



KingsWay School



Primary Parents' Manual

2010

CONTENTS

General Information	3
Visiting the Classroom	4
Appointments with a Member of Staff	4
Discussing Difficulties or Concerns	4
Helping in the Classroom	5
Trips away from KingsWay	5
Homework	5
Promoting Self Management and organisational skills	6
Absences from School	6
Before School	7
After School	7
Library Books and Library Bags	8
Uniform	8
Food at School	8
Drinks at School	9
Games, Toys, Books or Cards at School	9
Uniform Requirements	10

KingsWay Primary School

Parents Manual

1. **The purpose** of this Primary Manual is to inform you more specifically about how the Primary area of KingsWay operates.
2. **This manual does not take the place** of the full school handbook which is available on the school website www.kingsway.school.nz. Both contain valuable information and should be used together.

1. General Information.

The School Motto: Servant Leaders

Servant Leaders are people of Godly character who are willing to act on what they believe.

Parent Commitment

Parents who send their children to KingsWay School do so as a matter of personal choice. In so doing, they make a firm commitment to the philosophy of the school and agree to abide by the policies and procedures established for our school.

Contact Details

Office Reception: 09 4270900
Fax: 09 4270919
E-mail: office@kingsway.school.nz
Address: 100 Jelas Rd, Orewa, Auckland.
Head of Primary: Mrs Jill Weir
DD: 09 4270913
Email: jill-w@kingsway.school.nz

Primary Departments:

There are three primary departments led by:

Junior Primary: Mrs Nicky Heyns nicky-h@kingsway.school.nz
Middle Primary: Mrs Jenny Harvey jenny-h@kingsway.school.nz
Senior Primary: Mrs Helene Robinson helene-r@kingsway.school.nz

2009 Primary Bell Times

8.50 am		Years 1 – 6 Assembly	
9.05	-	9.55 am	Period 1
9.55	-	10.45 am	Period 2
10.45	-	11.05 am	Interval
11.05	-	11.55 am	Period 3
11.55	-	12.45 pm	Period 4
12.45	-	1.35 pm	Lunch
1.35	-	2.25 pm	Period 5
2.25	-	3.05 pm	Period 6

NB. Primary Students finish school at 3.05 pm

1. Visiting the Classroom

Our aim: To build strong relationships between home and school that assists children's progress and learning.

Parents are welcome to visit classrooms before or after school to view children's work on display or in their books. If teachers are available, it is also an appropriate time for a **quick chat**. However, be mindful that teachers have preparation work to complete before school and preplanned meetings to attend after school.

2. Appointments With Teachers or a member of staff

Our aim is: To ensure information is frequently shared between home and school to help solve issues that may be hindering the development of children's progress.

Appointments can to be made, at a mutually convenient time, with primary teachers, Heads of Departments or Mrs Weir if you have something you would like to discuss.

3. Discussing Difficulties or Concerns

Our aim is: To resolve issues as quickly as possible in the best possible manner.

When there is an incident that concerns you;

1. Discuss the matter fully with the classroom teacher.
2. Then if there are still issues see the Head of that Department.
3. Then if the matter is not resolved ring or email Mrs Weir.

For contact details of Head of Departments or Mrs Weir please refer to page 3.

4. Helping in the Classroom

Our aim:

- To assist your understanding of how your child functions at school.
- To enable your child to observe the home school partnership in action.
- To assist teachers in their role.

Teachers value and welcome parent help. The type of support needed will vary between classes and levels. Teachers communicate their needs to you through the weekly class letter. If you are unable to fulfill your commitment on a roster please inform the school as soon as possible so that children's learning is not compromised.

5. Trips away from KingsWay

Our aim:

- To help teachers oversee the safety of students when out of school.
- To assist students understanding and learning.

It is important that permission slips are sent to school within the specified time. Teachers appreciate parental support and without your involvement trips could not happen because of safety regulations.

6. Homework

Our aim:

- To follow KingsWay School policy on homework.
- To build a storehouse of bible verses within each student that will guide them, give them wisdom and help keep them safe. The learning of memory verses is of prime importance.
- To reinforce skills, knowledge and processes learnt at school.
- To practise basic facts and multiplication tables till they become automatic.
- To encourage the practice of reading.

It is expected that students will complete assigned tasks each week. If unusual circumstances prevent completion, the teacher should be informed. Make an interview time with teachers if homework completion is frequently too stressful for your child.

NB The learning of memory verses is the most important part of homework. For this reason, they should be done first not last.

Homework should be a part of a regular routine.

- As far as is possible have a regular place and time for homework.
- Train children to take out their books and to return them to their bag.
- Get children to check if they need their library bag or sports gear the following day by referring to a timetable/calendar hung up somewhere.
- To help develop accountability, parents should check homework and sign if satisfactory.

Homework Times

The following times are guidelines for homework at each level:

Years 0 - 2	15 - 20 mins
Years 3 - 4	20 - 30 mins
Years 5 - 6	30 - 40 mins

7. Promoting Self Management and Organisational Skills

Our aim:

- To train children to take responsibility for organizing themselves and their learning materials when they are at school.
- To train children to develop self management skills.

For the above reasons we ask that parents: Do not:

- Carry their child's bags in the school grounds.
- Unpack or pack their child's bag when at school.
- Tidy their child's desk.
- Prepare their child for the school day by getting out pencils etc.

