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# Papatoetoe Central School

Parent Handbook

**2011**

Welcome from the Principal

Kia ora and welcome to Papatoetoe Central School (P.C.S.). Once you enrol your children at our school, you are considered to be a member of our large school family or whanau where we care for each other and where we have huge pride in our school and in each other's achievements that we like to celebrate.

Our school's mission is: "Persevere, Challenge, Succeed" (P.C.S.) Our aim is to ensure optimum levels of achievement for all our students, by challenging them and motivating them to persevere, to work hard and to enjoy success. We have a strong academic and ICT focus at our school. Each morning the learning programme for all children is focused on Reading, Writing and Mathematics. We have extensive ICT resources available for staff and students and ICT is a compulsory component of our learning programme.

We also have a very strong focus on children's social development. We have very high expectations where their behaviour is concerned. Our mantra "Polite, Considerate and Sensible" (P.C.S.) underpins all social interactions in our school where both staff and students are concerned. We believe that it is very important that children learn to be polite in their communications with others, to be considerate of each other, to be kind to each other and to make sensible choices where their behaviour is concerned at all times.

We are deeply committed to establishing and maintaining strong links with our parent/caregiver community so you are very welcome at our school at all times. We have an "open door" policy and we enjoy very much getting to know you. Our teachers welcome and appreciate informal chats with the parents and caregivers of the children they teach and they are also available for pre-arranged meetings to discuss in more detail any aspects of a child's learning or development. You can make an appointment at our school office where our staff will welcome your call or your visit to the school and they will assist you in any way they can.

We believe that strong partnerships between home and school enhance children's learning and social development and we welcome you to participate in all aspects of our school. You are invited to contribute to our PTA and to our community groups. Your contributions will be highly valued. Through the weekly newsletter, you will be informed about all school events. Important dates are also displayed on our noticeboard near the St George St entrance to the school.

A warm welcome to our school and welcome to our large school family. Please allow us to get to know you and let's work in partnership together as we all want the very best for your children. Naumai, haere mai, ki a koutou.

***Hei ano te whetu e tu nui, kotahi – a tatou tamariki***

**There is only one star shining – our children**

Marilyn Gwilliam, Principal  
M.A., Dip Tchg, Dip Bus Studies

# PCS Staff 2011

Senior Leadership Team		Specialist Teachers Team	
<b>Principal</b>	Marilyn Gwilliam	<b>ELL Coordinator</b>	Taryn Naidoo
		<b>RTLB</b>	Barry Smith
<b>Deputy Principal</b>	Pelu Leaupepetele	<b>SENCO</b>	Rebecca Cameron
<b>Associate Principal</b>	Sue Fidler	<b>Reading Support</b>	Celia Talbolt
Team Leaders		<b>Numeracy Support</b>	Roshilla Naicker
<b>Year 0/1</b>	Paulette Thompson	<b>Performing Arts Teacher</b>	Nicole Corke
<b>Year 2</b>	Manesha Patel	<b>Team Leaders Release Teachers</b>	Heather McLeod
<b>Year 3</b>	Kirsten Paterson		Tracy O'Sullivan
<b>Year 4</b>	Bronwynn Holtshousen		Athlene Ramsay
<b>Year 5</b>	Sharlene Howe		Melissa Bateson
<b>Year 6</b>	Rachel Cromie	<b>Learning Assistants</b>	Rose Akava
			Helene Clark
Teachers			Tanya Ford
<b>Year 0 Room 1</b>	Katie Cartwright		Gill Frost
<b>Year 1 Room 2</b>	<b>Paulette Thompson</b>		Maria Prabhakar
<b>Year 1 Room 3</b>	Morag Wham		Kathryn Hart
<b>Year 1 Room 4</b>	Naomi McFarlane	<b>Student Support</b>	Jael Ferguson
<b>Year 1 Room 5</b>	Gurmeet Baidwan		Maxene Kuek
<b>Year 1 Room 6</b>	Renu Naidu		Christine Neilson
<b>Year 0 Room 7</b>	Danielle Greer		Ailsa Tennant
<b>Year 2 Room 8</b>	Michelle Prasad		Pauline Van Tonder
<b>Year 2 Room 9</b>	<b>Manesha Patel</b>	<b>RTLB Support</b>	Darleen Martin
<b>Year 2 Room 10</b>	Ellyce Best		Susan McCoskrie
<b>Year 2/3 Room 11</b>	<b>Kirsten Paterson</b>		
<b>Year 3 Room 12</b>	Jennifer Rands-Trevor		
<b>Year 3 Room 13</b>	Angela Stonestreet	Administrative Team	
<b>Year 3 Room 14</b>	Andi Purvis	<b>Executive Officer (Team Leader) BoT Secretary</b>	Lorraine Biggs
<b>Year 3 Room 15</b>	Sarin Nand	<b>Administrative Secretary</b>	Raewyn Wills
<b>Year 4 Room 16</b>	Catherine MacDonald	<b>Receptionist</b>	Jocelyn Clarke
<b>Year 4 Room 17</b>	Philip Duncan	<b>Financial / ICT Assistant</b>	Veronica Rooke
<b>Year 4 Room 18</b>	<b>Bronwynn Holtshousen</b>	<b>Library Assistant</b>	Leia Reid
		<b>ICT Student Support</b>	Jennifer Nilson
<b>Year 4 Room 19</b>	Lena Erakovich	<b>Resource Assistant Lunchroom Assistant</b>	Monita Prasad Amba Te Kanawa
		Property Team	
<b>Year 5 Room 20</b>	<b>Sharlene Howe</b>	<b>Property Manager</b>	Kevin Deed
<b>Year 5 Room 21</b>	Paul McAleer	<b>Caretaker</b>	John white
<b>Year 5 Room 22</b>	Alex Hanson	Student Health & Welfare Support	
<b>Year 5 Room 23</b>	Vino Pather	<b>Dental Therapist</b>	Stella Lee
<b>Year 6 Room 24</b>	Patricia Lelei	<b>Health Nurse</b>	Gan Nath
<b>Year 6 Room 25</b>	Peter Robinson	<b>Youth &amp; Community Supervisor</b>	Sgt Grant Turvey
<b>Year 6 Room 26</b>	Dev Singh		
<b>Year 6 Room 27</b>	<b>Rachel Cromie</b>		

