















Information Station



Scott Point School

Information Station for Scott Point School

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Evacuation Plan



Friends of Scott Point Primary School
FOSPPS



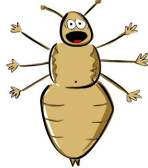
Fire Drill and Evacuation



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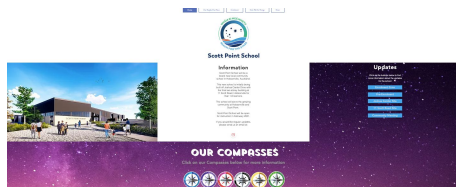
[Visitor and Parent Tours](#)



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Absences



Please contact the school before 8.55am or the night before if your child is going to be absent on that day. In the first instance, please use the HERO app to report the absence, however, should there be a problem you can report the absence:

- Via email on admin@scottpointschool.nz or
- Call the office before 8.55am and leave a message.

Please detail the reason for your child's absence. Notify the school every day they are away. If your child is absent for any reason other than illness, inform the school by the HERO app in advance and where possible, of the dates they will be away. If no explanation is given it will be recorded as an unjustified absence. If you do not inform the school of an absence and we are unable to contact you to ascertain a reason, the absence is recorded as truant.

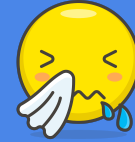
If your child is absent due to illness for three days or more, please provide a doctor's certificate, if requested.

Scott Point School uses an electronic attendance register system to record the roll in the morning and afternoon to monitor learner attendance.

Frequent absences can affect a child's learning and social development. At Scott Point School we have a positive attitude toward learning and an expectation that regular attendance supports learner progress and achievement. Therefore we monitor learner attendance closely and will be in contact with parents if their

child's attendance falls below 90%.

Accidents and Sick learners



Wellness Centre (Sick Bay)

The Wellness Centre is managed by the Office Administrator. If you are phoned to collect your child please sign them out at the office before you take them home.

Accidents:

In the event of an accident, your child will be administered basic first aid. In the case of a serious accident, parents will be contacted. If it is an emergency the learner will be taken to A&E, doctor or dentist and emergency contact will be made as soon as possible.

Medication:

Please hand all named medication to the office. A form will need to be completed and signed. Medication will be stored in the Wellness Centre and administered by staff. Medication must have the prescribing doctors details and dosages.

High Health Users:

High health users are learners who have serious conditions that require a specialist plan. This might be for anaphylaxis, diabetes, epilepsy, to name a few. Epi / Anapens and Medications will be kept in the Wellness Centre or the child's learning area in a secure if required with details for administration.

Assemblies



Whole school assemblies will take place each week on a Friday. For even weeks, assembly will be from 9.00am - 9.30pm. On odd weeks, assembly will be from 2.30pm - 3.00pm. Where assemblies may need to be changed, parents will be informed well in advance. Additional assemblies may be held throughout the year for special events. Assemblies are a time to showcase learning, celebrate successes and meet as a community.

Before and After School Hours



We encourage children to start arriving from 8.30am to prepare for the day's learning. The school day commences at 9.00am and all learners should have unpacked their bags by 8.55am and be ready for whānau time at 9.00am.

Parents are welcome to drop their children to their classrooms before school, but are expected to have said their goodbyes by 8.55am. At the end of the school day, parents are also welcome to collect their child from their classroom, however, we ask that you be respectful of learning time, which continues right up to 3.00pm.

Many parents will walk their child to school. We understand that this is also a good time to exercise the family dog, unfortunately for health and safety reasons dogs are not permitted on school grounds. Therefore you will need to say your goodbyes or collect your child at the school gate so that your dog is not left unattended.

School finishes at 3.00pm so all children are expected to leave the school grounds at this time, unless they are in after school care or supervised by a designated adult. Parents will be phoned if any unsupervised child is still in the school grounds at 3.15pm. We understand in special circumstances parents may be late to pick their child up, if this is the case please contact the school prior to 3.00pm so children can be supervised at the office.

Before and After School Programme



Scott Point school uses Premium Kids care as their before and after school care provider. If you would like to book your child into this programme, please follow the link on our school website: www.scottpointschool.nz. This programme is run independently from the school and although the school supports and works in collaboration with the providers, any before or after school concerns need to be addressed directly with them. At our Joshua Carder site, before and after school care will be in Kāinga Pohutukawa (the hall)

Bicycles/Scooters



We encourage children to cycle to school. Based on police guidelines children Y5-8 (10 years) can obtain a bike licence. Click [here](#) to print off your bike licence. As a parent of a child younger than 10 years and if you would like your child to cycle to school, it is your responsibility to come to the office for a copy of a letter agreeing to take responsibility. It is a requirement that all learners who cycle to school wear a helmet. It is also recommended that those with scooters use a helmet.

