



Information Booklet

2025

Updated: 12 Feb 2025

STAFF DIRECTORY

Principal	Mr Mark Ashcroft
Assistant Principal	Mrs Kate Fortune
Assistant Principal	Mrs Renay Brown
School Administrator	Lisa Currie
Office Assistant	Aimée Harrison

TEACHING STAFF

Year 0 / 1	Room 13	(TBC - New Class from Term 2)
Year 0 / 1	Room 12	Ms Joe Andersson
Year 2	Room 11	Mrs Carolyn Henwood (Weds—Thurs) Mrs Lynley Turvey (Mon, Tues)
Year 2	Room 10	Mrs Amanda Cartwright
Year 3 / 4	Room 2	Mrs Helen Smith (Mon-Thurs) Mrs Lynley Turvey (Fri)
Year 3 / 4	Room 6	Mrs Melissa Thomas
Year 3 / 4	Room 5	Mrs Fran Golding
Year 5 / 6	Room 1	Mrs Briar D'arcy-Wright (Mon-Weds) Whaea Deanna Uttley (Thurs, Fri)
Year 5 / 6	Room 3	Mrs Janette Steel
Year 5 / 6	Room 4	Mrs Miriam Burgess
Year 7 / 8	Room 7	Mrs Tineke Maunder
Year 7 / 8	Room 8	Mr Leon Candy
Year 7 / 8	Room 9	Mr Jeremy Hamilton / Mrs Gail Green

Learning Support Coordinator	Mrs Laetitia McKenzie
Specialist Teacher / CRT	Mrs Renay Brown
Te Reo Teacher	Caleb Piggott (Thurs)

Support Staff

Teacher Aides	Rebecca Anderson Claire Harrison Karen Anderson Kelly Oosterbroek Val Land Roseann MacPherson
Caretaker	Andre Brenninkmeijer
Cleaner s	Alec Cooper & Rebecca Anderson



TERM DATES 2025

Term 1

Mon 3rd Feb to Fri 11th Apr

Term 2

Mon 28th Apr to Fri 27th June

Term 3

Mon 14th July to Fri 19th Sept

Term 4

Mon 6th Oct to Weds 17th Dec

Waitangi Day **6th February**

School Closed **7th February**

Easter (during term break)

Fri 18th - Tues 25th Apr

ANZAC Day **25th April**
(during Term Break)

King's Birthday **2nd June**

Matariki **20th June**

Labour Day **27th October**

INFORMATION FOR NEW ENTRANTS

What you can do while visiting

Encourage your child to join in - but don't force him/her if he/she is not ready. Join in with the games and activities - your child will enjoy your enthusiasm and we will appreciate an extra pair of adult hands.

How you can help your child

Have some general and positive chats about school that include; they must stay at school and not to go out the gates during school time, they need to stay in class during lesson time, if they need to go to the toilet they should tell the teacher where they are going. Talk about who will pick them up and where to meet them, where they go if they catch the bus, or where to go if they attend before or after school care. Remind them not to go home with friends- unless you know about it. Guide them with the morning routine of putting their bag away and returning their book bag to the book bag box. Explain to them what the bell means.

It can take some children a while to do this independently but please promote independence by encouraging your child to complete these tasks by themselves. It is important they learn to take care of their own belongings and are able to pack their bag independently.

Starting School

The most important thing you can do for your child is to be positive about school. Your child will feel more relaxed about starting school. There is a lot to take in and your child will likely be very tired for the first few weeks, even if they have been at a full day pre-school or early childhood centre.

If your child is upset about you leaving in the morning, the best thing you can do is stay calm, tell them to have a great day and that you'll see them after school. It is our experience that they usually calm down quickly after you have left. We are able to support you to set up a drop off routine if your child should need it.

SCHOOL VISITS

Children are invited to visit at least twice prior to starting school. These visits will be arranged by the New Entrant teachers and will occur during the weeks before your child's start date. Visits occur over two weeks, one visit in the morning and one in the afternoon. We ask that parents/caregivers stay for the first visit and if your child is comfortable, you may leave them with us for the second visit. If need be, we are happy to accommodate extra visits until your child feels comfortable at school.

