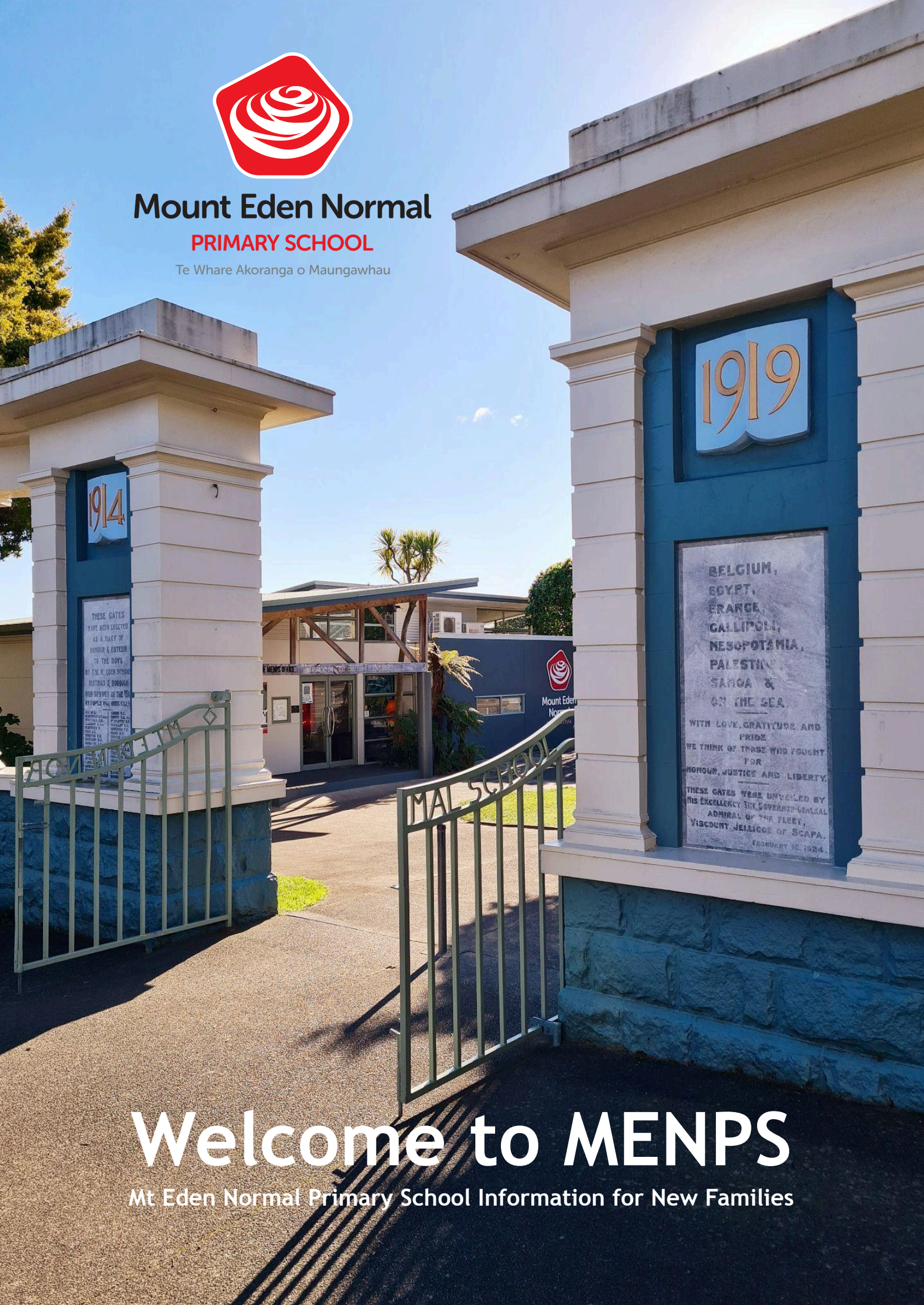


Mount Eden Normal

PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

Welcome to MENPS

Mt Eden Normal Primary School Information for New Families

Principal's Message



A warm welcome to Mt Eden Normal Primary School. We're a school with a long, proud history and proven track record of supporting our tamariki to achieve their potential and realise success.

