



Birchville School Enrolment Pack 2024



12-16 Gemstone Drive, Birchville
Upper Hutt 5018
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Te Kura o Birchville Strategic Plan

Our enduring goals

Know our learners - so they can know themselves

Provide learning and social opportunities that are varied and broad

Support all to be successful and able to navigate their own futures

			
<p>Structured Literacy Self explanatory - leading this and supporting teachers with implementation, assessment, and embedding into practice</p>	<p>Trauma Informed Teaching Bringing this understanding to the teachers and supporting them through this process</p>	<p>Te Whare Tapa o te Ngākau Māori MAC with Kim and incorporating this into our everyday lives</p>	<p>Celebrations Whole School events, Assemblies, whānau days, fundraising etc</p>
<p>Driver: Erin Contributors: Teresa, Rachel</p>	<p>Driver: Teresa Contributors: Jarod, Rachel, Robyn</p>	<p>Driver: Davida Contributors: Missey</p>	<p>Driver: Jarod Contributors: Erin, Lauren</p>
<p>Structured Maths Enhancing our pedagogical practices for effective Maths teaching and learning</p>	<p>Te Ara Whakamana Bringing this kaupapa alive across the staff, then supporting this in the classroom</p>	<p>Creative Curriculum Making sure we have coverage and inquiry units happening</p>	<p>Communications Transitions, consultation with different people (whānau Māori, the community etc)</p>
<p>Driver: Teresa Contributors: Rachel, Jarod</p>	<p>Driver: Robyn Contributors: Rachel, Jarod</p>	<p>Driver: Jarod Contributors: Teresa, Lauren</p>	<p>Driver: Davida Contributors: Missey (whānau Māori), Teresa (transitioning), Jarod</p>
<p>Curriculum Refresh Implementation of this, keeping staff up to date with updates</p>	<p>Sustainability Practices Enviroschools, looking after Papatūānuku</p>	<p>Tau Mai te Reo Improving Te Reo across the whole kura and everyone who is part of it</p>	<p>Showing Progress HERO - posts, making sure posts are on time, inner workings of HERO</p>
<p>Driver: Robyn Contributors: Davida, Rachel</p>	<p>Driver: Rachel Contributors: Jarod, Robyn</p>	<p>Driver: Missey Contributors: Robyn, Davida</p>	<p>Driver: Erin Contributors: Rachel (Maths focus)</p>
<p>Board member: Jess</p>	<p>Board member: Marie</p>	<p>Board member: Jay</p>	<p>Board member: Amit</p>
<p>Presiding member: Kathryn</p>			

- **Driver: one person**

Responsible and going to step up to lead this kaupapa. Key person, go to person

- **Contributors: small group**

Put aside time, energy and effort to move the project forward and in what way they will contribute



Nau mai, Haere mai and Welcome to Birchville

E ngā mana, e ngā reo, e te iwi, nau mai, piki mai, whakatau mai rā.

At Birchville School we are passionate about helping children discover and achieve their potential. We recognise that people come with different values, cultures, strengths and needs and as a staff, together with our community, we are committed to celebrating diversity and providing a quality education that meets the needs of all students.

At Birchville School we see our role as helping our children shine. We do this through genuine relationships, meaningful opportunities and a rich, integrated curriculum which challenges, engages, promotes and celebrates learning for all.

Our purpose is simple:

Learn to Love, Love to Learn. Ako ki te Aroha, Aroha ki te ako.

***Learning to love / Aroha ki te ako** is all about building relationships. It's valuing each other in a culture of high trust, acceptance of diversity and a commitment to working together. It's also about finding the things that make us happy, that excite us, our passions and aspirations and that the more we learn the more likely we are to live full, happy lives.*

***Love to learn / Ako ki te Aroha** is about instilling children with a passion for lifelong learning, and a positive mindset towards academic and social success. We want our learners to be aware of how they learn best, what they need to do next and demonstrate the ability to make informed choices on where, when and how they will make the required progress across the curriculum in a manner that is effective and targeted to their needs.*



Starting School

It is recommended that all new students and their parents visit our school before enrolment and if you wish you may meet with Robyn Brown, our principal. This is an excellent opportunity for new families to be provided the chance to see the school and the programmes offered, for families to ask questions and to be introduced to people within our school including your child's class teacher.

Pre Enrolments

Enrolments will be accepted at any time. However, where possible, we encourage parents to pre-enrol their children up to two years prior to their fifth birthday. This assists the school in its forward planning.

Enrolment Scheme

In order to avoid overcrowding or the likelihood of overcrowding, the Birchville School Board has adopted an enrolment scheme which has been approved by the Ministry of Education.

Under this scheme, students will be enrolled if they live within the home zone. The enrolment scheme, which includes a precise description of the home zone, may be viewed on our school Website www.birchville.school.nz or at the school office, where copies of the scheme are also available.

The enrolment of out of zone students is governed by the provisions of the Education Act 1989.

If you live in the home zone and have not yet signalled your intention to enrol your child, then please contact the school immediately to assist us in our planning.

The enrolment scheme for Birchville School came into effect on Monday 3 February 2020.

Cohort Entry

Cohort entry is about helping children to settle better in school. There's evidence that starting school alongside other children helps children build relationships and supports a smoother entry to school life.

We believe it offers our tamariki the best start to their school life. It also means less disruption for our new entrant teachers who can prepare for groups of children arriving on a specific date, rather than on an individual and ad hoc basis throughout the year.

New entrants start school as a group after they have turned five, and there will be two entry points per term (beginning and mid-point).

