



WHĀNAU INFORMATION GUIDE

Welcome from our Tumuaki



Dear Whānau, Parents and Caregivers

Nau mai, haere mai! A warm welcome to Te Umukuratawhiti St Leonards School - a school with a long proud history reaching back to 1868. We are so glad to have you as part of our school community.

You will notice throughout this guide and in our communications that we use the word "mokopuna" to refer to children. Mokopuna is a word that reminds us of our intergenerational connections. When your child walks through the gates of our school, we don't just think of them as an individual, but as a part of a whānau/family, with a shared whakapapa, history, culture, values and more.

This guide has been put together to help you and your mokopuna to navigate school life. Some of it will be helpful now, and some can be tucked away for future reference. If you have any questions, just get in touch.

Ka Mihi,

Sarah Thompson, Tumuaki Principal



School Visits

To arrange a visit, get in touch:

03 471 0501

office@stleonardsdn.school.nz

- We love to have visits from 4 year olds who are preparing to start school.
- Between 4 and 10 visits are recommended, depending on the needs of your mokopuna.
- These can be arranged on a day of the week that suits your whānau.
- You may wish to stay with your child to start with and work towards leaving them for part or all of the day.

First Day Essentials

Things to bring to school each day:

- Backpack
- Lunchbox
- Drink bottle
- Wide brimmed hat (Term 1 and 4)
- Spare set of clothes
- Reading Packet (if they have one)

By having your mokopuna carry and manage their own backpack, you are helping them to transfer the skills of independence they have been learning at home to school.

Leave at home:

- Cellphones, devices and other technology
- Pencil cases (all stationary needed is available in the classrooms)
- Toys, fidgets and other novelties (there are plenty of things to keep mokopuna busy at school!)

Drop off and Pick up

- Drop off anytime between 8am and 8:55am. It helps mokopuna to have some time to settle in before the school day starts.
- Pick up must be before 3:30 pm. mokopuna at school without a parent after 3:30 will be admitted into the After School Club and charges will apply.

School Day

8:00	School Open
9:00	Morning block starts
10:50	Morning tea eating time
11:00	Morning play time
11:30	Middle block starts
1:00	Lunch eating time
1:10	Afternoon play time
1:40	Enviro Jobs
1:45	Afternoon block starts
3:00	School day finishes

Working together

School Values

Our ASPIRE values are central to everything we do at St Leonards, and we encourage all adults in the school - staff and family members - to role model these.

- Active Learner
- Self Manager
- Problem Solver
- Involved/Kotahitaka
- Respectful/Manaakitaka
- Environmentally Friendly/Kaitiakitaka

Our Graduate Profile is an elaboration on our values. You can find it on our website.

Positive Behaviour Plan

- We have a "Positive Behaviour Plan," with the goal of "being ready to learn and play." The plan details steps that we take to support mokopuna who are finding it difficult to self-regulate.
- You can read it on our website, in the classrooms and in the office.

Notes Home

- These are based on our ASPIRE values. We love sending notes home, recognising examples of how your mokopuna have shown our values. Please sign these and send them back to school - the principal then adds an extra special sticker, and they can go home again to add to your collection!
- Sometimes we need to send notes regarding times that mokopuna needed support to show our values and to self-regulate. The process is the same with these - sign them and send them back to school.

Homework

- We send books home to share. Reading with your child is the most significant thing you can do to support your child's learning.
- Otherwise, mokopuna have minimal homework as there is little evidence to prove that it gives them an academic advantage.
- We may also send home extra activities to support their learning. We will discuss this with you if we think it is needed.

Staying in the loop

Contacting us

- We are usually available for a quick chat before and after school
- You can use the "message the teacher" feature on Hero
- If needed, you can email the school office (office@stleonardsdn.school.nz) or call (034710501)

Hearing from us

- Hero - the main way we will let you know about school time events and other important things
- Monthly newsletters - summarise what's been happening, what's coming up, and other information you need to know
- Social media - showcases what we're up to as a school for the wider community. You may like to share these posts with your extended whānau and friends.



Hero is a secure Student Management System (SMS) widely used by schools to manage student data and centralise communication between teachers and parents. It is our main channel of communication for almost everything.

You can log in with this QR code using the email address you gave us on enrolment.



Need-to-Know

After School Care

- A small, school based After School Club is available until 5:30.
- Mokopuna get afternoon tea (usually fruit, toast/toastie etc)
- Please get in touch for more information

Absences:

- These can be logged via Hero any time from 3pm the day before the absence.
- Illnesses and appointments are justified absences.

