

**Welcome to Silverstream School**  
**Haere Mai ki te Kura o Māwaihākona**



**Silverstream School**

**Te Kura o Māwaihākona**

**Together we inspire a passion for learning**  
**Kia ngākaunui tātou te whaia akoranga**

**A - Z of Information**

updated February 2023



## Welcome to Silverstream School

Here you will be able to find most of the important information to help get settled into school. If you have any questions which are not covered in this booklet please don't hesitate to contact us at the school office. (04) 528 2596 or [office@silverstream.school.nz](mailto:office@silverstream.school.nz)

### Activity Fee

Fees are charged for optional activities e.g. sports teams, cultural activities, visiting drama groups and things which are outside of the core curriculum.

### Additional Needs

If your child has additional needs we have a wonderfully skilled additional needs teacher and Learning Support Coordinator (LSC). Please let us know as early as you can in their enrolment and our LSC will be in touch to meet with you to ensure we support your child well.

### Allergies

It is important we know if your child has any severe allergies or has an epipen which we need on site.

### Asthma Inhalers

Please ensure we know if your child needs an inhaler and complete the form at the office so that we are aware of their needs.

### Appointments

Staff are always happy to meet and talk with you about your children. Appointments can be made directly with the teacher by email ([firstname.surname@silverstream.school.nz](mailto:firstname.surname@silverstream.school.nz)) or by contacting them via the Seesaw app.

### Attendance

It is important that your child is present at school every day unless they are sick. Please use the absence form on the school website ([www.silverstream.school.nz](http://www.silverstream.school.nz)) or ring the school on (04) 528 2596 before 9.00 am. If you are running late please also let the school office know.

### Before and After School Care

The YMCA runs a before and after school care programme. This programme is open to all children attending Silverstream. Enquiries and enrolments can be made by contacting:

Phone: 0800 YMCA 4U

Mobile: 027 244 2608

Email: [silverstream.asc@ycentral.nz](mailto:silverstream.asc@ycentral.nz)

### Bank Account

The school bank account is: 12-3142-0325023-00

Ref: Your child's name

Code: what the payment relates to

### Bell Times

8.30 am	Children may start to arrive at school
9.00 am	School starts - session 1
11.00am	Morning tea
11.20 am	Session 2
12.50 pm	Lunch eating
1.00pm	Lunch play
1.40 pm	Session 3
3.00 pm	School finishes

**Note: no active supervision is available in the school before 8.30 am and after 3.15 pm**

### Bikes and Scooters

Police recommend that the best age for children to start biking to school is 9 years old. They must wear a safety helmet and ride on the road. Parks for bikes and scooters at the school are located by the pool. While Silverstream School will do everything it can to ensure the safety of this equipment it is the sole responsibility of children and parents.

### Bring your own device (BYOD)

We offer BYOD in year 5 and 6 only whereby students can bring in their own Chromebook, ipad or laptops each day. Guidelines for this are set out in our BYOD agreement which must be signed before students bring a device to school. We minimise the amount of time on screens for children in Years 0-4 and focus on pen and paper book work as a priority.

### Charter

The school charter, annual plan and strategic plan are available on the school website.

### Cohort starting dates

We encourage parents of new entrant students (5 years olds) to consider one of our 8 cohort dates throughout the year, as a start date for your child. We believe this approach ensures you have a choice about when to start your child at full time school, whether you think they are ready for school, when their close friends from kindy are starting and how it will best work for your family and whanau. Your child does not need to start at a NZ school until the day they turn 6 years old but you can start anytime from your child turning 5. If you aren't sure of which date might work best for you feel free to contact the Kākano (year 0/1) Team Leader - Hilary Burrows

[hilary.burrows@silverstream.school.nz](mailto:hilary.burrows@silverstream.school.nz)

Term	Date	Group
T1 Week 2	Tuesday 7th Feb 2023	Cohort 1-23
T1 Week 6	Monday 6th March 2023	Cohort 2-23
T2 Week 1	Monday 24th April 2023	Cohort 3-23
T2 Week 6	Monday 29th May 2023	Cohort 4-23
T3 Week 1	Monday 17th July 2023	Cohort 5-23
T3 Week 6	Monday 21st Aug 2023	Cohort 6-23
T4 Week 1	Monday 9th Oct 2023	Cohort 7-23
T4 Week 6	Monday 13th Nov 2023	Cohort 8-23

## **Chug-a-lugs**

This is a school running programme for Year 3-6 students. It runs on a Tuesday and Friday at 7:30 am.

