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**NAU MAI! HAERE MAI!**

**welcome to**

**HOUGHTON  
VALLEY  
SCHOOL**



*Houghton Valley School*

*Vision Statement*

**Caring, Exploring and Inspiring Together**

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# *Houghton Valley School*



## **INFORMATION**

### WE ARE

**Houghton Valley School  
110 Houghton Bay Road  
Houghton Bay  
Wellington 6023**

Phone: (04) 939-3318

Website: [www.houghton.school.nz](http://www.houghton.school.nz)

Principal: Luana Carroll  
[principal@houghton.school.nz](mailto:principal@houghton.school.nz)

Office Manager: Denise Forrester  
[admin@houghton.school.nz](mailto:admin@houghton.school.nz)



*In 1931, the residents of Houghton Valley approached the Education Department with a petition to form their own school. After beginning with just two rooms, we have grown to a school of eight classrooms and around 200 students. While proud of our past, we look ahead to the future with anticipation.*

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## A Warm Welcome to Houghton Valley School

Tēnā koutou katoa. The Staff and Board of Trustees of the school wish to extend a warm welcome to you and your whanau. We hope that your time and association with our school will be happy and successful. You are invited to participate in the many and varied activities associated with us.

This booklet is designed to give you some important information about our school. Please keep it in a safe place for reference. We realise there are many points that cannot be covered in such a booklet and we are always pleased to answer any further queries and discuss your concerns. Please contact us.

We trust that you will take time to share your child's progress and development with us. We look forward to working with you for the benefit of your child's future.

Luana Carroll  
**Principal**

<b>School Day</b> 9.00am to 2.55pm	
<b>School Sessions</b>	
9am	School Starts <i>(Earliest time children can be dropped off at school is 8:30am)</i>
11am to 11:20am	Morning Tea Break
12:30pm	Lunchtime EAT then PLAY
1:25pm	End of lunch
2:55pm	School Ends

### SCHOOL OFFICE HOURS

These are 8.30a.m to 4.30p.m. (Mon to Fri)

Phone: (04) 939-3318

Email: [admin@houghton.school.nz](mailto:admin@houghton.school.nz)

Website: [www.houghton.school.nz](http://www.houghton.school.nz)

## **2019 Personnel Staff Members**

Principal  
Luana Carroll

<b>Teachers</b>	
Monica Mercury	Deputy Principal & Team Leader
Stephanie Bosch	Team Leader
Miriam Gaynor	Team Leader
Briar Prestidge	
Fiona Crossett	
Michelle Pontifex	
Ben Gittos	
Nicola O'Halloran	
Jos Abernethy	
Mel Beirne	
Jill Holmstead	Reading Recovery & Sustainability
Jenny Cossey	
Rekha Tiwari	
<b>Teacher Aides</b>	
Jasmine Pritchard	Tanya Taylor
<b>Support Staff</b>	
Denise Forrester	Office Manager
Dave McArthur	Cleaner

### **Board of Trustees**

<b>Members</b>	
Sarah Graydon – BOT Chair	Richard Carroll
Susan Hall	Teneti Ririnui
Luana Carroll - Principal	Jos Abernethy – Staff Rep

### **Home & School Association**

<b>Team</b>	
Ian Long	Chairperson
Kevin Hales	Treasurer
Megan Laking	Secretary

## Houghton Valley School Dates for 2019

	Start	End	Exceptions
<b>Term 1</b> (10 weeks)	Mon 4 <sup>th</sup> Feb	Friday 12 <sup>th</sup> April	<b>Waitangi Day</b> Wed 6 <sup>th</sup> Feb – No School <b>Easter Friday</b> 19 <sup>th</sup> April & <b>Easter Mon</b> 22 <sup>nd</sup> April in holidays <b>Anzac Day</b> Thurs 25 April in holidays
<b>Term 2</b> (10 weeks)	Monday 29 April	Friday 5 <sup>th</sup> July	<b>Queen's Birthday</b> Mon 3 June
<b>Term 3</b> (10 weeks)	Monday 22 July	Friday 27 September	
<b>Term 4</b> (10 weeks)	Monday 14 October	Wednesday 18 Dec	<b>Labour Day</b> Monday 22 October (We will have one teacher only day in here too)