We understand how significant this next step is to your child's educational and personal development, and our goal is to work with you to make the transition as positive and successful as possible.

Our school is a caring, nurturing environment based on a holistic vision for children who are **'wide-eyed & enthusiastic about learning'**. Our shared role is to support them in their continuing learning journey as they connect with and make sense of the world and the people around them. Above all, we want both you and your child to feel excited and enthused about their learning and experiences at school!

We know that developing happy, confident, resilient students means an ongoing focus on equipping them with the knowledge, skills and dispositions that they will need.

As a child's first teacher, growing partnership with you is key to achieving this, so we look forward to this opportunity to get to know you and your child as they settle into our learning community.

We're here to help, so please don't hesitate to ask if you have any questions at any stage.



Alan Jackson, Principal

Getting Started

There can be a lot to learn if your child is joining school for the first time, for parents as well as students. The MENPS website contains information, including 'Frequently Asked Questions' that you may find useful, and our staff are always on hand to help if needed.

With your enrolment information complete, you will be emailed further details, including arrangements for new entrant class visits (if applicable), start dates, stationery information and confirmation of your child's class teacher. You will also be invited to a Parent Information session hosted by a member of our leadership team.

School Organisation

Our year levels are organised into 6 teams, each with a team leader. The Senior Leadership Team is organised as follows:

- Principal: Alan Jackson - alanj@mteden.school.nz
- Deputy Principal: Hilary Edwards - hilarye@mteden.school.nz
- Deputy Principal: Angela Didier - angelad@mteden.school.nz
- Curriculum Leader: Maria Matene - mariam@mteden.school.nz

Further staffing information and contact details can be found on our school website.

School Hours



Children may be dropped off at school from 8.15am. If they arrive earlier than this, they must be enrolled in a before-school care programme. An on-site option is available. Children must also be enrolled in after-school care if they cannot be picked up by 3.15pm.

8.30am:	School opens
9.00am:	Classes begin
10.30am-10.50am:	Morning break
11.55am-12.00pm:	'Brain break'
1.00pm-2.00pm:	Lunch break
3.00pm:	School closes
3.15pm:	Playground cleared

Late arrivals
Please ensure your child arrives at school in good time and before the first bell for a settled and positive start to the day.

It's essential for your child's education and wellbeing to establish positive morning routines and ensure your child is on time for school.

Late arrivals must report directly to the school office before they are sent to class

Getting to School



To help ease traffic congestion and foster independence, walking, cycling or scootering to school and dropping off at the school gate are strongly encouraged. At busy times, parking close to the school is rarely an option. We have 2 drop-off and pick-up zones. When using these, the driver must remain in their vehicle.

All school car parks are staff only at all times.

Absences

Absences can be notified via HERO app (preferred) or our school website, *All authorisation requests for non-illness related absences must be in writing to the Principal*, and will typically only be granted for legitimate reasons. Requests should be made at least two weeks in advance for any elective (non illness-related) absence during term time. Authorisation may be given at the Principal's discretion for exceptional circumstances only. Please email admin@mteden.school.nz attention Principal to request leave.

It's important to be aware that parents and boards have a shared legal responsibility to ensure that all children attend school regularly, unless there is a justified reason for absence due to illness/medical, bereavement/extenuating circumstances. Attendance is also monitored by the Ministry of Education, and available to the Attendance Service.