When you bring your child along please ensure they have a bag, drink bottle, something to eat and, if visiting during term 1 or 4, a hat to wear and sunscreen should we go outside. When you arrive we will show you where they can place their bag.

Cohort Entry

We operate a cohort entry system. Children will begin their schooling at Parua Bay School on the closest entry date after their 5th birthday (or later, depending on their suitability to start). Entry dates for 2025 are:

Term 1: 3rd February / 10th March

Term 2: 28th April / 26th May

Term 3: 14th July / 18th August

Term 4: 6th October / 10th November





Book Week

INFORMATION FOR NEW ENTRANTS CONT.

Eating at School

Children must sit down to eat outside their classroom and are supervised by their teacher for the first 5-10 minutes of each break time. Young children often need longer than this to eat, so they do not have to finish eating in that time.

We have a mid-morning 'Brain Break' for 5 minutes to drink water and have a healthy snack to re-energize our brains.

We encourage students to bring clearly labelled drink bottles with water and there are water fountains around the school as well. It is helpful if you have taught your child how to open their lunch packets themselves. The school is a zero rubbish school so all rubbish goes home in the child's lunch box. Appropriate food scraps may be given to the chickens or worms.

Literacy

Our New Entrant teachers have been trained in the Better Start Literacy Approach through the University of Canterbury. This is a structured literacy program. Each day your child will bring home their book bag with a decodable reader. It is important that the book is read each night and then returned the next day to school. When reading, focus on letter sound relationships and help your child to segment and blend words (sound out and put back together). We understand this approach to reading is new to many parents, please do not hesitate to speak to us if you have any questions.

Learning through play

Teachers in the junior area are developing a play-based curriculum, 'Learning Through Play', which they follow in the afternoons. Activities offered each term are based on a chosen theme.

During this time children are able to choose activities that interest them. We aim to develop communication and problem solving skills, build resilience and adaptability. Almost all of the key competences and values in the New Zealand Curriculum can be developed during Learning Through Play.

Each day we give "tweets" to children who have shown our school values that afternoon.

Playful learning is the magic that takes place when we meld a child's sense of joy and wonder with thoughtfully planned learning experiences.

Play Areas

The playground is behind the hall by the courts and field area. The field is an open play area for all students. Teachers will tell children which areas are 'out of bounds'. Duty teachers wear a fluoro vest during break times and monitor play areas. Children are welcome to use the cubby house by the New Entrant classrooms if they are feeling unsure of where to go. During the colder months, New Entrant teachers set up inside activities for the children to engage in during break times.

GENERAL INFORMATION

Assemblies

Currently, whole school assemblies are held fortnightly on a Monday at 2:00pm on even weeks. 'Excellence' and 'Parua Bay Way' certificates are awarded to students at these assemblies and parents are invited to attend.

Attendance

The first step in attaining success at school is attendance.

If a student is unable to attend school, parents should phone the school office on 09 436 5814 before 9am or email office@paruabay.school.nz. OR notify us using the HERO app (see 'Communication/HERO' later in this document).

If a student is absent and has not notified the school office, parents will receive a text to confirm their absence.

If a student arrives late to school, they must report to the office when they arrive.

If a student is required to leave early, please notify the teacher; parents must sign their child out before leaving the school at the office.

Before / After School Care

Parua Bay School provides before and after school care Monday to Friday on site, in the hall. Before School Care is available from 7:00am—8:45am and After School from 2:45pm—5:30pm. See our website for further information or contact the office to make an enrolment.

Book Club

Twice per term Scholastic Book Club order forms are sent home with children. The books are ordered online at <https://mybookclub.scholastic.co.nz/Parent/Login.aspx>. There is no obligation to buy these books but they are realistically priced and cater for all ages and abilities. The school earns points from Parents' orders which go towards purchasing books for the library.

