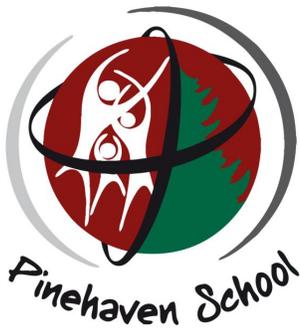


# Information Pack



*Forest Road  
Pinehaven  
UPPER HUTT  
Phone: 04 528 4365  
Fax 04 527 8330  
Email: [office@pinehaven.school.nz](mailto:office@pinehaven.school.nz)  
Website: [www.pinehaven.school.nz](http://www.pinehaven.school.nz)*

Dear Prospective Family,

Thank you for considering Pinehaven School.

Choosing a primary school is one of the most important decisions to make for your family. The school you choose should provide quality education that:

- Makes your family feel comfortable and secure
- Consults and informs parents and caregivers
- Values your opinions and respects your concerns
- Cares for all students
- Provides a happy, safe learning environment that meets students' needs

We believe Pinehaven School can offer all this and more.

Enclosed is a profile of Pinehaven School which details our key processes, special programmes and enrolment requirements.

Close relationships between home and school are the key to improved educational outcomes for children. We look forward to establishing positive relationships with you and your child, where lines of communication are open.

At any time, please feel free to contact me to discuss your requirements or to make an appointment to meet me. I am always happy to meet prospective parents and students to discuss what Pinehaven School can offer and to give you a tour.

Yours sincerely

Kaylene Macnee  
School Principal

# Pinehaven School Profile

## OUR VISION

‘Developing global citizens  
who are effective thinkers and learners.’

### Education Scope

Pinehaven School provides education for children from New Entrant (Year 0) to Year 6.

### History/Management

Pinehaven School opened in 1954. Since 1966 we have been a contributing school, with students moving on to intermediate when they finish Year 6. We are classified as a Decile 10 school, and are funded by the Ministry of Education, however we do request annual payment of activity fees and donations (outlined later in this document).

Our school is governed by a pro-active Board of Trustees and is supported by a dedicated Home and School Committee.

### Student Enrolments

The school's roll sits between 200 and 250 students. The school has an enrolment scheme. The boundaries of the zone can be viewed on our website:  
[www.pinehaven.school.nz](http://www.pinehaven.school.nz)

### **School Leadership**

Kaylene Macnee	Principal
Danielle Gill	Acting Deputy Principal
Jim Bashaw	Acting Associate Principal

### **Current Board of Trustees**

The Board of Trustees is elected by parents/caregivers of children attending the school at the time of elections. Our current members are:

Leanne Dawson	(Chairperson)
Grant Crawford	
Susan Edwards	
Abbie Spiers	
Darren Gilchrist	
Kaylene Macnee	(Principal)
Marion Saunders	(Staff Representative)

### **Teaching Staff**

Our School is divided into two syndicates:

Junior: Years	0-3
Senior: Years	4-6

A teacher leads each syndicate. We pride ourselves on our strong, caring team of teaching professionals with excellent qualifications. We value having a balanced team with a range of experience.

## **School Values**

Our programmes focus on developing the following values:

- A** – Accepting responsibility and being accountable
- C** – Courage
- H** – Helping and caring for others
- I** – Individual determination to succeed
- E** – Excellence
- V** – Valuing diversity and individuality
- E** – Encouraging respect

These values are the basis of our behaviour management approach. Specific behaviour management procedures can be viewed at the school office.

## **Teachers' Mission**

- \* Create an environment in which children are encouraged to observe, listen, develop their curiosity and develop independent work habits.
- \* Encourage and develop work skills, co-operation, care and respect for others as well as a sense of self-esteem and self-worth. Respect is also encouraged for our community and environment.
- \* Provide children with a foundation of knowledge, and skills, catering for individual needs and providing a basis for future learning.
- \* Implement programmes that give wide experiences in both academic and cultural facets of our society.
- \* To provide cultural diversity through Te Reo Maori and Tikanga Maori as an integral part of learning. To also embrace the multi-cultural aspects of Aotearoa New Zealand.
- \* Plan and implement learning programmes that meet the needs of all children, including those who benefit from extension or learning support programmes.