Bee Cards

We often use public buses for transport for school trips, and Bee Cards are the best way to pay for this.

For more information, check out the Otago Regional Council website.

Donation and other costs

- Donations are set at the start of the year. Mokopuna enrolling partway through will be invoiced for part of the year. These will be invoiced via Hero. **Donations aren't compulsory, but you will receive a tax receipt which allows you to claim back one third of your donation via IRD.**
- We ask for a contribution towards stationary each year too. This is not a donation.
- Some school trips and activities may incur a cost - this will be invoiced via Hero.

Easing into the full school week

Many 5 year olds find the first few weeks of school exhausting. If they need to have shorter school days, particularly towards the end of the week, that is completely fine!

Kick Start Breakfast Programme

Through the Kick Start Breakfast programme, we always have a supply of Weetix and Milk available for mokopuna to have before school or at any eating time.

Lunches

- We encourage mokopuna to eat fresh foods and items that someone has made for them before they eat food from long life packets.
- They sit down and eat for 10 minutes at morning tea and again at lunchtime.
- They are welcome to bring food to heat up in the microwave - senior students can help with this (but no noodles or other items that require boiling water).
- We have "Toastie Tuesdays," where your child can bring a sandwich, wrap or other appropriate item to be cooked in the sandwich press.

Reading Packets

- These are used to bring books home from school, including reading books and library books.
- Please ensure they come to school on Friday for library time.
- You can make or buy one for your mokopuna if you like
- We usually have some spares at school we can give to your mokopuna if they don't have one.

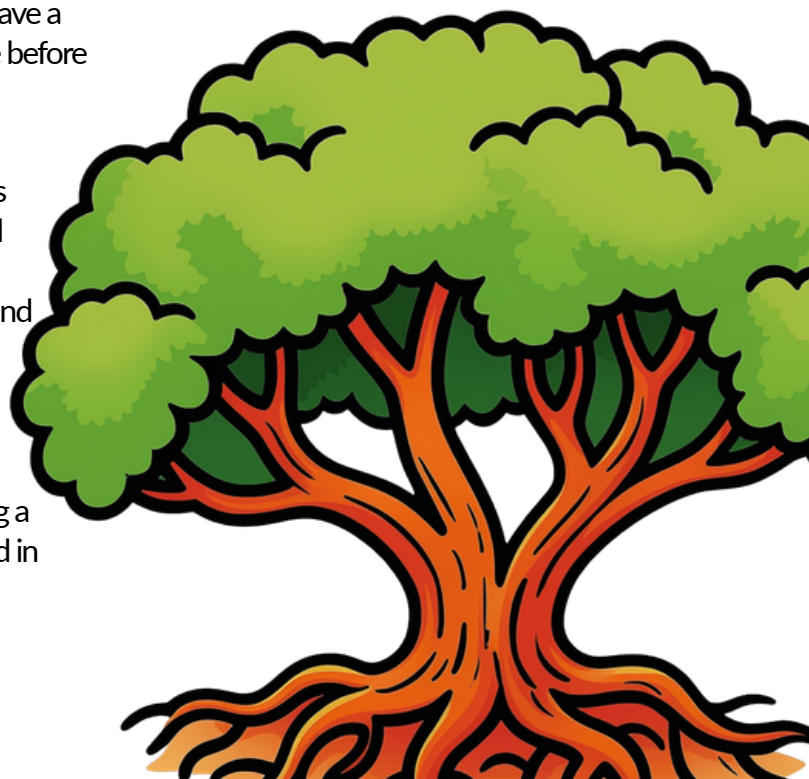
Sharing Time on Fridays

Children are welcome to bring along something they would like to share.

Tikaka

In te ao Māori, tikaka (tikanga) means the correct way of doing things. As a school, we are committed to following these tikaka:

- We don't sit on tables or lunchboxes
- We don't touch people's heads
- We karakaia at the start of the day, before food, and the end of the day. You are welcome to join in or to remain silent.



Policies and procedures you need to know about

Attendance

- Regular attendance is essential. Absences for any reason have a significant impact on your child's learning, and the workload of staff when they return to school.
- Let us know if your child is unwell using the Hero app anytime from 3pm the day before.
- You can read more in our Attendance Management Plan

Cellphones, devices and other technology

- Where possible, these should be left at home
- If they need to be with your child for any reason, they must be handed in to the principal's office at the start of the day and collected after school ends.