## **Communication**

There are many ways we keep the lines of communication between home and school open:

### Face-to-face

Face to face catch ups are always our preferred means of communication. Wherever possible teachers are available to chat with you between 8:30 and 9:00am and between 3:00 and 3:10pm. If you need more than a few minutes, or have a private matter to discuss, please book an appointment with them directly.

### Via email

All staff email addresses can be found on our website. Teachers are rarely on devices during the school day, so please only use email for non time critical messages. All staff email addresses are [firstname.surname@silverstream.school.nz](mailto:firstname.surname@silverstream.school.nz)

### Seesaw

Teachers use Seesaw in classrooms to share and celebrate classroom activities and learning. It is a school version of 'StoryPark' that many of you have used in early childhood settings. The class teacher will be able to help you download the app onto your phone or device so that you can connect with the Seesaw messaging system. We also send our weekly Newsletter via Seesaw

### Kindo

Kindo is our communication for school donations and activity donations (payments and receipts) and payments for extracurricular sports fees. You can also purchase merchandise and school lunches and make payment directly through Kindo. A link will be sent to you from the school office when your child starts school.

### Website

There is more information on the school website at [www.silverstream.school.nz](http://www.silverstream.school.nz)

### Facebook

Our Facebook page is used to celebrate special events and share information beyond our immediate school families. This is sometimes used for reminders, however shouldn't be relied upon - make sure you read your newsletter and the parent calendar to be sure you don't miss anything important!

### Parent Calendar

This contains important dates to remember - you can find a link to the parent calendar on the home page of our school website.

### Newsletter

This comes out every Thursday via Seesaw and gives you important updates on upcoming events and also celebrations of student achievements.

If your child has done anything outside of school which you are super proud of (it could be a speech and drama award, a sports award, something they have done at home or in the community, anything you are proud of). Please let us know so that we can mention it in the newsletter. Email it through - with a photo if you have one to [lorraine.taylor@silverstream.school.nz](mailto:lorraine.taylor@silverstream.school.nz).

## **Dental Service - Bee Healthy**

The dental van visits the school twice a year and students are notified directly of an appointment. The dental clinic is also available for you to access at Trentham School call 0800 825 583 for an appointment.

### **Donations (School donation/Activity donation)**

The school requests that parents make a voluntary **school donation** of \$220 per child, per year (with a maximum of \$420 per family). We also request an **activity donation** (which is set at the beginning of the year). This **activity donation** goes towards visiting shows and other fun activities for the students throughout the year. A tax receipt will be sent home as both donations are tax deductible.

School camps are charged separately for students in the senior part of the school.

### **Education outside the classroom (EOTC)**

We have opportunities for students to attend educational activities offsite. Written permission is required from you to allow your child to attend these events. However permission for walks in the immediate area is asked for on enrolment. Our Year 6 students participate in a school camp every year and you will be given all the relevant information in a separate document from your child's teacher if your child is in Year 6.

### **Emergency contact details**

Please ensure you let us know if you move house, change your email address or your phone number so that we can always contact you in the event of an emergency.

### **First Aid/Sick Bay**

Our sick bay is next to the front office. It is well equipped and our staff receive basic first aid training to enable them to care for your child should they get hurt or are sick at school. We will contact you using your contact details provided on enrolment however, if it is an emergency and we cannot contact you, we will take your child to the nearest medical centre/hospital.

### **Friends of Silverstream School Fundraising Team (FoSS)**

We have a wonderful FoSS team who support the school with fundraising events. They are an active and friendly group of parents. Please consider coming along to the meetings - these are advertised in the school newsletter - everyone is very welcome!