## **Education Review Office**

The Education Review Office visits regularly for an external review. A copy of their most recent report can be found on our website or by searching for Pinehaven School on their website: <http://www.ero.govt.nz/>

## **Class Size**

Like all state schools, we are funded by the Ministry of Education. Funding for staffing varies for different levels of the school. As the levels of independence increase, staffing funding ratios decrease. We work hard to ensure our class sizes are as low as possible.

## **Learning Support Programmes**

Students who would benefit from programmes to support their learning and development are catered for through a range of programmes. We provide a Reading Recovery programme, 1-1 and small group support for students through the use of teacher aides and trained volunteers, and differentiated teaching programmes in classrooms. If necessary, we also have access to outside agencies to support us in developing appropriate learning programmes to meet the needs of individual children.

## **Gifted and Talented Students**

Gifted and talented children may require different learning opportunities and may need emotional and social support to realise their potential. School wide policies and practices are in place to identify these students and provide programmes to meet their needs.

## **Home and School Committee**

The Home & School Committee at Pinehaven School is an extremely active group of parents and caregivers who give their time freely to coordinate fundraising activities. Such activities include the Gala, weekly BBQ lunches, discos, etc. The Home and School Committee also assist with the annual Pinehaven Art and Craft Exhibition.

The Home and School Committee also cater for the 'New Parents' Morning Tea', an event held each term to welcome new families to our school.

New parents and caregivers to the school are welcome to join this enthusiastic team at any time. If you would like further information please contact the office.

## **Activity Fee**

An Activity Fee is set annually to meet the cost of term activities offered to students. It covers events such as school trips and visiting performers. If the Activity Fee is not paid, your child may not be able to attend these extra-curricular activities. We are happy to accept automatic payments.

## **School Donation**

Government funding does not provide all necessary resources to enable us to provide rich learning programmes. Each year, the Board of Trustees reviews the School Donation and sets a suggested amount for each child. The School Donation is requested in order to assist the Board in providing services and assets to benefit your child. We strongly encourage parents and caregivers to donate the amount suggested or whatever is affordable.

## **School Stationery**

For the beginning of each year stationery can be ordered via the internet through Office Max, or through local stationery outlets.

Throughout the year stationery can be bought from the school office. A note is sent home with the amount required for each particular item.

## **Enrolment Procedures**

To enrol at our school, please phone the office during school hours to register your child's name and class/year. In order to confirm enrolment, please complete an enrolment form detailing personal information and any previous pre-school attendance. Please also notify us of any issues regarding custody, health, etc. Enrolment forms are available at the school office or website. A copy of your child's birth certificate (or passport) and immunisation certificate are also required. Additionally, proof of address must be sighted for families living in our zone.

We encourage you to enrol as early as possible. For pre-schoolers, enrolment paperwork should ideally be completed 6-12 months prior to the child's 5th birthday. School visits for 5 year olds begin a month prior to the child's birthday and take place on Wednesdays from 9.00-11.00am (including morning tea).

# The Daily Routine

## Supervision

Legally the school is responsible for children between 8.30am - 3.30pm. As teachers have school commitments outside of these hours, supervision is unable to be guaranteed beyond school hours. During morning tea and lunch times, teachers are on duty across the school.

## Office Hours

The school office is attended from 8:30am – 4pm, Monday to Friday.

## Class Times

8:55am – 10:40am

*Morning Tea*

11:00am – 12:30pm

*Lunch (children sit and eat their lunch from 12.30-12.45)*

1:30pm – 3:00pm

## Health

If your child is absent from school we request that you ring the school office before 9:15am on the morning of your child's absence.

If your child is unwell, staff will phone you to make arrangements for your child to be taken home. In an emergency, school staff will take your child to your approved doctor (if appropriate) or call an ambulance. In this instance, parents/caregivers will obviously be contacted as soon as possible.

The school is diligent in addressing any key health issues (e.g. head lice or infectious diseases). Parents/caregivers are informed of any necessary action.

If your child needs regular medication, or support using inhalers for asthma, medication must be clearly labelled and delivered to the school office. Please talk to the office staff about your child's individual needs.

## **Transport**

There is a bus service available which travels from Whitemans Valley and arrives at Pinehaven School at approximately 8:30am.

