

The Parent and Caregiver's Guide to

Manchester Street School



Our vision: “Students and teachers who are confident connected and actively involved, lifelong learners.”

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OUR SCHOOL

Welcome message from the Principal:

Dear Parents and Caregivers,

Thank you for reading our information booklet. I am already excited that you are contemplating being part of our school or have decided to be part of our school.



Manchester St School has been around for about 130 years. Our roll fluctuates through the year starting at about 370 and growing to 430 by the end of the year. We take pride in providing our students with a well-rounded and successful education. We have large beautiful school grounds and in 2019 were awarded a Green / Gold Enviro Award. You will notice that the school is painted red, yellow, green and blue. These colours represent the Manchester Street School Care-Code that underpins all that we do at Manchester St School.

Over the past few years we have tried really hard to foster more community involvement into our school, further building home-school relationships and also enabling us to make the most of resources and skills available. We have a fundraising group which is a way for parents to meet and get involved, we have moved all IT services to the cloud, reviewed how we teach literacy, and built a new artificial turf and lots and lots of other new initiatives.

If we are to meet the growing and changing needs of the students attending our school, we also must change and grow.

We are committed to giving your child the best possible start to their education. Please let me know if I can help in any way along the way.

Kind regards,
Glen Richardson
Principal

CARE CODE

Our rainbow Care Code is our values system. The colours red, yellow, green and blue represent what we care for. Red is for caring for each other, yellow is caring about our learning, green is caring for the environment and blue is caring for our future.

We care for each other

- we respect each other with our words and actions
- we work and play cooperatively
- we value our similarities and differences and who we are



Our key focus is showing respect for one another. We strive to build and maintain positive and trusting relationships where everyone feels accepted and valued.

Students learn the skills to be a good friend, a good classmate, a good team member and a great role model for others. This means they share, take turns, listen, show patience, support one another, encourage, show kindness and empathy, follow rules and always use their best manners.

Students learn how to manage their behaviour in positive ways when things get difficult.

In the playground and in classrooms you will see happy learners and teachers showing respect for one another.



We care about our learning

- we always do our best
- we are responsible for our learning
- we share and celebrate our learning



We believe everyone can learn and we have high expectations for all students.

We encourage positive mindsets and 'having a go'. We know that learning will not always be easy and that mistakes are valuable learning opportunities. Our teachers model a passion for learning and show that they are learners themselves.

Teachers teach students 'how to learn' and how to be responsible for their own learning. Students learn to set learning goals, to reflect on and review their progress, to self assess and to identify next steps for their learning.

Effort, achievement, progress and quality work are valued and celebrated.



We care for the environment

- we take positive action for the environment
- we value and use our resources wisely
- we are working towards sustainability



At Manchester Street School we are proud to be Kaitianga- guardians of our environment.

Classroom enviro jobs, schoolwide operational practices, a plant nursery and class gardens help to promote environmental awareness, and a sense of personal responsibility for the consequences of our actions.

We are developing action competent students who are able to problem solve and take action to address environmental issues.

We encourage our students to take their learning about how to care for the environment sustainably, into their homes and beyond.

We take pride in our school environment being tidy, litter free, healthy for people, plants and animals and attractive- inside and out.



We care for our future

- we are confident and learning for life
- we are learning to be independent thinkers
- we are working towards becoming responsible members of our community



Students have a positive attitude towards learning and understand that learning is important for our future.

Students are learning to be confident communicators of their thoughts, opinions, feelings and ideas.

Students develop the interpersonal skills needed to work with others.

Students are given the opportunity to develop leadership capabilities.

Students are aware that they have a stake in the future and that they have a role and a responsibility to help shape that future.



CHARTER

A copy of our school charter can be found on [our school website](#).

ENVIROSCHOOL

We are proud to be a Green Gold Award winning Enviroschool. We care for our environment, value and use resources wisely, learn about sustainability and develop skills to take positive action for the environment. Education for Sustainability is integrated across all areas of the curriculum.

We hold an Enviro Action Day once a term.

Please see the Enviro brochure or the school website for more information.