Children Arriving Early

We discourage early arrival at school for children. For children arriving before 8.15am, parents are required to enroll them into the Before School care program.

Clothing

Accidents do happen at school occasionally so please have a change of **clearly labelled** clothes in their bag at all times. During the winter months, children can get wet and muddy so please ensure they do have a change of clothes.

Bell Times

8:45 – 10:45 am	First Session
10:45 – 11:15 am	Break
11:15 – 12:45 pm	Second Session
12:45 – 1:30 pm	Lunch
1:30 – 2:45pm	Third Session
2:45pm	End of School Day

Buses

Ritchies Buses provides a free bus service to and from school from the following areas:

- Pataua South
- Kauri Mountain / Kerr Road
- Nook Road
- Owhiwa Road
- Taraunui Road
- Te Rongo Road
- Crisp Road
- Tamaterau
- Headland Farm Park

Junior students must bring a note or parents must contact the school office to confirm bus arrangements or notify of any changes to usual bus arrangements.





Parua Bay School Enrolment Zone

Parua Bay School has an enrolment scheme policy. Its purpose is:

- To avoid overcrowding or the likelihood of overcrowding at the school.
- To enable the Secretary of Education to make reasonable use of the existing network of schools.

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

The zone area is:

Traveling along Whangarei Heads Road from Whangarei, the zone starts at 335 Whangarei Heads Road and finishes at Craig Road including all properties on Whangarei Heads Road between these two points.

The zone also includes all properties on roads off Whangarei Heads Road between 335 Whangarei Heads Road and Craig Road excluding:

- properties numbered 433 and below on Mt Tiger Road and
- properties on the eastern side of Craig Road.

GENERAL INFORMATION

Concerns

If at any time you have concerns about your child, in the first instance please speak with the teacher. Sometimes children will come home and tell you about something that happened to them that they didn't like, but for whatever reason, they haven't told anyone at school about it. We encourage children to tell someone at school straight away so that accurate information is collected and matters can be dealt with promptly. If you feel the matter is more serious you may contact the respective collaborative team leader (Team Manu - Renay Brown, Team Tane - Helen Smith, Team Moana - Kylie Aubrey, Year 7&8 Intermediates - Lynfa Harris. The next port of call if the matter is still unresolved is the senior management level: Assistant Principals Kate Fortune & Renay Brown; Principal - Mark Ashcroft.

Communication / HERO

HERO is the software the school uses for online, real-time communication and reporting to parents/caregivers. The HERO app allows you to:

- Read and comment on posts relating to your child's learning
- View information on your child's progress and goals
- Read and comment on school notices sent to the class or groups your child is part of
- Respond to school notices such as surveys and trip permission requests
- View school term dates
- Notify the school if your child is absent or late
- Select how you wish to receive notifications

For information about Hero, including how to log in to the app, go to <https://hero.linc-ed.com/parents/> or contact Aimée at office@paruabay.school.nz

Enrolment

Enrolment forms are available from the school office. The following paperwork is required prior to enrolment - completed enrolment form, copy of birth certificate or passport, immunisation records (if applicable), proof of physical address (within the school zone) and proof of NZ Residency or Study Visa (if applicable).

Hats

It is compulsory for children to wear hats while outside during Terms 1 and 4. A hat is compulsory and is designed to offer the greatest protection from the sun without getting in the way when playing. We encourage children to wear their hat outside at all times, those without hats will be directed to a shaded area.

Library Books

The library is located on the ground floor of the main school block and will be open during school hours for classes to browse and choose books.

Lost Property

Please name all clothing as the school gets a lot of lost property. All unclaimed items are sent to a charity shop at the end of each term. If your child has lost an item please check the classroom and the school lost property.

GENERAL INFORMATION

Newsletters

These are sent out via email every second week—if you are not receiving these, please contact the office. If space allows community notices can be placed in the newsletter for a small charge. Please contact the school office if you would like to use this service. Copies of all newsletters can be found on the Parua Bay School website, under 'News / News & Events'.

