



**FAIRFIELD
PRIMARY SCHOOL**

Anne Johnson
Principal



SCHOOL INFORMATION 2022

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www.fairfieldprimary.school.nz

FAIRFIELD PRIMARY SCHOOL INFORMATION



“DARE TO BE TRUE”

Fairfield Primary School was opened in 1919 with 106 pupils. 103 years later we still have the original school block which has been remodelled into our library, resource rooms and classrooms. Fairfield Primary is located in the north east suburbs of Hamilton. The school is set amongst mature trees bounded on two sides by Fairfield Park.

Fairfield Primary School is a U5 contributing primary school, catering for Year 0 to Year 6. Our roll fluctuates between 280 – 350 students. Our school size, low class numbers and friendly atmosphere ensures our school is an attractive choice for your whanau/family.

The school comprises of 15 classrooms, library, swimming pool, administration block, adventure playgrounds, netball/basketball courts and large playing fields. Construction during 2022 will see the building and opening of our new multipurpose space.



Fairfield Primary is a well resourced school. Our teaching programmes place a strong emphasis on literacy and numeracy. Curriculum programmes cater for the learning needs of all our children. We also operate a number of support programmes for children with special needs and special abilities. We have access to numerous outside agencies. e.g. RTLb, SLT, GSE, SWIS, Public Health Nurse and many more.

Fairfield Primary is very proud to be a Duffy school. This programme enables our children to benefit from having Books in their Homes.

Lunches are provided through the Ka Ora, Ka Ako - Healthy School Lunch programme.

We are also fortunate to be a KidsCan school. With the help of KidsCan we have access to food, raincoats, shoes and health products.

We are a multicultural school. Our diverse range of ethnic backgrounds include European, Maori, Cook Island, Somali, Tongan, Samoan, Fijian, Niuean, Chinese, Cambodian and others.

We treat all our children as individuals, each with their own strengths and needs. Children are encouraged to respect their own culture and the culture of others.

We recognise the unique place of Maori in our society and uphold the principles of the Treaty of Waitangi.

Schoolwide activities incorporate and respect Tikanga Maori.



Our school has a close liaison with Fairfield Kindergarten, with the majority of Kindergarten children enrolling at Fairfield Primary. Students usually continue their education at Fairfield Intermediate and Fairfield College respectively. Both schools are located in close proximity.



2022 STAFF DIRECTORY

Principal	Anne Johnson
Deputy Principal	Rob Newton
Deputy Principal	Lisa Deane
Deputy Principal	Gene Duncan
Office Administrators	Sandy Koning Vicki Reihana
Room 2	Lisa Deane
Room 3	Lynda Luke
Room 4	Shannon Mato
Room 5	Donna Walsh
Room 6	Brian Malone
Room 7	Richie Baird
Room 8	Lynn Albiston
Room 9	Larissa Koning
Room 10	Belinda Harrison
Room 12	Kathryn Cunningham
Room 15	Jacqui Berryman
Room 16	Susan Stucki
Room 17	Duncan Haworth
Room 20	Tamara Mark
Room 21	Hera McQueen

Literacy Support Teacher

Susan Ross

Support Staff Team Leader

Chris Trevithick

Support Staff

Allie Gray-Ure
Janet Goldsmith
Leonie Butler
Donna Hall
Lisa Ross
Vicki Wallace
Jessica Irwin
Elizabeth Ottosen
Stevie Maioha Takarangi
Tanya Roberts

Caretaker

Wayne Gollop

Gardener

Niki Kusalic

BOARD OF TRUSTEES:

Chairperson:

Priscilla Kerapa Broughton

Principal:

Anne Johnson

Staff Representative:

Shannon Mato

Minute Secretary:

Christine Trevithick

Members:

Karen Knight

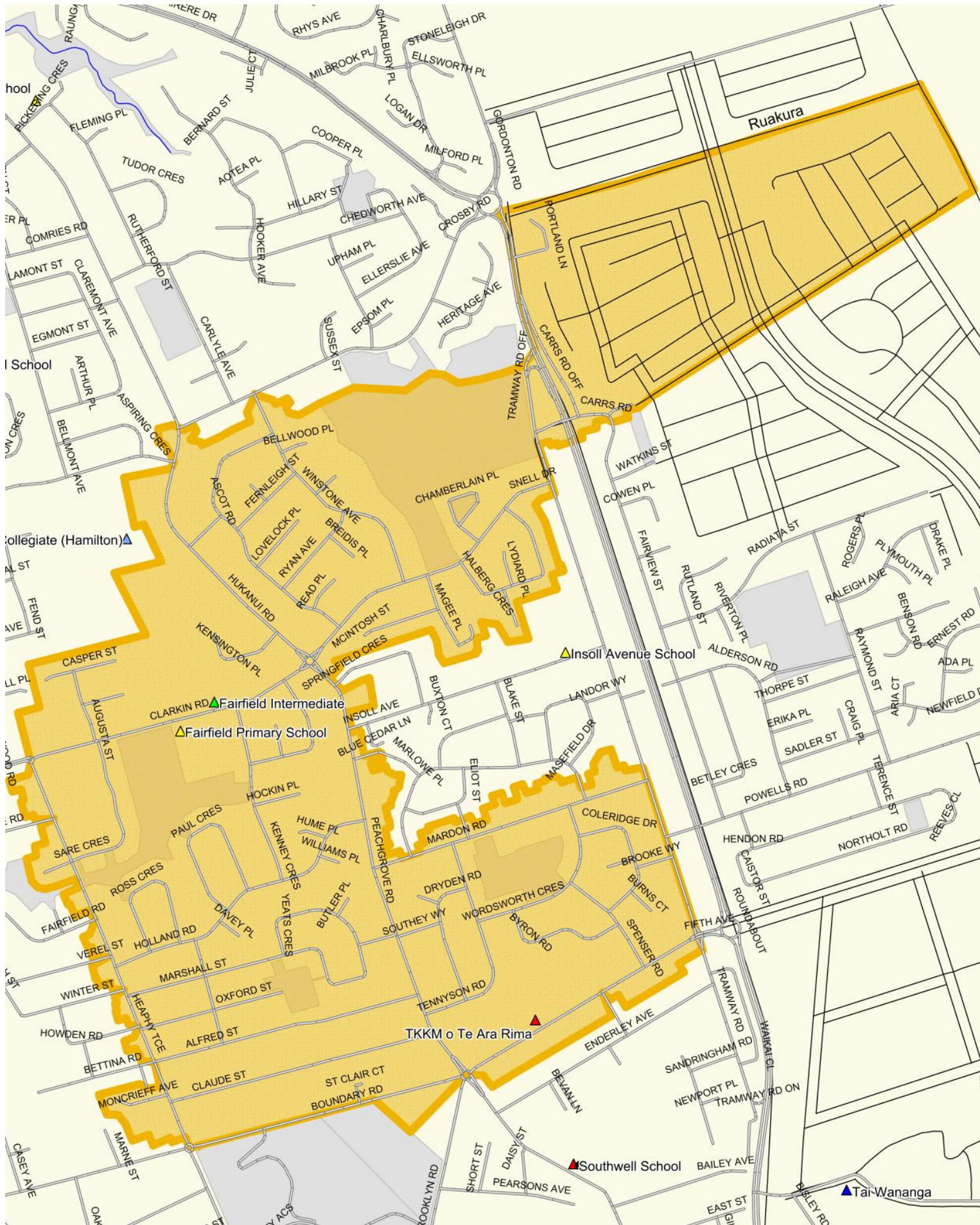
Simon McQueen

Gavin Pooley

Enrolment Information

Since 30th April 2018, Fairfield Primary School has been required by the Ministry of Education to operate an Enrolment Zone to manage the number of enrolments in order to avoid over crowding at the school.

The zone is shown on the map below:



If you live in Fairfield Primary School's in-zone area you can enrol your child/children at any time.

We will require the following:

1. A copy of your child's birth certificate or passport.
2. Proof that the child/children are living in-zone. This may be a current electricity account, tenancy agreement or other suitable proof.
3. A record of immunisation.