### Annual School Events

<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>
Whole School Beach Trip	Cross Country	Swimming	Athletics

### School Sports Options

<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>
Floorball			Floorball
Junior Netball Y1-4	Winter Netball Y5/6	Winter Netball Y5/6	Junior Netball Y1-4
	Basketball	Basketball	
Touch Rugby			Touch Rugby

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# Information About Houghton Valley School

*(in alphabetical order)*

## ABSENCES/LATENESS

Please advise us of your child's intended absence and reason before school - options available via phone 939-3318 - leave a message if needed, as messages are cleared throughout the day or website [www.houghton.school.nz](http://www.houghton.school.nz) "contact" the "Report and Absence" or email [admin@houghton.school.nz](mailto:admin@houghton.school.nz) options. The office staff follow up on unexplained absence, but this is a time consuming exercise. No follow up note is required if we have been advised on the day of absence. No child is permitted to leave the grounds during the day without parental permission.

## ASSEMBLY/TE-HUI-A-KURA

Assemblies or Te-Hui-a-Kura are at Houghton Valley School Hall at 2:15pm on most Fridays. This is a chance for the whole school and classrooms to meet and share school work, songs, music, birthday celebrations, certificates and information.

## AFTER SCHOOL CARE

Kelly Club OSCAR run the After School Care program at HVS and will provide a safe, stimulating and caring environment for the children, taking into account the children's individual needs. The children's safety is paramount at all times. The programme will nurture a happy, secure environment where the children have positive self-esteem. The programme operates from 2:55pm to 6pm Monday to Friday during the school term Contact Kelly Club [www.kellyclub.co.nz](http://www.kellyclub.co.nz) to enrol online and to make booking. Email [houghtonvalley@kellyclub.co.nz](mailto:houghtonvalley@kellyclub.co.nz) or cell 022 0109981. Kelly Club also run school holiday programs, these can be accessed from there website [www.kellyclub.co.nz](http://www.kellyclub.co.nz)

## ANSWERPHONE

Please leave your name and contact number and/or a message. This is checked regularly and calls are answered as soon as possible.

## BEHAVIOUR MANAGEMENT – PB4L – Purpose Statement – “HAEWAI”

The Positive Behaviour for Learning School-Wide framework, otherwise known as PB4L School-Wide, is helping New Zealand schools build a culture where positive behaviour and learning is a way of life. It's not about changing the students; it's about changing the environment, systems and practices we have in place to support our students to make positive behaviour choices.

The Houghton Valley School PB4L team created this purpose statement to encompass what we hope our students and staff to be during their time at HVS. We hope that these words will guide our teaching, learning and behavioural decisions.

At Houghton Valley School we use HAEWAI to help us guide our learning, teaching and behaviour. We hope that Houghton Valley School is a place where the environment and the people in it are cherished and respected.

**H**appy in our learning, teaching and interactions with one another.

**A**ctive in our learning in and out of the classroom.

**E**ngaged in the learning process and aware of our own learning needs.

**W**ondering by asking questions, seeking answers and showing an interest in the world around us.

**A**chieving by doing our best in whatever we do and feeling success in our learning.

**I**nclusive by creating a learning community where we are open to new ideas and celebrating diversity.

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### BIKES In Schools

We have an amazing bike track which was installed in conjunction with the Wellington City Council. So families are able to use the track on weekends and after school.

### CAR PARK SAFETY

Parents are requested to exercise all due caution when entering or leaving the school car park area. Cars are not permitted to enter or leave the car park between 8.30am - 9.15am, and 2.30pm - 3.15pm. If appropriate, encourage your child to walk to school. No parking on "yellow lines" or footpaths.

