



MELLONS BAY SCHOOL

Explore, Challenge, Learn - Be the best we can



Prospectus

“Welcome to Mellons Bay School and thank you for considering this school for your child.”





Welcome

Nau mai, haere mai ki te kura o Mellons Bay

Mellons Bay School was opened in February 1960 as a small country school in a coastal setting. It has retained a strong sense of community despite it now being an urban school with approximately 500 students. Past and present students and families maintain strong links with the school. The Board of Trustees, Parent Teacher Association and staff value highly this commitment and appreciate greatly the on-going support of the wider community.

The school has maintained a strong positive culture through the years. It is mindful of long standing traditions and values and ensures these are always considered as improvements to learning opportunities are made. The staff is committed to providing a wide range of experiences both within the classroom environment and as extra-curricular activities. We are very proud of the way we celebrate the bicultural nature of New Zealand. A very large kapa haka group participates in the local festival each year. The school assemblies are an opportunity for celebrating student learning

and successes. The merit cups which are awarded each week are highly valued by students, staff and families. Certificates are awarded to students who uphold the school's values.

The primary school years are the beginning of the formal learning journey. Literacy and numeracy are the main focus in the early years. Staff participate in professional development to ensure they are kept abreast of current research. Resources are maintained to a high level to support learning.

To prepare each student for the next stage in their learning journey, we endeavour to support them to become independent, enthusiastic learners with a thirst for knowledge. To achieve this there needs to be a strong partnership between the school and home.

Visitors are welcome at the school. Please contact the school office, admin@mellonsbay.school.nz, or phone 534 4363 to arrange a visit.

The School

Emblem

The seahorse emblem is much loved by current and past students alike. The founding principal, Mr McNaughton along with teachers, PTA and students chose the seahorse as it reflects the coastal location of the school and, like human beings, the seahorse has many unique characteristics in its makeup.

Motto

"Knowledge is Strength" summarises many of the aims and ideals of the school. Knowledge brings more than just facts and figures. It is concerned with our own capabilities - the knowledge that we can improve and develop further at any time, the knowledge that other people have similar feelings and emotions, the knowledge that what has been learned in the past will help us today and tomorrow and to plan for the future.

School Houses

There are four school houses: Dolphin, Triton, Marlin and Octopus. They have been part of the school since its inception. Each student is placed in a house on enrolment at school. Every effort is made to place each student in the same house as other siblings and even the same as their parents or grandparents if desired.

Vision

Explore, Challenge, Learn! Be the best we can. This statement underpins everything the school community sets out to achieve. It is the community's wish that Mellons Bay students leave the school with a love of learning and a desire to continue the learning journey. The students are taught to be reflective practitioners who recognise the importance of being in charge of their own learning.





Guiding Principles

To support the vision the school will:

- Deliver teaching and learning programmes which meet the needs of all students and prepare them for the future.
- Provide relevant experiences which will foster a love of learning and an understanding of learning pathways.
- Acknowledge the bicultural foundations and value the cultural diversity of New Zealand.
- Maintain a positive relationship with the school community.

Values – 4 C's

As our students move through Mellons Bay School they will develop the values, knowledge and competencies of the following 4 C's:

- Communicative - Students can communicate their learning and ideas effectively and are active listeners.
- Creative - Students are enthusiastic and curious about new learning and can present their thinking in innovative and original ways.
- Confident - Students are risk-takers, motivated and resourceful learners who strive for personal best.
- Connected - Students can relate well to others, respect differences, take responsibility for the environment and be active members of the school and wider community.

The Community

Board of Trustees

The Board of Trustees governs the school. The group consists of five elected parent volunteers, the school principal and a staff representative. The trustees are people who are highly skilled in their working and personal life and contribute their financial, strategic, management and operational skills. Board of Trustee elections are held every three years and are organised by the Ministry of Education. Board meetings are held monthly and parents are welcome to attend. The minutes are posted on the website www.mellonsbay.school.nz