### **Gates**

Our school gates are locked during the hours of 9:00 am- 2:45 pm. This is to ensure the safety of students near a busy road and train station. If you need to come onto the grounds during these times you can access the school through the front office.

### **Homework**

Any homework given to students will be based on what they are currently learning in class. If your child is too tired or can't do their homework, leave it for another time as it is better that they have a well rested evening than worry about school work after school has finished. Reading to or with your child each day is the best way to support their learning.

### **Houses**

Each child in the school is allocated a house group when they start at Silverstream School. Siblings/whanau are placed in the same house group and this helps to foster a sense of community and whanau across the school. Our house groups are named after the four streets surrounding the school:

Chatsworth is Blue

Gard is Green

Gloucester is Orange

Whitemans is Yellow

We have regular House Days!

House T-shirts are available at the school office and can be worn at school anytime.

### **Internet safety**

Our internet is well managed through the Ministry of Education's Network for Learning (N4L) filters. All students must sign a 'smart streamer' user agreement which outlines our internet usage practices.

### **Kapa Haka**

All students participate in Kapa Haka and we have a performance group for students who want to extend their skills and abilities in this area.

### **Leadership roles**

We have opportunities for students in Year 6 to take on additional leadership roles such as school council, house captains, learning hubbers (librarians) and road patrollers.

### **Learning programmes**

As well as the core basics of mathematics, reading and writing we offer a well rounded curriculum with science, environmental studies, history units, PE, The Arts and technology. Te Reo Māori is woven through our day and along with other cultural groups.

We have a number of optional clubs like Choir, Chess, Pasifika group, Indian cultural group, dance, coding club and other events throughout the year.

### **Learning Progression Framework (LPF)**

We use a framework called the LPF to guide our teaching programmes in mathematics, reading and writing. You can view this framework by going to

<https://curriculumprogresstools.education.govt.nz/lpf-tool>

### **Leaving the Grounds**

Once students are at school they are not permitted to leave the school grounds without permission. Students must be signed out by a parent/caregiver at the school office when leaving during the school day.

### **Lost property**

Please label all of your children's clothing. The lost property is located on shelving in the corridor next to the Learning Hub. Due to the amount of lost property, items not claimed are donated to a local charity at the end of every term. Please check the shelving and your child's classroom/the playground to find any items that you may be missing.

### **Lunches**

These are available to order through the school Kindo app (Ezlunch) on Tuesdays, Wednesdays and Thursdays.

- Dumplings are available to order online every Tuesday
- Sushi is available to order online every Wednesday
- Pita Pit is available to order online every Thursday

Our local bakery also offers lunch on Fridays. You can order directly from the bakery.

### **Medical history and medication**

It is essential that we have the most up to date medical and health information for your child.

Please ensure your child's teacher and the office staff [office@silverstream.school.nz](mailto:office@silverstream.school.nz) are aware of any medications needed during the day. You will need to fill out a form at the office if medication is to be administered during the school day.

## Money and valuables

Students should not bring large sums of money to school or expensive toys or valuables as we cannot accept responsibility for these items. Small items of money i.e. gold coin donations for fundraisers eg. bake sales, Daffodil day etc can be brought to school.

All cash for any other payments needs to be in a named envelope and handed to the class teacher or the school office. Internet banking is our preferred method of payment and the school bank account number is: **12-3142-0325023-00**. Please use your child's name and state what the payment relates to in the reference and particulars fields.

