



MURRAYS BAY
— PRIMARY SCHOOL —
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International Student Prospectus
2020

Murrays Bay Primary School

International Student Guide 2020 Information and Guidelines for Parents and Students

Before you complete any application and enrolment forms, please read the following information carefully. You will need to sign the application forms to confirm you have done so and have understood and accepted the provisions set out below.

- Selection:** The Principal will accept the student's enrolment form if there is space available and all requirements are met.
- Placement:** When the school makes an offer of a place to a student the school has the right to place the student at the appropriate year level. International Students will be placed in a mainstream class for most of the day and will have up to 3 ESOL classes a week (for long term students).
- Placement guideline:** A student is placed in the appropriate year level based on the date of their birth.

April 2009 – March 2010: Year 6
April 2010 – March 2011: Year 5
April 2011 – March 2012: Year 4
April 2012 – March 2013: Year 3
April 2013 – March 2014: Year 2
April 2014 – March 2015: Year 1
- Assessment:** The school will assess the English ability of International Students to determine their needs for ESOL lessons.
- Extra Curricula Activities:** International students will have the same access to extra-curricular programs as domestic students, which include the following: choir, Kapa Haka, inter-school sports, school band.
- Support Services:** Staff provide support and help for International students. The classroom teacher is the first person to contact with any concerns and if further support is required contact the Deputy Principal of International Students.
- School Timetable:** The school timetable is as follows:

8.30am	First Bell: Children may go inside class to hang their bag and play outside until the second bell is run at 8.55am
8.55am – 11am	Learning Block 1
11am – 11.10am	Morning tea eating in class – supervised
11.10am – 11.30am	Morning tea play outside
11.30am – 1pm	Learning Block 2
1pm – 1.10pm	Lunch eating in class – supervised
1.10 – 1.50pm	Lunch play outside
1.50 – 3pm	Learning Block 3

- Lunches:** Please bring enough healthy food for morning tea and lunch and a water bottle. We encourage healthy food like sandwiches and some fruit.
- Uniforms:** Uniforms can be purchased from Janbells in Mairangi Bay. (www.janbells.co.nz)
Students who pay for a full year will receive a voucher for 1 set of school uniform per year.
If you enroll for less than a year, you will need to purchase your own uniform.

Approximate cost of the school uniform is as follows:

Boys		Girls	
1x polo short sleeve	\$39.00	1x polo short sleeve	\$39.00
1x shorts	\$35.00	1x skort	\$46.00
1x fleece jacket	\$60.00	1x fleece jacket	\$60.00
1x sports polo	\$33.00	1x sports polo	\$33.00
1x sports short	\$20.00	1x sports short	\$20.00
TOTAL	\$187.00	TOTAL	\$198.00

Or you can try the second hand uniform shop:

Second Chance Uniform Shop run by the PTA.

Open on Wednesday morning's 8.30am – 9am

Email: theingolds@hotmail.com

10. **Assemblies:** Full school assembly takes place on fortnightly Friday's 9.15am in the Waipapa hall. Parents are welcome to attend.
11. The school takes seriously its duty of care for International Students. We provide support, responsible staff; appropriate teaching programs and excellent facilities. Our first responsibility is to keep young people safe. The school retains the right to involve appropriate outside agencies to ensure the personal, emotional and physical safety of the students.
12. **Accommodation:** The school will only accept International Students who are living with at least one of their parents in New Zealand. We do not arrange homestay placements.
13. **Complaints and Concerns:** Students and parents may experience problems and difficulties in adjusting to life in New Zealand. The Teacher and, then the Deputy Principal of International Students, if needed will first address any problems. The school's Complaints Policy is applicable to International Students and their parents. The school adheres to the "Code of Practice for the Pastoral Care of International Students". An appeal authority operates through the New Zealand Qualification Authority. The Domestic Resolution Scheme commenced on 1 July 2016. If you have a complaint about Murrays Bay Primary School, you can contact the New Zealand Qualifications Authority(NZQA) by phone on 0800 697 296 or email gadrisk@nzqa.govt.nz Or, if it is a financial or contractual dispute, you can contact Fair Way Resolution by phone on 0800774422. More information is available on the Fair Way Resolution website: <http://www.fairwayresolution.com/istudent-complaints> NZQA has produced a brochure for international students about the complaints process (PDF, 148KB).
14. **24/7 Contact:** Patrick Ryoo, our Pastoral Care for International students is our 24 hour, 7 days a week contact. He speaks 4 languages: English, Korean, Japanese and Mandarin.
His contact details are: Email: Patrick.ryoo@pinehurst.school.nz and mobile: 027 675 8202
15. **Academic Reporting:** The school reports fully on academic progress twice a year with a written report. The school expects all students to make reasonable academic progress.
16. **Visa Status:** If a student who holds a Student Permit to study in the school, acquires Permanent Residency, or a change of status through parental Work Permit or Business Visa, that student may not be eligible to remain enrolled at the school. All students whose visa status changes must contact the Principal's PA / International Liaison person, Mrs Ilse Hindle, to continue attendance at the school.
17. **Health Insurance:** Most students are not entitled to publicly funded health services while they are in New Zealand unless they are:
 - a. A resident or citizen of Australia
 - b. A national of the United Kingdom in New Zealand
 - c. The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your stay in New Zealand, you will be liable for the full cost of that treatment.

As part of the requirements of being an international student in New Zealand, you need to have insurance that will cover the cost of medical treatment for the duration of your stay in New Zealand. A company for health insurance is: Orbit Protect: www.orbitprotect.co.nz

18. Code of Practice: Murrays Bay Primary School has agreed to observe and be bound by the “Code of Practice for Pastoral Care of International Students”. Copies of the code are available from the school or from New Zealand Qualifications Authority at: <http://www.nzqa.govt.nz/>

19. Immigration: Full details of visa and permit requirements and reporting requirements are available through the New Zealand Immigration Service and can be viewed on their website at <http://www.immigration.govt.nz>

Contact details: Ilse Hindle – International Student Coordinator / Principal’s PA

Postal Address: Murrays Bay School PO Box 65502 Mairangi Bay 0754 New Zealand	Physical Address: Murrays Bay School 18 Clematis Avenue Murrays Bay Auckland New Zealand
Email: ilse@murraysbay.school.nz	Website: www.murraysbay.school.nz

**Murrays Bay Primary School
International Student Fees 2020**

School	Tuition Fee	Admin Fee	Total without GST	Total with GST
1 Year (4 Terms)	\$11,000.00	\$1,739.13	\$12,739.13	\$14,650.00
3 Terms	\$8,250.00	\$1,304.34	\$9,554.34	\$10,987.49
2 Terms	\$5,500.00	\$869.56	6,369.56	\$7,324.99
1 Term	\$2,750.00	\$434.78	\$3,184.78	\$3,662.50
Short term Weekly Fee	\$275.00	\$50.00	\$368.47	\$423.74

No sibling discount.