If you do not live within the zone specified in the school's enrolment scheme your application will be subject to the selection procedure outlined in the Education Act 1989.

Please contact the office for "out of zone" enrolment information.

BELL TIMES

8:40	School begins
10:20	Morning play begins
10:35	Teachers supervise children eating
10:40	School resumes
12:15	Lunchtime play begins
12:45	Teachers supervise children eating
12:55	School resumes
2:30	School finishes



If the weather is unsuitable during interval or lunchtime, there will be a triple ring of the bell to tell the children to return to their classrooms.

All other times children must be outside their classroom at playtimes and lunchtimes unless being supervised by an adult.

Attendance

- We have high expectations for every child to be at school everyday.
- It is required by law that all students attend school **EVERYDAY** unless genuinely sick. The school office must be notified if your child is absent from school. You can text your child's absence to 021 502978 or phone 07 8556284.
- All non notified absences will be checked on in the interests of student safety.
- Students must attend school daily to ensure they make consistent learning progress and they remain focused on their learning.

Behaviour

Fairfield Primary School staff have expectations of behaviour for all people on the school grounds.

- We expect people to interact in a pleasant way and speak to each other in a polite manner.
- Bullying is not acceptable and will be dealt with immediately.
(It is not acceptable for parents to speak in a negative way to students on the school grounds.)

Compulsory School Sunhats

At Fairfield Primary School it is compulsory for all students to wear the school regulation sunhat in Terms 1 and 4.

Hats can be purchased from the office for the heavily subsidised price of \$12.00.



Dental Clinic

Dental Services are now provided from the Fairfield Community Dental Clinic. This is located on the Fairfield Intermediate school grounds. If you have concerns about your child's dental health you can contact the clinic on 8538145.

A mobile clinic will visit our school during the year to ensure all children are receiving dental checks and follow up treatment if required.

Education outside the classroom (Class trips)

- Class trips are educationally based. They are planned activities as part of units or topics of work.
- Parents will always be notified of these activities and consent/health forms will need to be completed.

It is very important that all students go on trips.

There are always follow up activities after trips and students who do not go can be disadvantaged.



Extra Curricular Opportunities

Fairfield Primary School is a member of the Fairfield Cluster which provides interschool competition for our children in Athletics, Cross Country, Netball and Rippa.

Our school currently offers students the opportunity to join school sporting teams in:

- Year 3/4 Touch (Term 1 & 4)
- Year 5/6 Touch (Term 1 & 4)
- Year 3/4 Basketball (Term 2 & 3)
- Year 5/6 Basketball (Term 2&3)
- Year 4, 5 & 6 Netball (Term 2&3)



Facebook

Our main means of communicating school events and celebrations is through our school facebook page. We urge you to “like” or “follow us” on facebook so that you can keep right up to date with everything that is happening.

Food

- Our breakfast club operates every morning for students who may have missed having breakfast at home.
- A water bottle and morning tea is required to be brought to school daily.
- Our school has become a part of the Ka Ora, Ka Ako – Healthy School Lunches Programme. This programme provides a FREE healthy lunch to every child in the school everyday.



Formal Assessment and Reporting to Parents and Caregivers

- Parent discussion/meet the teacher interviews are held in Term One. This is a time to set goals for the coming year.
- Parent discussions will be repeated in July.
- All parents are encouraged to come to parent discussions. This is an important time to share in your child's education and share information with the teacher. Students are also encouraged to come along to interviews.
- A SEA (School Entry Assessment for 5 year olds) will be carried out after 6 weeks at school to assess reading, maths and oral language knowledge.
- At the end of 12 and 24 months at school, checks are also carried out to monitor progress against the NZ Curriculum.
- Student Learning Portfolios are sent home at the end of the school year.

Homework

Homework is a time for the adults at home to share in an interested, positive, way with their child's learning.

