands
  - Staying home without a valid reason
- **What Happens if Attendance Is a Concern**
  - The school will contact families to address attendance concerns.
  - Meetings may be required to remove barriers to attendance.
  - Continued non-attendance will be **escalated**, including referrals to

- external agencies.
- In serious cases, the matter may be referred to **Ministry of Education and Oranga Tamariki** and further action may follow.

- **We expect all students to attend school every day unless there is a genuine and approved reason.**

Working together early helps prevent more serious consequences later.

### **ATTENDANCE PROCESS:**

- The roll must be marked twice daily using the Fairburn codes and checked at the end of the day before you leave.
- Children who are later than 5 minutes need to go to the office and receive a late pass. The office will update the register .
- All entries are sent to the MOE each day at 6pm, and all interventions are sent to the MOE each Sunday.

Day one – No contact from whanau ; text will be sent by admin

Day two – If still no contact – teacher to make contact

Day three – Email from admin , teacher to monitor return , if still no attendance email Marise

- All attendance messages / codes entered by classroom teacher / Admin, it is important to look back at the day before
- Any extended absence / overseas trip requests must be directed to Attendance team.
- Inconsistent attendance - Admin to print out weekly attendance and highlight any patterns/ truancy . Classroom teachers to monitor any patterns  
- contact Marise / Talai / Tash
- Attendance team to meet each week to monitor all the attendance.

### **ACCIDENTS AND SICKNESS**

If a child has an accident or becomes seriously ill at school, they will be attended to in the sick bay at school. If necessary, a doctor or ambulance may be called or the child taken to a doctor and the parents will be informed as soon as possible. Each family is asked to provide the name and telephone number of their family doctor for that purpose. Please advise the school office if your child needs to take any form of medical prescription during the school day.

## **AFTER SCHOOL CARE (Chill Out)**

We do not offer an onsite before/after school care programme but suggest looking into options at the Otahuhu Leisure Centre who offer a service for all local schools & students. For more information please check out their website.

## **APPOINTMENTS WITH CLASS TEACHERS**

Teachers are happy to discuss students' progress at any time during the year. However, in order that a suitable time can be arranged, parents are asked to make appointments through the office.

## **ASSEMBLIES**

Assemblies, for each syndicate, are held at school with the Junior Syndicates weekly on Friday Mornings at 11am and Years 3-6 are fortnightly on Friday at 12 noon. The assemblies are an excellent way for children to perform to their peers and for everyone to enjoy the corporate life of the school. Parents are most welcome to attend any assemblies. Whole school assemblies are usually held twice a term.

## **BEHAVIOUR GUIDELINES**

Our school values are the expectations we have for our students - these are  
**RESPECT, KINDNESS, HONESTY, RESPONSIBILITY**

- a) Students do not leave the school grounds without teacher permission.
- b) No unnecessary personal property eg. toys or jewellery at school.
- c) No bubble gum, chewing gum, lollies, packeted food (eg. chips) or fizzy drinks at school.
- d) When the flag is displayed on the field everyone stays off the grassed area.
- e) Students must stay out of the classroom and resource areas during interval and at lunchtime on days which are not 'wet days'.
- f) During Term 1 & 4 hats must be worn when students are outside or they must sit in designated shaded areas.
- g) No swearing or fighting – it is not tolerated

### **Behaviour at school:**

Behaviour management throughout the school is based on the school values of kindness, honesty, responsibility and respect. Each classroom teacher develops a set of guidelines in collaboration with students, which focuses on positive student behaviour and a positive learning environment. When inappropriate behaviour occurs, students are assisted to learn from mistakes and move forward. If inappropriate behaviour is ongoing and extreme, other support systems both within the school and if needed, from outside agencies, are provided for students and their parents/caregivers.

If you have any concerns please contact your child's teachers. We have a set of behaviour guidelines available on our website.

Likewise, if your child's teacher has a concern regarding your child's behaviour, they will contact you (the parent/caregiver) directly to discuss as a first step.



### Behaviour to and from school:

Both parents and the school are responsible for the safe conduct of the children to and from school. If any parent or teacher is aware of instances involving misbehaviour of children on the way to or from school, please contact the school.

### BICYCLES/SCOOTERS AT SCHOOL

Only Year 5 and 6 students are permitted to ride their bicycles/scooters to and from school. The bicycles/scooters must be stored in the bicycle rack behind the swimming pool. They must NOT be ridden in the school grounds. All bicycles/scooters are brought to school at the owner's risk. Students who ride bicycles/scooters to school must wear a New Zealand standard compliant cycle helmet at all times (maintained to the required standards). The helmet must be adjusted correctly and securely fastened. Parents, caregivers and students are responsible for maintaining the bike in accordance with the current NZ bike code.