2024 Mid-Term Dates for Schools with Cohort Entry

TERM	START OF TERM DATE	MID-TERM DATE	END OF TERM DATE
1	01/02/2024	11/03/2024	12/04/2024
2	29/04/2024	05/06/2024 (Wednesday)	05/07/2024
3	22/07/2024	26/08/2024	27/09/2024
4	14/10/2024	18/11/2024	17/12/2024

The mid-term date is the mid-point between the start of the term and the start of the next term.

- If your child's birthday is before the **start of term date**, then they can start school at the **beginning of that term**.
- If their birthday is between the **start of term date** and the **mid term date**, then they can start school on the **mid term date**.
- If their birthday is between the **mid term date** and the **start of the next term's date** then they can start school at the beginning of the next term.



Birchville School Transition to School Process

At Birchville we welcome our new entrant tamariki with a gentle transition from early childhood to school by offering school visits.

An invitation will be sent out to new starters approximately 4-6 weeks before their start date. We encourage a minimum of 3 visits to foster building relationships and ensure children are settled and ready for school. These visits happen on Tuesday mornings in Term 1 and Wednesdays from Term 2 in Kea Class which is located in Emerald Block.

New starters will be here for a brainfood break and morning tea, so please bring a water bottle, a piece of fruit/vegetable and a small snack to enjoy at school. (If your child is visiting in Terms One and Four a wide brimmed sun hat is required)

We require whānau to stay for the first visit in class. For visits 2 and 3 (and any further visits required) whānau have the option of staying in class, being on site or doing a drop off. Please come and see one of the kaiako to discuss this and the needs of your child.





School Information

Absences

Please contact the school by 9am when your child is absent. This can be done by ringing the school office, via our Hero app or by following the links on the school website. It is also important that the school office is informed of any changes to each families contact names, numbers and addresses. You can call the school office on 04 526 7128 or email office@birchville.school.nz to update your information at any time.

Vistab Sign In

Please come in to the office and sign in if you are a visitor/parent help at school or if your child is arriving late or leaving early.

Newsletters

Parents and caregivers are kept informed of school news and activities through our School Management System (HERO) and website. Communications can be printed in hard copy format for parents at their request, however, we are an Eco School and we are trying to reduce our paper usage.





School Information

Library

We are lucky to have a wonderful library which is run by our school librarian. Classes use the library regularly and students can have books signed out for them to enjoy at home. The library is sometimes open during lunch breaks, allowing the tamariki additional opportunities to access this fantastic facility. The Library Bus also visits our school fortnightly on a Monday afternoon.

School Hours

Children can enter learning spaces at the start of the day: 8.30am

School starts: 9.00am

Morning tea: 11am-11.40am

Lunch break: 1:05pm-1.50pm

School finishes: 3.00pm

Additional Information

Please note that Birchville is a **Water Only** school

Students have a brain break where they can snack on a piece of fruit or vegetable brought in from home at approximately 10am

We encourage minimal packaging within lunch boxes.

Wide brimmed hats **MUST** be worn during outside activities throughout
Terms 1 & 4

Communicating & Reporting with Hero

Here at Birchville we use the communication and reporting system, Hero. An online sharing platform with complementary smart app.

Hero allows schools to customise an online environment that enables teachers, students, and families to **view and share content anytime, anywhere on any device**. The software is secure, easy to use and brings together all school-related information in one place.

With Hero, you have the ability to:

- read and comment on posts relating to your child's learning
- view information on your child's progress and goals,
- read and comment on school notices sent to the class or groups your child is part of
- respond to school notices such as surveys and trip permission requests
- view school term dates
- view a school calendar of events
- notify the school if your child is absent or late
- navigate to other school-related webpages
- customise your account by adding a profile image
- select how you wish to receive notifications

Learning posts combined with curriculum information and goal-setting will form an online report designed to build year-on-year so that over time you will have access to written posts, images, video, work samples, and helpful resources all in one place.

Over the coming year, staff and students will be posting rich content to our Hero software. We are looking forward to sharing this with you, including you in your child's learning journey.

For information about Hero including how to log in, go to:

<https://ninc-ed-hero.zendesk.com/hc/en-us/articles/360026349934-Logging-into-Hero-information-for-Parents>

or contact Kelly in the office at office@birchville.school.nz or call 04 526 7128

Payments

Once enrolled please make school payments, such as stationery fees, through Hero, the School Board account: 12-3478-0038482-00 or via cash/EFTPOS in the Office.

The cost for stationery for 2024 is \$40 per student.

★ Each child (Yrs 1-4) will also need a named book bag, which is not covered by the stationery fee.

We also request each student to bring in a box of tissues and a tin of food for our emergency supplies.



Site Plan and Emergency Meeting Point

Our Emergency Evacuation Assembly Area is on the school field near the fence as indicated on the map. Whānau are to wait at the gate, that leads onto the school field which is located next to Birchville Kindy, for their children to be released by a member of staff. Please be patient as the children will only be released one at a time or with their siblings.



Birchville School is Smoke Free

Our smoke free policy allows us to comply with smokefree legislation, and promote a smoke free lifestyle to all members of the school community. This policy applies to all smoking and vaping products, including e-cigarettes



Birchville School - Kura Tiaki

Before and After School Care

If you're looking for a safe, structured and fun environment for your children then you've come to the right place!

During term time we offer:

Before School Care (7.30am - 8.30am)

and

After School Care (3.00pm - 6.00pm)

Our Programme is well structured, focusing both on education and fun, reassuring parents that their children are well cared for in a familiar fun & loving environment.

Our daily programme involves feeding the children with breakfast in the morning for Before School Care children and a light snack for those attending after school, assisting the children with their homework, encouraging reading time and finally ending the day with fun activities like Art and Creative activities and Indoor and Outdoor sports in a safe and secure environment, all supervised by our experienced and friendly staff.

For more information about our programme:

Email - kuratiaki@birchville.school.nz