**Students who enroll for a full year get 1 set of free school and sports uniform.
All students enrolled long term and short term get free stationery.**

Code of Practice for International Students

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.

This pamphlet provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code? The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to? The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

What is an "international student"? An "international student" is a foreign student studying in New Zealand.

How can I get a copy of the Code? You can request a copy of the Code from your New Zealand education provider. The Code is also available online from <http://www.nzqa.govt.nz/>

How do I know if an education provider has signed the Code? The New Zealand Qualification Authority maintains a register of all signatories to the Code. If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong? If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

What if my issue is still not resolved? The Domestic Resolution Scheme commenced on 1 July 2016. If you have a complaint about Murrays Bay Intermediate School, you can contact the New Zealand Qualifications Authority (NZQA) by phone on 0800 697 296 or email gadrisk@nzqa.govt.nz Or, if it is a financial or contractual dispute, you can contact Fair Way Resolution by phone on 0800774422. More information is available on the Fair Way Resolution website: <http://www.fairwayresolution.com/istudent-complaints> NZQA has produced a brochure for international students about the complaints process (PDF, 148KB).

What can the Review Panel do?

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for education providers to ensure that:

- high professional standards are maintained
- the recruitment of international students is undertaken in an ethical and responsible manner
- Information supplied to international students is comprehensive, accurate, and up-to-date
- students are provided with information prior to entering into any commitments
- contractual dealings with international students are conducted in an ethical and responsible manner
- the particular needs of international students are recognised
- international students are in safe accommodation
- all providers have fair and equitable internal procedures for the resolution of international student grievances

Full details of what is covered can be found in the Code itself. The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

Information

SCHOOL HOURS

School starts at 8.55am every morning. Punctuality is expected. Children should arrive at school in time to enter the buildings when the bell is sounded at 8.30am to prepare for the day. The 8.55am bell is the signal for the beginning of class.

Students have a supervised eating break at 11.00am with a midmorning playtime of 20 minutes from 11.10am to 11.30am. The lunch break is from 1pm to 1.50pm. The afternoon classes are from 1.50 to 3pm.

The class electronic registers are marked each day at 8.55am and 1.50pm.

The school premises are cleared at 3.00pm, when children are to go directly home. Children will not be kept at school after 3.00pm without first notifying a parent or caregiver. Only those children under the direct supervision of a sports coach or a teacher may remain later and again only after prior notification of the event to parents. We do not shorten the lunch hour for wet weather. The school remains open for the usual hours. Parents will be given prior notice of any change to school hours requiring the school to close early.

Students are expected to be at school at 8.30am. At this time students will have access to their classrooms and should use this time to settle into the day. Children are not permitted to be at school before 8am. Lessons start at 8.55am.

The school day ends at 3pm and all students are expected to be collected at this time.

Students who arrive to school after 8.55am must report to the office for a "Late Pass" before they go to their classrooms.

Students who are not collected by 3.15pm will be taken to the "After School Care" (building located just above the school hall) with the cost for this being charged to the families.

Lateness

A pattern of lateness at Murrays Bay Primary School shall be defined as:

"When a student has been late 2 or more times over 2 consecutive weeks"

If a pattern of lateness is emerging, it is an expectation that the teacher will make contact with home to seek a reason and ensure that the student is at school by 8:55am.

Steps on behalf of the school shall be:

First instance: Letter home from Deputy Principal.

Second instance: Phone call from Deputy Principal.

Third instance: Second and final letter from Deputy Principal (notification of North Shore Students Services being involved in the next instance).

Fourth instance: Referral to North Shore Student Services - Principal notified.

High frequency absences

A pattern of high-frequency absence at Murrays Bay Primary School shall be defined as:

"When the school has a concern that a student's pattern of unjustified absences is impinging on that child's right to a quality education".

If a pattern of high-frequency absence is emerging, it is an expectation that the teacher will make contact with home to seek a reason and attempt to improve attendance.

Steps on behalf of the school shall be:

First instance: Letter home from Deputy Principal.

Second instance: Phone call from Deputy Principal.

Third instance: Referral to North Shore Student Services - Principal notified.

Absences

If a student is unable to attend school the office must be notified. You are able to notify the school using one of the methods below:

- Notification via the school App
- Email notification: office@murraysbay.school.nz (please ensure you include the students full name and classroom, stating the reason for the absence.)
- Absence Line Message: 09 478 6239 extension 1 - please leave a message with students full name and classroom stating the reason for the absence. **After School Care** If you require your child to be taken care of after school, we suggest that you enrol them into after school care. Their contact details are below:

Carekids Limited - Before and After School Care Programme

- Currently located in the Murrays Bay School Grounds, 18 Clematis Avenue Murrays Bay
- Parking is only available outside the hall. Please do not drive into the school driveway.
- Contact Margaret for more information, mobile 021 0582660
- Email: margaretosully@hotmail.com
- Enrolment Form and Terms and Conditions

Located on the school site and can be accessed from the School Hall carpark. We use this facility for Before School Care, After School Care, Holiday Programmes.

PLAYGROUND SUPERVISION

The school grounds are supervised every school day from 8.30am until 3.10pm. All children are to return home promptly after school unless prior arrangements have been made for children to attend after school activities such as sports practices.