### BOARD

The Board of Trustees is the governing body of the school. They meet together each month. The members are:

PRINCIPAL	Paula Passfield
Presiding Member	Adrienne Vickers
	Katie Lee
	James Siau
	Martinique Glass
	Shabnam Nisha

STAFF TRUSTEE	Natasha Pritchard
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BoT SECRETARY/TREASURER	Lana Shaw
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### BUS TRANSPORT

While the school does not have its own school bus services there are buses which travel from the local areas each morning arriving in proximity to Fairburn School. Children who use these buses do so at their own expense and are not under the jurisdiction of the school. ***These routes are subject to change by the bus company.***

## COMMUNICATING WITH THE SCHOOL

The school's telephone number is (09) 270 1130 or 021 247 0421

Email	- <a href="mailto:info@fairburn.school.nz">info@fairburn.school.nz</a>
Website	- <a href="http://www.fairburn.school.nz">www.fairburn.school.nz</a>
Facebook page	- <a href="http://www.facebook.com/fairburnschool">www.facebook.com/fairburnschool</a>
Seesaw	- Our main communication tool for home-to-school connection & distance learning (parents are strongly encourage to download the app)
Newsletters	School newsletters are emailed home every second week on Wednesday (in general). Alternatively, families have the option to collect a copy from the office. Reading them regularly will enable you to keep up with what our school is doing. If any local organisation wishes to advertise their activities, they are welcome to do so. The newsletter is also posted on the school website <a href="http://www.fairburn.school.nz">www.fairburn.school.nz</a>

If parents wish to speak to classroom teachers, this should be out of class time as teachers are unavailable during class unless it is an emergency.

## COMMUNITY INVOLVEMENT

Parents, grandparents and whanau are encouraged to be actively involved in the education of their children. Parents are also invited to assist staff on more extended visits, excursions and outdoor educational activities. There are many benefits to your children in the areas of interest and self-esteem when they experience a friendly close relationship between their home and their school. If you would like to offer your services in any way, please telephone the office and leave your name.

## COMMUNITY CODE OF CONDUCT for parents, caregivers, visitors

*Our Code of Conduct supports the emotional and physical safety of everyone in our school community. It is a condition of entry set by the School Board and applies to all parents, caregivers, and visitors.*

This Code applies to:

- All behaviour, language, and communication (including emails, texts, phone calls, and social media)
- School grounds and any school-related events or venues (e.g. sports events, excursions)

We expect parents, caregivers, and visitors to:

- Treat everyone with respect
- Work in partnership with staff for the benefit of students
- Uphold and model our school values

- Follow school procedures for raising concerns or complaints
- Raise any concerns about students **only with school staff** and **not approach or speak directly to other children** about any matter of concern
- Comply with school policies, procedures, and legal requirements

Unacceptable behaviour includes, but is not limited to:

- Threatening, abusive, intimidating, or harassing behaviour
- Profanity, offensive or discriminatory language
- Physical aggression or damage to property
- Smoking, vaping, alcohol, or drug use on school premises or at school events
- Public or online comments that are defamatory, offensive, or undermine the school, board, staff, or students
- Wearing gang insignia on school grounds (prohibited by law)

**Managing Breaches** - breaches of this Code will be addressed in a way that reflects the seriousness of the behaviour and may include:

- Documenting incidents- each incident of behaviour, who was present, what was said and how any witnesses felt and/ or responded
- Meetings with school leadership or the Board to discuss the problem and or resolution
- Issuing a warning letter that outlines the problem and required resolution and reminds them of the possible outcomes of repeated conduct.
- Arranging a meeting which may include restorative processes as an alternative or addition to the processes above.

## Possible Outcomes

If the Code is breached, the school may:

- Ask a person to leave the premises
- Issue a trespass notice
- Involve Police where behaviour is criminal
- Seek legal action in cases of harassment
- Refer matters to external agencies or organisations where appropriate

## CONCERNS OR COMPLAINTS

If you have any concerns please contact your child's teachers directly as a first step. This can be before or after class time or via email.

We want to work in partnership with whanau and at times the classroom teacher may need to get in touch with through email/seesaw.

It is important that you follow the process and do not approach any children directly. A full copy of Fairburn School complaints procedure can be found on our website or can be requested from the front office.

We ask that you see the Principal or the DP with your concerns rather than the class teacher. It is preferable that you arrange a meeting ahead of time as they may not always be available

to meet with you without an appointment.

*(Please see **Concerns & Complaints flowchart at the end of this booklet**)*

## **CONTACT DETAILS**

We ask families to ensure the school always has up to date contact details on file in case of emergency. This is your current address, phone numbers and email address. Please let the office know if there have been any changes or update them on our school website.

## **CULTURAL GROUPS**

The school has a wide range of cultural groups that perform at such events as the Ōtāhuhu Cultural Festival and school assemblies. All children are encouraged to participate in our cultural activities. All the activities are open to all children irrespective of their ethnic background.