## Organisation of our school

We have 3 senior leadership team members:

Lorraine Taylor	Principal	<a href="mailto:lorraine.taylor@silverstream.school.nz">lorraine.taylor@silverstream.school.nz</a>
Corey White	Deputy Principal	<a href="mailto:corey.white@silverstream.school.nz">corey.white@silverstream.school.nz</a>
Nicola Bonsey	Assistant Principal	<a href="mailto:nicola.bonsey@silverstream.school.nz">nicola.bonsey@silverstream.school.nz</a>

The rest of the leadership team is as follows

We have 3 teams, each with a team leader:

Julie Blackwell	Ako Nui (Year 5/6) Team Leader	<a href="mailto:julie.blackwell@silverstream.school.nz">julie.blackwell@silverstream.school.nz</a>
Lara Parry	Ako Whanake (Year 3/4) Team Leader	<a href="mailto:lara.parry@silverstream.school.nz">lara.parry@silverstream.school.nz</a>
Hilary Burrows	Ako iti/Kākano (Year 0-2) Team Leader	<a href="mailto:hilary.burrows@silverstream.school.nz">hilary.burrows@silverstream.school.nz</a>

## Orientation of new pupils and their parents/caregivers

If you are new to Silverstream School please do contact us to have a tour of the school, to chat about your child and to ask any questions you may have. You can make an appointment with the Principal by emailing [office@silverstream.school.nz](mailto:office@silverstream.school.nz).

The Kākano (year 0-1) Team Leader maintains regular contact with all of our contributing ECE centres and visits them regularly. Parent information sessions are held while your child has their school visits. The dates of these visits/information sessions will be sent to you before your child starts school.

## Parking

Parking near the school is very limited. Whenever possible we would encourage you to walk or cycle to school. If you do drive to school please note that the New World carpark is for customers only.

## Parents helping at school

We enjoy having parents in school helping out. Speak to your child's teacher to find out how you can get involved e.g. as a reading friend, classroom helper, road patrol, FoSS (Friends of Silverstream School fundraising team), learning hub (library) help.

## Policies and Procedures

These are available on the school website for you to view.

## Reporting with parents

We do have an 'open door' policy and you are able to talk with your child's teacher at any time to find out about how they are settling in as well as their academic progress and achievement. We provide a written report twice a year which, from 2022, will be co-developed with you to ensure that the report reflects your child as accurately as possible in both social and academic skills. More details of the school reports will come out at the beginning of Term 2 and Term 4 each year.

### Road Patrol

Our road patrol students are out from 8.30 am - 8.55 am and 3.00 pm - 3.15 pm every day. They are trained at the start of each year by the community police officer. Please follow the instructions of the road patrollers and use the designated crossing area.

### Scholastic book club

Catalogues are sent home each term and books can be ordered directly online through Loop Orders or you can bring your order to the school office.

### School polo tops and sun hats

You can order a school polo and /or sun hat from the school office as well as the house t-shirts. Hats with a wide brim are required to be worn in Term 1 and Term 4 each year as part of our SunSmart policy. Please also ensure your child is wearing sunblock in Terms 1 and 4.

### Stationery

At the end of the year you will be able to order stationery online through Office Max. [www.myschool.co.nz](http://www.myschool.co.nz). For new entrants (children starting school for the very first time, 5&6 year olds), stationery packs are available throughout the year from the school office.

### Swimming

In Term 1 and Term 4 the year 1-2 students learn to swim in the school pool. This is onsite, indoors and heated. The classroom teachers will advise you when swimming is taking place for your child. Year 4- 6 students attend an offsite pool to have swimming lessons in Term 1.

After school swimming lessons are available to book as a separate activity by contacting:  
Silverstream Swim Academy

Silverstream School Pool

3 Gard Street

Silverstream 5019

Yvonne 021 714 958

admin@swimacademy.co.nz

[www.swimacademy.co.nz/home](http://www.swimacademy.co.nz/home)

### Values

We have five school values which we refer to in our community assemblies, in class and as part of our house group system.





## Visitors

All visitors must sign in at the school office and display a visitor badge whilst onsite.

## Zoning

The school has a Ministry of Education zone which is to prevent overcrowding. Below is a list of the street names which are in the school enrolment zone.