Carekids After School Care offer an excellent programme, for more information visit our website or you can contact them directly on:

Carekids Limited - 021 058 2660 or margaretosully@hotmail.com

Morning Tea / Lunch Time

Students are supervised while eating. During the first block of the day students have a “brain food” break. They will need some fruit or vegetables for this. At 11am children have a 10 minute morning tea break. Please pack a small snack for them, fruit and/or crackers would be suitable. At 11.10am the bell rings for playtime. Students are supervised on the playground until they return to their classrooms at 11.30am At 1pm students are supervised for lunch eating. Please ensure you pack them a suitable lunch. At 1.10pm children are supervised for play time until 1.50pm Students should all bring a water bottle to school every day.

LUNCHES – PITA PIT & EZY LUNCH ONLINE ORDERING

Children are supervised in their classrooms while eating lunch. The children eat their lunches from 1 – 1.10 and playtime ends at 1.50pm.

Lunches are delivered to school around 12 noon, student monitors distribute them to the correct classroom collection box. A classroom representative collects them for the class at 1pm.

Links to the online ordering system is available from our School App or our website:
<http://www.murraysbay.school.nz/new-parents/school-lunches/>

SCHOOL SHOW

The school puts on a school performance every second year. For any information please email our Arts Leader Theresa Wells on theresa@murraysbay.school.nz

SCHOOL INFORMATION CENTRE

Children have the opportunity each week to borrow books from the Information Centre to take home. Children are given lessons in the use of the Information Centre and the care of books. They are expected to take good care of books and any damage or loss of books will be charged to the borrower. Books may be borrowed for two weeks. Overdue books will be notified by email after the book is more than 14 days overdue. Please support your child by encouraging them to return or renew their books by the due date.

SCHOOL WHĀNAU GROUPS

On enrolment all pupils are placed in one of the four MBS Whānau groups:

Kōwhai (yellow)

Pōhutukawa (red)

Rimu (green)

Tawa (blue)

Staff and Teachers are also associated with a whānau group. During the first two weeks of the new school year the students elect a boy and girl Whānau Captain and Deputy Whānau Captain for each of the houses.

Weekly competitions are held in classes and the points are collated. The winning Whānau is announced at the school assembly and the winning Whānau Captains hoist their house flag on the school flagpole and place their shield in a place of honour in the school foyer. House competitions are also held for all major sporting events and school wide events. Children can earn points for their Whānau for a wide range of activities including:

- school, team or class certificate winners
- making a positive contribution (using initiative)
- assisting each other, teachers, parent helpers (demonstrating consideration)
- being well mannered and maintaining self-control
- exhibiting house "spirit" (co-operation, reliability, fair play)
- caring for class / school environment

SELF ESTEEM & POSITIVENESS

At Murrays Bay Primary School, we focus on promoting self-esteem and positiveness, we have a policy of recognising individual achievers and rewarding this with the presentation of certificates.

Class teachers present achievement certificates at fortnightly team assemblies. The award winners then have an opportunity to share their success with the Principal or Deputy Principal if he is not available.

Each term the school will focus on two of our school values. Students who are able to demonstrate their commitment to these values will be acknowledged with the presentation of a certificate at our fortnightly whole school assembly. Once a student has achieved recognition for all of our school values an invitation letter will be sent home to families inviting them to attend a presentation of this special award at the next school assembly.

Parents are welcome to attend all school assemblies - dates are posted on the school calendar.

MANAGING SELF

An important guiding principle is:

“Do nothing for the children that they can do for themselves.”

Self-reliance develops when the skills children have already acquired are recognised, employed and valued. We encourage this development by expecting children to be responsible for:

- Personal belongings (it really helps when these are all named) being placed in their school bag, chair bag or tote tray.
- Lunch orders to be placed in the class lunchbox.
- Home reading books:
 - place book bag in school bag to go home.
 - place in bag to return to school.
 - place in group box on arrival at school.
 - choose own home reader if not teacher selected.
- Library books: place in book bag and return to school in good condition and on time.
- Running noses: tissues are requested on Year 1 - 6 stationery lists.
- Swimming gear: (named please) best kept in a supermarket bag and hung on the hooks in the cloakroom - bring to school on time tabled swimming days.
- Shoes: if laces are a feature, your child needs to know how to tie them.
- Newsletters: Emailed directly to the email address held on record.

Other areas of self-reliance are encouraged when:

- **Reading** - at the emergent or early stages the child points to the words in sequence (may need help at first - hold his/her hand)
- **Writing** - the child sounds out the word slowly in order to hear the sequence of letter sounds, then links these sounds to letter forms and writes what they hear.
- **Praise** - for all attempts at self-reliance encourages further effort that leads to growth and self-esteem.

MUSIC

Here at Murrays Bay Primary we have many musical opportunities, some of which the students will experience in their normal classroom programme.

The students can also choose to learn guitar and/or keyboard. These are all lessons taken during school time and parents who would like to take advantage of this fantastic service pay the very experienced tutors, directly.

Information on how to contact the private music tutors is available from our School App, Newsletters and website: <http://www.murraysbay.school.nz/about-us/business-partners/>

We hold a bi-annual event which incorporates the development of the arts curriculum. There is also an opportunity bi-annually for year five and six students to be part of a school choir which performs at the Bruce Mason Centre.

OUTDOOR EDUCATION

Murrays Bay Primary School places an emphasis on Education Outside of the Classroom. From time to time, visits are organised to support the delivery of the curriculum. You are always notified well in advance and are encouraged to participate on these occasions when you are able.

Year 6 students experience their camp at Motutapu Island - from the 14 – 17 February 2020.

Year 5 students experience their camp at Carey Park, Henderson from the 18 – 20 March 2020.

Year 4 students experience an overnight adventure at the Auckland Zoo. Each class will spend 1 night at the venue (schedule of classes to be confirmed) 9 – 12 March and the 16 March 2019.

Year 3 students experience an overnight stay in Waipapa. Date to be confirmed.

PARENT INFORMATION

The school provides regular information to parents to assist them in understanding both the school's programmes and their child's educational progress.

This is provided in a variety of ways. Each year there are parent information evenings/afternoons as outlined below.

