



## How we do things at Belmont School to support us in 'Succeeding together'

### Our KURA Values

Our KURA Values underpin the expectations we have for everyone. At Belmont School we are:

- **Kind** - we use kind words and actions, help others, and respect those around us
- **United** - we work as a team, include others, and respect diversity
- **Responsible** - we follow the rules, keep ourselves safe, and respect our environment
- **Active** - we actively participate in school and learning, and respect ourselves



Our KURA Values are actively taught and acknowledged through all contexts across the school.

### Timetable

Monday – Friday

8:50am-10:25am	Learning time
10:25am-10:50am	Morning Tea
10:50am-11:50am	Learning time
11:50am-12:00pm	Brain Break
12:00pm-1:00pm	Learning time
1:00pm-1:50pm	Lunch
1:50pm-3:00pm	Learning time



### Before School Care

**Belmont School classrooms open at 8:30am.** For safety reasons, all students that arrive before 8:30am will be directed to Before School Care. This is located in Room 14. **Before School Care is open from 7:30am every day.** Before School Care is \$3.50 a visit. This may be paid daily at BSC or on a regular basis (internet banking or payment at the office).

### Starting the Day

The start and finish of the school day are important times for the class and your child's learning. At the start of the day please ensure your child is here early enough to unpack their belongings and complete their morning routines before **the bell goes at 8:50am.** At all levels of the school children settle better in the morning if they have time to unpack their bag, catch up with friends, have a little time to play and say goodbye to whoever is dropping them off.

**The classroom is open from 8:30am.** For safety reasons, children are not permitted in the classroom before this.

Right from the early years you can help your child to develop independence and encourage responsibility for their belongings by expecting them to hang up their own bag and put all their belongings (their book bag, notebook and reading book etc) away in the correct places. At the end of the day you can continue to develop these skills by letting your child pack their own bag.

After unpacking their belongings, students may stay inside or go outside to play until the bell goes. If students are inside they are encouraged to put away all equipment/items when the bell goes and be ready to start the next part of their school day.

### **End of the Day / After School**

**The end of day school bell goes at 3:00pm.** It is important to remember that we are teaching right up until we dismiss the students for the day. If you are waiting outside the classroom please have consideration for the students at work inside. It is important that everyone ends the day calmly and with the opportunity to celebrate all the achievements of that day.

The class will be dismissed and will exit to either meet their parents/caregivers outside their classroom or to go home. Students can wait on the verandah, at a gate that you have pre-arranged, or outside a sibling's classroom until their parent/caregiver arrives. No student shall play in the playground unless their parent/caregiver is present and watching, as the playground is not supervised at this time.

We have a school safety rule that children whose caregivers do not arrive before 3:10pm are to go to the office to wait to be collected. It is critical that we know where students are at all times.

### **Reporting your Child's Absence**

If your child is absent from school because of sickness or medical appointments, please inform the office by telephone, email or our school website daily before 9:00am as it is important we know where all our students are during school hours. When leaving a message on the answerphone, please state clearly your child's name, room number and the reason for the absence.

Should you plan to have your child absent from school for a long weekend, holiday etc, it is important to inform Bryan our Principal, or the office by email/letter explaining the reasons for the absence and they will pass this information to the class teacher.

**Please note:** Following any kind of gastric illness that involves vomiting or diarrhoea students must not return to school until 48 hours after the final episode.

### **Signing In and Out**

It is essential that we know where all our students are at all times, especially in case of any emergency. Therefore it is critical that all visitors to the school sign in and out in the book at the office.

School starts at 8:50am and teachers take the roll immediately after that. All students arriving after 8:50am need to sign in at the office. The roll is also taken immediately after the lunch break. If you take your child from school during the day, please let the class teacher know ahead of time if possible, and sign them out at the office, and in again when they return. When returning your child to school during class time, please check the class timetable to see where the class is if they are not in the classroom.

## Belmont School Teams

At Belmont School, we work as part of 3 teams: Te Puna (Year 1 & 2), Te Awa (Year 3 & 4), Te Moana (Year 5 & 6).

