

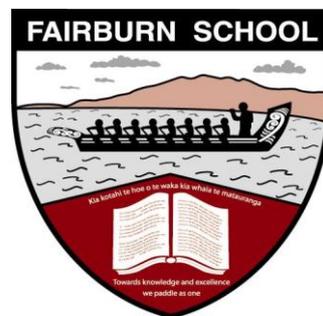
# FAIRBURN SCHOOL

10 Pukeora Road  
OTAHUHU  
AUCKLAND 1062  
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[www.facebook.com/fairburnschool](https://www.facebook.com/fairburnschool)

## INFORMATION BOOKLET

**2023**



Kia kotahi te hoe o te waka kia whaia te matauranga

Towards knowledge and excellence we paddle as one

## FAIRBURN SCHOOL INFORMATION BOOKLET

Welcome to Fairburn School.  
Our school vision

*“Towards knowledge and excellence we paddle as one”*

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

This Information Booklet is designed to help parents and whanau 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 2023

Term 1: Tuesday 31<sup>st</sup> January – Thursday 6<sup>th</sup> April

Term 2: Monday 24<sup>th</sup> April – Friday 30<sup>th</sup> June

Term 3: Monday 17<sup>th</sup> July – Friday 22<sup>nd</sup> September

Term 4: Monday 9<sup>th</sup> October – Friday 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**

## TABLE OF CONTENTS

### TITLE

Absences/Attendance  
Accidents and Sickness  
After School Care  
Appointments with Class Teacher  
Assemblies  
Attendance  
Behaviour Guidelines  
Bicycles at School  
Board  
Bus Transport  
Choir  
Communicating with the school  
Community Involvement  
Complaints or Concerns  
Cultural Clubs & Music Clubs  
Dental Clinic  
Digital Learning  
Dismissal from School  
Dress Code  
Duffy Books  
Education Support Services  
Education outside the classroom to support learning  
Emergency Procedures  
Enrolment Zone and Procedure  
Finance  
Food  
Grounds & Buildings  
Hat Policy  
Hall  
Health  
History  
Homework  
House System  
Information Centre  
Intermediate School  
Kids Can  
Learning Support - Special Programmes  
Library  
Lost Property  
Medication  
Merit Awards

Newsletters  
Parking  
Photographs  
Playground Supervision  
Pre-Schooling Facilities  
Preparation for School  
Progress and Promotion  
Public Health Nurse  
Reporting to Parents  
Road Safety  
School Donations  
School Hours  
School Patrols  
Social Workers in Schools (SWiS)  
Special Events & Activities  
Sports Clothing  
Sports, Fitness & Physical Education  
Support for families  
Stationery  
Swimming Pool  
Student Leadership  
Valuables  
Wet Days  
Zone for Enrolment

## **ABSENCES/ATTENDANCE**

Children aged 6-16 years are legally required to attend school, 5 year olds are also able to enrol. Once a child is enrolled in the school system, they must follow attendance procedures. Parents are asked to make sure that when children are absent from school they contact the school to let us know. A note, signed by a parent or guardian, email, absence note on the school website ([www.fairburn.school.nz](http://www.fairburn.school.nz)) or phone message stating reasons for your child's absence should be sent to the school office or teacher concerned as soon as you are able.

Children are expected to attend school whenever it is open, unless they are sick or have good reason to be absent. Poor attendance affects a student's achievement. They develop their understanding of the importance of school from parents' attitudes to attend. It is important that parents and teachers know where students are. If this procedure is followed your child's interests are protected.

- a) If no other contact has been made, students are to bring a written note from home on returning to school after being absent.
- b) If students are to be away more than two school days we ask that parents telephone the office so that we know where the child is, and how long they are likely to be absent.

These procedures are not only a courtesy but are also a safeguard against truancy. If a student is absent for more than 20 consecutive school days without good reason they may be removed from the roll.

## **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 class teacher or the school office if your child needs to take any form of medical prescription during the school day.

## **AFTER SCHOOL CARE (SKIDS)**

Safe Kids in Daily Supervision (SKIDS) operate an afternoon programme every day from 3pm to 6pm at Fairburn. If you are working (full time, or part time and/or studying, on sickness benefit; on CDA you may qualify for the OSCAR subsidy. Conditions apply.) SKIDS can help you through the process and even submit the forms on your behalf.

The daily format includes roll call, afternoon tea, homework and art/ music/ sports/ technology/ cooking activities. For more information you can contact SKIDs on (09) 622 3458 or 0800 900 754 or [fairburn@skids.co.nz](mailto:fairburn@skids.co.nz)

## 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 on Friday Mornings at either 9:30am or 11am and the Senior Syndicates 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, CONSIDERATION, 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, consideration 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.