Concerns and Complaints

You can find our Concerns and Complaints process on our website

Food

- Please keep lollies (candy) for after school, not in lunchboxes
- We are a Water-Only School, which means no juice, flavoured milk or other sugary or fizzy drinks
- If you want to bring in treats to share for your child's birthday, please check with the teachers first

Smoke and Vape Free

Please note that the school grounds are smoke and vape free at all times.

Out of School Tuition and Extension Programmes

- If you wish to enrol your child in a programme (such as Pākiki or Nature School), you must talk to the principal first. This needs to be approved. There are a number of factors that the principal will consider when making this decision, including your child's ability to self-manage the time required to catch up on lost time at school, and other impacts.
- You can read more about this in our Attendance Management Plan under the section, "out of school tuition and activities."

No Hat, No Play and Sun Protection

- Summer terms (Terms 1 and 4) we have a "No Hat, No Play" policy.
- Hats must be wide brimmed, no caps please
- We also supply sunscreen, but recommend you apply sunscreen before school too.

Permissions

We currently have an Annual Permissions form that covers most trips.

Technology use

Your child will sign an agreement that they will use technology responsibly, respectfully and only for the intended learning purpose. If this is broken, they will lose this privilege for a set time.

Policies and Procedures

You can find more of our policies and procedures on our website.



Making the most of what makes us special

Assemblies

We usually have 2 assemblies a term:

- One evening assembly that starts with shared kai
- One afternoon assembly on the last day of term, 2pm

Bikes

- We have a couple of spare bikes that mokopuna are welcome to use during playtimes. If they wish to do this, we recommend bringing in a helmet.
- If you are new to the area and you would like to get bikes for your kids, we recommend Aroha Bikes, run by a group of young people. They restore old bikes and sell them at a very good price. Valley Bikes are also a good option.
- Children must wear a helmet when riding bikes, scooters, roller skates or skateboards.

Working Bees and Volunteering

As a small school, we very much appreciate the help that parents can offer. Each term we create a list of community and fundraising events that are coming up (outside of school time) and ask you to consider volunteering. It's also a great way to get to know other parents in our school community.

Library Cards

- We do like to visit both the Port Chalmers and City Libraries. It is ideal for your child to have their own library card. Both libraries are also great resources for you as a family.
- Anyone who lives in Dunedin can join for free
- You can join on their website or at either library

Clothing

- Our mokopuna get outside often, so it is a good idea for them to dress in clothes that can get dirty.
- Fridays in particular are days we spend a lot of time outside.
- Gumboots are highly recommended - you are welcome to keep a pair at school.
- Slippers are also welcome for wearing inside.

Special Events

We have a few special events each year that you are encouraged to attend:

- Matariki events
- Year 6 Leavers BBQ
- Splash and Dash (water fight on the last day of school).



New to New Zealand?

Here are some frequently asked questions about our education system that will help you further navigate schooling years. We have more comprehensive information on our web page.

When do children start school?

Children usually start school on or shortly after their fifth birthday. Schooling is compulsory from the age of six. Prior to starting school, children can participate in Early Childhood Education.

What grade or year will my child be in?

This will largely depend on when in the year your child's birthday falls.

Year 0: Also known as New Entrants, these are children starting school in the second half of the year, typically in Term 2. At St Leonards we take this on a case-by-case approach with families.

Years 1-6: Primary School. Some schools go to Year 8 (full primary). St Leonards School is a "contributing" school, which means it goes to year 6.

Years 7-8: Intermediate School. Intermediate can either be a stand alone school, joined with a full primary or join with a secondary school (known as a college).

Years 9-13: Secondary School (High School).

What is the School Board?

Formally known as the Board of Trustees, the School Board is an elected group of parents/community members, an elected staff member and the principal who are responsible for school governance. They meet twice a term to review policies, make strategic decisions, and monitor progress across a range of domains.



Extra Curricular

Sports

- Each season, we will let you know the school sports that are available for your mokopuna to play. If they are keen and we can't make a team ourselves, we find another team for them to join.
- There are lots of additional sporting opportunities for your mokopuna in Dunedin. Keep an eye on Hero for information

Music

- Ask us about about the private music lessons we are currently able to offer during school time.
- Saturday Morning Music Classes provide excellent music lessons. You can look them up at www.smmcotago.nz

Ready to Enrol?

