

2017 STAFFING

SENIOR LEADERSHIP

(* Curriculum Team Leaders)

Principal	Jennie Stewart <i>B Ed, Higher Dip Tchg</i>
Deputy Principal	Cathy O'Hanlon <i>BA, TTC, Dip Math Ed</i>
Assistant Principal	Helen Rennie-Younger <i>BA, Higher Dip Tchg, TESSOL Dip</i>
Assistant Principal	Karen Rodger <i>B Ed (SENCO)</i>
Senior Teacher	Stephen Gordon <i>B Ed, MA (Ontario)</i>
Senior Teacher	Melanie Hanson <i>BMS, Dip Ed</i>
Office Manager	Oriel Charmley

SENIOR SYNDICATE

Stephen Gordon * <i>B Ed, MA (Ontario)</i>	Y5/6 (Team Leader)
Mary Waters * <i>B Ed, Dip Tchg</i>	Y5/6
Laura Bateman * <i>B Ed (Hons)</i>	Y5/6
Anita Knight <i>B Ed, Dip Tchg</i>	Y5/6
Sheryle Snellaert <i>B Ed</i>	Y4/5

MIDDLE SYNDICATE

Karen Rodger * <i>B Ed</i>	Y3/4 (Team Leader)
Barbara Shephard * <i>BA, Dip Tchg</i>	Y3/4
Helen Lamberton * <i>B Ed</i>	Y3/4
Tim Horne <i>M Ed Tchg</i>	Y3/4
Eva Roding <i>B Ed</i>	Y3/4

JUNIOR SYNDICATE

Helen Rennie-Younger * <i>BA, Higher Dip Tchg, TESSOL Dip</i>	Y1 (Team Leader Y1)
Wendy Frazer * <i>BA, Dip Ed</i>	Y1
Catherine Sands <i>M Ed Tchg</i>	Y1
Anna Blair * <i>BA, Dip Tchg</i>	Y1
Carolyn Hutton <i>B Ed</i>	Y1
Glenda Pretorius * <i>Grad Dip Ed</i>	Y1-6
Melanie Hanson * <i>BMS, Dip Ed</i>	Y1/2 (Team Leader Y2)
Geeta Naran * <i>Dip Tchg</i>	Y2
Kelsey Robinson <i>B Ed</i>	Y2

PART-TIME TEACHERS

Jenny Smith *Dip Tchg*; Christine Mason *TESSOL Dip, BSc, Dip Tchg*; Trudy Thumath *BA, Dip Tchg*; Rachel Poole *BA, Dip Tchg*; Leanne Barlow *M Ed*; Bronwyn Babbage *BA, Dip Tchg*; Phill Weston *BA, Dip Tchg*

SUPPORT STAFF

Property Officer:	Ash Barnes
Library:	Belinda Sutherland <i>Dip Tchg</i>
Teacher Aides:	Donna Bailey, Kim Pharo, Ellen Park, Rania Anderson, Ming Lei Qian, Jenny Koch, Jocelyn Ley, Erika Achmadi, Sung Hee Hong, Rebekah Curry, Winnie Ngata
Admin	May Seleq, Angela Sharp

SUNNYBRAE NORMAL SCHOOL

36 Sunnybrae Road, Hillcrest
Auckland 0627



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E-mail	office@sunnybrae.school.nz
Website	www.sunnybrae.school.nz

BOARD OF TRUSTEES

Terry Sugrue (Chairman), Kim Jones, Rachel Howie, Tony Ridley,
Brandon Watts, Anna Blair and Jennie Stewart (Principal)

OUR VISION

A connected community of positively engaged learners

He hapori rangitāmiro ō ngā ākonga pai whai wāhi

GENERAL INFORMATION

NEWSLETTER: An email message is sent every Monday and the newsletter is attached in alternate weeks. Along with the School website, this is our key method of communication. Archived copies of the newsletter and messages are also on our website from the *What's On* menu button. Printed copies are only given to families who do not have access to email; please let the office know if you require this. We encourage you to please read the newsletter each week and update CareMonkey or let the office know if your email address changes at any time.