MISSION STATEMENT

The graphic is a collage representing the school's mission statement. At the top left is the Manchester Street School logo featuring a rainbow. To its right, the title 'Mission Statement:' is written in a large, light blue font, followed by the main statement '“Switched on to Learning for Life”' in a similar font. Below the logo is a green box titled 'Our Values' which lists: 'At Manchester Street School', 'We care for each other', 'We care about learning', 'We care about our environment', and 'We care about our future'. To the right of this is a red box titled 'The Rainbow Logo' which explains that the school logo features a rainbow as a symbol of learning, and that each of the four colors represents a core value. Further right is a yellow box titled 'Vision' which states: 'Students and Teachers who are confident, connected and contributing life-long learners.' Below the vision box is a blue box titled 'Curriculum' which states: 'Our curriculum reflects the vision values, key competencies, attitudes and effective strategies as set out in the New Zealand Curriculum and our school's aspiration as an Enviroschool.' On the bottom left is a photograph of a school building with trees. Overlaid on the bottom half of the graphic is a large, diagonal, light blue text box that reads: 'Enviro School - We take positive action for the environment and use our resources wisely through operational practices and through community involvement'. The background of the graphic includes a photograph of a school entrance with a sign that says 'RIVER'.

Manchester Street SCHOOL

Mission Statement:
“Switched on to Learning for Life”

Our Values
At Manchester Street School
We care for each other
We care about learning
We care about our environment
We care about our future

The Rainbow Logo
The school logo features a rainbow as a symbol of learning
Each of the four colors represents a core value
Red for Relationships
Yellow for Learning
Green for Environment
Blue for Our Future

Vision
Students and Teachers
who are confident,
connected and contributing
life-long learners

Curriculum
Our curriculum reflects the vision values, key competencies, attitudes and effective strategies as set out in the New Zealand Curriculum and our school's aspiration as an Enviroschool

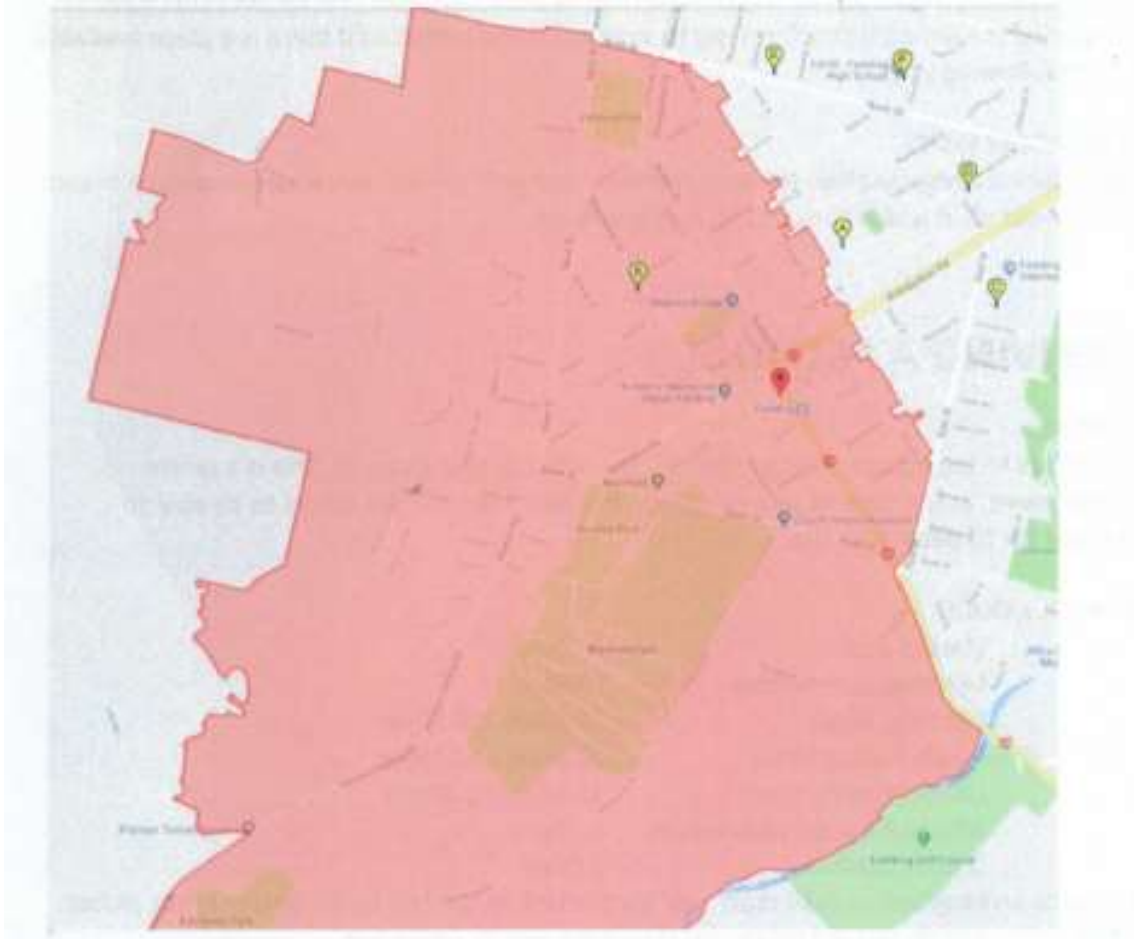
Enviro School - We take positive action for the environment and use our resources wisely through operational practices and through community involvement