## **DENTAL CLINIC** - Clinic Phone (09) 276 6633

The Ōtāhuhu Super Clinic is situated beside Ōtāhuhu Primary School; access is off the roundabout, opposite Princes Street.

The service provides free dental care for our students. Parents are encouraged to enrol children from the age of 2 years. This helps them become used to the dental clinic, and the dental therapist will see them regularly. The dental therapist helps keep children's teeth healthy.

## **DIGITAL LEARNING & TECHNOLOGY**

Every student is expected to follow our Digital Citizen Agreement and children are taught about our 'rules' and online safety upon starting school and again at the start of each school year, before they are able to use a school device. A copy of this agreement can be found at the end of this booklet.

Classrooms are equipped with up to date ICT technology. All students are encouraged to use this equipment from the time they start school.

## **DISMISSAL FROM SCHOOL**

From the moment students enter the school gate in the morning they must remain in the school grounds until they are dismissed at the scheduled end of the school day. Parents who want to take their children to appointments or for illness reasons must communicate through the school office.

Specifically, students will not be sent home or dismissed at any time during the school day before 2:50pm without producing the slip from the office.

Students should have left the school grounds by 3.10pm unless a specific arrangement has been made through the office. If parents are not able to collect their children by this time,

after-school care should be arranged by parents. **Staff are not able to provide supervision for students after 3:10pm.**

## DRESS CODE

### Dress Code Policy

It is important that students attend school dressed in a clean, tidy manner and in clothing suitable for all the activities in the school day. The dress code provides a set of guidelines to achieve this goal without being too prescriptive. The dress code has been developed after consultation with students, staff and Board members. Clothing should be appropriate for the school setting – in particular no T-shirts with inappropriate messages.

1. Students should come to school in a clean and hygienic condition and wear clean, tidy clothing.
2. Students should not wear make-up or cosmetics to school unless it is necessary for medical or cultural reasons.
3. Students should not wear jewellery to school, except for studs and watches, unless the item of jewellery has a religious, cultural or medical significance.
4. Student's clothing should **not include inappropriate words, pictures or signs.**
5. All clothing must be named.
6. Each student must wear a hat at school breaks during Terms 1 & 4.
7. All students should wear footwear to and from school each day.
8. Students should not go outside wearing only socks on their feet.
9. The interpretation of this dress code is at the discretion of the Principal or Deputy Principal.
10. The school's colours are maroon and white. The school's sports uniforms are these colours and students are expected to wear the school's colours when representing the school.
11. Students should not wear expensive/labelled clothing to school as we are unable to accept any responsibility for damage/loss.

## DUFFY BOOKS IN HOMES PROGRAMME

Fairburn School participates in the 'Duffy Books in School programme.'

Children receive books throughout the year, the aim of this is to create and enhance the desire for children to read.

## EDUCATION SUPPORT SERVICES

The school maintains contact with and utilises where necessary a variety of outside specialist agencies. These include:

- a. Public Health Nurse
- b. School Library Service
- c. Education Review Office
- d. Speech Therapist
- e. Resource Teachers of Literacy

- f. Police
- g. Psychologists
- h. Resource Teachers of Learning and Behaviour
- i. Professional Development Providers
- j. Attendance Services

## EDUCATION OUTSIDE THE CLASSROOM TO SUPPORT LEARNING

Occasionally a visit outside the school is made as part of the current classroom programme. The objective is to extend the child's learning experience in language, social sciences, science and health. Sharing a visit with classmates and teacher has special value when sharing the learning back at school. Parent help on such trips is always appreciated and needed.

Day trips are often undertaken as part of the regular school programme. The organisation for all trips is the responsibility of the Deputy Principal and the Principal must approve of the trip and its organisation prior to it taking place. Trips will be planned to provide learning opportunities related to the current class/team inquiry.

## EMERGENCY PROCEDURES

As part of our school's safety, we have several emergency procedures (plans and/or procedures) in place. These are practised regularly throughout the school year to ensure students and staff are familiar with them. Both our lockdown and evacuation procedures have been designed specifically for our school by Emergency Planning Specialists.

In case of an emergency you may receive a text alert, otherwise all information will be posted on our school website.

## ENROLMENT PROCEDURE

***Students must live in our enrolment zone (refer to the details at the end of this booklet)***

When a student is enrolled the following information is needed:

- Birth Certificate or passport on admission form of all new enrolments
- Child's full name and proof of address
- Father's and mother's or guardian's full name
- Employment contact details
- Telephone number, with alternative emergency number.
- Details of their pre-school
- Name of family doctor and a request for permission to contact the doctor in an emergency in case parents are unable to be contacted.
- Past records of vaccinations and immunisations. Serious illnesses, accidents and significant health problems.