# Board of Trustees

<b>Chairperson/Finance</b>	Caroline White
<b>Zoning</b>	Teresa Bews
<b>Community</b>	Stan Good
<b>Property</b>	Ian Foster
<b>Personnel</b>	Renu Kewal
<b>Co-opted community representative</b>	Lena Fono
<b>Principal</b>	Marilyn Gwilliam
<b>Staff Representative</b>	Rachel Cromie
<b>Secretary to the Board</b>	Lorraine Biggs

This is a community elected governing board made up of five parent representatives, a staff trustee and the Principal. Additional trustees can be co-opted on to the board for a specific time and / or purpose. Elections are held every three years.

The Board is responsible for the governance of the school including the areas of finance, employment, grounds and buildings. The Board meets monthly at open meetings in the Oval room and are directly accountable to you, the community and the Ministry of Education.

# Parent Teacher Association

<b>Chairperson</b>	Paul Ralph
<b>Secretary</b>	Hellen Park
<b>Treasurer</b>	Jennifer Nilson
<b>Principal</b>	Marilyn Gwilliam
<b>BoT Representative</b>	Stan Good
<b>Staff Representative</b>	Pelu Leaupepetele

Parent Representatives:

Kirsty Paterson, Peta Davy, Christine Hutchbury, Sharon Rhodes & Chris White

All parents and caregivers are invited to come to all P.T.A. meetings and join in with all P.T.A. events. They meet monthly to plan fundraising events, which benefit all our students.

*Funds raised by our PTA purchase many fabulous extras for our students, like the friendship seat and the sun umbrella.*



# Learning Opportunities

## NZ National Curriculum

- 7 learning areas: Mathematics, Science, Technology, The Arts, English, Social Studies, Health and Physical Education
- All classes do reading, writing and math for one hour each morning
- Teachers run investigative studies programmes in the afternoons covering Science, Social Studies and Technology

## Learning targets

- The school's focus is on the improvement in student achievement
- Each year we target specific learning areas where we believe students in the year group should improve
- In 2011 the focus areas are:

Year 1	Numeracy	Year 2	Numeracy
Year 3	Numeracy	Year 4	Numeracy
Year 5	Numeracy	Year 6	Numeracy

## Other student learning opportunities

- ICT certificate programme
- Sports programme
- Options programme
- After school classes in a wide range of interest areas: eg cooking, art, sports
- Reading support
- Maths extension classes

## Social skills

- All students are taught to be **P**olite, **C**onsiderate and **S**ensible (PCS)
- They are expected to show respect, to be caring of one another and to appreciate one another's diverse ethnic backgrounds

## Facilities

- 1 iMac computer suites
- 4 pods of Computer on Wheels (COWS)
- Specialist art, music and technology rooms
- Very well resourced library, tutorial room and resource rooms

# English Language Learners

At Papatoetoe Central School we value and celebrate cultural diversity. Our ethnic groups include, Indian: 44.1%, Asian: 14.8%, NZ European: 12.7%, NZ Maori: 11.3%, Pasifika: 15.8%, other groups: 1.3%. New arrivals at our school who have just entered New Zealand are tested for language competency. Students are placed in a mainstream class setting at their age level and where possible a student is placed with another student with the same language background. To ensure successful learning the classroom teacher provides appropriate learning experiences. Learning assistants are attached to each class to further support students for whom English is a second language. Regular assessments are carried out by the classroom teacher to monitor progress which is discussed during parent teacher conference times (refer to page 8).





# Children's Progress

## Formal Written reports

- These are sent home at the end of term 2 and term 4

## Parent / teacher / conferences

- **Term 1** - to meet the teacher and exchange information
- **Term 3** – to discuss concerns and achievements
- Students are encouraged to be at Term 3 meeting
- If required please feel free to bring a translator to this meeting

## Special interviews

- If you have any concerns you wish to discuss with the teacher contact the teacher to arrange a mutually agreeable time.
- Teachers will contact parents to arrange a mutually agreeable time if they have any concerns they need to discuss.
- The Principal, Deputy Principal and Associate Principal have an open door policy and are available to meet with you if you have matters to discuss.