# Belmont School Teams

*Mā te mahi tahi ka piki kōtuku*

*Succeeding together*



## Te Puna Year 1 and 2



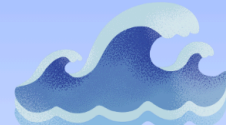
*Te Puna represents the very beginning of the learning journey. Like a freshwater spring emerging from the land, our youngest ākonga are full of curiosity, energy, and potential. This is where their learning story begins – nurtured, supported, and encouraged to grow.*

## Te Awa Year 3 and 4



*Te Awa symbolises the growing confidence and momentum of our Year 3 and 4 learners. As a river gathers water and strength on its journey, so too do these ākonga build skills, independence, and resilience. They are beginning to chart their course – exploring, connecting, and moving forward with purpose.*

## Te Moana Year 5 and 6



*Te Moana reflects the maturity and capability of our senior ākonga. Standing at the edge of new opportunities, they are ready to navigate wider waters. Like the expansive ocean, their learning world is growing broader and deeper as they prepare for the next stage of schooling and life.*

**Together, Te Puna, Te Awa, and Te Moana describe a learning pathway inspired by the natural world around us – from the source of a spring, through a flowing river, to the expansive ocean.**

## Communication to and from Home

**In person is always the most effective, especially if you have any concerns.** If this is not possible or not needed as it is just a brief note to us, please feel free to email. We will reply within 24 hours of receiving your email, excluding the weekend. If an urgent response is required please contact the office and leave your message with them.

**Please feel free to communicate with your class teacher about anything, big or small.** Your input is valued. For sensitive issues we would encourage you to make a time to talk. If you can't make it in, call the Office (04 565 0306) and leave a message for your child's class teacher.

## Bikes and Scooters

If your child is coming or going home from school on a bike or a scooter, please ensure they wear a safety helmet and make sure they walk them through the school grounds. Children's bikes and scooter can be kept in the stands by the senior playground.

## Road Patrol and Gates

The School Crossing Road Patrol operates from **8:30-8:50am** every morning, and **3:00-3:10pm** every afternoon.

In the interests of safety, all students and parents are expected to cross at this crossing if they need to get across the road. This includes crossing from cars parked outside the school. Students are not to cross at the roundabout. It is extremely unsafe! Your cooperation by showing the safest way to cross provides another way for us to reinforce safe crossing habits.

There are also duty teachers at the side gates from **3:00-3:10pm** every afternoon. This is to ensure that all students are escorted out the gate with a supervising adult. Students will be asked to stay inside the gate until an adult comes to the gate to collect them.

## School Playgrounds

We have three playgrounds here at Belmont School. The one in front of the administration block and the one behind Room 6 are for Year 1-3 students, the larger playground in front of Rooms 7-9 is for Year 4-6 students. Students are welcome to use these after the school day has ended providing they are actively supervised by an adult. Children must use the appropriate playground for their year level.

## Notices, Money, Newsletters

Most notices will be sent home electronically. You can also access them from the school website or the office. The office processes all returning notices, money and permission slips. Please place these in the silver letter slot at the office in an envelope with your child's name, room number, and include details about what the payment is for on the front. If you are paying money electronically, please include your child's name, room number and what the money is for, eg: sports fees, trips etc. The school's bank account details are:

Account Name: **Belmont School (Lower Hutt) Board**

Bank Account number : **12-3478-0011853-00**

## Fitness

Fitness is carried out daily. Students are expected to be wearing sensible shoes (not jandals, heels, flip flops or "wheelie" shoes) and appropriate clothing for fitness.

## Sunhats and Sunscreen

Keeping Sun Safe is important to us! Sunhats are compulsory in Terms 1 and 4. Please ensure your child has a wide brimmed hat or legionnaire style cap. The hat must cover the ears and neck; therefore, Fedora hats and baseball style caps are inappropriate and not permitted. Students without a suitable hat will not be allowed to play in the playground or on the field during break times. These students will be asked to play in the designated shaded area to keep them safe from the sun. If a student is consistently without a hat, a follow up call to home will be made.

We encourage children to wear spf30+ Broad Spectrum Sunscreen. Please apply each morning before school. It can be helpful for students to have a roll-on sunscreen in their bags that they can use to reapply sunscreen throughout the day.

## Swimming

Our school pool is operational in Term 1. A roster for your child's class will be set and parents will be notified of swimming days. Students need togs, a towel, and a named tog bag. Students are encouraged to bring goggles or a swimming cap. Please ensure all items are named.

If your child has had a tummy bug you must inform your child's class teacher. The Regional Public Health advises that following any illness involving vomiting and /or diarrhoea, swimmers need to be free of symptoms for 2 weeks before re-entering the water. In the interests of everyone's wellbeing, we would appreciate your compliance with this. Students **may return to school** 48 hours after the last episode of vomiting or diarrhoea.

## School Lunch Orders

School lunches can be ordered Wednesdays from Pita Pit, and Fridays from Sushi Monster. Lunches are ordered online at <https://shop.kindo.co.nz/app/login>

## Change of Clothes

Please ensure that your child has a change of clothes in their school bag in case of accidents.