TIKANGA MĀORI

Tikanga Māori is woven into our learning programmes. We value the bicultural heritage of Aotearoa New Zealand and are developing ways to support and strengthen our learning, understanding, and practice. Our Maturanga Māori group provides opportunities for students to develop a sense of belonging and connection, to develop Te Reo skills and to build an appreciation and understanding of Te Ao Māori and Māori perspective.

ENROLMENT

Manchester St School Zone



If you live within our School zone, enrolment into Manchester St School is a straightforward process. You will need to pop online to our School Website and complete the online enrolment form. When our office receives the enrolment form they will in touch to talk through the next steps.

You will need to wither email or bring the following to the school office so was can photocopy these documents:

1. Proof of the Primary Residence of the child being enrolled.
(A utility bill, tenancy agreement or sale/purchase agreement).
2. NZ Birth Certificate or a passport and student visa if applicable.
3. Immunisation certificate (if immunisations are completed).

If you DO NOT live within out School zone, you will need to complete an out of zone ballot form. This is available on our school website. Please beware that this needs to be filled out by the September the year prior to when the student potentially would start Manchester St School.

Out of Zone Enrolments:

Each year in September we look at our school numbers for the following year. If we are able to take any students this is advertised in the local paper. All families that have completed the online ballot form will be contacted and informed if there is a place available for their child for the following year.

CLASSROOM VISITS

Classroom visits are organised by the school office. Our Staff will call you approximately a month before your child is due to start school and arrange these.

ARRIVING AT SCHOOL

VISITORS

All visitors to the school must go through the office first and sign in. This is a safety requirement. In the case of an emergency, it is necessary for the school to be able to account for all people on site.

SCHOOL HOURS

Classes open & children to arrive at school	8.30 – 8.45am
Learning commences	8.55am
Morning break	10.30am -10.50am
Lunch (eating time)	12.30pm- 12.45pm
Lunch (Playing time)	12.45pm - 1.20pm
Afternoon class commences	1.25pm
School finishes	3.00pm

Students arriving before 8.30 must wait for the bell on the Hall deck. Students not picked up by 3.15 go to the school office and caregivers will be contacted.

PARKING ON SCHOOL GROUNDS

Parking inside the school is for staff, school visitors and families picking up and dropping off students with disabilities only. Parking areas are clearly marked outside both front and back entrances to the school.

ROAD SAFETY/ SCHOOL CROSSINGS

School crossings are manned from 8.30 to 8.55 and 3.00 to 3.15. Our wonderful student road patrollers are trained by the Police for this role. A duty teacher supervises road crossings before and after school.

All parents and students must use the school crossing, waiting behind the yellow line until the road patrollers say it is safe to cross. Students need to walk across, even if they have bikes or scooters. Please be mindful that our students are given strict instructions as to what is safe, these will be more cautious than what most parents are used to.