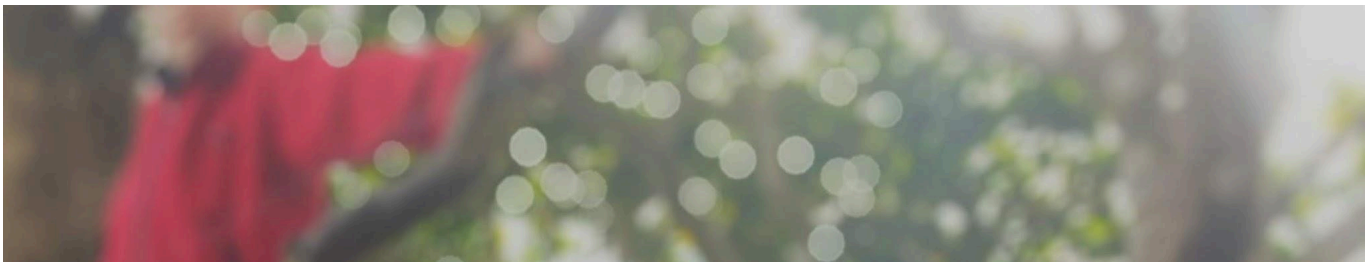
Before & After School Care

Before and after school care is available on site before and after school. Holiday programmes are also available during term breaks. For further information, visit:

https://www.skids.co.nz/locations/menps/

- After School (3.00pm – 6.00pm),
- Before School (7.30am – 8.30am)
- Holiday Programme (7.30am – 6.00pm)

Uniform



All students who attend Mt Eden Normal Primary School are required to wear the correct school uniform as listed below while attending school, and on all EOTC (Education Outside the Classroom) activities, unless otherwise directed by the school. At the discretion of the Principal, exceptions may include (but are not limited to);

- sports days
- non-uniform days
- cultural day events
- specific trips, excursions and other school activities

Item	MENPS Uniform
SHORTS **TROUSERS** **SKIRTS** **DRESS**	***MENPS*** Black Shorts ***MENPS*** Black Long Trousers (thermal leggings may be worn underneath) ***MENPS*** Black Skort OR ***MENPS*** Checked Dress
TOPS	***MENPS*** Striped Polo Shirt - Short Sleeve OR Long Sleeve OR **Plain** White Polo Shirt -Short or Long Sleeve N.B. A **plain** black or white thermal crew neck top may be worn underneath the polo shirt if required (No long sleeves, stripes OR patterns)
JACKETS	***MENPS*** Polar Fleece Jacket (Full Zip) OR ***MENPS*** Polar Fleece Sweat (Half Zip)
FOOTWEAR	**Shoes** : **Plain** shoes black OR red OR white Sport shoes black AND/OR red AND/OR white. **Sandals** : Black OR red OR white **Socks** : Black OR white socks **Hosiery**: **Plain** black OR white tights (NOT patterned, NOT footless)
HATS	***MENPS*** Branded Red Hat It is compulsory to wear the school hat in Terms 1 and 4
OTHER	The only other wearable items permitted is: • Earrings – small sleepers/studs only • Watches (excluding Smartwatches/devices with communication functions) • Wearing of Taonga and/or items of cultural and/or religious significance is discretionary, pending request from the parents and approval from the Principal • Plain Hair accessories- Black OR red OR white only

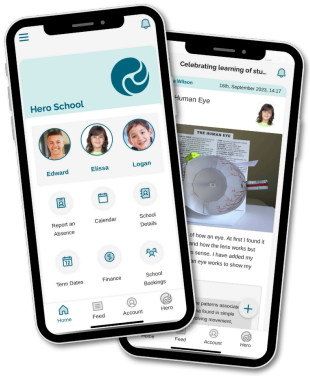
N.B. '***MENPS***' means the official school uniform

As well as families being able to purchase brand new MENPS uniform from the Uniform Shop on 169 Manukau Road, Epsom:

https://schooluniformcentre.co.nz/mt-eden-normal-primary/

The PTA also operates a second hand uniform shop. Dates of second-hand uniform sales are advertised in our school newsletter.

Communication



Most of our communication is via a school app called ‘HERO’, so please ensure you install the app, and also keep your email and other contact details up to date with us, including secondary and emergency contacts.

You should receive a weekly school newsletter during term time, in addition to any other communications from the teacher, Team Leader and other members of staff. Each term, we publish a list of key dates and events, which are also updated via the school website. Additional information is posted to our school’s official Facebook page.