Should the child being enrolled be born outside N.Z, Australia, Niue or the Cook Islands, it will be necessary for the parents or guardians to show the passport of the child, which must show

that either:

- the child must have permanent NZ residency or NZ citizenship, or
- be the holder of a current NZ student visa
- the parents or guardians have obtained a letter from the Ministry of Education stating that the child is entitled to a free education at a State School. If applicable a letter of Refugee Status should be supplied.

## FINANCE

The Board receives money from the Ministry of Education for the basic running costs of the school. The Board is responsible for all finance held in the name of the school.

## FOOD IN SCHOOL

Our Food Policy is that students may not bring fizzy drinks, lollies, gum or junk food (such as chips, twisties etc.) to school. If they do bring these foods to school, teachers will hold the food and return it to the student at 2.50pm. We ask that parents assist with making sure lunch boxes do not have these “junk food” included. The decision over what constitutes “junk food” lies with the Principal or Deputy Principal.

We ensure all children have food at school with the help of Kids Can food, Sanitarium Breakfast Club, Fruit in Schools programmes and we are part of the Ka Ora, Ka Ako (Healthy School Lunches) programme offering every child a lunch meal each day. Parents can opt in/out of these meals on enrolment and can also let the school know of any allergies / halal preferences etc.

## GROUNDS AND BUILDINGS

The buildings consist of 23 permanent classrooms, 6 relocatables, an Administration Block, Library, Hall, Multi-Purpose Room (Magnolia Room), School Room, Caretaker's room and a number of storage areas.

The school grounds include playing fields for winter sports, such as rugby, soccer and hockey and summer sports such as athletics, cricket and softball. There are two courts used for netball in the winter, sports equipment shed and three adventure playgrounds plus a fitness circuit.

In addition, there are several garden areas which have been established. The school has a swimming pool with changing rooms, toilets and filter shed.

## HAT POLICY

As part of being sun smart, all students must wear hats when they are outside during Terms 1 & 4. Those without hats must sit in the shade when outside. It is a good idea for students to wear hats all year round.

## HALL

Fairburn School is fortunate to have its own hall. It is used regularly for school activities. It was built in 1998.

## HEALTH

The staff, at all times, will do their best to protect the health of every student. All students are expected to observe the following rules:

- a) Come to school clean and wearing appropriate clothing.
- b) Children with communicable diseases must remain at home and have a note from a doctor, nurse or health officer before returning to class.
- c) Any student who becomes ill or is injured at school will be cared for by the staff and the parent will be notified.

All parents are asked on enrolment to nominate a person (grandparent, neighbour, friend) who will act as an emergency contact in the event that we cannot contact parents. Please keep your contact telephone numbers up to date and notify the school of any changes. In the event of sickness, or an accident where the condition is thought serious and no contact can be made, the Principal will take the action which is considered to be in the best interests of the child. If your child has a medical condition (e.g. allergic to bee or wasp stings, asthmatic etc.) then you are asked to notify the school at the time of enrolment.

## HISTORY

Fairburn School opened in 1947 as Ōtāhuhu South District and was known by this name for some time. The seven acres of ground were envisaged in 1948 as serving the needs of what would probably become ultimately a school for some 400 pupils. The roll was considerably over 500 in the 1960's and 1970's when it had Middlemore Hospital classes included but these formed a separate school in February 1980. Of the present buildings, the main blocks were built in 1958, 1961 and 1970. The first swimming pool was built in the 1950's, the library in 1968 and the hall in 1976. In 1997 a four room classroom block was built and an upgrade of the administration block completed. In 1998 a seven room block was built and a new hall was built to replace the old hall. In 2000 a new pool was built and in 2004 an Information Centre was completed. In 2014, we completed a further administration upgrade due to them being deemed a leaky building.

## HOMEWORK

**Junior School - Year 1 & 2** From Monday to Thursday, your child will be given homework in their bookbag. They will have a 'Homework Book' and either a **reading book, sound-word-sentence** or an **alphabet sound page** at the beginning of each week.

Most **Year 3, 4, 5 & 6** students are expected to do some homework three to four nights a week. A maximum time for Year 5 & 6 should be about half an hour. Most of the work should be following up class lessons, or have sufficient information supplied for the students, with little or no assistance being needed to complete the task.

Homework most commonly set, is spelling, maths basic facts, times tables, current events, research, project work, completion of written work and home reading.

Please help by giving lots of encouragement. Homework should **never cause tears** either to parents or children. Homework should not become a tense stressful time. If in doubt over homework set, please check with the class teacher.

## INTERMEDIATE SCHOOL

Most of the students from our school move on to Ōtāhuhu Intermediate School at the end of their time at Fairburn. Parents of Year 6 students should enrol them at the intermediate school they will be attending. This should be done in the third term when the student is in Year 6.