SCOOTERS

Scooters can be used at playtimes and lunchtimes around the designated scooter tracks. In the interests of safety, scooters are not to be ridden within the school grounds before school, or after school. Scooters need to be named please. Scooters are homed in scooter racks outside classrooms.

BIKES

Students riding bikes to school must wear safety helmets.

The Ministry of Transport does not recommend that children under the age of 9 years of age ride on the roads. Bikes are stored in the Bike Shed by the back driveway. This shed is locked during the day. Bikes need to be named please.

IN SCHOOL

BEHAVIOUR MANAGEMENT

We have a Positive Behaviour Management Plan to ensure all students follow the school Care Code, and are kept safe in every way, at all times at MSS. We expect a high standard of behaviour from the students in our school. Students earn choice tokens and/or house points for making good choices.

The Positive Behaviour Plan is displayed in all classrooms and a playground behaviour plan is shown in prominent places in our playground

We always try to keep parents/caregivers informed, and will contact you to come and discuss any issues which may arise so that we can work together to support your child.

SCHOOL LUNCHES

In 2021 Manchester St School opted into the Government Initiative of free school lunches. Each child enrolled at Manchester St School receives a free school lunch. If your child has a specific dietary requirements please let the school office know.

SCHOOL ASSEMBLY

School Assembly is usually held once a fortnight on a Friday afternoon at 2pm. Please check the school newsletter for details. School Assemblies are run by students with guidance from teachers. Buddy classes, leadership groups and school house groups take turns. Parents are warmly welcomed to all our assemblies.

TEAM ASSEMBLIES

Team Assemblies are held either weekly or fortnightly. Classes take turns running the assembly.

BIG TED

Big Ted and his big box of play equipment spend a week with the class that earns the most reward tokens and house points.

BUDDY CLASSES

Every class has a buddy class from another team. Time is scheduled for buddy classes to join together, get to know one another and enjoy fun learning activities together. Buddy classes share a turn at hosting school assemblies.

EMERGENCY PROCEDURES- FIRE, EARTHQUAKE, LOCKDOWN

We carry out evacuation drills regularly so that students are familiar with our procedures.

PLAYGROUNDS

We have extensive play areas including fields, courts and 2 playgrounds- one for Pikopiko students (New Entrants to Year 3) and one for Torotoro students (Year 4-6). In Term 4 of 2020, we opened our artificial turf.

YELLOW LINES

Double yellow lines around the school - one dotted and the other solid indicate to students which side to walk on. Students are on the correct side if they are on the dotted side.

SCHOOL HOUSES

Each student will be assigned a house when they enrol at Manchester St School. This house will remain the same for their entire time at Manchester St School. Siblings will be put in the same house.

REWARD TOKENS

Students and classes can earn tokens by making excellent choices. These tokens are collected and counted each week. The winning class has the privilege of having Big Ted and his big box of play equipment for a week. Reward tokens include: Choice tokens, Litterless Lunch tokens, Library tokens, Power Ranger tokens, Water Wizard tokens, and Nursery tokens.

LIBRARY

All classes have a library session each week. Teachers and our school librarian provide library skills lessons.

Students keep their library books in their book bags.

The library is open at lunchtimes for browsing, reading, library activities and issuing, renewing and returning books.

The [school library website](#) shows new books, book reviews, search facilities and library news.

OUR PEOPLE

Manchester St School Board of Trustees

Petrina Paki – BOT Chairperson & Fundraising Group Email: botchair@manchesterstreet.school.nz
Email: fundraising@manchesterstreet.school.nz

Brendon Gerrish – Parent Representative

Alex Toms – Parent Representative

Anthony Johansen – Parent Representative

Hayden MacDonald – Parent Representative

Jenny Keen – Staff Representative

Glen Richardson – Principal

Email: principal@manchesterstreet.school.nz

Manchester St School Staff

Principal – Glen Richardson

Email: principal@manchesterstreet.school.nz

Deputy Principal – Leigh Cowan

Email: leigh@manchesterstreet.school.nz

Teaching in our Year 0-3 Team; Leeann Boshier (Co-Team Leader Year 0-3) teaching New Entrants with Theresa Talumepa, Lian Bruce New Entrants, Shelley Lagah Year 1, Amy Hopping Year 1-2, Sheryl Anderson (Co-Team Leader Year 0-3) teaching Year 2-3, Leona Harris Year 2-3, Debbie Caske Year 2-3, Belinda Harris Year 2-3 and Jennifer Hammoud Year 2-3.