## Helping Out

- It is essential that you call the school office if your child is going to be away. If you don't call you will receive a call from us by 10 am on the day that your child is not at school as we take note of student absences every day
- Let us know straight away if you change your address or contact numbers- **THIS IS VERY IMPORTANT!** We must have your current details IN CASE OF EMERGENCY
- We greatly appreciate your support in making sure that your child completes homework every day
- Your help in the school is appreciated in the following ways:

Parent Teacher Association – ask at the office for details

Parent help around the school – give your name in at the office

Financial support for the school – school donation, PTA fund raising

# What's Happening at PCS

- Weekly school newsletter each Thursday
- School website: [www.pcs.school.nz](http://www.pcs.school.nz)
- Year group newsletters
- Class newsletters
- Talk to your child's teacher (a quick chat before or after school is fine)
- Ask at the school office
- Talk to the Principal, Deputy Principal and Associate Principal



# Child Safety

## Gates

- We have installed perimeter fencing and gates to help keep our children safe.
- The gates are opened at **8.00am** in the morning and locked at **8.50am**.
- During school hours anyone who wishes to enter or leave the school must do so through the school office.
- At the end of the day the gates are opened at **2.45pm** and locked again at **4.00pm**

## Emergencies

- **Fire.** We have a planned procedure in the event of a fire at school. A drill is carried out every term and the school has a regular inspection by the fire department.
- **Earthquake.** Staff are instructed as to the correct safety precautions to be taken in the event of an earthquake.
- For any **other emergency** we would liaise closely with the local police and civil defence department.

## Legal Responsibility

- The school has a legal responsibility for the students between the hours of 8.30am and 3.15pm each day under the B.O.T. by-law passed December 12 2005
- For students attending an after school class the hours are extended until 4.15pm

## Other services

- We maintain a close involvement with our Police Youth Education officer.
- Assistance is given with road safety, training the patrol monitors and the Keeping Ourselves Safe programme.

# School Equipment

## Uniform

- We have a compulsory school uniform, which must be worn every day. (Refer to Page 14)
- At the beginning of each year a shop is set up prior to school starting for the purchase of uniforms
- During term time this is available for purchase through the school office.

## Lost property

- Please clearly name all articles of school uniform – so that if they are lost they can be easily returned.
- Unnamed clothing is placed in the lost property cupboard (outside Block One)

## Stationery

- Each year group has a set list of stationery items required.
- At the beginning of each year a shop is set up prior to school starting for the purchase of stationery packs at competitive prices.
- During term time stationery can be purchased through the school office from 8.30am to 8.50am and from 3.00pm to 3.15pm.

## Lunchroom

- A lunchroom is operated every day except sausage sizzle day.
- Students order their lunch in the classroom before school.
- The lunch is delivered to them at lunchtime.
- A copy of the lunch room menu is sent home in the newsletter each term and can be found on the website – [www.pcs.school.nz](http://www.pcs.school.nz)

## Sickness and Accidents

- When a student is unwell they will be sent from class to the first aid room. Parents will be called to collect them from there.
- Minor injuries will be attended to in our first aid room by a staff member who holds a First Aid certificate.
- If further treatment is required parents will be called.
- In cases of emergencies medical treatment will be sought immediately and parents notified.

- It is most important that any changes to addresses, telephone numbers and emergency contacts are notified to the school office immediately.

## Absences

- In case of sickness please call the school and notify the office of your child's absence.
- Holidays during term time are now classified by the Ministry as an unjustified absence. If you are planning an extended time away from school you are required to contact the Deputy Principal or Associate Principal prior and to put your request in writing. We are required to remove a student from the school roll after 20 days of absence without written notification.
- If the Board considers that your child has had excessive absences you will be contacted either verbally or in writing by one of the Principals.

## School hours

- School starts at 8:50am promptly. The classrooms are open for students from 8:30am onwards.
- Break One is 10:30 – 11:10am.
- Break Two is 12:40 - 1:20pm.
- The end of the day is 3:00pm unless advised by newsletter.



# Papatoetoe Central School Uniform

## SUMMER UNIFORM



Red polo shirt



Blue polo shirt



Shorts



Girls culottes



Sun hat

### Foot Wear

Black, blue or brown shoes or sandals.

### Socks

White, blue or black

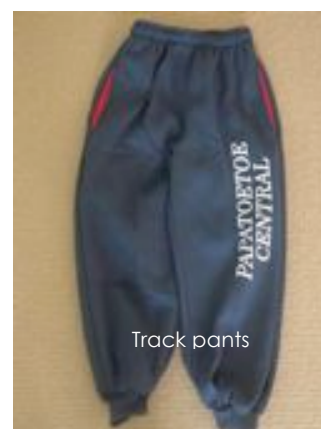
## WINTER UNIFORM



Long sleeved polo shirt



Polar Fleece



Track pants

UNIFORMS CAN ONLY BE PURCHASED AT THE SCHOOL OFFICE