## KIDS CAN

Kids Can support Fairburn School by generously donating shoes, jackets and food for students throughout the year for the school to distribute at their discretion.

## LEARNING SUPPORT - SPECIAL PROGRAMMES

Fairburn School has a skilled integrated Special Programmes team led by a Special Education Needs Co-ordinator (SENCO). The team cater for students with special learning needs and English second language needs. The SENCO liaises with outside agencies such as MoE advisors, speech language therapists, psychologists, resource teachers of literacy, resource teachers of the deaf, resource teachers of learning and behaviour and hospital specialists, ensuring the best support for our students.

Parents with concerns about their child's progress should raise these with the classroom teacher who will liaise with the SENCO.

## LIBRARY

We have our own school library available to all the students throughout the school year. Classes visit the library once a week and students are allowed to borrow books to take back to their classroom. The library also offers lunch time clubs on certain days of the week with fun activities for students to participate in.

## LOST PROPERTY

Clothing which is found around the school will be returned to the owner, when the article is named. Unclaimed clothing is held until the end of each term then it is disposed of. Should

you wish to look for a lost article of clothing please call at the office. Displays of lost property around the school are organised regularly through the year.

## MEDICATION

The school office will only administer **prescription medication** to students whose parents have made a formal request. The medication:

- must be supplied in its original container/packaging labelled with the name of the student, and dose required. Any variation in dose must be notified in writing
- must be delivered to school office by parents/caregivers, not by students.

## MERIT AWARDS

The school has a system of merit awards which the principal presents at the weekly/fortnightly assemblies. These are taken very seriously, and their importance reinforced to everyone. Merit Awards are given for learning.

## PARKING

**The school car park is for staff cars only and those who have a mobility card.**

Parents are specifically asked **NOT** to drive into the school grounds to drop students off in the morning or to collect them after school. This applies to everyone regardless of the time of day. Please park on the roadside and allow your children to cross with the traffic patrols rather than allow them to dash across the road.

In **Fairburn Rd** it is illegal to pull into the bus bay area (where the yellow lines are painted on the road) to drop students off. People who continue to do this will be ticketed. Parking in **Pukeora Road** is a continual problem. This cul-de-sac is extremely congested at the beginning and end of the school day. We encourage you to use the safer alternative of **Petrie Place**. There is also an alley way that runs from Pukeora Road to **Ronaki Road** which students can walk through to meet parents in cars.

## PHONES AT SCHOOL

For those children who bring a mobile phone to school for safety reasons, the parent/caregiver will need to contact the school. The phone must be handed to the front office on arrival at school and it will be stored for the day. It can be collected at the end of the day. This is in line with the governments new guidelines about mobile phone use at school.

## PHOTOGRAPHS

Professional class and individual photograph are taken every year and are optional for families to purchase.

Throughout the year, at various school events, your child may/may not have their photo taken by staff members. When enrolling your child, you will have been asked whether you give permission for such photos to appear on our website/social media etc. Please feel free to let the office know if your permission for photographs has changed.

## PHYSICAL EDUCATION

All children will be expected to take part in PE activities – including swimming. If your child is unable to participate due to medical reasons please notify the school.

## PLAYGROUND SUPERVISION

At morning tea and lunch, we have staff on duty in all areas of the playground. They are easily recognisable as they wear a hi-vis jacket. During lunch time there are also supervised activities such as library time, digital technology, sports & art. Children are NOT allowed to play on the playground after school unless they have an adult caregiver supervising them as there are no teachers overseeing them at this time.

## POLICIES

Our Fairburn School policies are available, for your information, at any time from the school office.

## PRE-SCHOOLING FACILITIES

Currently there is one kindergarten and several other preschool facilities in Ōtāhuhu. As far as possible parents should ensure their children attend a pre-school facility. Attending pre-school gives students a great start to school.

## PREPARATION FOR SCHOOL

### Does your child

- Know their full name, address and telephone number and can repeat them if necessary?
- Tie their own shoe laces?
- Put away play things when not using them?
- Dress themselves and in particular, take off and put on outer garments without help?
- Know how to blow their nose?
- Know how to wash and dry their hands and remember to flush the toilet without assistance?
- Know how to hold scissors and how to use them?
- Know their basic colours?
- Know how to count from one to ten?
- Know how to sit and listen to a story?
- Know the days of the week?
- Recognise their own name?
- Look after their own belongings?
- Know their birthday and birth month?

## Transition to school:

In some cases, children may require a little more assistance in their transition to school. This may include school visits prior to their start day or even perhaps a meeting between the school and family to plan the transition to school and support the student/family through this.