If you need to speak to your child’s class teacher for more than just a passing ‘hello’, we recommend emailing them to arrange a mutually-convenient time/requesting a phone call. Mornings are particularly busy times for the staff, so after school is preferable (although please note the teachers typically have one or two meetings through the week straight after school).

SCAN ME!

Hero

Visits to school

All visitors to school during instructional hours (9am-3pm, including break times) must sign in at the School Office and be issued with a visitors badge, with no exceptions (other than for community/invited events such as sports days or Assemblies).

*Parents/relatives dropping off forgotten items and/or passing messages to children during the school day must always be done via the Office - **please do not attempt to go directly to class, cloak-bay or other areas of the school during instructional hours**.*

In order to ensure the safe and orderly supervision of children at school, parents and relatives are *not permitted to visit their children on site at breaks and lunchtime*.

Term Dates

Term dates and details of days the school will be closed for instruction for the year ahead can be found on our school website.

Stationery

Stationery lists for each year level can be found on our school website under Learning.

Who to ask



For questions relating to your child's learning and/or pastoral care, the teacher is usually the first port of call, but there are others within the school who can also be of assistance:

Team Leaders & Senior Leadership Team: School leaders can be of assistance if you have general feedback to pass on, or if you have a problem you haven't been able to find answers to after speaking to the teacher. Senior Leadership are well placed to answer questions relating to school Policies and Procedures, or to assist with issues or concerns, including matters relating to learning support.

- **The School Office:** Our office staff can assist with general enquiries relating to school events, helping direct you to the appropriate person when needed, and keeping the information we hold about your child up to date. They are also the first point of contact for medical needs, or if your child is unwell.

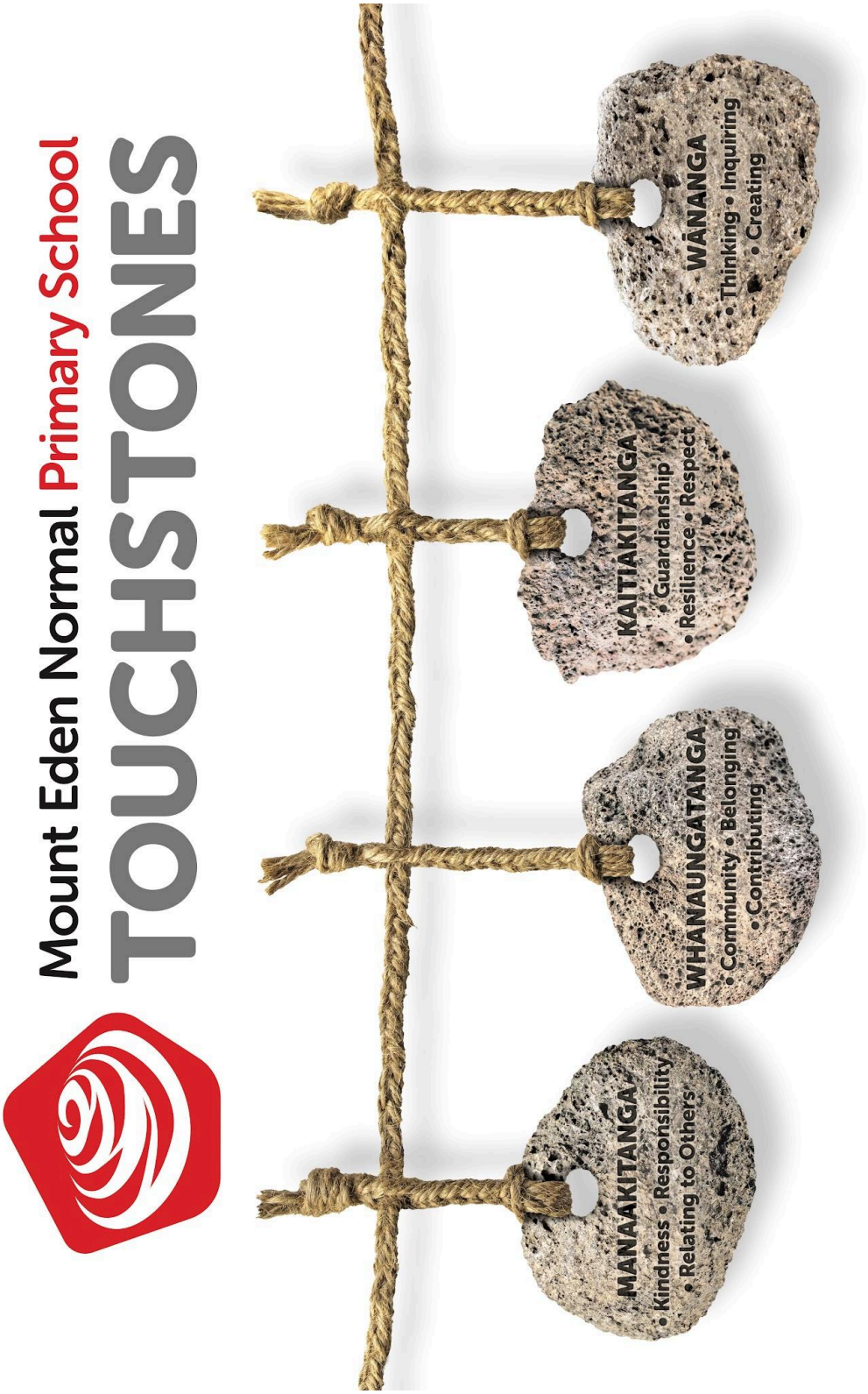
- **The PTA:** The Parent Teacher Association (PTA) organises community and fundraising events. It can be an invaluable forum for making new connections and learning about some of the key events in our community calendar. All parents are effectively members of the PTA, and encouraged to come along to meetings when they can