It is your child's responsibility to ensure that bikes are securely locked at school and scooters stowed safely.

We encourage children below the age of 10 to ride or scooter to school with an accompanied adult.

Board of Trustees



This is the governing body of the school. It is made up of the Principal, an elected Staff Representative and a number of Parent Elected Representatives. As we are a new school the Establishment Board were selected by the Ministry of Education to establish and govern the school from 2019 to mid 2022 which coincides with the next Board of Trustees election cycle.

Board meeting dates are published on the school calendar and on the website under the Board tab.

Meetings are public and you are welcome to attend, please note, however, that members of the public do not have a voice at meetings unless invited to do so by the Chairperson. Please contact the school office to advise if you wish to attend and confirm that the date/time has not changed.

Intended Camps



Education outside the classroom is an important part of Scott Point School's curriculum. This includes school trips and biannual school camps/EOTC weeks. The first camps/EOTC week is scheduled for 2022.

Year 1 & 2 - One-night sleepover in the school hall

Year 3 & 4 - Two day camp with tenting on the school grounds

Year 5 & 6 - Three day camp at a local facility

Year 7 & 8 - Week-long camp offsite

Any variation to camp/EOTC weeks organisation will be made following consultation with the community.

Care - Health Profile



If your child has any health issues that have changed following enrolment, please ensure that the school is aware of this so that a plan may be detailed outlining their care needs.

Change of Address, Home or Work Phone Number



Many communications will be distributed using our electronic database. To ensure you continue to receive the necessary communication, please update your details through the parent portal on the HERO app or alternatively contact the School Office if your address, telephone number, email or emergency contact details change.

Child Safety while walking to and from



school

Please help the school to promote child safety by encouraging them:

- (a) Ensure children know the day's arrangements for going home especially if there is a change from their usual daily routine.
To go to and from school in groups if they are not with an accompanying adult.
- (b) We encourage an informal buddy system.
- (c) To have and know strategies to deal with approaches by strangers eg.
 - Say 'no'
 - Note car numbers and colour etc
 - Report incidents etc

We all have a responsibility for child safety in our community.

Communicable Disease



A communicable disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids. Some of these may include; acute gastroenteritis, influenza, measles and more. For further information on communicable diseases please click [here](#). If your child has a communicable disease please keep them home from school until they have fully recovered.

Communication



At Scott Point School we encourage a culture of open communication between home and school. We aim to inform parents of all upcoming events and school projects through the HERO app and the website calendar.

Key Dates

Visit the [school website](#) to keep abreast of key events and dates in the school year. Make sure that you also check your emails, HERO app alerts and our [School Facebook page](#).

Concerns

At Scott Point School, we are open to discuss any particular concerns or positive feedback you have. If you have any concerns, your first port of call is your child's teacher. If you need to discuss any matter further, please contact the Senior Leader responsible for your child's learning space (Year 0 - 2: Sarah Woodgate, AP; Year 3 - 8: Adam Baker, DP).

Contact Us



There are various ways to get in touch:

- Email: admin@scottpointsschool.nz
- Our school HERO app
- Street Address: Scott Point School, Joshua Carder site - Joshua Carder Drive
- Scott Point School, Permanent site - 11 Scott Road, Hobsonville, Auckland
- Through our [website](#)
- School phone number: 021 1990 384

Court Orders Regarding Access and Custody Arrangements



We understand there are times when custody arrangements are necessary, however, any formal custody arrangements must be provided in writing. Where there are formal access arrangements and court orders, please provide all official documentation to the office.

Cybersmart



A cyber smart learning programme is taught from Year 0 - 8 to support all learners to be self-aware and safe when learning online.

Our school operates on a high-speed secure network. There are security and access filters in place that are controlled to ensure learner safety.

Procedure for learner use of Electronic Devices:

During the enrolment process, learners and parents are to sign the [Cyber Safety Agreement](#) before using any electronic device at school. This document is kept on file upon enrolment.

Devices



Digital tools are an integral part of teaching and learning at Scott Point School. Initially learners at Scott Point

School will not be expected to bring a personal electronic device to support their learning. There will be a range of devices supplied and available for the learners to use during their learning time from year 0 to year 8.