### 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 AT SCHOOL

Only Year 5 and 6 students are permitted to ride their bicycles to and from school. The bicycles must be stored in the bicycle rack behind the swimming pool. They must NOT be ridden in the school grounds. All bicycles are brought to school at the owner's risk. Students who ride bicycles 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
	Solomone Mahe
	Molini Puleiku Telua
	Jung Hoon Rafael Lee
	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**

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

\*Individual teacher's emails can be found on our school website.

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

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

Seesaw - Our main communication tool for home-to-school connection & distance learning (parents are strongly encourage to download the app)

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 friends 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.

## **CONCERNS OR COMPLAINTS**

Should you have a concern, 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 book)*

## **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 yourself online at: <https://www.fairburn.school.nz/136/forms/3-update-your-contact-details/submissions/new>

## **CULTURAL GROUPS & MUSIC GROUPS**

The school has a wide range of cultural groups that perform at such events as the Otahuhu Music 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. There are also a number of music groups such as the ukulele group and school band. They mainly involve Year 3, 4, 5 & 6 children.

The school also has a choir which participates in the Otahuhu Music Festival or Kids for Kids Choir. Children in the middle & senior school are eligible to participate and are encouraged to do so. Parents are encouraged to attend the Music Festivals.

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

The Otahuhu Super Clinic is now situated beside Otahuhu 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

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.

## 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.

## DUFFY BOOKS

Fairburn School participates in the Duffy Books in Home programme.

## 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.

## 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**

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, Fruit in Schools programmes and we are due to join the Ka Ora, Ka Ako (Healthy School Lunches) programme early 2023.

### **GROUNDS AND BUILDINGS**

The buildings consist of 23 permanent classrooms, 10 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 Otahuhu 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**.

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.

## HOUSE SYSTEM

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.

## INFORMATION CENTRE

The school has an Information Centre which includes the library and other resources. It is staffed by a full time trained library teacher aide. Classrooms are equipped with up to date ICT technology. All students are encouraged to use this equipment from the time they start school. Classes get to visit the library each week and lunchtime activities run throughout the term.

## INTERMEDIATE SCHOOL

Most of the students from our school move on to Otahuhu 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 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 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 by parents/caregivers, not by students.

## MERIT AWARDS

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

## NEWSLETTER

School Newsletters are sent home every second week on Wednesday (in general). 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 [www.fairburn.school.nz](http://www.fairburn.school.nz)

## PARKING

**The school car park is for staff cars only and those who have a disability 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 Street** which students can walk through to meet parents in cars.

## 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.

## 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, 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.

## PRE-SCHOOLING FACILITIES

Currently there is one kindergarten and several other preschool facilities in Otahuhu. 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?

### 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 based here, at the school, three days per week. 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 Student Led 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 2023.

### **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 Room 15)

### **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 - 3.15).
- d) An adult / member of staff is always present.

### **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 Otahuhu 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.

## 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.

## ZONE FOR FAIRBURN ENROLMENT

*Effective from 1<sup>st</sup> January 2017*

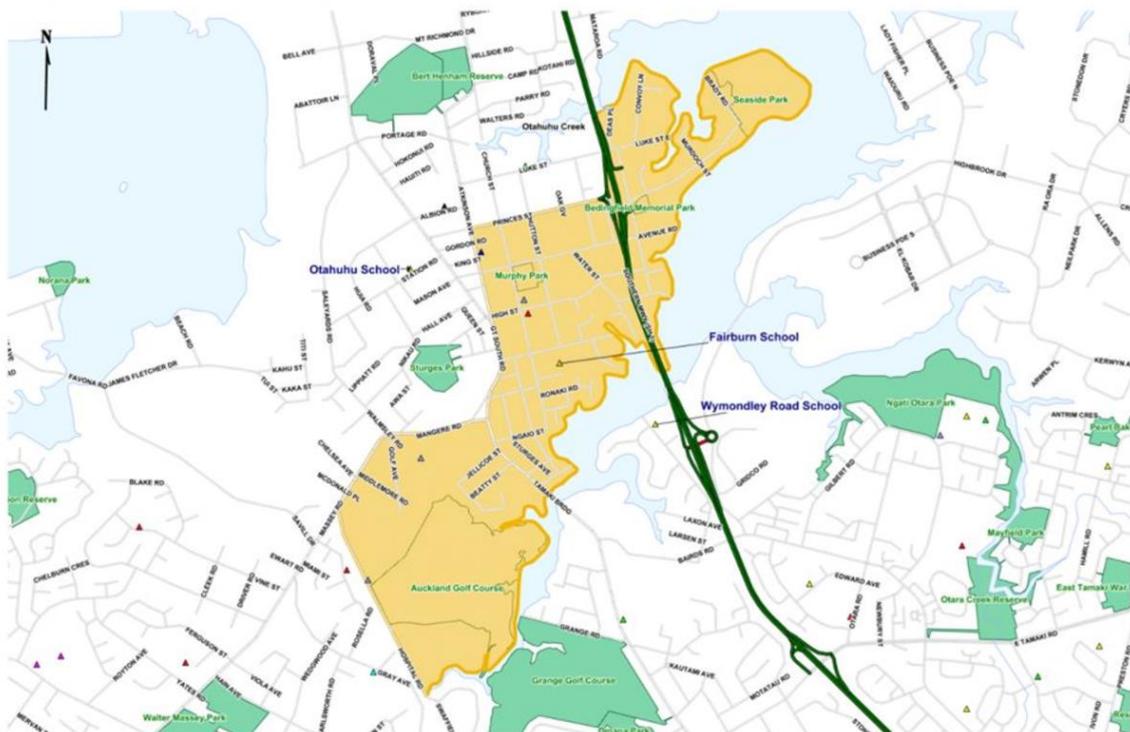
The guidelines for development and operation of enrolment schemes are issued under section 11G (3) of the Education Act 1989 for the purpose of describing the basis on which the Secretary's powers in relation to enrolment schemes will be exercised.