- **The School Board:** The School Board is involved with the strategic direction of the school, and the Policy framework which forms the foundation for our work. The Board is not involved directly in school operations and management (which is delegated to the Principal), but has collective oversight and responsibility at a governance level. Board meetings are held in public, following a set agenda, with meeting dates published each term.

Our Values

The MENPS ‘Touchstones’ describe dispositions and values that are an essential part of our life and learning at school. The Touchstones give us a shared language for talking about our aspirations, and reflecting on how we work together to achieve success for all members of our learning community.

We encourage you to talk with your child about the Touchstones and familiarise yourself with them as we work in partnership to support your child’s development.





Wānanga is about sharing and reflecting on our knowledge and understanding.

These reflections help us to find new knowledge, think about our learning and work together to explore and make decisions that help us to achieve future success.



Kaitiakitanga means guardianship and protection, based on a deep connection between humans, all life and the natural world.

It is a way of thinking about and showing respect for our environment and everything else around us that we value.



Whanaungatanga is about the ties we have to one other as whanau and members of a community.

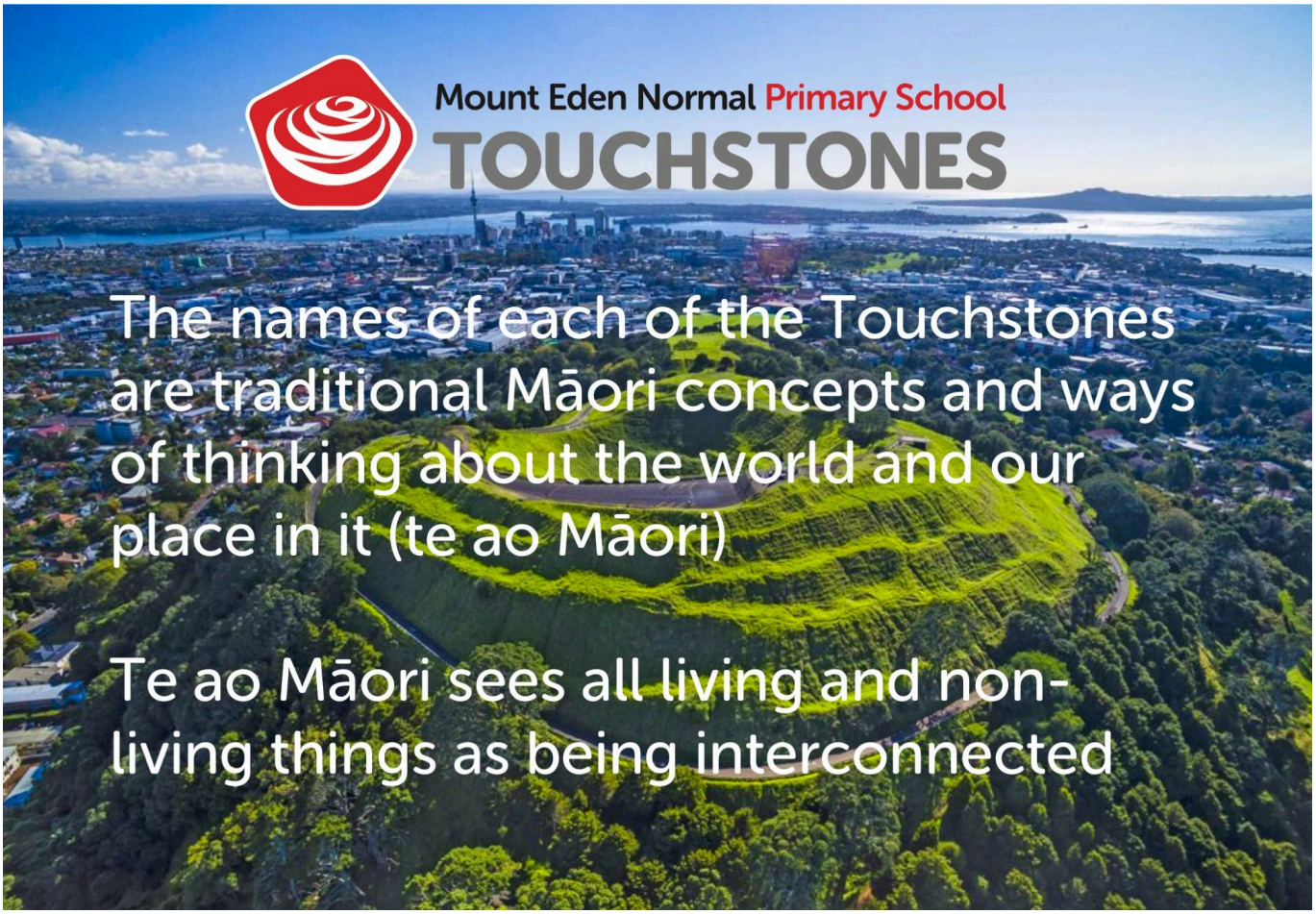
Through whanaungatanga, we build relationships that help us to live and work well together, and make a positive contribution.