## PROGRESS AND PROMOTION

Student's progress should be continuous and their level determined according to age and ability. This can be achieved in the same classroom and with the same teacher for more than one year or it may be done by changing rooms and teachers. Generally, students spend about two years in junior classes and usually new entrant enrolments received in Term 1 are classified as Year 1 students and those enrolled after Term 1 are classified as Year 0 students. The decision about classification is made on a number of factors such as date of birth, reading and language progress, understanding in mathematics and general confidence and maturity.

## PUBLIC HEALTH NURSE

The Public Health Nurse is available to us for any Fairburn Student. Any child who is causing concern for health reasons should be referred to the Health Nurse by using the health referral forms at the office. Our health nurses can look after skin complaints and will try to detect strep throat which can lead to Rheumatic Fever and cause heart damage.

## REPORTING TO PARENTS

The school reports to parents in writing at mid-year and the end of year. At mid-year, this is followed by Three Way Conferences. These involve students, their parents and teachers. A "Getting to Know Our School" afternoon is held in Term 1.

## ROAD SAFETY

It is essential that students have a clear understanding of road safety rules when they enrol at school. They should be aware of how to cross the road and on which side of the road to walk. For their safety, they must walk on the footpath where one is available and must use the pedestrian crossing and school patrol when available.

The **kerb drill** taught at school is:

- a) Find a safe place to cross.
- b) Stop one step back from the kerb (practise this by walking to the kerb and taking one step back).
- c) Look and listen for traffic wherever it may come from

- d) If there is traffic coming, wait until it has passed, then look and listen for traffic again
- e) When there is no traffic coming walk quickly across the road, looking each way for traffic

Students should go straight home from school. They should only visit friends after school with parents' permission.

### SCHOOL DONATION

The Board has decided that there will be no school donation for 2026.

### SCHOOL HOURS

8.15am	-First bell rings
8.55 - 10.40 am	-School in session
10.40 - 11.00 am	-Interval
11.00 - 12.30 pm	-School in session
12.30 - 1.20 pm	-Lunchtime (eating time 1.10pm)
1.20 - 2.50 pm	-School in session

\*Students who arrive prior to 8:15am must sit unsupervised in the designated area (outside Rooms 15-18)

\*All students who arrive to school after 8:55am **MUST** report to the office and collect a **LATE PASS**

\*All students must have been picked up/left school grounds by 3:10pm

### SCHOOL HOUSES

Students and teachers are grouped into the school's four traditional houses

HUIA (Yellow)      KOTARE (Green)      TUI (Blue)      WEKA (Red)

Student house captains and deputies are elected each year by the students in each house. On enrolment students will be allocated a house and will remain in that house for the duration of their time at Fairburn School.

Various house activities and sporting events over the year will contribute to the point system and accumulate to an overall house winner each year.

### SCHOOL PATROLS

- a) The school patrols comprise of Year 6 students.
- b) The school patrols are trained each year by a Police Education Officer.
- c) A student must have written permission from their parent / caregiver prior to joining the school patrol team. School patrols operate twice daily during school terms (8.30 - 8.55 and 2.50 - 3.05).
- d) An adult / member of staff is always present.

## SOCIAL MEDIA

Please be reminded that social media (such as Facebook, Instagram, Tik Tok etc) all have user age restrictions and should not be used at school or on school accounts. If your children are using these applications at home, use should be strictly monitored.

## SOCIAL WORKER IN SCHOOLS (SWiS)

Fairburn School has a SWiS (Social Worker in Schools) based at school. This person has a different role to an Oranga Tamariki social worker. The SWiS office is next to Room 14.

The service is available to the families of Fairburn students and they are there to help and support us. Contact can be made via email [socialworker@fairburn.school.nz](mailto:socialworker@fairburn.school.nz) or by calling the school office 2701130.

## SPECIAL EVENTS & ACTIVITIES

Throughout the year, our students have a number of learning related activities including cultural activities, shows and performances, sporting activities and learning celebrations that are shared with our parents and whanau. Details about these activities will be shared through our regular school newsletter, our Facebook page and through the websites, team notices/letters.

## SPORTS CLOTHING

The school colours are maroon and white. The school has sports and cultural uniforms, t-shirts, shorts, rugby jerseys and netball skirts. These are worn at interschool competitions.

## SPORTS, FITNESS & PHYSICAL EDUCATION

We aim to develop the physical skills and enhance the health, growth and wellbeing of every child. This is achieved through a planned programme encouraging all children to gain enjoyment by active participation in all sports programmes. We are involved with a range of sporting activities with the Mangere Ōtāhuhu Sports Association (MOSA).

## SUPPORT FOR FAMILIES

As a school we want to provide the best opportunities and support. At times families need extra support and help. Please contact your classroom teachers if there are ways we can help your family.

