



Bellevue School - Information Booklet

Igniting Learning, Empowering Learners



Haere mai ki te kura o Bellevue Welcome to Bellevue School

This booklet gives you an introduction to Bellevue and some information about how our school works. Please feel free to talk with us further if you have any queries or wish to gain a more in depth understanding about our school.

School Contact Details:

Bellevue School
12 Bancroft Terrace
Newlands
Wellington 6037

Phone: (04) 478-7037
Email: office@bellevue-newlands.school.nz

Principal: Annette Borgonje
Deputy Principals: Anne Smith (Year 0-3) & Deeann Daniels (Year 4-6)

School Website: www.bellevue-newlands.school.nz

School (closed group Facebook page) - useful to follow for updates and notifications:

<https://www.facebook.com/groups/314293432302625/>

Or google: Bellevue School Newlands Facebook

The school office is open between 8:30am and 3:30pm during term time.

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1. Information

1.1 Facilities

The school has fifteen classrooms, a library, hall, storage rooms, offices and administration area. We are well resourced and fully networked. Each classroom and learning hub has chrome books, ipads and a screen connected to the network.

The school has five learning hubs. The buildings are named Te Hau Rawhiti (The East Wind), Te Hau Tonga (The South Wind), Te Hau a Uru (The West Wind), along with an administration area called Te Hau Raki (The North Wind). Each learning space/room has a number and each whānau class has a home room, however students work in a number of learning spaces/rooms during their day at school. We have a number of outside play and learning areas that are located on two levels within our grounds.

Bellevue grounds and facilities are available to the community after school and in the weekends through application to the Board eg: sports clubs. Applications for hall and grounds bookings are made through the office.

1.2 Staff

The school currently has twelve classes working in the five learning teams or hubs. There is a Principal who has leadership and management responsibilities, two Deputy Principals and one senior teacher who also have some leading and management roles along with their teaching responsibilities. We have a great team of support staff which includes one Teaching Assistant, seven teacher aides, two administration staff, a librarian, grounds person and part time cleaners.

Our staff members are committed to helping each and every one of our students to become the very best they can be. There is strong collegial support with students as the focus for all decision making and programme developments in the school.

A list of current staff is attached in Appendix 1.

1.3 Community Involvement

1.3.1 The Bellevue School Board

The Bellevue Board is elected every three years by the school community to govern the school. This entails working closely with our community to provide governance that enables the best possible learning experiences and opportunities for all students at our school. The Board is actively involved in development and ratification of school plans and policy, community consultation and supporting the day to day management of the school.

There are five elected Board members, a staff trustee and the principal. Support and training is made available to both new and experienced Board members to help them keep up to date with the latest developments in governance and compliance. Board meetings are usually on the fourth and eighth Thursday each term. Meeting dates

are published in the weekly newsletter and are open for the public to attend.

A list of current Board members is included in Appendix 2.

1.3.2 FUNdraisers

FUNdraisers is the name of the parent and teacher fundraising group at our school. It works to help provide extra equipment, resources and education activities/opportunities unable to be purchased by government funding. This group organises some interesting and fun events.

On enrolment all parents/caregivers/whānau at our school are automatically members of this fundraising group which means that they are expected to participate in and support fundraising activities each year.

People who wish to participate in organising fundraising events meet regularly. Present office holders of this committee are included in Appendix 2.

1.3.3 Early Childcare Centres and Kindergartens

In addition to our parents, caregivers and families/whānau, we also value the contributions from the Bellevue, Newlands and Paparangi Kindergartens, along with a number of other Early Childcare Centres, to our students' early years. We consider all these people and centres as part of our Learning Community so endeavour to work closely with each of them to enable a smooth transition to school.

1.3.4 Before/After School Care and Holiday Programmes

Before school care (7:30 - 8:30am) and after-school care (3:00 - 6:00pm) are independently run from the school hall each day by Kapai Kidz which is operated by Linda Robinson and is OSCAR approved. Please see the school office or our website for more information or you can contact Linda on 021 409 641 or at www.kapaikidz.co.nz for bookings. Linda also runs holiday programmes.

1.3.5 Parent Involvement

We welcome parents and caregivers into the school. It is a well researched fact that parents who are involved in their children's education and schooling have a significant positive effect on the rate of their children's learning, development and progress.

For this reason we have a strong expectation that parents work in partnership with us to be actively involved in the school and their children's learning programmes. We really appreciate it when parents/caregivers offer help. We also expect that parents/whānau actively participate in all parent evenings, learning conversations and meetings for their children. We believe your involvement is a key factor contributing to the development of children and their learning at Bellevue School.