ASSEMBLIES: Full school presentation assemblies are held 2-3 times a term and at the end of the year; they are hosted by different classes each time. Assemblies are a time for students to share work and present a variety of items; music and cultural groups perform and we acknowledge students through certificates and awards. You will be notified of the dates for these via the newsletter; dates are also on the Events Calendar on our website. Parents, caregivers and friends are welcome to attend.

SCHOOL HOURS: 8.55 am - 3.00 pm (Lunch 12.30 pm - 1.25 pm). Students arrive at school from 8.30 am onwards, and return home, or are collected between 3 pm and 3.15 pm. The School is not responsible for the supervision of children outside these hours. **NB:** There are times when specific sports or cultural practices occur outside these hours; parents will be notified of these times.

ABSENCES: For medical/specialist appointments please send a note to the class teacher. If a child is going to be absent through illness please phone the school before 8.55 am and leave a message stating the reason for the absence, or send an absence notification from the Home or Contact page on our website. For other planned absences e.g. family holidays during term time, please apply to the Principal in writing. Regular absences will be monitored by the school and/or the Student Support Service. If you need to pick your child up early, or during school hours for appointments, please call at the office to sign them out. Office staff will then contact the classroom and ask for your child to come and meet you at the office.

TRAVELLING TO/FROM SCHOOL: Children are encouraged to walk at least part of the way to school. A Walking School Bus operates to provide adult supervision and ensure student safety en route. Please ask at the office for more information. Students may cycle to school from 10 years old onwards. A note from parents requesting permission to cycle should be sent to the Principal. Helmets and fluoro vests must be worn. If travelling by car, please park on Sunnybrae Road, Ellen Ave or Northgrove Ave when picking up or dropping off children. Please do not come down the school driveway or park in the staff carpark, we only have enough parking for staff cars and any extra cars entering the grounds are a safety risk for our students. The bus bay is reserved for taxis and parents of children with special needs from 2.30 - 3.10 pm each day; permits are issued to these parents. The bus bay can be used as a drop off area between 8.15 am and 9.00 am; only permit holders can leave their cars parked in the bus bay at this time.

STATIONERY: Stationery is available for sale from the office from 8.30 am.

UNIFORMS: Uniform items can be purchased from the office, Monday - Friday, (8.30 am - 2.30 pm) - see the website for full details.

LOST PROPERTY: Is located in the foyers behind Rooms 3 and 8. Please name all of your child's clothes and belongings.

TOYS FROM HOME: Please check that your child is only bringing their school things to school. They should not bring toys or 'swap cards' etc. to school as these can often go missing and staff are unable to take responsibility for them. Teachers will advise children about what is appropriate to bring to share for news or topic work. If unsure please talk to your child's class teacher.

MOBILE PHONES: Children should only bring a mobile phone to school if they need to use it to contact parents after school for safety reasons.

AFTER SCHOOL CARE: This is provided at school in our hall by KidsKlub. All inquiries to Bruce Masefield, phone 027 272 6994 or check out their website - <http://kidsklub.co.nz/>

VIDEOS/PHOTOGRAPHS: There are times when children are videoed or photographed, for example by student teachers, visiting educationalists, etc. If you do not wish to have your child included in any photographs or videos please inform the office.

SCHOOL TRIPS: From time to time, the syndicate leaders will arrange excursions to various locations outside the school to complement the work being done in the various curriculum areas (e.g. visits to Museums, Auckland Zoo, etc). These visits all require prior approval by the principal. Parents/caregivers are always notified well in advance. Permission for children to take part in these excursions is taken as being granted, unless we hear otherwise from the parent.

ADMINISTERING MEDICATION: It is sometimes necessary for a child to have medicine administered during school hours. Parents are requested to fill out a permission form at the office and leave the medication with office staff.

2017 TERM DATES

Term 1	Wednesday 1 February - Thursday 13 April
Public Holidays	Monday 6 February - Waitangi Day holiday 14 - 17 April - Easter (during holiday break)
Term 2	Monday 1 May - Friday 7 July
Public Holidays	Monday 5 June - Queen's Birthday
Term 3	Monday 24 July - Friday 29 September
Term 4	Monday 16 October - Friday 15 December
Public Holiday	Monday 23 October - Labour Day