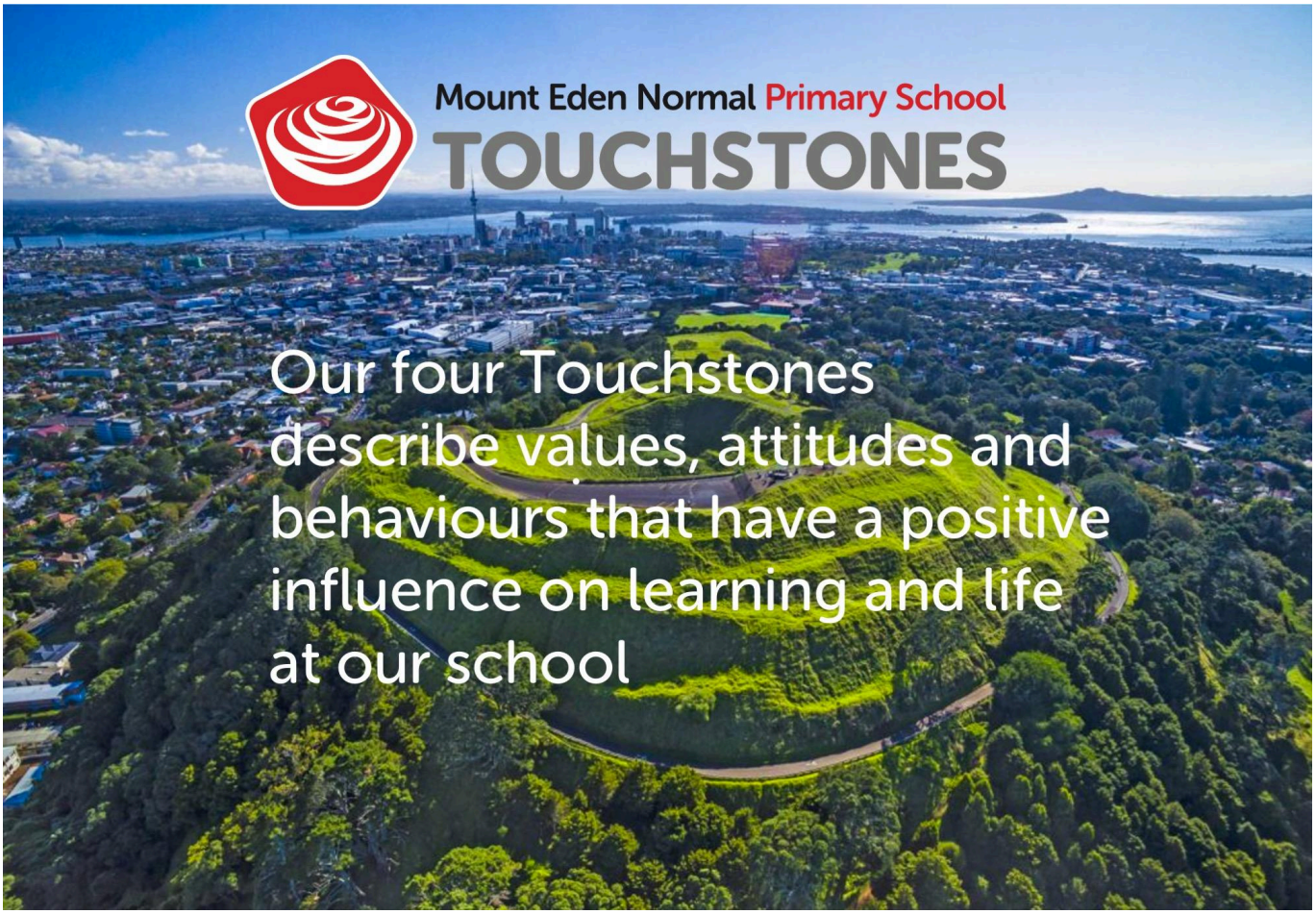


Manaakitanga means to "care for a person's mana" (a person's wellbeing).

Manaakitanga is in the aroha (love and compassion), support and encouragement we show one another.

Treating others with respect, generosity and care is the essence of manaakitanga.


Mount Eden Normal Primary School
TOUCHSTONES
The names of each of the Touchstones are traditional Māori concepts and ways of thinking about the world and our place in it (te ao Māori)
Te ao Māori sees all living and non-living things as being interconnected


Mount Eden Normal Primary School
TOUCHSTONES
Our four Touchstones describe values, attitudes and behaviours that have a positive influence on learning and life at our school

School Donation

The requested donation for the school year is set by the School Board annually, with amounts based on a single child/family group of one or more siblings.

This amount covers many of the expenses that we are not funded for by the government, including activities such as swimming costs, trips (excluding Camp/special EOTC Excursions, Interschool Team sports and Choir), class events, school productions and many of the costs associated with the provision of ICT resources across the school.

All donations are tax deductible. Please download/print your receipt from a desktop, under Finances in the HERO Parent Portal App.