Parent Teacher Association (PTA)

This organisation exists to enhance the spirit of co-operation between parents, teachers and the community. This committee of parents and friends of the community meets twice per term (or as needed) to help find ways to support the school and organise fund-raising activities. All fund-raising is to "add value" for our students.

Parent Help

Parent help is welcomed. If you would like to offer parent help please pop in and see us or email us to arrange this. Parent help is vital for trips and other classroom programmes - without such help trips cannot happen. We will send home a notice to inform you if parent help is needed for any particular trip. We appreciate any help and assistance you can give. Police vets are required for overnight trips.

Policies

The school has policies to cover a wide variety of administrative details and to ensure statutory compliance. These are reviewed regularly. At times policy making involves input from the community. All policies are available from the school office and on the school website.

Powhiri

The school holds a powhiri on the first day of every term to welcome all new students. All parents and whanau are invited to attend the powhiri - these are always relaxed and informal but a lovely example of our "tikanga" in action at Parua Bay School.

Reporting to Parents

During Term 2, parents are invited to a conference involving the teacher and the student for Years 0-4, and a Student Led Conference for students in Years 5-8. New Entrants also have a student, teacher and parent meeting around their first 6 weeks at school to discuss how they are transitioning.

All year levels receive a digital report via the HERO platform at the end of Term 4. Use the HERO app to access this.

Traffic Safety - KEA Crossing

Parua Bay School operates a KEA Crossing when sufficient volunteers are available. Hours are **8:30am - 8:50am** and **2:30pm - 2:55pm** on school days, in all weather. We rely on parent volunteers to keep our Kea Crossing operational. If you would like to join our awesome team of volunteers, please see Aimée in the office for further information.



Whanau Competitions

Upon enrolment, every child at Parua Bay School is placed into one of the four whanau groups. Children are always placed in the same whanau group as any previous or current siblings and whanau.

The names of each whanau group are of particular significance to our community. During pre-European times, local hapu (sub tribes) would warn the iwi (main tribe) at Parihaka (of approaching danger by a series of signals beginning at Mt **Manaia** who would in turn signal hapu at **Taika** Mt Tiger). They would then send a signal to **Motukiore** (the island out from Solomon's Point) who would relay it on to **Pakikaikutu** (the mountain range above Waikaraka). The signal would then go to Onerahi and on to Parihaka at which point the iwi could prepare for the danger of an approaching war party.



PARUA BAY SCHOOL

1396 Whangarei Heads Road

RD 4, Whangarei 0174

Phone: (09) 436 5814

Email: office@paruabay.school.nz

Website: www.paruabay.school.nz

SCHOOL FINANCES



All school finances, e.g. the school donation, uniforms, charges for camps, trips and fundraising activities, are managed through KINDO. Please follow the directions on the next page to set up your myKindo account, or visit our school website / KINDO, Permissions & Forms to set up your myKindo account.

School Donation

The school donation (voluntary) is set by the Board of Trustees. The donation rates are:

1 child	\$135 per year
2 children	\$243 per year
3 or more children	\$324 per year

The school has a nominal annual charge for paper and photocopying:

1 child	\$10 per year
2 children	\$20 per year
3 or more children	\$30 per year

Stationery

Stationery lists are available on our website. Stationery packs are available, by year level, from Office Products Depot in Commerce Street. The school holds a small quantity of stationery packs for parents to purchase.

Swimming

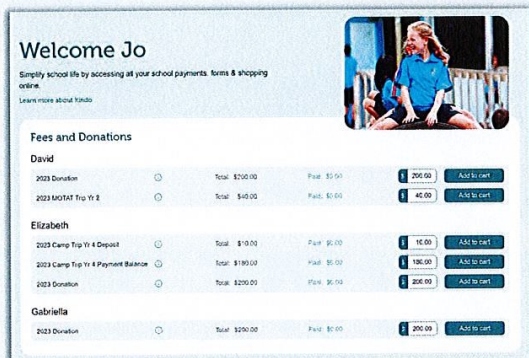
Students swim during Term 1 and 4 when the weather is warm enough. On allocated class swimming days please send names togs, a towel and wet bag to school. Swimming is part of the curriculum — if for any reason your child is unable to swim please let us know. For the New Entrant students please ensure they are wearing togs that they can take on and off independently.