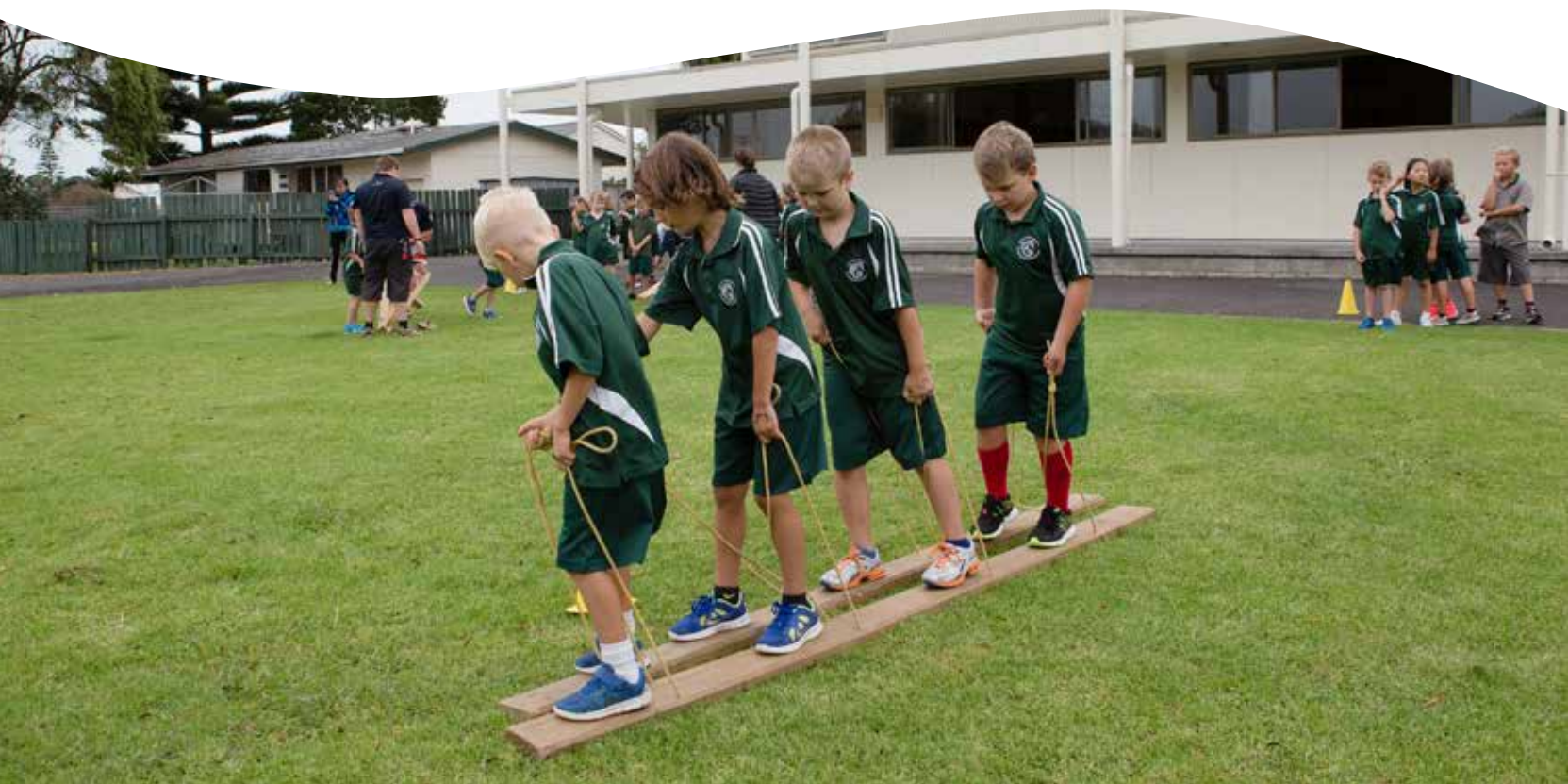
Leadership

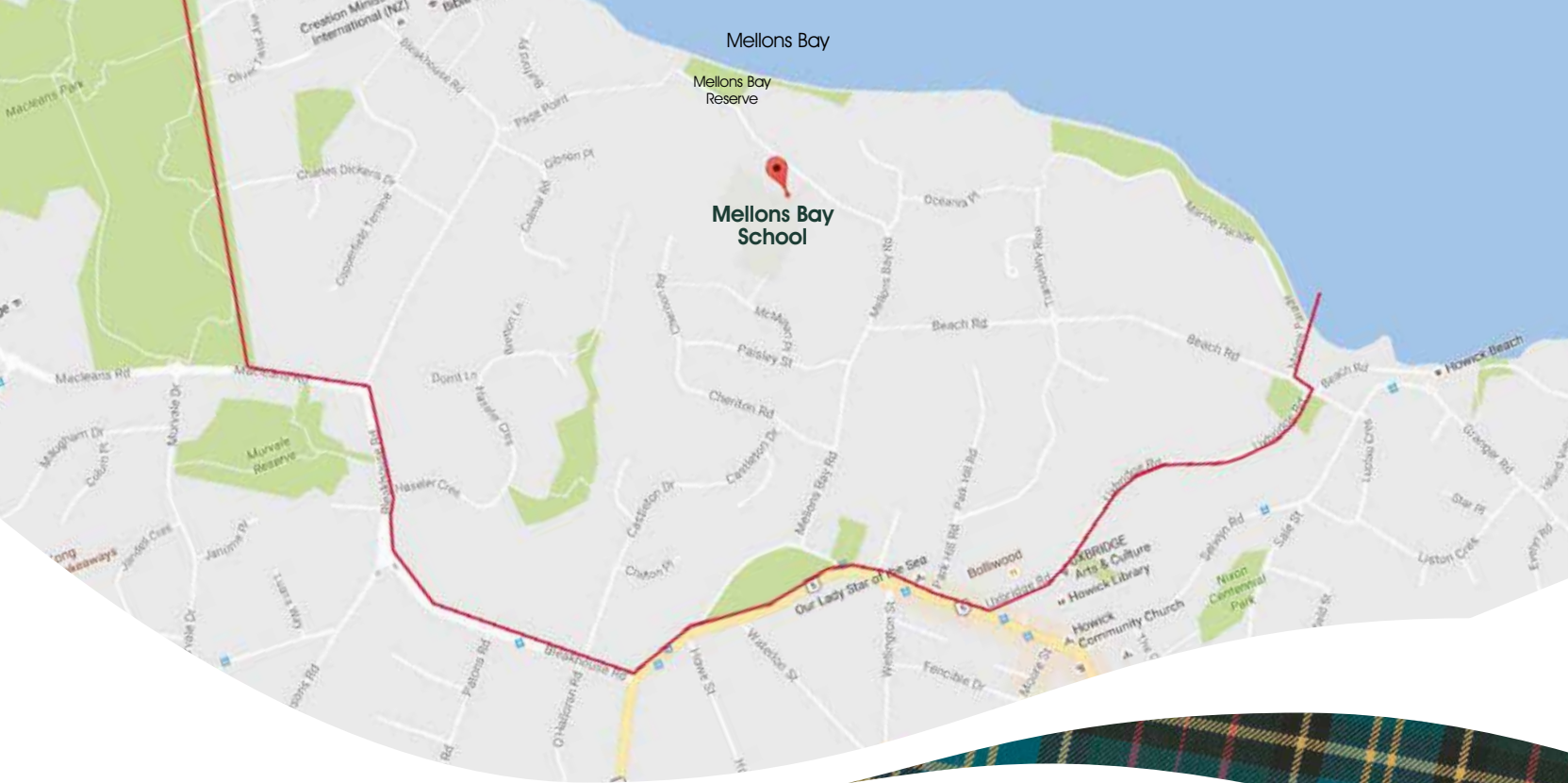
The principal is responsible for the management of the school with the support of the deputy and assistant principals. Team leaders have been appointed to lead the junior, middle and senior teams. There are also teachers with specific responsibilities. It is the role of the principal to ensure the school meets Ministry of Education requirements.

The school is regularly reviewed by the Education Review Office and a report is published on their website www.ero.govt.nz

Parent Teacher Association

The PTA plays an important role in strengthening relationships, building community spirit and improving communication between parents and the school. It is also the main fundraising arm of the school. The PTA is a group of volunteer parents with an executive team, who are elected at an AGM. They are supported by many other parents who enjoy being involved in school life and wish to contribute their time, skills and talents to help the school achieve their goals. The PTA has contributed to a wide variety of capital projects as well as classroom resources. They meet once a month and all parents are welcome to attend meetings.





School Zone & Enrolment

The Ministry of Education requires the school to have an enrolment scheme which is outlined below.

Home Zone

All students living in the home zone (shown on the map) are entitled to enrol at the school at any time.

The geographic home area of Mellons Bay School includes all the homes as follows:

Macleans Road – from Macleans College even numbers 120 – 136 only;

Bleakhouse Road – from Ridge Road through to the top of Macleans Road – odd numbers 1 – 105 and all roads on that side are in zone, even numbers 2 – 98 are out of zone. From the top of Macleans Road including all roads off either sides to its end;

Ridge Road – Odd numbers from 35 – 47 only;

Picton Street – Even numbers from 2 – 60 only;

Uxbridge Road – all homes included in the zone.