- Each classroom teacher will have a slightly different approach to the class homework routine.
- Senior and Junior children should read every night as part of their homework routine - this may be a Duffy book, a reader, a poem, a public library book or any other reading material.
- It is OK to read a book **with** or **to** the Junior children.
- Reading should be a happy sharing time...an adult with a child.
- If the book your child has is too hard, suggest to them that you read it to them and they can join in.
- If readers are sent home please ensure that they are sent back to school the next day.
- Older children may also have spelling words and addition and times tables to learn. They may also have other homework set by the teacher.
- Remember that sharing household tasks with your children are a vital part of their learning also. Having them help with cooking, setting the table, shopping and household chores together with you helps their short and long term development.

House System

Our school has four house groups – Tawhirimatea, Tangaroa, Ruaumoko & Tane.

Family members are placed in the same house group.

House groups provide a sense of identity and provide opportunities for leadership.

Students earn house points for demonstrating our Fairfield Learner values.

Activities such as sporting events also contribute to the house points total.

House points start from 0 each term to ensure each house has the opportunity of becoming the term winners.

At the end of the year, the total points for the four terms are calculated and the overall house winner receives the house shield.



Library

- Students go with their class to the library on a regular basis and books are taken out for use in their classroom. Senior students are encouraged to use the library for accessing information and developing research skills.
- Parents can sign a form allowing their child to take school library books home to read and share with parents.

We encourage all parents to join the Public Library at Chartwell (it is free) and have a weekly family outing to get their books.

Lost Property

- We ask that all student clothing and property be named. A sharpie permanent pen is very suitable for marking most surfaces with your child's name.

All lost property is collected and put into a tin chest outside the LSC (Near Room 8).

Lost property is displayed at the end of each term and property left unclaimed is taken to charitable organisations.

Money

- Students bringing money to school should have it in an envelope that has their name and class written on it. Please write on the envelope exactly what the money is for.
- Money should be taken to the office unless indicated otherwise through a school newsletter.

Newsletters/Notices

With Facebook being our preferred means of communication, newsletters are now sent home less frequently (every 3-5 weeks). You will receive a monthly events calendar and class notices as required.

Non Accidental Damage

The Board of Trustees is responsible for the upkeep of our grounds and buildings. Any damage must be made good by the board. Parents will be informed of any intentional damage done to buildings, grounds and equipment by pupils and payment of the cost of the repairs will be invoiced.

Parent concerns

- If parents and caregivers have concerns about their child please feel free to come and discuss these, do not sit at home worrying and discussing your problem with less informed people.
- Firstly come to school and ask your child's teacher for a suitable time to discuss your concern.
- It is very necessary to begin with discussing any concern with the class teacher as they have first interaction with your child and can probably clear up any concerns quickly.
- Secondly if you are still concerned or unhappy make an appointment to see the Deputy Principal that is in charge of the class your child is in.

All staff at Fairfield Primary are fair and willing to listen to you and any worries that you may have.

Policies

All school policies are available to be viewed at: fairfieldprimary.schooldocs.co.nz
Username = fairfieldprimary Password = Clarkin

Every term, various policies come up for review and we welcome community feedback.

Road Patrols

- The Clarkin Road pedestrian crossing is controlled by Traffic Lights. A staff member oversees the crossing at peak times.
- All students living in the Snell Drive, Ascot Road area must use the pedestrian crossing at Hukanui Road / Kensington Place. This is monitored by the Intermediate school patrol monitors.

School Banking

Children have the opportunity to bank at school through First Credit Union, Collingwood Street Hamilton. Passbooks can be opened with \$5.00 deposit and any amount can be banked there after. Banking day is every Thursday. Ask for an application pack from the school office.

Scooters and bikes at school

Children who ride scooters or bikes to school are encouraged to bring along a suitable lock.

The school will not take responsibility for scooters or bikes which have not been securely locked.

Signing in / QR Code scanning

Parents/caregivers must sign in to be on school grounds. Scanning codes are prominent throughout the school and a manual sign in book is at the office.

Special Needs and Special Abilities Groups

- The school caters for students in these categories with special literacy groups working with teacher aides and teachers and also in other curriculum areas using staff with expertise.
- Some five year old students will work in a small early literacy and/or oral language group.
- Some six year old students will work in the reading recovery programme.
- Students with English as a second language may work in a small group with a teacher or teacher aide.
- Special needs students are mainstreamed throughout the day and are supported by teacher aides where appropriate.