### CLASS TRIPS/VISITS

We encourage classes to use our great city and local area as a context for learning. Trips out of school therefore occur on a regular basis. At the beginning of the year, we send out a generic parental permission form, to cover trips in the local area. Occasionally we may also seek written permission for specific trips that may warrant this. We welcome parental assistance on trips. Our Health and Safety Policy states that if travelling by car, all children must be seat-belted. We also have clear adult:child ratios for supervision.

### CLOTHING

We have no rules regarding what the children wear to school but we ask that clothes are adequate, clean, tidy and appropriate for the occasion. Children are expected to wear hats outside in terms one and four, and they must wear shoes outside for safety reasons. They also need suitable footwear and clothing for daily P.E. lessons. 'Lost property' is located in the main block corridor in a small blue wheelie bin. At the end of each term, clothes are given to a good cause.

### COMMUNICATION

The school keeps families informed and communicates via newsletter, syndicate newsletter, txt, emails and the school website [www.houghton.school.nz](http://www.houghton.school.nz)

### CONTACTING YOUR CHILD'S TEACHER or THE PRINCIPAL

We are more than happy to meet with you during the term to discuss your child or answer questions about the class programme. All teachers have school email which is first name followed by @houghton.school.nz example: [monica@houghton.school.nz](mailto:monica@houghton.school.nz)

Otherwise they can be contacted in person here at school, or by leaving a phone message with the office (ph. 9393318). My address is [principal@houghton.school.nz](mailto:principal@houghton.school.nz)

If you need to chat about something that requires more than just a short conversation, then making an appointment with the teacher is best. It is also a good idea to say what you would like to chat about.

### DENTAL HEALTH

The school will be visited by the Mobile Dental Clinic at regular intervals. Parents are notified of this. Please contact the Bee Healthy Dental Service call 0800 825 583 if you are concerned about your child's teeth. You may remain with the local dental care if you prefer.

### DISMISSAL OF CHILDREN

Children are then dismissed from their classes at 2:55pm. The junior school students stay in their class until a caregiver has picked them up. If children are being collected they wait on the top or bottom courts. **Bus Line:** Children line up in front of the office at the end of the day if they are catching the bus and the Principal/teacher releases them to walk to the bus stop at the pedestrian crossing. If raining they line up undercover left of the main office door.

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## DROP OFF AND PICK UP

8:30am is the earliest you can drop your child at school. At 2:55pm the Junior children should be picked up from their classrooms.

## EDUCATION REVIEW OFFICE REPORT

A copy of our most recent ERO report can be viewed on the ERO website.

## EMERGENCY PROCEDURES

In the event of an emergency at school, children will be cared for until parents/caregivers or another responsible adult, named by parents, comes to collect them. We do have an emergency policy in place and practise emergency procedures regularly.

## ENROLMENTS

Parents are asked to complete **all details** of the enrolment form as some of the information is relevant to our school funding. We also need a copy of birth certificate or passport plus and immunisation certificate. Please don't hesitate to contact the school if you have any questions about this process.

## HEALTH

The health form supplied to New Entrants is to be completed for the Public Health Nurse. Please advise us of any changes in medical circumstances that the school should know about.

Good health is essential for your child to learn and achieve. Please ensure they arrive at school on time, they get to bed at a reasonable hour and that they have a nutritious lunch to eat.

Hearing and vision tests are carried out in the first year of school and parents can request further checks if concerned. The tester visits us twice a year.

Headlice: Despite all precautions, these nuisances do make an occasional visit. Shampoos are available from chemists and further help can be obtained from the Public Health Nurse.

## HOMEWORK

In junior classes, homework mostly involves reading by, to and with your child. As children progress through the school, the amount of homework increases and it usually includes activities that maintain or extend skills and content covered at school. Teachers are more than willing to chat with you about homework expectations and any issues to do with completion.