Full School Assemblies - fortnightly (Even weeks)
Fortnightly newsletter - (Odd weeks)
Student / Parent / Teacher Meetings - Dates to be confirmed
Student / Parent / Teacher Meetings - Dates to be confirmed
Students Individual Progress Reports – Term 2 & Term 4 (Year 4 - 6)
Teacher Only Day – Term 2
New Parents Meeting – Each Term
Learning Teams 1 & 2 - evening sessions (English and Maths)
Induction of New Entrant Children and Parents - November
Learning Teams on a “needs basis” - parent help training sessions
School Yearbook - December

This information book is issued on enrolment and updated annually. The fortnightly newsletter contains general information about all aspects of school life e.g. cultural, curriculum, sporting events. The newsletter is emailed every second Wednesday to all parents, if an up to date email address is held at the school.

PARENT HELPERS

The school welcomes and encourages parents and friends support for a wide range of school activities including:

- supervising road patrols
- classroom and teacher help
- sports coaching and managing
- becoming a classroom literacy tutor
- PTA projects
- assisting with skill development in the Perceptual Motor Programme
- maintaining books in the Information Centre
- Waterwise

PTA

Children's success in education is much more likely when schools, parents and the wider community work together. The skills, energies and experiences of people in the community are important to support, encourage and enhance the learning of children. PTA want the best for their children and others in the school. As a group, they get together to discuss and act on items of interest relevant to children, school life and the school community.

2019 Meeting Dates - 2:00pm or 7:00pm School Staff Room

Dates to be confirmed

The PTA and staff communicate regularly with one another and have agreed on a number of projects to support learning for our children and their teachers. We encourage you to become active in the PTA and look forward to your support. For more information please ask at the school office.

The PTA can be contacted at pta@murraysbay.school.nz or via their page on Facebook.

PERSONAL PROPERTY

All clothing and other property must be clearly named. Only such money as is absolutely necessary for lunches or stationery should be brought to school. Any money brought to school should be given to the class teacher for safe keeping. The school will not take responsibility for money not handed to class teachers.

Similarly, we do not accept responsibility for toys, jewellery, electronic games, cellphones, radios, valuables and we ask that you do not allow children to bring these items to school. Knives, matches and fireworks are forbidden at this school.

Lost property is held at the school for inspection and can be located outside the library. All unnamed property is disposed of at the end of each term.

STUDENT GOVERNMENT

As part of our 'talented learners' programme and also to include our students in areas of school decision making and providing a forum for student consultation and feedback, the year 4, 5 and 6 students annually elect a school government.

At the beginning of each year nominations are called for Prime Minister. The Minister of Internal Affairs and Minister of Finance are appointed by the Principal.

All year 4, 5 and 6 students vote. A Deputy Prime Minister is also elected as the second highest polling student in the election. Also, at this time, each class elects their class representative. Class representatives chair class meetings once a fortnight and attend government meetings with the Principal and elected officials on alternate weeks.

This year these meetings will be at 1pm on Thursdays. Student voice is recognised and valued in school wide decision making.

REPORTING TO PARENTS

Students are currently assessed against the New Zealand Curriculum levels.

Using a variety of assessment tools, teachers gather evidence of student achievement and use this to make an overall teacher judgement (OTJ) or 'best fit' decision as to whether a student is meeting the expectation for their year level.

Meet the teacher and goal setting takes place in Term 1 - individual students, parents and class teachers.
Verbal reporting and goal setting takes place in Term 2 - individual students, parents and class teachers.
Written end of year reports are sent out in Term 4.

HOME READERS & HOME LEARNING

Each child in Junior classes regularly takes home a Home Reader. The purpose of this is to develop the child's confidence and interest in the reading of books which have already been read in school.

To begin with your child is not expected to know every word. However, as they read the simple stories of the early reading books, while pointing to the words, they will gradually through repetition begin to recognise words. At a later stage, to help your child become more independent, they choose the Home Reader. These books are not always instructional readers, so in some cases difficulty may be experienced. If this occurs, please read the book with your child so that they may enjoy the content, and not feel that reading a book is an unwelcome chore.

Children in all classes are expected to do some home learning - this will vary from class to class. The maximum amount of time required per night will range from 10 minutes at the Year 3 level to 30 minutes at the Year 6 level.

Parents are asked for their co-operation in supporting home learning. All tasks set will be practice of skills already learned at school, gathering information, or continuing work commenced in the class.

We cannot stress too strongly the value of reading for pleasure. Please aim to make time to read to your child, or have your child read to you. Whether this reading is for pleasure or for gathering information, it is a most profitable use of leisure time and could well replace some television viewing. Reading for pleasure can definitely be considered as part of the daily home learning routine.

CONCERNS - PARENT CONCERNS

If parents have concerns about their child's progress they should discuss the matter in the first instance with the class teacher. The year level Learning Leader is also able to assist in dealing with issues. The Principal and Deputy Principals are readily available to discuss all aspects of your child's schooling. To ensure availability of senior management it is best to make an appointment. If you have a concern that has not been addressed to your satisfaction after following this process, you are encouraged to address your worries in writing, to the Principal. If your concern is with the Principal and you are unable to resolve your issue directly with the Principal, you must write to the Chairperson of the Board.

The Board of Trustees will only receive written letters of concern if the matter has already been discussed with the Principal.

COMMUNICATION WITH TEACHERS

Communication between parents and teachers is essential. However brief or seemingly minor a matter may appear to be, parents are encouraged to make contact with their child's teacher. It is through such discussions that the teacher develops a full understanding of each child as an individual. At the same time however, it is equally important not to interrupt the teaching programme even for what you may consider only a short time. Please, therefore, contact the School Office to arrange a time that is convenient to both you and the teacher concerned, or if so desired please do not hesitate to see the Year level Learning Leader, Deputy Principals or the Principal.

COMMUNICATION - NEWSLETTERS / SCHOOL APP / BLOG

Communication between parents and teachers is essential. Our school uses a number of mediums to keep our community up to date and involved in the day to day running of our school.

Fortnightly Newsletters

Sent to our whole school community, on a Wednesday via email, please ensure that the school has the correct contact information for you. These are also uploaded to our website and our school app.