Sports Uniforms

School sports tees (all ages) and the intermediate sports tops can be purchased online from the Uniform Hub (www.uniformhub.co.nz) for all school sporting events. The school holds a small supply of these items, which can be purchased through myKindo.

Years 1 - 4:	Red sports tee (<i>recommended</i>)
Years 5/6:	Red sports tee (<i>required</i>)
Years 7/8:	Intermediate/black tee (<i>required</i>), Hoodie (<i>optional</i>)

Getting started with myKindo

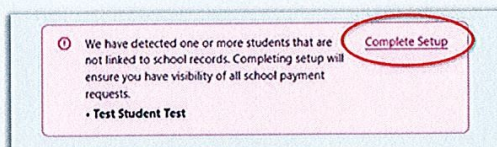


This is our preferred method of payment, and we encourage all our families to sign up!

Simply enter in the same email address your school has on file.

- **New to myKindo?** Use the **QR Code** below or go to <https://shop.tgcl.co.nz> to set up your **myKindo** account.

- **Already have an ezlunch or myKindo account?** Use the **QR Code** below or go to <https://shop.tgcl.co.nz>. Go to the 'my details' page to update your information and your child(ren)'s details.



Choose complete setup (if needed) to access your personalised account.

PAYMENT

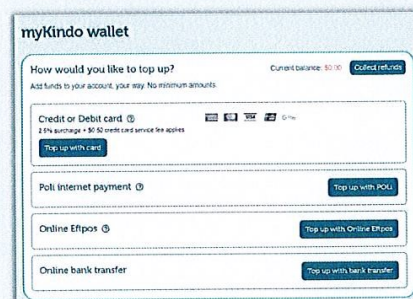
There are a range of methods you can choose to top up your account, and this can be done at the checkout, or by selecting the 'myKindo wallet' at any time.

SHOPPING

Personalised payment can be paid in full by clicking 'add to cart' or make a part payment by changing the amount in the white box (if available) before clicking 'add to cart'.

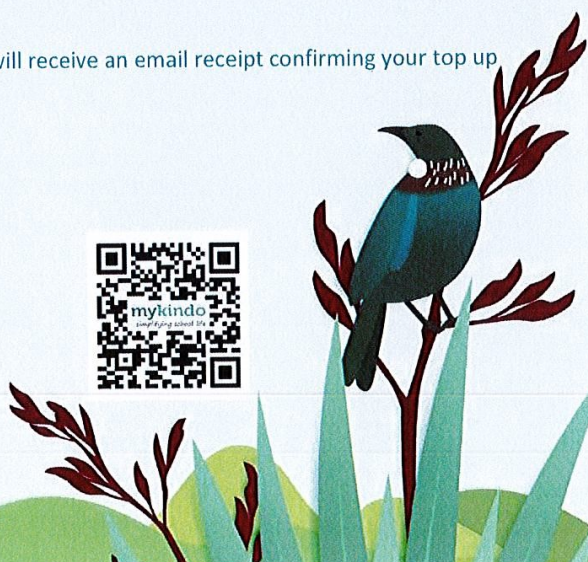
Choose your **shop item/s** and add them to your cart. Some items will need you to select a student's name. Once you have made all your purchases, click on your **Cart** then go to **Checkout**. Review your cart, top up your account if needed, and then simply click **Complete Order** and you're done!

Your order will automatically go through to the school, and you will receive an email receipt confirming your top up and/or purchase(s)!



Need assistance?

Our helpdesk is open 8am - 4pm weekdays
hello@mykindo.co.nz or 0508 454 636
 Knowledge base online: support.mykindo.co.nz



Parua Bay School Values



PARUA BAY SCHOOL

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