Consequently we have an open door policy and welcome you at any time. Some of the ways you might join us are:

- * **Visit Your Children**
Come in to see your child involved in their classroom programme. When you drop off or collect your child, make a point of looking at their learning spaces and their work.
- * **Talk to your Child's Classroom Teacher**
If you wish to make an appointment to discuss the things your child is enjoying at school, any questions you may have, concerns or to share information, eg: a late night or important family events, please talk to your child's Whānau Teacher or contact the school office to arrange a mutually suitable time.
- * **Special Skills**
Many parents/whānau have particular skills from which children would gain valuable experience eg: library skills, sports abilities, craft work, science, musical accompaniment. If you are keen and able to share these, please let us know.
- * **Sports**
Those of you who have specific skills and/or interests in any particular games or sports may like to take some coaching sessions for children.
- * **Playground Activities**
Coming in at playtime or lunchtime to run games or help out with supervision of activities in the playground. This may include a musical group, a chess club, some craft work or gardening during breaks.
- * **Classroom Help**
 - working in a classroom to help children or the teacher with activities
 - helping to get materials ready for the classroom e.g: mixing paint
 - "Publishing" children's stories
 - making games, small books for publishing work
 - checking children's spelling words for the week.
- * **Reading**
 - listening to children read or reading to children
 - making poetry cards or large books
 - mending books or putting them away in the resource area
- * **Library**
 - mending library books
 - helping return books to the shelves
 - helping process/cover new library books
- * **Resources**
 - helping make mathematics, Te Reo or reading teaching aids
 - helping sort out, mend or put away/re-shelve equipment
 - covering new books

*** Providing Materials**

- sending to school any coloured cardboard, quality paper, odds and ends for construction work.
- thinking of us whenever you know of equipment (e.g: wet day games) in good order but no longer required. We also accept 'loose parts' for the playpod (eg. tyres, plastic plumbing pipes, blocks of wood, blankets, sheets, tarpaulins, old pots and pans).

*** Special Occasions**

Coming in to help out when a special event is on. These are more successful and more fun as more people are involved, e.g., sports, Discovery Time, pōwhiri

*** Transport and Supervision**

Providing transport, supervision and assistance for children to enable classes to go on trips and visits out of the school. When transported on school trips all children must be in seat-belts, in vehicles with current Registration and Warrant of Fitness; also the driver must have a current driving license.

1.3.6 Whānau Hui

We welcome Whānau to work in partnership with us to help support and guide Tikanga and Te Reo programmes in the school. We have a kapa haka group which practises each week. There are a number of other opportunities for parents to join us eg: pōwhiri early each term to welcome new students and staff, our Matariki celebration and termly hui for Māori whānau.

1.3.7 Whakawhanaungatanga Fridays

The purpose -

- Connect across school
- Connect across community
- Celebrate learning
- Acknowledge & promote values

Every three weeks the school holds an open afternoon for families to come and join us in learning activities. The students across the school elect to take part in either STEM, The Arts, PE and outdoor play, or loose parts play (construction etc.) Sessions follow a Learning through Play approach, where a variety of engaging invitations are provided to spark creativity and curiosity, while also allowing students to follow their own passions and interests. This focus on 'process over product' promotes a holistic approach to learning and supports our tamariki to develop both their core subject knowledge, as well as dispositional skills such as perseverance, resilience and empathy, values and skills that are integral to life long learning.

Parents are warmly welcomed to join us for these afternoons in our learning environment. Events are advertised in the fortnightly newsletter.