Out of Zone Enrolments

Each year the Board of Trustees will determine the number of places that are likely to be available in the following year for the enrolment of students who live outside the home zone. If necessary a ballot will be held in line with Ministry of Education dates.

In recent years the school has been able to accept some new entrant out of zone applications. Acceptance for entry at other year levels depends on class sizes at the time. The Ministry requires that the school maintain its zone and monitor numbers.

Pre-Enrolment

Parents of four year olds (in and out of zone) are encouraged to enrol early. Please feel free to contact the office to pre-enrol and/or arrange for a school tour.



School Structure

The school is divided into three teams:

Junior (New Entrants, Years 1 and 2)

Middle (Years 3 and 4)

Senior (Years 5 and 6)

Each team works together to support the school's strategic goals. Various activities take place at the team level. Whole school activities and celebrations are also planned annually. These occasions are seen as essential for keeping the school culture alive and flourishing.

School Standards

The school avoids having a list of rules. The students are taught that safety, respect and consideration drive the expectations of behaviour.

School Hours

8.20am - 8.45am	Kea Crossing operating (Mellons Bay Road opposite the school)
8.25am	Students may enter the classrooms and the office is open
8.50am	School begins
10.40am - 11.00am	Interval
12.30pm - 1.30pm	Lunch break
3.00pm	School finishes
3.00pm - 3.15pm	Kea Crossing operating
3.30pm	Office closes

School Uniform

Our students are encouraged to be proud of the school uniform and to be part of the Mellons Bay School learning environment.



School Uniform Shop

The full uniform can be purchased in the school uniform shop. Physical education shirt and shorts (for years 3, 4, 5 and 6 students) are also available. There are also a variety of accessories sold at the shop - including jackets, skivvies, socks and stockings.

The school uniform shop is run by PTA volunteers and any proceeds are put towards school fundraising.





Learning Opportunities

Mellons Bay School, like all other state primary schools, follows the New Zealand Curriculum which involves the implementation of national standards in English, Mathematics, Science, Technology, Social Sciences, the Arts and Health and Physical Well Being. The school is fortunate in attracting and maintaining staff with a collectively strong balance of strengths and interests. Staff stability and teamwork continue to be a characteristic of the school. In line with the NZ Curriculum requirements, the school has developed its own inquiry model. The students' learning is linked to the six stages of this model.

As a context for study the students have an opportunity to learn about the history of Howick and Mellons Bay, thus helping them to identify with the area and its values.

All students learn at different rates and bring to school a range of learning experiences. The individual needs of each student are met through a differentiated learning environment. Their learning

is carefully monitored and support or enrichment programmes are provided as needed.

Arts and Cultural opportunities

A specialist music teacher is employed to support the class teacher in delivering the Arts curriculum document. During the school year all students attend classes in the music and drama room. Mellons Bay School also participates with other local schools in the kapa haka, choir, dance, and music festivals. Students are encouraged and given the opportunity to join these groups.

Sporting opportunities

Students are encouraged to participate in sporting activities with their class during physical education time as well as being involved in school sports days, school sports teams and inter-school fun days.

There are opportunities to participate in inter-school competitions and fun days in the following codes: swimming, athletics, gymnastics, cross country, rugby, soccer, touch rugby, hockey, cricket, softball and netball.

Other activities

The school provides a range of extra activities that change from year to year depending on staff and community support. These activities include chess, Trees for Survival, gardening and bush support (Eco Warriors).

The school offers academic examinations to students in the subjects of Maths, English, Science and Computer. This is through an external organisation called Educational Assessment Australia who conduct the International Competitions and Assessments for Schools (ICAS). These examinations are optional and are a separate cost to parents.

School Trips

The process of learning and understanding is enriched by direct experience. It is likely that your child will participate in educational trips during school hours. Often parent help is required on the trip, so there are opportunities for you to share learning experiences with your child. School camps are also organised for students in years 5 and 6. The year 4 students have an opportunity for a sleepover at an Auckland venue in term one.

Extra curricular activities

Music - The school offers providers who teach students musical instruments one day a week during school hours. This is an optional activity and an extra cost to parents.

Visiting educational providers

As part of the curriculum planning, teachers may also organise educators to visit the school to enhance student learning in certain areas. Such educators could be musicians, poets or authors. The school engages Life Education to deliver their programme every two years. The police programmes Kia Kaha and Keeping Ourselves Safe are also delivered on a two year cycle.