Teaching in our Year 4-6 Team; Faye Todd (Co-Team Leader Year 4-6) teaching Year 4-5, Neil Wagener Year 4-5, Annette Hall Year 4-5, Lisa Frith Year 4-5, Allen Gray Year 4-5, Geoffrey Ward (Co-Team Leader Year 4-6) teaching Year 6, Jayne Palmer Year 6 and Dicey Cribb Year 6.

Support Staff:

Office Manager: Ali Webb

Email: office@manchesterstreet.school.nz

Office Assistant: Kate Shepherd

Library Manager: Sasha Bennitt

Email: library@manchesterstreet.school.nz

Teacher Aides: Lynne de Vaynes, Deborah McIntyre, Viv Trask, Nicky Jaggard, Jo Gray, Sue Andrews, Rochelle Moore, and Kelly Brown.

Caretaker: Sam Coburn

Groundsman: Wayne Harber

Other Teaching Staff:

SENCO (Special Needs Coordinator) – Karen Brew

Learning Support co-ordinator – Jenny Keen

Classroom Release Teachers: Rachael Stewart, Lisa Stewart, and Andrea Horsfield.

STUDENTS EQUIPMENT and PERSONAL EQUIPMENT

UNIFORM

Wearing our school uniform is compulsory. It helps to promote school pride and a sense of belonging. It is important that all uniform guidelines are followed. All items need to be named, including footwear and coats, so that the owner of found items can be identified quickly.

Where to purchase school uniform:

Uniform items can be purchased from The Warehouse. Our school Fundraiser group operates a second-hand uniform shop that is open by appointment. Contact: mssfundraising@manchesterstreet.school.nz

Suggested requirements – we recommend that each student has the following items of uniform:

- 2- 3 MSS logo blue shirts
- 2-3 pair of blue shorts, skorts, or pants
- 1-2 MSS logo blue jackets, sweatshirts
- 1 pair of school shoes
- 3-5 pair of navy blue or black socks, or stockings

Special Occasion & Sports Team Uniforms

MSS Uniform Jackets-The school has special jackets. These will be issued to students when required for school trips or events.

MSS Sports Uniform - (where available) will be issued to students registered in school teams for sporting competitions and must be returned to school at the end of season.

Sports Days – On specified Sports Days students may wear appropriate sports clothing. Students are encouraged to wear tops in their school house colours: **Note:** If you don't know your child's house please enquire at the office or ask your child's teacher.

Swimming – students bring their own swimwear/togs, goggles and towel(s) in a named swimming bag. Please also supply a plastic bag for wet items.

Daily Sport/Fitness Activity/Sporting Event – Students will be required to bring sports footwear for these activities. They will be worn only during the activity.

Enviro Days – Once a term, the school holds a full school "Enviro Action Day". On these days students are encouraged to wear non-uniform clothing and footwear that is suitable for gardening and enviro day activities, reflecting the green part of the rainbow. Enviro days are notified in the school newsletter.

School Sun Hats – School sun hats are named and issued to all students at Manchester Street School. We are a Sunsmart school so during Term 4 & 1 students must wear a hat when they go outside.