## STATIONERY

Stationery for each student's use is available for sale at school at normal retail prices. In the interest of uniformity and for convenience, parents are asked to purchase stationery from the school whenever possible. A note will be sent from the child's teacher when stationery is required so parents will be aware of what is needed.

## **SWIMMING POOL**

(Term 1 and weather permitting in Term 4)

- 1) The gate is to be closed and locked after leaving the pool.
- 2) No jumping or diving into the pool.
- 3) No student is to enter the pool unless supervised by a teacher.
- 4) All students are to bring their togs and participate in swimming lessons unless they are sick and a note from parents is provided. Swimming is part of the NZ Curriculum.

## **STUDENT LEADERSHIP**

Here at Fairburn School, we encourage students to take on leadership roles within the school community. One example of this is the **Student Council** group who are elected, once a year, by their peers to represent the students by meeting with the principal and discussing school matters through the year. Other student leadership roles can include Librarians, Cultural leaders, Wet Day monitors, Sports Leaders, Media teams, House Captains etc

## **VALUABLES**

Students should not bring anything to school that is not necessary for their everyday work - Jewellery, watches, phones, calculators, toys are brought at the child and whanau's own risk. Teachers cannot take any responsibility for these if they are brought to school.

## **WET DAYS**

School hours remain the same as usual on wet days. A flag is placed on the playing field on days when it is too wet for students to play on the grass. They recognise this as a signal to stay off all grass areas. A similar flag is placed in the junior playground area for the same reasons. Wet day monitors will then patrol/supervise the classrooms.

## **ZONE FOR FAIRBURN ENROLMENT**

Please see our [school website](#) for our latest zoning information.

<b>FAIRBURN SCHOOL - IN ZONE STREET NAMES</b>	
Albert Street - 33 & above, 30 & above	
Alexander Street	Luke Street East - 82 & above, 101 & above
Atkinson Avenue - even numbers only 24-82	Mangere Road - 148 & below, 35 & below
Avenue Road/Avenue Road East	McManus Place
Baldwin Street	Melody Lane
Beatty Street	Middlemore Road
Brady Road	Monterey Place
Chatfield Avenue	Murdoch Street
Church Street - 43 & above, 66 & above	Nelson Street
Clements Street	Ngaio Street
Convoy Lane	Nixon Avenue
Cracraft Street	Paneika Lane
Curlew Bay Road	Papaku Road
Deas Place	Park Avenue
Fairburn Road	Petrie Place
Fencible Place	Piki Thompson Way
Fort Richard Road	Princes Street - odd numbers only, 23 & above
Frank Grey Place	Princes Street East - 142 & above, 131 & above
Golf Avenue	Pukeora Road
Great South Road - 455-689, 396-626	Queen Street
Harmony Avenue	Rodney Street
High Street	Ronaki Road
Hospital Road - even numbers only, 100 & below	Sturges Avenue
Huihui Lane	Tahatai Street
Hutton Street - 21 & above, 26 & above	Tamaki Avenue
Jack Browne Place	Todd Place
Jane Cowie Avenue	Trenwith Street
Jellicoe Street	Victoria Street
Joe F Stanley Place	Waikare Road
John Street	Water Street



## Junior School Digital Citizenship

These Digital Citizenship Rules help to keep us safe when using digital devices.

I will be honest by taking my iPad to the teacher if I see something that makes me feel worried, scared, or sad.

I will be kind to other people with my Seesaw posts and iPad activities.

I will be responsible with the iPads by taking care of them and using them for my learning at the right time



## Middle & Senior School Digital Citizenship

These Digital Citizenship Rules help to keep us safe when using digital devices.