Enrichment

The classroom teacher provides enrichment and extension learning opportunities on a needs basis. In addition, special focus groups are formed throughout the year. Musical opportunities are provided by the specialist music teacher and extension maths is offered to senior students.

Learning Support

Teachers and learning assistants are employed to provide in-class and withdrawal learning support in literacy and numeracy for students with learning difficulties. This may be individual or small group learning opportunities.









Facilities

Library

There is a well stocked library situated on the school grounds and managed by the school librarian.

Playgrounds

There is a playground area specifically for our junior students and a second playground for our middle and senior schools. They are well maintained and safe areas for students to play and relax in during their breaks. The playgrounds consist of climbing frames, slides, sandpits, courts for basketball and netball, table tennis and a sports field. As part of the Sun Smart programme many play areas of the school have shade covers.

Playing Field

There is a full sized playing field that is used at lunch times for informal sports games and during the winter season for inter-school sports competitions.

Swimming Pool

The school is fortunate to have its own heated swimming pool so students can participate in water safety and confidence classes on site and during school hours. The swimming programme is taken by the class teacher during the summer months. The pool is also available to school families to use at a cost over the summer months.

Hall

The school hall is well utilised for assemblies, gymnastics, performances, practices and social events.

Music Room

There is a dedicated room for the music programme which is taught by a specialist teacher.

Celebrating successes

The school celebrates individual successes by acknowledging personal achievements in class, at assemblies and at the end of year presentations.

Each week at the whole school assembly there is a special presentation of the three merit cups. The Junior Merit Cup is presented to a student from years 1 and 2. The Middle Merit Cup is presented to a student from years 3 and 4. The Senior Merit Cup is presented to a student from years 5 and 6.

Students are chosen not only for working well in class, but for their behaviour and attitude in and out of the classroom.

Each week there is a focus on one of the 4 C's. Certificates are awarded at the assembly to students who have displayed this value.





Safety

The school has procedures in place to ensure the children are safe. It is fully fenced and the gates are shut between 9.00am and 2.30pm.

Road safety is taught in the junior school. Parents are reminded about safe practices related to the drop off and collection of children. Safe places to cross Mellons Bay Road are identified. To cycle to school each student must seek permission from the deputy principal.

During the school day a variety of practices take place to ensure the students are safe.

There are teachers on duty at interval and lunch time.

Early arrivers at school sit outside the hall until the 8.25am bell. Teachers are in their rooms from 8.25am.

The sick bay is managed by the office staff who have current first aid certificates.

In terms one and four it is compulsory for students to wear sunhats when they are outside.

The students are encouraged to apply sunblock before coming to school and to have a supply in their bags for use during the day.

Visitors to the school must sign in at the office before accessing the classrooms.

Students leaving the school during the day must be signed out at the office.

If your child is going to be absent from school it is essential that contact by phone, via school website, email or letter be made. The office staff members follow up all unexplained absences on a daily basis.

On enrolment, parents are asked to complete an internet policy approval agreement. This outlines the school policy on internet access.

The students' emotional safety is also monitored carefully. The police programmes Kia Kaha and Keeping Ourselves Safe are delivered in alternate years. Both of these programmes deal with bullying and support of each other. Each class has a buddy class to further develop relationships in the school.

External Support Services

The key support for the school for learning and behavioural concerns is the RTLB (Resource Teacher of Learning and Behaviour) Service. Access to this support is through the class teacher, assistant or deputy principal. The school also has access to many agencies which regularly visit the school and can assist with the health and well being of students. Amongst these are the Public Health Nurse, Police, Traffic Education Officers, hearing and vision testers and dental treatment.

The school values pastoral care and is happy to help new families to the area or those experiencing difficulties due to illness or loss. Parents are welcome to talk to their child's teacher or the school principal in confidence.

After school programme

A private after school care programme is operated by SKIDS (Safe Kids in Daily Supervision) from 3.00pm – 6.00pm. Please email - mellonsbay@skids.co.nz if you wish to use this facility.







Photos by Sara Duck www.saraduck.photography

MELLONS BAY SCHOOL

140 Mellons Bay Road, Howick,
Auckland 2014, New Zealand

Office Hours - Monday to Friday 8.30am - 3.30pm

Phone - 09 534 4363

email - admin@mellonsbay.school.nz

website - www.mellonsbay.school.nz