### Home zone

All students who live within the home zone described below shall be entitled to enrol at the school.

*Starting at the intersection of Hospital Road and Mangere Road, travel north east along the centre of Mangere Road (148 and below, even numbers only included) to Great South Road. Travel north along the centre of Great South Road (611 - 689, 396 – 626 included) and continue north along the centre of Atkinson Avenue (24 – 82, even numbers only included). Travel west along the centre of Princess Street (23 and above, odd numbers only included) to the Southern Motorway - State Highway 1 (SH1). Travel north along SH1 to the Otahuhu Creek and follow the coastline eastwards, around Seaside Park and south west, cross SH1 and the Tamaki Bridge, and continue to follow the coastline to Hospital Road. Travel northwest along the centre of Hospital Road (100 and below, even numbers only included), back to the starting point. (Proof of residence within the home zone will be required.)*

### **Fairburn School – Enrolment Scheme Home Zone**



FAIRBURN SCHOOL - IN ZONE STREET NAMES	
Albert Street - 33 & above, 30 & above	Joe F Stanley Place
Alexander Street	John Street
Atkinson Avenue - even numbers only 24-82	Luke Street East - 82 & above, 101 & above
Avenue Road/Avenue Road East	Mangere Road - even numbers only, 148 & below
Baldwin Street	McManus Place
Beatty Street	Melody Lane
Brady Road	Middlemore Road
Chatfield Avenue	Monterey Place
Church Street - 43 & above, 66 & above	Murdoch Street
Clements Street	Nelson Street
Convoy Lane	Ngaio Street
Cracroft Street	Nixon Avenue
Curlew Bay Road	Paneika Lane
Deas Place	Papaku Road
Fairburn Road	Petrie Place
Fencible Place	Princes Street - odd numbers only, 23 & above
Frank Grey Place	Princes Street East - 142 & above, 131 & above
Golf Avenue	Pukeora Road
Great South Road - 611-689, 396-620	Rodney Street
Harmony Avenue	Ronaki Road
High Street	Sturges Avenue
Hospital Road - even numbers only, 100 & below	Tahatai Street
Huihui Lane	Tamaki Avenue
Hutton Street - 21 & above, 26 & above	Todd Place
Jack Browne Place	Trenwith Street
Jane Cowie Avenue	Waikare Road
Jellicoe Street	Water Street



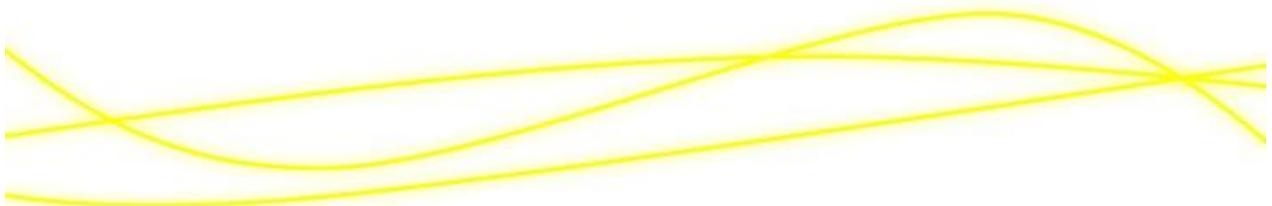
**HONESTY** I will be honest about what I see on ICT equipment by taking it to the teacher if I find something that is not safe.

**CONSIDERATION** I will be considerate with the ICT equipment by being careful with it.

**KINDNESS** I will be kind by sharing my ICT skills and equipment when other people need help.

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

**RESPECT** I will respect myself and others by not sharing my personal information and passwords with other people.



# Fairburn School concerns and complaints process

## Starting point