Kowhai – Yellow

Matai – Blue

Totara – Red

Puriri – Green

OUR SCHOOL UNIFORM		NOT PERMITTED
TOPS		
MSS navy blue polar fleece jacket/vest, MSS logo crew neck sweatshirt		Non MSS logo jackets or vests
MSS light blue polo shirt with embroidered logo Short or long sleeved		Non MSS logo shirts
BOTTOMS		
Navy blue pleated cotton skort or skirt		No stripes, coloured detailing, logos or branding
Navy blue shorts		No stripes, coloured detailing, logos or branding
Navy blue full-length trousers or/ <u>plain</u> navy blue track pants		No stripes, coloured detailing, logos or branding
<u>Socks</u> - Navy blue or black socks (ankle, crew or knee high), <u>plain</u> navy blue or black stockings		
HEADWEAR		
<u>Summer Hats</u> MSS school hats are issued to each student and kept at school, worn during terms 1 & 4. Students may wear other sun hats to/from school & keep in their bags during the school day.		
<u>Winter Hats</u> Winter MSS logo beanies are available for sale at school office and may be worn at break times. Students may wear other warm hats to/from school & keep in their bags during the day.		
FOOTWEAR		
<u>Plain</u> navy blue or black lace up, Velcro or slip on covered shoes with black soles.		No colour detailing or laces No jandals or high-heels
<u>Plain</u> navy blue or black sandals with black soles.		No sequins/embellishment No knee high boots or ankle boots
HAIR & MAKE UP		
Long hair tied back, plain blue/black hair ties and plain blue/black headbands		No hair products to be used No hair dye No shaved designs No coloured clips or headbands No make-up, painted or artificial nails, artificial eyelashes. No tattoos.
THERMAL UNDERWEAR		
Winter thermal tops and leggings– <u>Plain</u> navy blue or black thermals can be worn under school uniform during winter.		No striped or coloured thermals
JEWELLERY		
<u>No</u> Jewellery is to be worn at school with exception of: Earrings - One pair stud earrings only, on the ear lobe. Pounamu pendant worn under uniform is permitted. Watches are permitted (See Smart Watches section on the following page)		Earrings should be removed when playing sport for safety.

STATIONERY

The school sells packs which are already made up and ready for our students' use. These packs are sold at a very competitive Back to School pricing and are put together for your convenience. The book bags are kept separate from the packs as some people choose to buy these from other suppliers, have them made or recycle ones that they have had previously. If exercise books and pens etc need renewing throughout the year it may be necessary to purchase new ones. Teachers will send you a note if new items are needed.

BYOD – Bring your own device

From the beginning of 2021, students in Year 4, 5, and 6 are allowed to bring their own device to school for use during the school day. Please check out www.schooldocs.co.nz (our school policies) for more specifics.

LITTERLESS LUNCH BOXES

We encourage healthy nutritional morning tea with no litter in them e.g. plastic wrappers and cling film. A good lunch helps students to learn. Every student needs a named water bottle that can be refilled throughout the day. We encourage water as the best drink.

VALUABLES/ MONEY

Students should not be bringing valuable items or money to school unless specifically required. We cannot accept responsibility for personal property such as toys if these are brought to school.

Please put any money sent to school for trips etc into a sealed envelope with your child's name and room number on.

CELLPHONES

If a student needs to bring a cellphone to school the classroom teacher will look after it for safekeeping.

SMART WATCHES – are not to be used to access the internet, for texting or messaging during school hours. If students are found using them for these purposes the watch will be confiscated.

LOST PROPERTY- MISPLACED BELONGINGS

Please name your children's belongings- clothes, shoes, lunchbox and drink bottle so that we can return them quickly if they are misplaced. We keep misplaced belongings for a limited time, then they are given to a worthy cause. Please look for your child's lost property as soon as possible.

The Lost Property Box is located beside Room B, smaller more valuable items are sent to the school office. Scooters or bikes left behind are kept in the caretakers shed.

SCHOOL OFFICE

OFFICE HOURS

The school office is open between 8.00am and 3.30pm each day. Appointments can be made outside of these times, in advance.

You can contact the office in one of the three ways: in person, by calling 06 323 6175 or by email office@manchesterstreet.school.nz.

ABSENCES

We encourage students to attend school every day. Research tells us that regular attendance is one of the biggest factors in children being successful learners and making progress at school.

If a student is going to be absent from school, a parent/ caregiver is required to notify the school office. This can be done via the school app, by email absences@manchesterstreet.school.nz, by telephone 06 323 6175 or by text 027 6378 885. (This number is only for absences and is only checked in the morning).

If your child is **absent** for 2 consecutive days a medical certificate may be required.

If a student is going to be **late** to school, the school must also be notified. If a student arrives at school after 8.55am they must go to the office to be signed in and get a LATE CARD to give to their teacher.

Your child's safety is important to us, so if you do not let us know that your child is absent we will send a text message to the parent listed as the main contact if your child is marked absent from school. We may also follow this up with a phone call or sending Attendance Service so we are sure your child is safe.