Murrays Bay Primary School App

Have you downloaded our new school app yet? It's FREE through the App Store or Google Play. Just search 'Murrays Bay'

Through this app you can:

- Inform the office of your child's absence,
- Read our school newsletter and other notices that go home,
- Find staff contacts,
- Pay the school fees
- Find Current Term Dates
- Click on useful website links

Make sure when you first open the APP choose 'ok' to allow notifications to come through when sent from the school office.

Share this with your entire family so they too can keep up with what's happening at Murrays Bay School.

Classroom Blogs

Each class will have an online communication presence, please contact your class teacher for access information.

CYCLES

Permission to ride to school must be obtained from the Deputy Principal, with responsibility for road safety. Generally, permission will only be given to children nine years of age and over who are responsible and competent cyclists. Cycle helmets and a bright yellow vest are compulsory and must be worn at all times when cycling. A special cycle park will be provided at school.

SCOOTERS

Scooters, Skateboards, and roller blades are not to be brought to school unless on a specially organised wheels day.

Students in years 1 - 6 are able to scooter to school once they have completed the competency training with the police and have then been issued with a license which has been signed by a parent or legal guardian. The school recommends that students wear hi-vis vests and up to the age of 7 years old are accompanied by an adult when scootering to and from school.

All students must wear enclosed footwear and helmets when scootering to and from the school. All students must give way to pedestrians and scooters are not to be ridden on school grounds at any time except on school sanctioned wheels days.

DAMAGE TO SCHOOL PROPERTY

Vandalism causing damage, is considered a crime against the school community and all incidents will be reported to the Police. When children damage school property such as windows, equipment, buildings or furniture, parents will be contacted and where appropriate will be asked to contribute towards the cost of repair or replacement.

SPORTS

Murrays Bay Primary School has an emphasis on promoting a healthy lifestyle; all children, in all year groups participate in 15 minutes of daily activity as part of their fitness programme.

Activities include aerobics, skipping, relays, climbing, modified games and other aerobic and anaerobic exercises. In addition to this, children have health and physical education and physical activity lessons, which vary in length between 1 and a half and 2 hours a week, depending on the needs of the children. While some lessons are skill based, others are more instructional, looking to improve the skill base of all children. Activity lessons look to develop a team orientated awareness.

The school employs a part time sports assistant who works closely with teachers at all levels. Children with exceptional sporting abilities are extended on a more personal level and those children requiring extra support have the same opportunities in place.

At lunchtimes a structured 'sport for all' plan is put into action with different year groups being catered for on different days of the week. The sports assistant aids the smooth running of this. Each half term has a different sporting focus, the idea being to expose children to a range of pursuits. In addition to this, team practices also take place on selected days. Inter-house competitions also take place throughout the year; every child has the opportunity to represent their house and contributing to their overall cup success.

We provide the opportunity for all children to be involved in representing the school. While teams are generally formed according to ability, the level of interest shown will determine the number of teams created in each year group; the netball league caters for teams as young as Year 1 & 2! Coaches and managers are made up of teachers and parents, along with past pupils!

Team pursuits that the school provides include:

Tackle Rugby, Ripra Rugby, Touch Rugby, Soccer, Netball, Flippaball, Miniball, Basketball, Swimming, Hockey, Cricket, Athletics, Cross-Country, Chess and Badminton

While some sports operate within a league, others are organised as 'cluster' events where schools within the Mid Bays region compete against one another. Competition and fair play are encouraged.

TRAFFIC CONGESTION

Unfortunately, we do not have sufficient parking areas in the school and with the increasing habit of parents driving children to school, there is a real concern for the safety of all road users especially around 8.15am and 3.00pm. Drivers are asked to co-operate by not using the school driveway to drop off or collect children and to park only where it is legally permitted. The last thing we want is for a child to be knocked over because someone was not prepared to take a little longer and exercise more care.

The area on the road by the school hall is strictly a “Drop & Wave” area and is not to be used as a parking area. During peak times in the morning and afternoon there is a **left turn only** out of the school gate.

Please note that the speed limit around the vicinity of our school during the morning and afternoon peak school traffic times is 40km/h.

TRANSITION TO INTERMEDIATE SCHOOL

During Term Three and Term Four the school liaises with Murrays Bay Intermediate School to ensure a smooth transition for Year Six pupils.

In Term Three a Deputy Principal from the Murrays Bay Intermediate School talks to all the Year Six pupils during the school day at a time convenient to both schools. Enrolment material is handed out at this time.

During Term Four a Deputy Principal from the local Intermediate School visits the school and talks to each Year Six class teacher to collect information about prospective pupils. The Intermediate School provides a reliever to release each teacher at this time. The school also supports students to attend the orientation day at the Intermediate.

For students attending a non-contributing (out of zone) intermediate you will need to contact them directly to establish their enrolment program and through communication with the class teacher the school will be able to support your student through the enrolment process.

TRAVELWISE & WALKING SCHOOL BUS

As part of our TravelWise programme at school we encourage you to walk with your children to and from school. If you need to drive, you can use our park and walk zones around our school in Lyons Ave and Saddleback Rise. Help keep the school gate clear of cars so it is safer for everyone. It is recommended that school traffic avoid Aotearoa Terrace during school travel times.

MBS operates a daily Walking School Bus which is a fun, social and healthy way to get to school. If you would like your child to join our bus, please contact the school office for an enrolment form or visit our school website for more information.

We are introducing two new routes this year which will be advertised and promoted through the fortnightly newsletter and website.

VISITORS TO THE SCHOOL

All visitors to the school must check into the school office on arrival where they will be asked to sign in on the school Vistab Tablet and receive a “Visitors Pass” to wear whilst they are in the school grounds.

WATERWISE & SWIMSAFE PROGRAMMES

These are two programmes that are given a high priority in our school. As a marine suburb it is important to promote water safety and provide opportunities for children to develop confidence and skills with the natural resources of their local environment.

The Swimsafe programme operates at Y1-3 class levels.

The Waterwise programme challenges our Year 5 and 6 pupils with new and exciting activities based at our school and at Murrays Bay Beach.

WEBSITE

On our website you will find information on our school and current activities, we update this information regularly. Please take time to visit www.murraysbay.school.nz. We value your feedback.