Stationery

- Stationery packs are compulsory and must be purchased from the school. This ensures consistency and quality throughout the school and ensures every child has the correct requirements. Our pack price is extremely competitive with all major stationery suppliers.
- All students are provided with their stationery pack at the beginning of the school year. Prompt payment is expected within two weeks. Outstanding payments will be invoiced and followed up until payment is made.



Swimming

Aquatics/swimming is a compulsory part of the school physical education and health curriculum.

- It is expected that all students will participate in class swimming.
- If your child is not to swim for a medical reason then they must bring a written letter.
- Please send your child to school with a towel and their swimming gear in a plastic bag.



The school swimming pool is not open after school hours, however Fairfield College's pool is open and supervised.

Outside of school hours our pool is monitored by a security camera and any unauthorised people caught in the school pool area are trespassing and will be reported to the police.

For further information about our school, you may like to visit our website:

www.fairfieldprimary.school.nz

School policy information can be viewed at anytime at:

fairfieldprimary.schooldocs.co.nz

Username: fairfieldprimary

Password: clarkin

The Ministry of Education website may also provide information for you.

www.education.govt.nz

Student Management Plan

Our school values are:

RESPECT:

I respect people, places and property.

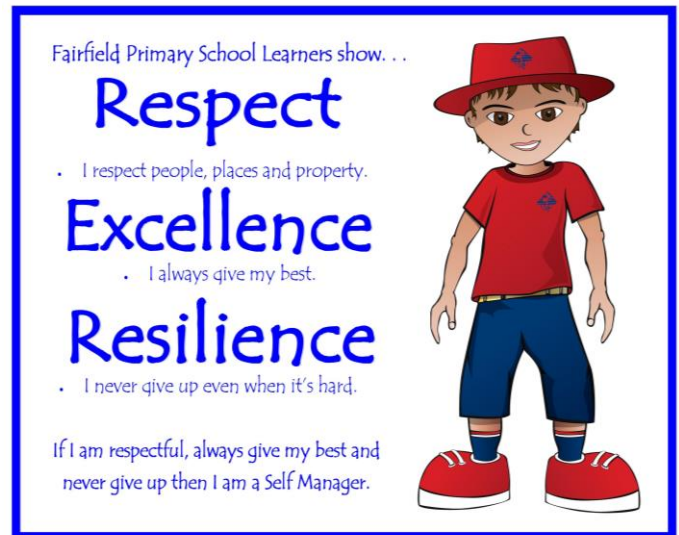
EXCELLENCE:

I always give my best.

RESILIENCE:

I never give up even when it's hard.

***If I am respectful, always give my best
and never give up then I am a self-manager.***



At our school we reward students for making positive choices.

When positive choices are not made, we use the following strategies to deal with unacceptable behaviour.

STAGE ONE – Teacher response

When a student exhibits minor problem behaviour, staff may use the following strategies:

- Rule reminder
- Direction to learning
- Giving choice
- Follow through
- Class time out (10 minutes with option to re-join class)

STAGE TWO – Buddy Class

If a student persistently chooses not to correct their behaviour to meet the classroom expectations, the student maybe referred to their BUDDY CLASS

- Students go to their BUDDY CLASS for a specified period of time, (which is relayed to the student)
- The teacher arranges for the return of the student to their classroom and records the behaviour in Daily Planner or . . .
- Two visits to a Buddy Class in a session may also result in a referral to Senior Management and parents may be contacted.

STAGE THREE – Management Referral

To make a management referral, the teacher where possible is to contact Management before referring the student and explain the situation. Then:

- Teacher completes schools 'Incident Report'
- Management discussion using restorative practice format with student, for successful return to class
- Parents may be contacted

STAGE FOUR – Individual Class Management Strategies

A student found to consistently challenge the constraints of the classroom may require individual management strategies. These may include:

- Environmental adjustments
- Curriculum modification
- Individual reinforcement schedules
- Communication book/card
- Parent/carer communication

STAGE FIVE – Support Services Referral

If a teacher determines that a student requires targeted or intensive support, a request is made to Senior Management and a referral is to be filled out with parental consent.