At 3:00pm bus children assemble at the front gate to have their name checked off the bus list and board the bus. Bus children who are picked up by their parents/caregivers after school must be signed out at the office.

## **School Crossing**

The Pinehaven School crossing is situated on Pinehaven Road, adjacent to the school. Traffic wardens are on duty from 8:30 - 8:55am and 2:55 - 3:15pm. Children must use the crossing at all times. Parents/caregivers are also asked to demonstrate safe road crossing skills by using the crossing.

## **After School Care**

After School care is provided by the Pinehaven Out of School Care Association, located at the Pinehaven Playcentre next to Pinehaven School on Forest Road. For further information contact Kath Barker on 021 105 1914. Our school office also has contact details for some in-home before school care providers.

## **Lunch Orders**

Each Friday, students have the opportunity to order their lunch. The Home and School Committee run a sausage sizzle with sausages in bread and ice blocks available. The correct amount of money is to be placed in an envelope and clearly marked with the student's name, room number, details of the order and the amount enclosed (sausages are \$1.50 & ice blocks \$1.00). Envelopes are to be taken to the classroom and are collected by monitors at 9:00am. Lunch orders are delivered to the classroom. Pre-paid vouchers are also available from the school office.

# Why Pinehaven School?

Pinehaven School is well known throughout the community as a wonderful semi-rural school with a city heart. We offer not only all of the mandatory Ministry of Education requirements of a public school, but also provide the following:

## **Playgrounds**

There are two large playgrounds at Pinehaven School; the junior playground and the senior playground. Each has been recently revamped to provide a secure environment for physical activity for the children.

We have a large grassed area for the children to use. A proportion of the surrounding area is Council reserve and we do not allow children past certain school boundaries during school hours.

## **Netball Courts**

We provide a large netball court area, which is used by the students for various sporting activities.

## **Sports**

Our school participates in as many inter-school sports programmes as possible. We also have a Running Club that children can join. The group meets before school on a Wednesday morning.

Depending on the availability of coaches, we also have teams participate in sports tournaments outside of school hours. More information about what we currently participate in can be found on our website.

## **Sports Equipment**

Pinehaven School provides a variety of quality sporting equipment for children to use during playtime. This equipment is also used for class fitness programmes throughout the year.

## **School Hall**

Our hall hosts many activities including school assemblies, visiting artists and displays for the children, the annual Art and Craft Exhibition, etc.

The hall is also available for hire outside school hours. Enquiries can be made via the school office. The hall is an alcohol free zone.

## **School Library**

Our library is available to all Pinehaven School students. The library is used during class time for special projects or the lending of books for home reading.

## **Pinehaven Community Library**

We also have a close relationship with the Pinehaven Community Library (a branch of Upper Hutt Library), situated across the road from the school. Students are provided with public library enrolment information when they begin school. Classes usually visit the library twice a term.

## **Book Club**

The school belongs to the Scholastic Book Club. Order forms for books available to purchase are sent home regularly. Orders and money/cheque must be sent to the office in a clearly marked envelope. Cheques are to be made out to Scholastic NZ Ltd.

## **Information Technology**

Pinehaven School students are well served with the information technology tools needed to support teaching and learning in today's environment. We currently have computers on wheels and netbooks that are shared across the school and a desktop computer in each class. We have begun equipping junior classes with interactive whiteboards. Other classes have large screens and access to 'Mimio' technology that can be used as an interactive teaching tool.

## **Environmental Education**

We work hard to instil a culture of environmental awareness and sustainability at our school. We are part of the 'Paper 4 Trees' programme. Each year, the amount of paper we recycle is collected and measured. In exchange, we receive trees to plant in our school grounds. Last year, we received 16 trees.

We also have a gardening club who care for a vegetable garden in our school and environmental themes are promoted through our learning programmes.

## **Contact**

Please contact us if you have any further questions or if we can be of any further assistance with your child's enrolment:

Pinehaven School

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Pinehaven  
Upper Hutt 5019  
Phone: 528 4365  
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Email: [office@pinehaven.school.nz](mailto:office@pinehaven.school.nz)  
Website: [www.pinehaven.school.nz](http://www.pinehaven.school.nz)