BYOD at Scott Point School

'Bring your own devices' will be an important part of our learning programmes and following community consultation and education, BYOD will be gradually introduced to the school.

Donation



The Board of trustees will determine annually if a donation would be asked from the school community. School donations help support additional resourcing not covered by the Ministry of Educations operational grant.

Evacuation Plan



All staff and children at the school will be regularly briefed on evacuation procedures in the event of an emergency. These may include; fire, earthquake, tsunami or lockdown. Regular practices will take place throughout the year. An evacuation map and evacuation procedures are displayed in all Learning Spaces and additional buildings for your reference.

If you are in the school in the event of an emergency, please follow the instructions of the school staff member you are with.

- **Signal:** Continuous ringing of the school bell or announcement for fire, earthquake, chemical spill, volcanic eruption or lockdown.
- **Action:** Children and visitors follow teacher direction in a quick & orderly manner. The evacuation point at the Joshua Carder Drive site is located in the carpark.

A member of the senior leadership team will let everyone know when it is safe to re-enter the buildings or site.

Friends of Scott Point School FOSPS



As a parent, you are encouraged to take part in our "Friends of Scott Point School"

This is a group of parent volunteers who participate in and support school activities and fundraising events.

This is an excellent opportunity to meet other parents and become involved in the school community. Please [email](#) if you are keen to be part of this team.

Fire Drills



Fire drills are held on a regular basis, which means that parents, family members may be in the school grounds at this time. All visitors are expected to follow the fire drill procedures. The assembly area for all learners and staff during a drill is located in the school car park. If you are a visitor on the day of a fire drill, please make your way to the school car park in an orderly manner and assemble with your child's whānau class group.

Footwear



Children are encouraged to wear comfortable or appropriate footwear depending on the event i.e. sneakers for running and play, sandals and open toe footwear in warmer weather. There is no compulsory uniform footwear or colour requirements.

Head Lice



Head lice are still a common occurrence in all New Zealand schools and are more prevalent in the warmer months. If lice or eggs are found consult your chemist and notify the child's whānau teacher. All parents of the Learning space concerned will be notified and asked to check their child's hair. Click [here](#) for information on how to identify and treat head lice.

The spread of head lice in a classroom can be controlled and prevented by checking your child's hair regularly (eggs take about 9 days to hatch).

Health and Safety



We believe that a safe, hygienic, attractive and healthy environment is essential. From time to time the school is audited for Health and Safety hazards and risks.

Please report any hazards or concerns to the office so that appropriate action can be taken.

Hearing and Vision



Hearing and vision screening will take place in the school. This screening is carried out by the ministry of health and where further action is required contact will be made directly with the child's parent/guardian. Permission forms for hearing and vision screening are signed at enrolment time.

Home Learning



At Scott Point school we value a holistic approach to home learning. Any home learning reinforces the classroom programme. We understand many children have after school commitments to sport and the arts, therefore we recommend close communication with your child's whānau teacher if they are unable to complete home learning tasks.

We encourage your child to read nightly at home for enjoyment and to work on learning goals (such as math basic facts).

We also provide an additional programme based on our school values. It is designed to teach your child to be self-motivated and independent with their learning and encourages whānau participation. Sharing of this learning will be negotiated with the whānau teacher.

Learning Spaces



The Learning Spaces (Innovative Learning Environments) have been specifically designed to support the school's vision of teaching and learning. Our spaces contain a variety of options for learners to work including quiet areas, seated and collaborative areas. Each learning space is named after one of the stars of Matariki - see our website for further explanation.

Leaving the School Grounds During School Hours



From time to time, you will need to take your child out of school during the day. This may be for an appointment or an out of school commitment. When withdrawing children from school you will have informed the school prior to pick up. Please go to the school office, who will call your child, once you have signed them out. You will need to sign your child back in if they are to return to school. In the event

of another adult collecting your child, you will need to inform the office prior to them leaving the school grounds. Where the person is unknown to the school, a photo or a form of identification may be asked for.

Lost Property



We encourage you to name all your child's uniform and personal items. If a child can not find an article of clothing in their learning space, they will be encouraged to look in our lost property box which will be located in the back of the Kāinga Pohutukawa (the school hall)

Any unnamed items found will be placed there. Any unclaimed items that remain at the end of the term, may be donated to a local charity.