Contact Details

It is vital that the school has the correct contact details for the parent that is staying with the students while in New Zealand. Please ensure that this information is kept up to date. We must be able to contact you in case of an emergency.

If this information changes during your time here please email the office on: office@murraysbay.school.nz with the updated information.

If you do not speak English well, please make sure you give us a number of a friend, relative or agent who is happy to be a point of contact for us.

Photography

Taking photos in the school is prohibited during the school day unless approved by school management.

Parking

Please park at the school hall or on the surrounding streets. There is no parking up the driveway. This area is reserved for staff and those needing disability support.

Ignite - Innovate - Connect

Our Vision...

'To unlock the uniqueness and potential in every student through an innovative and engaging curriculum'

Our Mission....

'We ignite learning through innovation and connect with the world around us'

Our Values...

*Resilience
Empathy
Self-Belief
Perseverance
Excellence
Community
Tolerance*



CODE OF CONDUCT

As members of this school we spend a great deal of time together. For the school to be a pleasant and secure place in which to learn and work, certain types of conduct are necessary.

Respect for:

Yourself

You should take pride in your work and in your appearance. Make good use of your time and try to make a positive contribution to the school. If you do you will find your time here more rewarding.

Others

Life is better for everyone if we all consider the needs and feelings of other people. This includes being tolerant of people who are different from yourself. Punctuality, honesty, reliability and helpfulness are all traits we value most highly.

Property

We must all take care of our own property and not take needless risks, for example by bringing valuable items to school unnecessarily, or leaving things around. We must take care of the possessions of others, for example by not interfering with things that don't belong to us, and handing in lost property. Equally we must take care of school property, books and equipment, school buildings and furniture. Any damage found should be reported immediately.

Responsibility

We must all be responsible for our words and actions and think ahead of their consequences. We must be careful of the safety rules in the playground and classrooms and also the way in which we conduct ourselves around the rest of the school. We must be properly prepared and equipped for learning.

Discipline

We promote assertive discipline and positive reinforcement. We would greatly value a complementary discipline being exercised by parents / guardians in the home, which will give your child a firm, secure base and enhance their development.

SCHOOL UNIFORM

We have a compulsory school uniform at Murrays Bay and all Year 1 - 6 students must be in full school uniform. Sports uniform is compulsory for all students.

All uniform items and footwear are available to purchase from **Janbells Uniforms, Beach Rd, Mairangi Bay.**

Our PTA runs a Second-hand Uniform Shop, which is located to the left of our school swimming pool. Please contact them on theingolds@hotmail.com. Currently they open their shop on Wednesdays from 8.30am - 9.00am and 2.45pm - 3.15pm, or you can email them and set up a time to meet.

Parents will be able to choose whether children wear short or long sleeved shirts on any given day. Children may only wear the official school uniform with the Murrays Bay School monogram. Sports uniform can be worn on the student's sports day.

The following is a list of Uniform requirements:

Girls

Short or long sleeve sky blue polo shirt with school emblem.
Navy skort with school emblem or Navy shorts with school emblem.
Navy drill cargo pants with school emblem.
Navy socks or navy tights.
Navy polar fleece sweatshirt or jacket with school emblem.
Navy hat with school emblem.



Boys

Short or long sleeve sky blue polo shirt with school emblem.
Navy shorts with school emblem.
Navy drill cargo pants with school emblem. (Not recommended for Year 1 boys due to wear and tear on the knees)
Navy socks.
Navy polar fleece sweatshirt or jacket with school emblem.
Navy hat with school emblem.



Footwear

Black sandals
Black shoes (T-bar, Velcro or lace up)

Sports Uniform

Sky Blue short sleeve polo shirt with house colour stripe.
Navy shorts.



점화 - 혁신 - 연결

우리의 비전...

‘혁신적이고 역동적인 커리큘럼을 통해 모든 학생들의
독창성과 잠재력을 일깨운다’

우리의 미션...

‘우리는 혁신을 통해 학습에 임하고 주변 세계와
연계합니다’

우리의 가치...

지구력

상대방에 대한 이해심

자존감

인내심

최고를 지향

공동체정신

관용

학교교칙(행동강령)

학교의 일원으로서 우리는 많은 시간을 함께 보낸다. 학교가 배우고 일할 수 있는 쾌적하고 안전한 장소가 되려면 특정 유형의 행동이 필요합니다.

다음 사항에 대한 존중이 필요합니다:

너 자신

당신은 당신의 일과 외모에 자부심을 가져야 합니다. 시간을 잘 활용하고 학교에 긍정적인 기여를 하십시오. 만일 그렇게하면 당신은 학교에서 보람있는 당신 자신을 발견 할 것입니다.

타인

우리가 다른 사람들의 필요와 감정을 고려한다면 모든 사람에게 더 나은 삶이 주어집니다. 이것은 자신과 다른 사람들에 대한 관용을 포함합니다. 모든 규칙 엄수, 정직, 신뢰성 및 유용성은 우리가 가장 중요하게 생각하는 가치입니다.

학교 건물과 시설

우리모두는 학교의 시설물을 돌보고 불필요하게 귀중한 물건을 학교에 가져 오거나 물건을 버리는 등의 행동을 자제해야 합니다. 우리는 타인의 소유물을 존중해야 합니다. 예를 들어, 내것이 아닌 것들은 만지지 않고, 잃어버린 남의 물건도 건드리지 않습니다. 마찬가지로 우리는 학교의 재산인 서적 및 장비, 학교 건물 및 가구를 잘 관리해야 합니다. 모든 발견된 손실은 즉시 보고해야 합니다.

책임감

우리는 모두 자신의 말과 행동에 책임을지고 그 결과에 앞서 생각해야 합니다. 우리는 놀이터와 교실의 안전 규칙과 학교의 나머지 부분에서 스스로 행동하는 방식에 주의해야 합니다. 우리는 학습을 위해 올바르게 준비하고 잘 준비되어야 합니다.