Arundel Grove	Nepoui Crescent
Ashdown Way	Oakmont
Banksiana Street	Palmer Crescent
Barton Ave	Passchendaele Grove
Barton Road	Parera Grove
Bathhurst Street	Pempsey Street
Blue Mountains Road 1 – 73 (odd side)	Penny Lane
Blue Mountains Road to 2 – 92A even side)	Perry Street
Blundell Way	Pinehill Crescent
Cassino Grove	Pioneer Grove
Chatsworth Road	Prouse Grove
Chichester Drive	Raynham Way
Clinker Grove	Resinosa Street
Coates Grove	Reynolds Bach Drive
Courtenay Road	Roman Close
Deller Grove	Ruru Crescent
Don Griffin Grove	Senio Grove
Dowling Grove	Seddul Bahr Road
Dun Craig Street	Sommes Road
Dunleith Grove	Sorrento Way
Dunns Street	Stream Grove
Dunrobin Grove	Sunbrae Drive
Dunsandel Grove	Sutherland Ave
Ecclesfield Grove	Sylvan Way
Elizabeth Avenue	Talbot Grove
Evergreen Crescent	Tapestry Grove
Fendalton Crescent	Taunton Way
Fergusson Drive 412 down (even side)	Terminus Street
Fergusson Drive 429 down (odd side)	Tiniroa Grove
Field Street	Tiwakawaka Grove
Freemans Way	Weir Grove
Freyberg Road	Whirinaki Crescent
Gallipoli Road	Whitemans Road
Gard Street	York Ave
Glenrae Grove	
Gloucester Street	<u>Haywards</u>
Golf Road	Annabel Grove
Goodwin Place	Atiamuri Crescent
Granville Street	Hugh Duncan Street
Harewood Grove	Kaitawa Street
Heretaunga Square	Mcdougall Grove
Hood Ave	Old Haywards Road
Kenilworth Grove	
Kiln Street	<u>Manor Park</u>
Kiwi Street	Benmore Crescent
Kukupu Grove	Ford Road
Kurth Crescent	Golf Road
Maadi Place	Manor Park Road
Marion Street	Mary Huse Grove
Marlborough Street	The Square
Matuku Street	York Ave
Messines Ave	
Milward Place	

If you live outside of the school zone there may be out of zone places available.

Please complete an enrolment form by collecting one from the school office or going to our website at <https://www.silverstream.school.nz/enrolment-information.html>

Each term we will determine if there are any out of zone spaces available and run a ballot system as per the Ministry of Education guidelines for multiple pre-enrolment periods.

## **The ballot categories are as follows:**

**First priority** must be given to any applicant who is accepted for enrolment in a special programme run by the school (at present this category does not apply to Silverstream School)

**Second priority** must be given to any applicant who is the sibling of a current student of the school

**Third priority** must be given to any student who is the sibling of a former student of the school

**Fourth priority** must be given to any applicant who is a child of a former student of the school

**Fifth priority** must be given to any applicant who is either a child of an employee of the Board of the school or a child of a member of the Board of the school

**Sixth priority** must be given to all other applicants

If the school receives fewer applications than there are out of zone places available all applicants will be enrolled.

## **What if there are more applicants than places?**

The school must hold a ballot (draw) to fill the places available, and create a waiting list for applicants who are not successful in the ballot. Within 3 school days of the ballot happening, the school must post letters informing applicants of the outcome of the ballot. Successful applicants then have 14 days to confirm they accept or reject the offer of a place. If they don't respond within that period, the place will be offered to the first person on the waiting list established by the ballot. Siblings in the same year level are kept together for the purpose of the ballot, so that if one sibling's name is drawn, the other is automatically successful also.

**Primary schools with enrolment zones will hold more than one ballot each year. This is for five-year-olds who are starting school, this is the case with Silverstream School.**

## **What if my application isn't successful?**

We will put you on a waiting list. If a place comes available and you are first on the list, the school will let you know, and you will have the option of accepting or rejecting the offer of the place. The waiting list expires when the next ballot is held. Meanwhile, you will need to enrol your child at another school.

If you have any other questions about anything not covered in this booklet please do contact the school office at:

[office@silverstream.school.nz](mailto:office@silverstream.school.nz)

(04) 528 2596

Ngā mihi nui,

Many thanks and welcome to Silverstream School

Lorraine Taylor

Principal