Lunch Time & Lunch Time Clubs



Learners have a supervised, seated morning tea and lunch eating time. If learners are bringing a drink to school, water is the only option as we have a water only policy for learners. Please make sure that the drink container is named and reusable or recyclable. At Scott Point School, we have a 'zero waste' policy. Children are encouraged to bring their lunches in lunch boxes or reusable containers. Any packaging from lunches, i.e. glad wrap or packet wrapping, will be sent home. Where possible we encourage no wrappings. Some lunch times there will be lunchtime clubs for our learners. Some of these will include; book club, running club, design masters or creators club and more. These will be optional for children to participate in.

Matariki



The names of our buildings in our school are based on the nine stars of Matariki.

In our Joshua Carder site::

Block A will house learners in Kāinga Waitā.

Block B will house learners from Kāinga Waitī, Kāinga Tupuarangi and Kāinga Tupuanuku.

Block C is the school hall and our star lab (library) These will be known as Kāinga Pohutukawa and Kāinga Ururangi.

Once our permanent school building is open the learning spaces will be as follows:

Downstairs – C Block – Yr 1 & 2 – Kāinga Waitā
Upstairs – C Block – Yr 3 & 4 – Kāinga Waitā
BLENNZ Satellite – Kāinga Waipunarangi
Downstairs D Block – Yr 7&8 – Kāinga Tupuānuku
Upstairs D Block – Yr 5&6 – Kāinga Tupuārangi
Star Lab (Library) - Kāinga Ururangi
Staffroom – Kāinga Matariki (Mother of the sisters)
School Hall - Kāinga Pohutukawa
Creator Space - Kāinga Hiwa-te-rangi

Meetings



At Scott Point School, sometimes it is necessary to organise a meeting between home and school outside of regular learning conversations. To organise meetings times will be scheduled to suit the home and school and appointments made via our school office.

New Entrant Orientation



Enrolling online at least six months before your child turns 5 helps our school to plan for their arrival. Once you have completed the enrolment documentation, a member of staff will contact you to organise the next steps in the enrolment process. For more information on enrolling your child to start school click [here](#).

Pick Ups and Drop Offs



At Scott Point School, Joshua Carder site we will be encouraging all children to walk, bike ride, or scooter to school. However, we do understand that it may be a necessity for a child to be transported to or from school. In these cases, drop offs will be at the Joshua Carder entrance through the staff car park entry and exit. Drops offs through the car park are a kiss and leave option and need to be brief. If you are intending to visit your child's classroom, then parking on the road will be the only option, as parking will be limited in the staff car park.

Payments



All school payments are expected to be electronically transferred or through our HERO app. We are a cashless school, however, we will have an eftpos machine available at the office. We will not have the facility to accept credit card payments.

PE and Sport



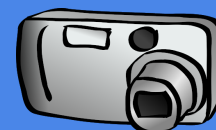
Scott Point School encourages physical activity and well being. Daily physical activity will be promoted. Where your child's class has timetabled physical education lessons, they will be informed about the appropriate gear to wear. From year 5 learners will be expected to change into their appropriate PE gear for physical activity.

Personal Possessions not for school use



Children are discouraged from bringing toys, jewellery or electronic games to school. The school is unable to accept responsibility for the loss or damage of such items.

Photographs of children



Class whānau group and where requested, individual photographs will be taken each year by an outside provider.

Upon enrolment, signed permission will be completed by parents/caregivers for the collection and sharing of photographs for school purposes on our website, school HERO app, school facebook or newsletter.

Policies and Procedures



The school uses school docs, which has developed an online comprehensive core set of policy and procedures for schools. Where there are procedures that are specific to Scott Point School, these will be available on our website. To view school docs [click here](#) click on Scott Point School, the **password** will be Stars.

Powhiri/Tree Planting



Each term at Scott Point School we will host a powhiri to welcome new learners and staff. As part of being welcomed to our school, every learner/family will be involved in the process of planting a tree/plant on our school grounds or within our school garden.

Reporting to Parents



At Scott Point School we will be electronically reporting on student progress twice a year using HERO. As well as this, there will be regular learning stories by both learners and teachers, celebrating learning goals, progress and achievement.

School Crossing



There is a school crossing situated on Joshua Carder Drive. This is supervised from 8:30am - 8:55am and 3.00pm - 3:15pm. While we can not monitor all entrances to our school site, it is important that road safety is taught from home and reinforced by the school.

School Houses



At Scott Point School, all learners and staff members will belong to a house group.

These are:

Clark House - Rice Clark settled in Hobsonville in 1854 and was an English settler who established the Brickworks which made clay drain pipes, bricks and tiles .

Carder House - Joshua Carder arrived in New Zealand in September 1863 and started producing pottery in Hobsonville soon after. He had two sons, Walter and George who also set up their own pottery works.