## INJURY OR ILLNESS AT SCHOOL

If your child is injured or ill during the school day, he/she will be attended by a staff member who holds a current First Aid Certificate. If the injury is serious, the school will contact you or your stated emergency contact person as soon as possible. In cases where it is felt that immediate professional medical attention is needed, this will be organised.

## LIBRARY

Children are encouraged to borrow books from the library. We ask that parents support this and make sure that the books are returned. If books are lost or damaged, parents will be asked to donate towards their replacement.



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### LOST PROPERTY – NAMING OF CLOTHES

Children misplace clothes easily. To assist us, please **name** all items of clothing and encourage children to bring home their clothing, especially jackets, tops and coats. A box for lost property is in the main corridor by Ti Kouka class. All unclaimed contents are donated to the charities clothing bins at the end of each term.

### LUNCHES

Lunch orders are ordered thru the ezlunch website [www.ezlunch.co.nz](http://www.ezlunch.co.nz) on Thursdays “Sushi Lunches” orders available and Pita Pit on Fridays. With two suppliers, this will ensure your kids have a great variety of healthy and tasty school lunches. Order any time before 9am on the day or schedule in advance. A full menu, prices and allergy information can be obtained via your ezlunch account. Lunch orders will be delivered to school by lunchtime.

### MEDICINES

If your child needs medicine during the school day, please ensure a Medical Agreement has been completed and handed into the school office. All medicines are administered from the office.

### MONEY and VALUABLES

If your child needs to bring money to school, please ensure it is in a named envelope. Children are discouraged from bringing extra money to school. Cheques should always be made payable to Houghton Valley School. We also have internet banking for paying school donations etc.

Valuables such should be handed into the office for safekeeping. We discourage children from bringing toys, phones, game cards, MP3 players or any other valuable personal items to school. We take no responsibility for such items.

### MUSIC

We have a guitar and piano teacher who are available privately to teach children music in school time. Please get the information from the school office.

### NEWSLETTERS

School Newsletters are emailed home every Thursday. If you have anything which you would like included in our newsletter, please hand a written copy into the office or email [admin@houghton.school.nz](mailto:admin@houghton.school.nz) by the Wednesday before. All newsletters are available on the school website [www.houghton.school.nz](http://www.houghton.school.nz) or a hard copy at the school office.

### NOTICEBOARD

Information about the school and community activities are displayed on the noticeboards in the school foyer/corridor.

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## PARENT INVOLVEMENT

We appreciate all the parent help we are offered and endeavour to use the community's talents and abilities. Please let your child's teacher or the office know if you are able to help in any way.

## REPORTING TO PARENTS

Parent/Teacher conferences are held early in the first term and during the third term. A written report will be sent home at the end of the year. Parents are encouraged to meet their child's teacher at other times during the year by mutual arrangement. We prefer you to make an appointment so we are able to spend the necessary time with you.

## SCHOOL ORGANISATION

Students in their first two years are classified as year 0 (new entrant), year 1 or year 2. Students are then classified as year 3, 4, 5 or 6. Each year, students are organized into class groups on the basis of age, levels of achievement, gender balance and social factors. Composite classes, made up of two year groups are common.

## SCHOOL PATROL

The pedestrian crossing on the corner of View Road and Houghton Bay Road has a school patrol (two year 6 students) every school morning 8:30am till 9am (with a teacher) and every afternoon from 2:50pm to 3:10pm (with a parent volunteer). An adult will be at the crossing in all weathers. We encourage children if walking home to use the school crossing.

## SPORT

During the year there are opportunities for children to be involved in sport competitions against local schools. There are also opportunities for some students to represent us in local sporting events. Parents will be notified of these events by special notice or through our regular newsletter.

Our students are sometimes involved in Saturday morning and after school competitions, depending on personnel available to coach and supervise.

## STATIONERY

Most classroom requirements are available from the school office. A list, which includes current prices, will be given to your child on starting school and at the beginning of each year.