벌칙

우리는 잘못된 행동에 대해 단호한 제재와 적극적인 훈련을 장려합니다. 우리는 학부모나 보호자가 집에서 행하는 일상적인 훈련을 매우 중요하게 생각하며 이는 귀하의 자녀에게 확고하고 안전한 활동 기반을 제공하고 올바른 방향으로 발달을 촉진시킬 것입니다

학교 교복

본교는 1학년부터 6학년까지 전학년에 걸쳐 교복 착용을 원칙으로 합니다. 체육복도 착용이 원칙입니다. 모든 교복과 학교 구두 등의 구입은 **Beach Rd, Mairangi Bay** 에 위치한 **Janbells Uniforms** 에서 구입이 가능합니다.

재활용 교복판매는 본교 학부모 협의회에 의해 수영장 왼쪽에 위치한 재활용 교복판매처에서 구입이 가능합니다. 구입을 원하시는 분은 매일 수요일 오전 8시30분부터 9시까지 그리고 오후 2시45분부터 3시15분까지 재활용 교복판매소로 방문하시거나 재활용 교복판매소 이메일 theingolds@hotmail.com 로 연락하셔서 방문 약속을 하시기 바랍니다.

부모님은 자녀가 긴소매 셔츠나 짧은 소매 셔츠 중 어느 것을 입을 것인지를 선택하실 수 있습니다. 학생들은 매일 등교시 Murrays Bay School 모노그램만 인쇄된 교복을 입을 수 있습니다. 스포츠 유니폼은 학교 운동회 날에만 착용 할 수 있습니다.

다음은 학교가 착용하기를 요구하는교복 목록입니다

여학생

- 학교 마크가 인쇄된 짧은 소매 하늘색 폴로 셔츠
- 학교 마크가 인쇄된 네이비색 셔츠와 네이비색 반바지
- 학교 마크가 인쇄된 네이비색 카고 긴바지
- 네이비색 양말 또는 네이비 스타킹
- 학교 마크가 인쇄된 네이비색 방한 양모 스웨트나 재킷
- 학교 마크가 인쇄된 네이비 모자



남학생

- 학교 마크가 인쇄된 짧은 소매 하늘색 폴로 셔츠
- 학교 마크가 인쇄된 네이비색 반바지
- 학교 마크가 인쇄된 네이비 카고 긴바지(1학년은 무릎이 쉽게 닳기때문에 권고하지 않습니다.)
- 네이비색 양말
- 학교 마크가 인쇄된 네이비색 방한 양모 스웨트나 재킷
- 학교 마크가 인쇄된 네이비 모자



구두

- 검정 샌달
- 검정 구두 (T-bar나, 짝짝이 또는 끈)

체육복

- 소속 하우스 지정색 무늬가 들어간 하늘색 짧은 소매 폴로 셔츠
- 네이비색 반바지



알림 정보

수업시간

모든 학생은 오전 8시30분까지 등교해야 한다. 이시간이 되면 교실문은 열려있고 학생들은 하루를 준비하는 시간으로 활용한다 수업은 8시55분에 시작하게 되며 어느누구도 8시 이전에는 학교마당에 들어올 수 없다.

학교는 오후 3시에 마치며 모든 학생은 이시간에 하교를 위해 부모에게 인계되어야 한다. 지각

8시55분이후에 등교하는 학생은 누구라도 학교 사무실에 가서 지각 증명서를 받아야 한다. 하교시 부모가 오지 않아 3시15분이후에도 운동장에 남아 있는 학생은 누구든 학교 홀 위층에

위치한 방과후 학생시설로 보내지게 되며 이때 발생하는 비용은 학부모에게 청구될 것입니다.

결석

학생이 결석할 때에는 아래의 한가지 방법으로 학교에 알려야 한다 :

- school App으로 통보하기
- Email office@murraysbay.school.nz 로 통보하기: (이때에는 학생의 교실 명과 학생의 이름

결석 사유를 함께 적어 보내야 합니다.)

- 학교전화094786239로걸은후1번결석통보에연결한후역시학생의이름,소속학급

명 과 결석 사유를 남겨 주시기 바랍니다.

After School Care(방과후 보호 시설)

부모님의 부득이한 사정으로 방과 후 시설을 이용하시려면 아래의 방법으로 신청하세요:

- Care-kids Limited – 등교 전과 방과 후 사용 프로그램
- 학교 홀 위층에 위치하고 있습니다.
- 연락처: Margaret O'Sullivan 모바일 021 058 2660 or email: margaretosully@hotmail.com

모닝티와 점심

오전 11시 학생들은 교사들의 감독하에 자신들의 배에 꼭 필요한 음식을 먹는 시간을 갖게

됩니다. 과일이나 야채, 혹은 크래커를 준비해 가방속에 넣어 보내 주세요. 10분간 음식을 먹고 나면 20분간 놀게 되며 11시 30분 다시 수업이 시작됩니다.

오후 1시에 학생들은 약 10분간에 걸쳐 점심을 먹게 되며 이후 40분간 뛰어 놀다 1시50분에 다시 오후 수업이 시작됩니다.

학생들은 매일 물병을 지니고 등교해야 합니다. 꼭 챙겨 주세요.

점심 주문

학교에 점심을 주문하고 싶은 학생은 다음 세가지 메뉴 중에 선택을 할수 있습니다 - 썬드웨이, 피타 핏 혹은 EZ-lunch입니다. 학교 App 을 이용하거나 website에서 주문이 가능합니다:

<http://www.murraysbay.school.nz/new-parents/scholl-lunches/>

학교와의 소통

학교 앱(Murrays Bay School App) 을 통해 정기적으로 업데이트되는 정보를 이용하실수 있는데 구글플레이 스토어나아이튠을 통해 여러분의 스마트 폰에 무료로 다운로드하실 수

있습니다. 이 서비스를 통해 학교 신문이나 각종 최신 정보를 받아 보실 수 있으며 결석 통보도 하실 수 있습니다.

비상 연락처

학생이 뉴질랜드에 머무는 동안에는 항상 학교에 부모님의 연락처가 비치되어야 하며 만일 바뀌는 경우에는 지체없이 알려주셔서 위급상황 발생시 즉시 부모님께 연락드릴 수 있게 도와주시기 바랍니다. 바뀐 연락처는 이메일로 office@murraysbay.school.nz 알려 주세요.