ACCIDENT/ ILLNESS AT SCHOOL

If your child has an accident or is sick at school, we will contact you to take the child to the doctor or home.

If you are not at home, we will try and contact you through work numbers or the emergency numbers you have given us. In the case of an emergency we will phone 111.

MEDICATION

If your child requires any medication to be administered during the school day, full written details need to be given to the office staff along with the medicine. Asthma inhalers are kept in the school office.

PARENT INVOLVEMENT

SCHOOL POLICIES

School policies can be accessed at schooldocs.co.nz

Username: Manchesterstreet

Password: rainbow

COMMUNICATION- NEWSLETTER- FACEBOOK, SEESAW, eTap app.

Newsletters are emailed on Thursday afternoons. A paper copy is available by request.

Please let the office know if you would like a paper copy. Teachers will often communicate via Seesaw. You will be given information on downloading the Seesaw app. There is also a school app which you will be sent details on once your child starts at MSS.

It is important to read the newsletter so that you are kept informed of upcoming events and any school notices.

CONTACT DETAILS

Please let the office know of any changes in your personal contact address, phone numbers and emergency details.

HOMEWORK

Each team has their own homework expectations. This will be communicated to you at the start of the year. Please ask classroom teachers if you have any questions.

PARENT VOLUNTEERS

The Fundraising Group is a group of parent volunteers who work to support our school through fundraising ventures, including the Second Hand Uniform Shop, organising Sausage Sizzles and school discos. Funds raised go towards school projects and initiatives. The Butterflies Group is a group of adults who support teachers by reading to students and having lots of discussion around stories to build oral language confidence and skills. Green Team/Te Rōpu o te Purapura /Green Team volunteers work with students on gardening related activities. Sport coaches and managers are often needed. Enviro Action Day helpers- once a term come along and support your child's class with fun activities. Swimming parent help – walking to and from the pools and assisting with groups at times. Classroom Parent Help – supporting classroom teachers. The Board of Trustees is elected tri-annually. If you are interested please talk one of the current Board or to the principal, Glen Richardson. Contact the school office or your child's classroom teacher if you are interested in volunteering.

PERMISSION FORM- Trips, Privacy, ICT and Cybersafety

Upon enrolment parents/caregivers are asked to complete a general permission form including permission for short, local trips, permission for student photos to be used, and permission for students to use digital technologies. Permission for camps and trips involving travelling by car will be requested separately.

QUERIES

We are always keen to address questions or concerns as quickly as possible. Should you have a question or concern about your child please make contact firstly with the classroom teacher. Should you still have concerns after that, your next contact would be the Team Leader, then either the Deputy Principal or Principal if needed.

If you are not satisfied, please make a submission in writing to the Board of Trustees. The school policy on complaints can be found at schooldocs.co.nz.

REPORTING TO PARENTS

We have two student led Learning Conferences, one in Term 1 and one in Term 3. Students share their progress, learning goals and next steps in learning with their parents, under the guidance of their teacher.

A written report is emailed out at the end of the year.

If at any point during the year you wish to meet with staff to discuss your child's learning or behaviour please make contact. Likewise, teachers may contact parents to arrange a meeting.

SCHOOL FEES

Manchester St School does not currently charge school fees as we belong to the Government Initiative of Fee Free Schools.

SCHOOL PHOTOS

Individual, class and group photos are taken each year. Family photos can be taken as well. The school newsletter will inform you of dates.

SCHOLASTIC BOOK CLUB

At least once a term, students will bring home a Scholastic Book Club form from which books can be purchased. Payments are made online. Our school library benefits from the sales we make.

SCHOOL TRIPS

Permission notes will come home for trips requiring transport and parent help. Parent help with transport and supervision on such trips is essential. We always try to keep costs to a minimum.

SPORTS

Physical activity, physical education and sports are an important part of the learning programme. Each team has opportunities to have regular, quality physical activity. Whole School Sports events that take place each year include Swimming, Athletics and Cross Country.

After school sports groups operate throughout the year. Information is provided through the school Facebook group.



We look forward to working in partnership with you and your child on their learning journey.