PAYMENT OPTIONS:

- Eftpos, credit card, or cash at the school office
- Via Stripe on the HERO Parent Portal App
- Direct credit to Mt Eden Normal Primary School. Our account number is:

Mt Eden Normal School Board
12 3077 0541597 00

Please list your child's name as the reference and 'donation' as the code

- Term by Term and or partial payments are welcome.

Statements will be issued at the start of each term. Finances can be viewed at any time via the HERO Parent Portal App.

Dental Service

ARDS
Auckland Regional Dental Service

The Auckland Regional Dental Service provides free dental examinations, oral health education, x-rays and treatment to all eligible children from birth up to their 18th birthday, once enrolment documentation has been received.

It is the parent's responsibility to enrol their child in the service.

To access an enrolment form, please contact the Balmoral Dental Clinic Ph: 09 623 4537 or complete the enrolment form online at: www.ards.co.nz

If you have any concerns or questions regarding your child's teeth, or wish to update your contact details, please call: 0800 TALK TEETH or visit the ARDS website.

Online Lunch Orders



www.ezlunch.co.nz

Packed Lunches

Pack a healthy, nutritious lunch to help power your child's day - low sugar and no soft drinks please!

Please avoid products that are pre-wrapped. We collect food scraps for our worm farm, but any rubbish (landfill) or recyclable materials (to be washed & recycled) will be sent back home - we are an Enviro-school, and we actively promote sustainability - the lunch box is a major part of this!

Please make sure you send a **litterless lunch** every day!



Pack	Avoid
Snacks in reusable containers Drinks in reusable bottles Reusable utensils when needed Reusable lunchbox 'Bento' style boxes work well	Plastic bags, cling film or foil Disposable drink boxes, cans, cartons, yogurt pots or bottles Disposable forks and spoons Pre-packaged lunches Single-bag items

The MENPS PTA

The MENPS Parent Teacher Association has an invaluable role supporting our school through community events, fundraising and providing assistance to staff. Getting involved with the PTA is an excellent way of getting to know other families at school, have fun and help us to deliver the best possible outcomes for our learners. Contact: menpspta@gmail.com

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Statutory Declaration

A statutory declaration confirming in-zone address is required as part of our enrolment process, which must be signed in the presence of a Justice of the Peace.

AUCKLAND JUSTICES OF THE PEACE ASSOCIATION

To find an available JP please visit:

Find a Justice of the Peace - justiceofthepeace.org.nz

Change of Contact Details

If you change any of your contact details (such as address, email or phone number), please let our Office Administrator know by email on admin@mteden.school.nz

Helping Your Child Start School

Starting school is a big step, and our aim is to ensure we do everything we can to make new students feel welcome. For new entrant children, there are a number of things you can do in the weeks leading up to the first day to give them the best possible start.

- Visit the school on the weekend to explore together
- Practice packing the school bag together
- Talk about what they are looking forward to
- Learn about the school's 'Touchstones' together

It's particularly important for your child's confidence that - from the first day - they're able to:

- Carry their own school bag
- Find their way to their classroom
- Take their own shoes on and off
- Dress themselves for when they need to change for swimming
- Toilet themselves unassisted (and wash their hands)
- Listen to others and take turns
- Follow instructions from adults/staff
- Communicate their needs and ask for help if they need it
- Say 'please', 'thank you' and 'excuse me'
- Tidy up independently after activities
- Manage their emotions when things are challenging
- Use a glue stick, felts, crayons and scissors

Site Map


Mount Eden Normal
PRIMARY SCHOOL
Te Whare Akoranga o Maungawhau
PLAYGROUND
GRASS PLAYING
PLAYGROUND
STAFF CAR PARK
LEVEL 1 2
PAVED PLAYING
PLAYGROUND
SAND PIT
DISCOVERY ZONE
HALL
INFORMATION CENTRE
RESOURCE ROOM
SPORT/ ADMIN
PAVED PLAYING
CARPARK
GATES
SERV.
VALLEY ROAD
SHERBOURNE ROAD
LOWER GROUND FLOOR UNDER ROOMS 16 - 17
LOWER GROUND FLOOR UNDER ROOMS 1 - 4