영어가 부족하신 분은 친구나 도움이 될만한 분에게 도움을 청하시기 바랍니다 학교 수업중 방문

수업시간 중에 학교를 방문하실때에는 꼭 사무실에 들러 입출 사항을 기재해주시기 바랍니다. 사진 촬영

사진 촬영은 금지 되어 있으며 만일 촬영을 원하시면, 학교의 허락을 구하시기 바랍니다.

Parking

학교 방문시 주차는 학교 홀 앞면 주차장을 사용하시기 바랍니다. 드라이브웨이의 주차장은 교사와 장애자를 위한 공간입니다. 협조를 부탁드립니다.

点燃- 创新- 连接

我们的远景...

'通过**创新**和引人入胜的课程，让每个学生都感受到独特性和潜力'

我们的 取责....

'我们通过**创新**点燃学习兴起, 并与我们周围的世界
相连接'

我们的 价值...

忍性
同情
自信
毅力
卓越
社区
容忍

行为守则

作为这所学校的成员，我们一起度过了很多时间。为了使学校成为学习和工作的愉快和安全的场所，制定一系列行为先观是必要的。

尊重

自己

你应该为你的工作和你的外表感到自豪。充分利用你的时间，尽量为学校做出积极的贡献。如果你这样做，你会发现你在这里的时间更有价值。

他人

如果我们能考虑他人的需求和感受，生活对每个人都会更美好。这包括容忍与你不同性格的人。守时，诚实，可靠和乐于助人是我们最看重的特质。

财物

我们都必须照顾好自己的财物，而不是承担不必要的风险，例如不携带贵重物品来学校，或遗忘自己的财物。我们必须照顾好他人的财物，例如不干拿不属于我们的财物，上报为失物招领。同时，我们必须照顾学校财物，书籍和设备，校舍和家具。如发现的任何损害应立即报告。

责任

我们必须对我们的言论和行为负责，先思考后行为。我们必须遵守操场和教室的安全规则，以及我们在学校其它方面的行为准责。我们必须做好学习的充分准备。

纪律

我们提倡自信的纪律和积极的强化。我们将非常感谢家中父母/监护人的在家中强调纪律训练，这将为您的孩子建立牢固安全的基础并强化他们的发展。

校服

在学校一至六年级都必须穿整套校服或运动校服。

所有的校服和鞋子都能在 Janbells Uniforms, Beach Rd, Mairangi Bay 购买。

我们学校具备校服二手店，在游泳池的左边。请联系 theingolds@hotmail.com。目前开放时间：周三 8.30 - 9.00, 2.45 - 3.15。或者通过电子邮件预约。

家长可以选择孩子穿长/短袖上衣，但一定是标准校服。运动课那天需穿运动服。

以下是穿校服的规定：

女生

长/短袖，浅蓝色带有校徽的 polo 衫。

深蓝色，带有校徽的短裙或短裤。

深蓝色，带有校徽的长裤。

深蓝色袜子或丝袜。

深蓝色，带有校徽的羽绒茄克衫。

深蓝色，带有校徽的帽子。



男生

长/短袖，浅蓝色带有校徽的 polo 衫。

深蓝色，带有校徽的短裤。

深蓝色，带有校徽的长裤。（不提倡一年级男生，因膝盖处易磨损）

深蓝色袜子。

深蓝色，带有校徽的羽绒茄克衫。

深蓝色，带有校徽的帽子。



鞋子

黑色凉鞋

黑色鞋

运动服

浅蓝色，短袖，带有所属队颜色条纹的 polo 衫。

深蓝色，短裤。



重要通知

学校上课时间:

学生生要求在**8.30** 到校。这时间能进入入教室，做好这天的学习准备。学生生不准许在**8点**之前到校。**8.55** 开始上课。

下午**3点**放学，所有学生生应准时在这时间接走走。迟到

学生生**8.55** 之后到达学校的，一一定得先到学校前台领取“迟到”牌后才能进入入教室。学生生在**3.15分**还没被接走走的将被送到“课后服务”(学校礼堂后边的建筑物)费用用 由家长长付。

缺席

如果学生生不能来上学，一一定要通知学校。可以用用以下联络方方式:

- * 通过学校兀网网页
- * 电子子邮件 office@murraysbay.school.nz (注明学生生姓名， 班级及缺席原因)
- * 请假电话流言言:**09 478 6239** 分号 **1** - 录音音流言言 - 注明学生生姓名， 班级及缺席 原因。

课后服务

如需课后照管孩子子的服务， 我们建议您报名课后照管孩子子的服务， 联系以下部

门门:

- * **Carekids Limited** - 课前课后活动
- * 在学校内
- * 联系:**Margaret O'Sullivan 021 058 2660** or email: margaretosully@hotmail.com

早茶/午餐

学生生有看护的饮食食。上午学生生有吃早点的时间。需要带些水水果， 蔬菜。上午**11点**学生生有**10分钟**早茶时间。请带一一些小点心。水水果/饼干之类较适合。 **11.10分**打玲 - 玩耍时间(有老老师值班)。至至**11.30分**开始上课。 **1点**午餐(有老老师监管)。请带适合的午餐。 **1.10 - 1.50** 午休(玩耍)时间。(有老老师 值班)。

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学生需要每天携带一水瓶上学。

如需订午餐，有三种选择:Subway, Pita Pit and EZlunch. 您可以通过学校网页 [http://www.murraysbay.school.nz/new-parents/scholl-](http://www.murraysbay.school.nz/new-parents/scholl-lunches/)

[lunches/](#)

进入预定链接。

学校网页 - 学校近况定期更新。请下载有关软件，(在iTunes and Google Play stores

免费)。新闻信息和其他通信都发在网页上，你也可以在网页上请假。

联络方式

学校有家长在新西兰的联系电话是非常重要的。如有变化请立即更新，以便学

校需要紧急联系。

更新请电校方:office@murraysbay.school.nz 如语言不通，请提供适合的朋友或亲戚电话。

出入学校

在学校上课时间内，进出学校都要先在前台登记。

摄影

在校上课期间不准许拍照，除非由校方批准。

停车/拍车

请不要在校内拍车，这是老师职员及残疾人拍车地。如有需要，请停在学校礼堂处，或校外马路边。