

Other Information

Parent Assistance

The Montessori Trust relies on parental assistance and input as part of maintaining our Montessori community.

If you are interested in joining the Trust, contact the Chairperson. Meetings are on the second Wednesday of every month at 7.00 pm in the Howick Primary School Staff Room.

Aside from the official side of things, there are fun things you can get involved with such as school trips, working bees, planning family events, etc.

Contact Information

Montessori Teachers

Tesneem Couper t.couper@howickprimary.school.nz

Dawn Young d.young@howickprimary.school.nz

HPMA Trust

chair@montessorihowickprimary.school.nz

treasurer@montessorihowickprimary.school.nz

secretary@montessorihowickprimary.school.nz

Howick Primary School

Phone: (09) 534 6082

office@howickprimary.school.nz

Principal: Lurette Callister

Deputy Principal: Leanne Hurley

Board of Trustees Chair: Christina Bevan



Starting School Guide A – Z

Welcome to Montessori@Howick Primary.

This booklet is designed as an informal, quick reference guide.



Absences

If your child is going to be absent please phone the school office (534 6082) to leave a message. You can also email teachers directly.

Assemblies

Parents are welcome to attend school assemblies. These are held on even school weeks on a Thursday from 2.15pm in the school hall.

Awards & Certificates

Students are encouraged to be intrinsically motivated therefore rewards, awards, stickers and certificates are kept to a minimum. Montessori students do not receive certificates at school assemblies and prize giving unless these are in recognition of achievement.

Before & After School Care

S.K.I.D.S offers a before and after school care programme on the school premises from Monday – Friday, 7.30am – 8.30am and 3.00pm – 6.00pm. Please contact them directly for more details.



Three Way Conferences

These are meetings held twice a year with you, your child and the teacher to discuss your child's learning and progress

Uniform

All children are expected to wear the HPS uniform to and from school and during the school day. Uniforms can be purchased from NZ Uniforms, 16 Bishop Dunn Place, Flatbush. Secondhand uniforms can be purchased from the school (please ask at reception). Please name all items of clothing.

Winter and summer uniforms can be worn any time of year, depending on your child's needs. Any underclothing worn must not be visible.

Hats are compulsory during Term 1 and Term 4. Children without hats are to sit in shaded areas.

Sports uniform is compulsory for all Year 3-6 students.

Websites

Howick Primary School:
www.howickprimary.school.nz

Montessori@Howick Primary:
www.montessori@howickprimary.school.nz



School Closures

Occasionally the school closes for a full or half day for such things as Teacher Only Days, Three Way Conferences, etc. You will be informed about these closures in advance so that you can make alternate arrangements for your child if necessary.



Stationery

Stationery packs are available for purchase at Office Max (either in store or online). You will need to specifically request the Montessori pack for your child's year level.

Please name all stationery and books (covering optional). Stationery will be stored in the classroom and handed out to your child as needed.

Please avoid sending fancy stationery to school as this can cause issues.

School Hours

Classrooms are open from 8.30 am (indicated by a bell). Before this time students can either be enrolled in the before school care programme (S.K.I.D.S) or play on the school courts. The school day officially starts at 8.50 am and ends at 3.00 pm. Lunch is from 12.30 pm to 1.30 pm. Children not collected by parents or caregivers by 3.15 pm will be taken to HPS reception to await pickup.



Bible in Schools



From March to November, Bible teachers come to the school on Fridays from 8.50am to 9.30am to offer religious and moral instruction. Students who opt out of this programme remain in the classroom to start the school day.



COMMUNICATION WITH PARENTS

- Teachers send out a weekly newsletter about upcoming events via email.
- Howick Primary School has a school app that can be downloaded onto phones/tablets.
- Howick Primary School has a Facebook page with up-to-date information www.howickprimary.school.nz
- Montessori teachers send a newsletter out each term with updates about learning and information about the upcoming term.
- Montessori has a blog where you can view weekly newsletters and the latest student work. The blog link can be accessed from the Montessori@Howick Primary website www.montessori@howickprimary.school.nz
- A school newsletter is sent out once a term with information, student learning, school events, etc.



COMMUNICATION WITH TEACHERS

- Please give your child a note or email teachers. For urgent messages or messages sent after lunch please phone the school office (09 534 6082) and messages can be passed on.
- If you would like to discuss your child's progress or classroom issues please contact your child's teacher to make an appointment.

Dental Services

The dental van visits Howick Primary School annually. With your permission, your child may see the Dental Nurse. At other times you can make an appointment with the Dental Clinic at Howick Intermediate (tel: 09 534 3992). Please advise the school if you prefer to visit your family dentist.



Late Arrivals/Early Departures

You are required to sign your child in and out at reception if your child is either late to school or leaving early. This is done using the electronic tablet on the front desk.

Library

Visiting the school library is part of our timetable. Students are encouraged to take books out from the library to read in the classroom or at home.



Lunches

The school has a healthy eating policy so lollies are not to be consumed during the school day. Water is preferable over sweetened drinks. Milk is also offered to students at lunchtime. School lunches can be ordered online/text for Mondays, Wednesdays & Fridays from <http://www.ezlunch.co.nz/>

Medication

The office staff administers all medicines. Please drop off any medications at the office and let teachers know so that students can be reminded to go to the office when required. Please fill in the yellow medical form if your child's medical status has changed.



Montessori Information

You can find out more about Montessori education through borrowing books from our parent library once your child is enrolled. Please visit the website for a list of titles. Parent information evenings are offered throughout the year. For further information on Montessori philosophy please visit the MANZ website: www.montessori.org.nz

Office Hours

The school office is open from 8:15am to 4:00pm each school day. Mrs Marsha Ammond-Smith and Mr Wilbyn Mitchell are in our front office and are always happy to help.