## Dogs

To help ensure the safety of our children, dogs are not permitted on school grounds. If you bring your dog to drop off or pick up, please either wait with it outside a gate or tie your dog up at a safe distance away from a gate. There are children who can be particularly anxious around dogs so we appreciate your support with helping to manage this.

## Morning Tea and Lunch

We have several students in the school who suffer from severe nut allergies. While we are not banning nuts and nut products, we do ask that you be considerate, where possible, when making food choices for school. If there is a student in your child's class with a severe nut allergy, a note will be sent home to inform you of this.

We have a Brain Break during the school day. At this time, only healthy snacks such as fruit or vegetables are allowed to be eaten. It would be great if large items of fruit could be cut into manageable pieces.

## Learning at Home

The purpose of homework is to help students develop effective learning habits such as time management, independence and organisation. It is a great context for discussion around learning and something that can reinforce what is happening at school. It should not be a source of high stress levels!

Any learning tasks sent home by classroom teachers will link directly to your child's school learning programme and their current learning needs. You are welcome to talk to your child's classroom teacher about how you can support learning at home. Remember that learning takes many forms and almost all of the things they do at home are valuable experiences for your children. You can help your child's learning every day by supporting and encouraging them and being excited by their learning.

## Learning Conversations

Learning Conversations are times when your child and the class teacher will sit down together to share your child's learning and progress with you. These are scheduled twice a year.

## Library

Students can borrow books from the library for a period of two weeks.

They can borrow up to:

- Year 1 2 books
- Year 2, 3, 4, 5 & 6 3 books

Please help your child to remember to return their books on their class library day.

## Overdue books:

Please let the teacher know if you are unable to find the overdue book(s) following a thorough search of home(s) and the classroom. The book will then be removed from the student's library record. We do not charge a fee for lost books as long as a reasonable effort has been made to find them. Should you find the book later please return it to the school office to be reinstated.

## Cellphones

If your child needs to bring a cell phone or any other communication device to school, this must be handed to the class teacher for the duration of the school day.

## Medication

If your child requires medication during the school day you will need to bring this to the Office so that your authorisation and details about dosage and times to be taken can be recorded. If it is not possible for you to come into school, a phone call to the Office must be made. All medication is held in the office area. Classroom teachers do not hold nor administer any medication.

## Lost Property

This is located in a box at the school office. Every couple of weeks we take a photograph of the lost property and place it on our Facebook page. Please check this regularly. The lost property will be stored at the office for 5 weeks and any items that remain unclaimed after that time will be donated to a local charity.

**Named property is very easy to return to its owner, so we urge you to name all clothing and other possessions. Encouraging children to look after their own belongings is a very critical element in developing effective self-management skills too.**

## Your Details

If your details change, please advise the office as soon as possible e.g. address, phone number, medical and emergency contact information.

## Cyber Smart Agreement

As part of the enrolment process you and your child will be asked to read and discuss our CyberSmart agreement. This can also be found on our website. This is one of the tools we use to help develop the digital citizenship of our students.

The rapid development of social media has presented some risks as well as lots of learning opportunities for our students. To minimise risk to our children and families and with reference to the Privacy Act, we have a media policy which we ask you to strictly adhere to. In particular, we ask that any photos that you take that include children other than your own are not posted on social media such as Facebook.

*"In consultation with The Privacy Act 2020, under the clause of Principle 5, Belmont Primary School Lower Hutt reserves the right to ensure that media, in any format, is protected against loss, misuse, or unauthorised disclosure. No media, in any format, sent from Belmont Primary School may be used for any inappropriate postings on any Social Media forum. In the case of any inappropriate disclosure Belmont Primary School reserves the right to ask for its instant removal followed by immediate confirmation of this."*

*The Privacy Act 2020 Principle 5. Storage and security of personal information. The agency must ensure the information is protected against loss, misuse, or unauthorised disclosure.*

### **How to Contact Us**

Belmont School  
709 Western Hutt Rd,  
Lower Hutt 5010

Telephone: 04 565 0306

Email: [admin@belmont-lowerhutt.school.nz](mailto:admin@belmont-lowerhutt.school.nz)  
[principal@belmont-lowerhutt.school.nz](mailto:principal@belmont-lowerhutt.school.nz)

Email for Staff can be found on our school website.

Don't forget to visit the school website regularly.  
[www.belmont-lowerhutt.school.nz](http://www.belmont-lowerhutt.school.nz)

We hope this booklet provides you with a ready reference; however it does not ever replace personal contact. **Please feel free to come in and talk to us at any time. We actively seek and value the opportunity to work in partnership with you.**