Holland House - Robert Holland owned Holland works in 1902 and it was taken over by Rice Clark in 1909

Vazey House - was the son in law of Joshua Carder and owned the Carder works from 1874 to 1888.

School Organisation



Principal - Pam King
Deputy Principal - Adam Baker
Assistant Principal - Sarah Woodgate
Teaching Staff for 2021 -
Amanda Aitken
Candace Barry
Alex Carpenter
DK Kim
Michael Lawton
Laura Parker
Tash Plumridge

School Showcasing



Every year, Scott Point School will host events that showcase our talents. These may be school wide productions, art exhibitions, concerts or cultural celebrations. You will be kept well informed when these will be. We welcome community support and expertise to assist with these events.

STARLAB - Kāianga Ururangi



Our STARLAB (library) has a growing collection of books - fiction, non-fiction, digital, picture and reference books. Learners are encouraged to maximize the use of the STARLAB and it is used as an integral part of our learning environment. It is also open each lunchtime for the learners to enjoy.

Stationery



A full list of required stationery items for each whānau class will be made available at the end of each year for the following year. Purchasing of stationery items is appreciated prior to the start of the school year.

Sun Safety



We actively promote sun safety. The school has some shaded areas and children must wear hats when

playing outside during Terms 1 and 4. A school bucket or cricket sun hat must be worn for physical education, sports and other outdoor activities. Caps are not an acceptable sun safe option and can not be worn at school.

Timetable - What a typical day might look like at SPS



look like

Timetable

9.00 - 9.10 am	Whānau Class Time
9.10 - 10.10am	Mathematics or Literacy Learning
10.10 - 11.10am	Mathematics or Literacy Learning
11.10 - 11.30am	Morning Tea Break
11.30 - 12.15am	Mathematics or Literacy Learning
12.15 - 1.00pm	Science/Social Studies/Technology/HPE/The Arts
1.00 - 1.55pm	Lunch & Clubs
1.55 - 2.50pm	Science/Social Studies/Technology/HPE/The Arts
2.50 - 3.00pm	Whānau Time & Pack up

Trips, Visits and Activities



To support classroom programmes, classes and teams may attend education outside the classroom. These often incur travel, entry and programme fees. Any costs and permission will be requested in writing at the time of the event. Where there is an event, show, project cost at school, the same will apply.

Uniform



Following community consultation the school will have a school uniform. Items will be available at the school office to try on for sizing. Uniform items can only be purchased online from Argyle.

argyleonline.co.nz

Vision and Values



Our School Vision:

Ākongā equipped to navigate their own journey

Our School Mission Statement:

Creativity, fun and uniqueness will be nurtured at Scott Point School.

Our Moral Compass: At Scott Point School we value:

Whanaungatanga (Relationships)

Orangatanga (Health, Life Balance)

Rangatiratanga (Leadership, Self Determination)

Kotahitanga (Collaboration, Unity)

These are embedded and celebrated in everything we do at Scott Point School.

Visitors / Parent Tours



At Scott Point School we encourage new whānau to come and visit us before your child starts school. If you would like to visit our school, please feel free to email us [here](#).

Educators and other visitors are welcome, however, pre booked tours will need to be arranged with a member of the Senior Leadership Team. Initial contact can be made through the school office.

Visitor Protocols

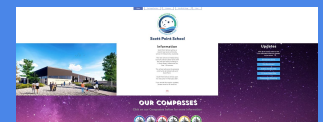


All visitors must report to the office and sign in. This is important should an evacuation or similar emergency occur we will then be able to account for your safety. Please remember to sign out prior to leaving the grounds.

When moving around the school, please be mindful of our learners and learning programmes and maintain confidentiality where individuals are involved.

Parents and Caregivers are not required to sign in and out when conducting school drop off and pick up at the usual time, but must do so on all other occasions.

Website



Please visit our website located at: scottpointschool.nz This will be regularly updated and information added as it is developed.

Walking to school



At Scott Point School, we encourage all learners to walk, ride or scooter to school. The new roads and footpaths in the Hobsonville and Scott Point area have been developed to encourage the safe movement of traffic and pedestrians. The majority of children living in our school zone, mostly live less than 1km from the school with a few living less than 2km from the school grounds. This means our school is ideal for all children to be able to safely walk to and from school. We ask parents to encourage, from day one when your child starts at school to walk with them, supervising the safest route and highlighting possible risks for them to avoid. When parents feel their child is ready, it is then hoped that children will be able to walk to school safely on their own.