Exceptions to this: When children start school they may need help during the first term.

8. Absences from School

Our aim:

- To ensure children are safe.
- To enable class teachers to know where students is at any given time.
- To prevent the spread of illnesses.

There are two main ways to record your child's absence:

1. Phone the school office and leave a message on the answer phone as soon as possible.
2. Register your child's absence through the school website: www.kingsway.school.nz. - on the '**Welcome page**' click on '**Report Absentee**' and record the details there.

If you know your child will be absent for several days please notify the school ahead of time. Otherwise, it is preferable that you notify the school each day your child is absent.

It is unwise to send children to school if they are unwell. They do not learn effectively and close contact with other children helps spread 'bugs'. Unnecessary absences from school are not beneficial to children as they don't encourage them to be faithful in their commitments.

Extra Family Holidays. Parents are asked to try to plan their family holidays during the set holidays. If this is impossible to avoid then the Head of Primary and class teacher must be informed as soon as possible in writing.

Extended Absence. In order to keep children's place in the school, attendance dues must continue to be paid if you take your child out of school for an extended holiday or overseas trip.

9. Before School

Our aim: To give children time to be ready for formal lessons at the beginning of the day.

It is better for children to arrive at school 15 – 30 minutes before the bell rings at 8.55am. This gives them time to unpack their bags, bring school gear into the classroom, greet their friends and become prepared for the day.

10. After School

Our aim:

- **To follow the school policy: All children should have left the school grounds by 3.45pm – unless they are being supervised in a sports team.**
- To ensure your child is safe. Teachers may be attending meetings or may have left the school. **This means there is no one directly supervising your child.**

Please contact the school if you are unavoidably delayed from picking up your child from school. Refer contact details page 3.

11. Library Books and Library Bags

Our aim:

- To extend and develop students love of reading.
- To teach children stewardship of property.
- To protect the large investment that has been put into the excellent resources KingsWay has in its library.

All children must have a correct library bag so they can borrow books from the library. A book bag or shopping bag is not a library bag.

12. Uniform

Our aim:

- To follow the KingsWay uniform policy.
- To teach students the importance of adhering to rules - even when they may not see the value of it.

Uniform items should conform to Uniform requirement list outlined on page 10. **Check your child comes to school in correct uniform every day.** If there is some valid reason why this is not possible, please inform the school. If there is an ongoing problem which could last several days, your note should explain this and state when the situation will be remedied.

Please note in Terms One and Four the correct summer hat is a part of the school uniform.

For information on Uniform Requirements please go to page 10.

Physical Education Uniform.

It is policy that all students in the Middle and Senior Departments (Years 3 – 6) must have the correct PE uniform.

This uniform is worn for all PE and sports lessons.

13. Food at School

Our aim:

1. To promote food that is healthy and good for young teeth.
2. To maximize children's concentration and learning ability.

Through the media there are constant reminders about the importance of eating correctly. Different foods can help or hinder children's ability

to concentrate and learn. For the above reasons we suggest lunches and snacks **should not** contain the following:

- Very sugary foods
- Very salty foods which make children very thirsty.
- Sweets or chocolates
- We promote snacks and lunches that have complex carbohydrates – buns, breads, rice, pasta and raw foods such as carrot or celery sticks, tomatoes or fruit.

14. Drinks at School

Our aim:

- To promote the drinking of fluids and especially water as important for children's health and their learning.
- To educate children to realize that not all drinks are good for our health or teeth.

Teachers allow students to drink water at frequent intervals during the day.

It is interesting to note that many commercially made drinks have the equivalent of up to five teaspoons of sugar in them.

Water bottles should be thoroughly cleaned once a week to prevent the build up of bacteria.

15. Games, Toys, Books or Cards at School

Our aim:

- To protect children from being exposed to unsuitable games.
- To promote healthy social interaction amongst the students.

Therefore it is a policy in the Primary area of KingsWay that no electronic games are to be brought to school.

Not all toys, cards or games depict a message we want to promote at school. Therefore, if they are deemed unsuitable, they will be sent home.

We respect the fact that children come from homes where there are many different family habits and we aim to protect all children.

UNIFORM REQUIREMENTS:

Year 1 – 6 Girls uniform – all year

- Regulation culottes
- Regulation polo shirt
- Regulation long-sleeved Polar fleece OR Regulation Polar fleece vest
- Regulation cap
- Black shoes – must be formal style. Lace up or T Bar only.
- Black sandals – must be completely black, open toed, with heel strap and flat sole.
- White ankle/knee high socks (not sports socks) OR Tights(winter only) (Lindsay royal ribbed navy or Columbine ribbed navy)
- Year 1 and 2 students may wear black shoes with velcro straps
- PE uniform is compulsory for Years 3 – 6

Year 1 - 6 Boys uniform - all year

- Regulation navy shorts (knee length)
- Regulation short sleeved polo shirt
- Regulation long-sleeved Polar fleece OR Regulation Polar fleece vest
- Regulation cap
- Black shoes - must be formal style. Lace up only. Year 1 and 2 students may wear black shoes with velcro straps
- Black sandals - must be completely black, open toed, with heel strap and flat sole.
- Regulation socks
- PE uniform is compulsory for Years 3 – 6.

The Uniform Shop is open every week on Mondays from 8:30am – 10:30pm and on Wednesdays from 8:30am – 4:00pm.