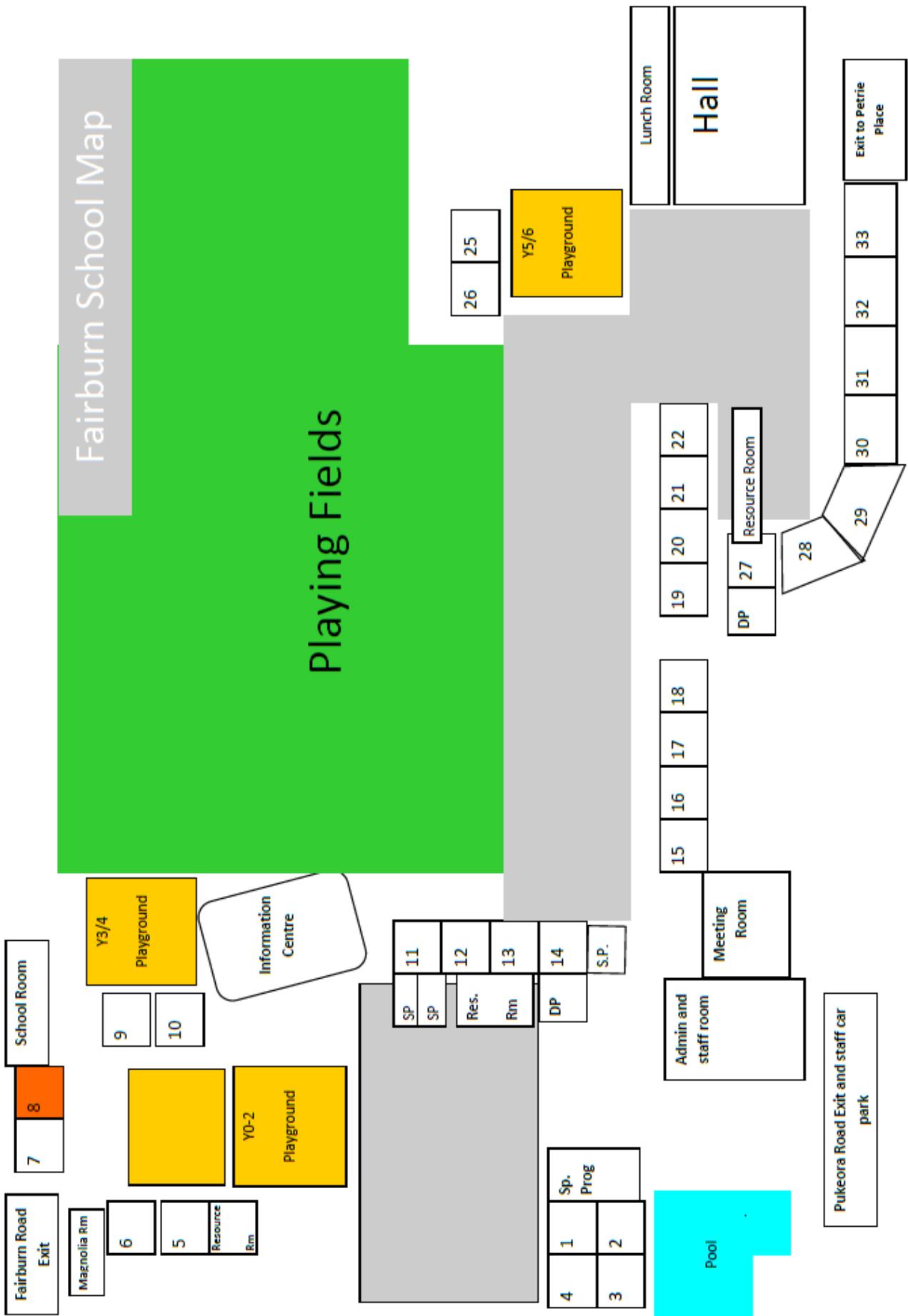
I will be honest about what I see on ICT equipment by taking it to the teacher if I find something that is not safe.

I will be considerate of others by asking for consent when posting photos and videos of them when I am online.

I will be kind with my words and actions, leaving a positive digital footprint when I am online.

I will be responsible with ICT equipment by using it for my learning at the right time.

I will respect and protect myself by keeping personal information and passwords private.



# Fairburn School concerns and complaints process

## Starting point

Your concern or problem involves a classroom matter or a particular staff member.

Yes

Contact the staff member concerned to make a suitable time to discuss the issue. Indicate before the discussion what the concern is about.

Talk with the relevant staff member about the issue. Be prepared to listen to their point of view. This may require more than one meeting and/or involve the deputy / associate principal.

Provide feedback to the staff member as to whether you were satisfied or not to ensure the problem is settled.

No

Your concern or problem does not involve a classroom matter or particular staff member or has not been resolved by visiting the staff member but is related to school activity.

Yes

Write a note or phone the principal and make a time to discuss the concern or problem. Indicate before the discussion what the concern is about and the steps you have taken to remedy it.

Discuss with the principal, be prepared to listen to their point of view also and provide feedback to ensure the problem is settled. The concern may be referred back to the staff member(s) particularly where this process has not been followed to date.

No

Your concern or problem has not been resolved by visiting the staff member or the principal or it involves the principal or board of trustees.

You now have a formal complaint.

Write to the Board of Trustees via the chairperson outlining your formal complaint – including actions taken to date and deliver/post this to the school address. The chairperson will need to ensure the correct process has been followed before the board will consider the formal complaint and may direct you back to the staff member or principal. Include your name, signature, address and contact numbers. Your formal complaint will be acknowledged along with an expected timeframe for resolution.

Issue resolved?

No

Issue resolved?

No

Yes

Yes

Except in exceptional circumstances, the Board of Trustees will not accept any complaint unless it is in writing and a reasonable attempt has been made to resolve it through this process. Once the Board has considered and resolved the complaint, the board will endeavor to convene a meeting within one month to discuss outcomes.

\*Please note, a conversation with a board member does not constitute a complaint.

No further action is required