## SUN SAFETY

**Hats:** We expect children to wear hats when outside during terms one and four. Wide brimmed HVS hats are available from the office at a reasonable price.

**Sunblock:** We have sunblock available in the school office area for before and after school if required. Any class trip, whole school trips or sports events held outside, the teacher and children will have access to sunblock throughout that day.

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## SWIMMING

The school organises a swimming programme. Parents are asked to please ensure that their children bring togs and a towel in a plastic bag to school when requested. A note is required to excuse a child from participating.

## TRANSPORT - Bus

The children can catch a public bus to school in the morning to the first View Road bus stop by the school crossing. There will be teacher on duty at school patrol to help the children safely cross the road. At the end of the day the children line up at 2:55pm outside on top court by Principal office and get checked off the bus list. They then walk themselves up to the bus stop by playcentre/crossing to catch the bus back to the hospital. Children will need a snapper card or cash to travel on the bus.

## WEBSITE - [www.houghton.school.nz](http://www.houghton.school.nz)

We are in the process of developing our school website into a comprehensive collection of information about our school. Currently it has....

- 1) Photos of staff members
- 2) Contact details, Absences
- 3) Term dates
- 4) Upcoming events
- 5) Photos of Board of Trustees members
- 6) Class blogs to showcase learning at HVS
- 7) Our principal's page
- 8) An archive of newsletters
- 9) Enrolment details
- 10) A description of our enrolment zone
- 11) After School Care info

Families are encouraged to visit the website regularly. We also request permission to include your child's picture on our website. If you do not agree to have your child on our website, please contact the office.

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## HVS Board of Trustees

### WHAT DOES THE BOARD OF TRUSTEES DO?

The Board was set up by the Education Act 1989. Elections are normally held every three years. The persons on the Board are parents and teachers. There are five elected parents, together with the Principal and staff representative.

The key roles of the Board are:

- To set policies which facilitate the smooth running of the school and advance the educational interests of our pupils;
- To appoint the Principal and work with the Principal;
- To ensure that there is good communication between the school and the community;
- To manage the school finances, the buildings and the grounds.

There are of course many other things the Board does as well.

### WHAT THE PRINCIPAL AND STAFF DO

Once a goal or policy has been developed the Principal and staff work to implement it. The Board is required by the legislation to monitor the implementation of policy.

The Principal:

- Provides the professional leadership for the school.
- Manages the day to day running of the school;
- Manages and appraises the performance of staff.

If you have a question about behaviour management, allocation of teacher resources, the daily management of the classroom and similar issues, the appropriate person to consult is the Principal.

### WHEN DO WE MEET?

Board meetings are usually held on the third Wednesday of each month, commencing at 7.30 p.m. There is often quite a lot of ground to cover in each meeting, so they last between two and three hours.

### NEWSLETTERS

The Board writes in the school newsletters regularly. These inform you of Board goals, new policies and general information.

### NOTICEBOARD

The Board of Trustees have a section of the noticeboard in the front foyer and also the noticeboard by the main library door. These show current Board members and Board minutes.

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## **HOUGHTON VALLEY SCHOOL** **HOME & SCHOOL ASSOCIATION**

The Association is the parent group which is responsible for raising funds and for many of the social activities within the school and the community. We raise funds for extra items which the government grant and parent donations don't cover.

The Association organises social events. These give the children and their families opportunities to get to know one another better.

The Board of Trustees and the Association work closely together, with the Trustees often seeking input from Association members, and the Association gives parents/caregivers another means of contact with the Board and teachers.

As a parent/caregiver of a child at Houghton Valley School, you are automatically a member of the Home & School Association. You are invited to attend our meetings or provide your support in other ways. Our meetings are held at the school each month. Getting involved with the Association offers a great opportunity to get to know some other parents as well as feeling you are making a contribution. Everyone has some skills to offer.

If you are not able to attend the evening meetings but have some time you could give to the school through the Association, contact the Chairperson or school office.