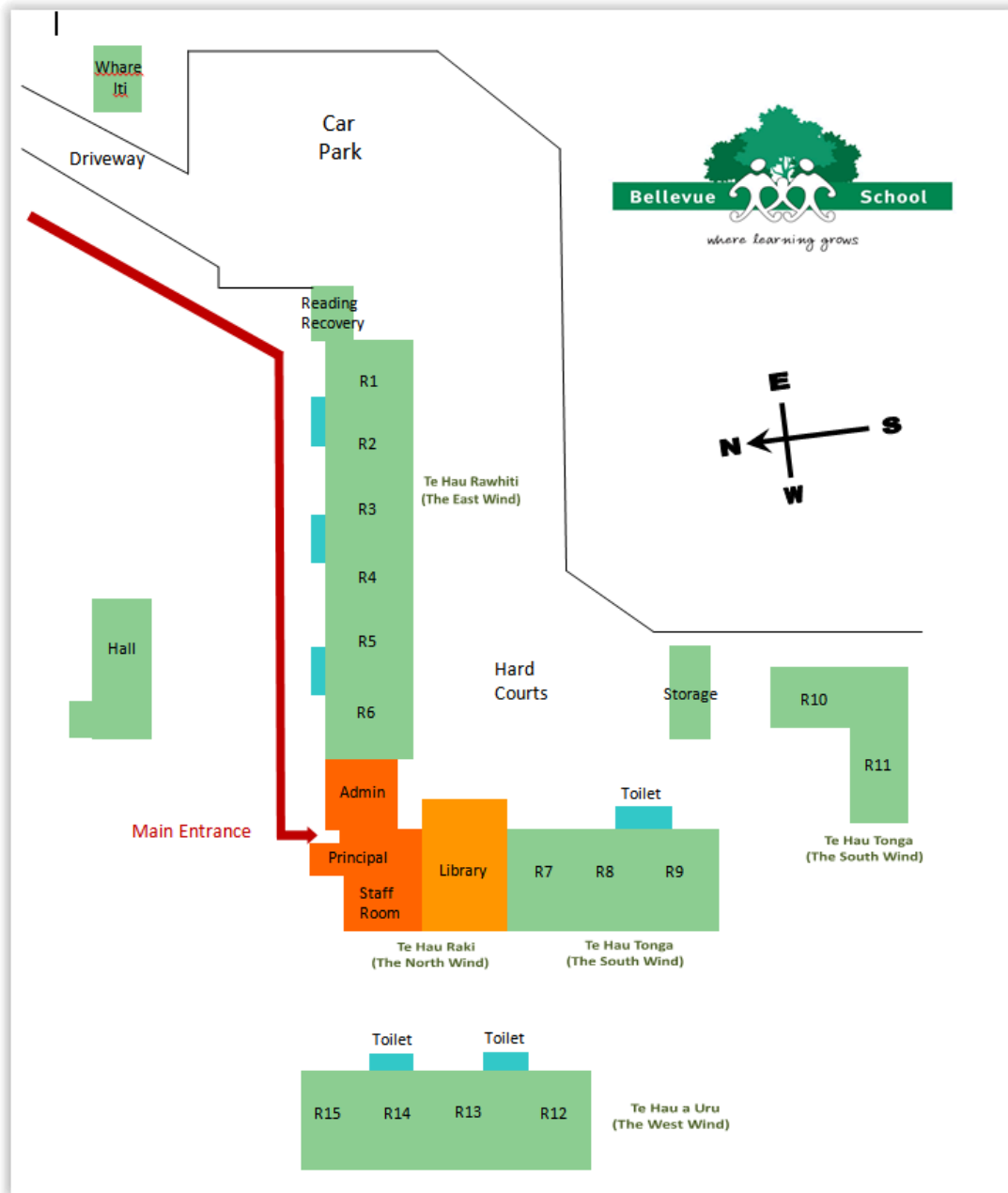
1.3.8 Sports

Bellevue School has a strong tradition of involvement in sports and physical activities. In addition to the internal sports and physical education programme, we participate in Northern Zone events and send school teams to other sports tournaments. We currently have teams participating in the Northern Suburbs netball competition and miniball. Children also participate in local sports teams eg: Johnsonville Cricket Club. Each year students participate in a swimming/water safety programme. Small groups receive individual instruction at a local pool. Parents are asked to pay a contribution to cover the cost of pool entry and toward the cost of special instructors. The school works to secure a grant to cover the cost of buses that transport students to the pool.

1.3.9 The Arts

We also have a strong commitment to The Arts. Our High Notes choir practises to perform at the Wellington City Council Artsplash event biannually. There are also regular school opportunities to celebrate dance, drama, music and visual art eg: assemblies, school production.

1.4 Map of the School – Our Learning Community



1.5 Enrolments

1.5.1 How to Enrol

From 28 January 2019 Bellevue School operates an Enrolment scheme approved by the Ministry of Education. There are details of this on the [school website](#) where you can complete an online enrolment form. For families who require assistance or do not have internet access, please contact the school office for a paper enrolment pack. We encourage parents/whānau to contact the school as early as possible to confirm that your child is pre-enrolled. There are a number of papers for you to complete as part of their pre-enrolment. We are required to take a copy of your child's birth certificate and an immunisation certificate. Both of these are required for all enrolments. Please note that enrolment is not confirmed until the child's first day

of attendance at school. We are required to obtain proof that you reside at an address within our zone on your child's first day of school to enable enrolment to proceed.

Please check the following list and make sure these documents are included with your child's enrolment:

- Pupil Enrolment form
- Questionnaire & Statement for **In-Zone** Address Enrolment Applications
- Two original 'Proof of Address' documents
- NZ birth certificate/NZ passport or Resident Visa (if this is applicable) and Birth Certificate
- Immunisation Certificate
- New Entrant/Year 1 Student 'About My Child' form
- 'Trips, Visits and Performers at Bellevue School' form
- E-Learning and Student User Agreements
- 'Parent/Caregiver Permission for the Publication of Student Images and Work' form
- 'Students from a Non English Speaking Background' Form (if applicable)
- FUNdraisers form

We ask you to make an appointment through the office so that the Principal or Deputy Principal can show you around and answer any questions you may have. This is a great time for you to let us know of any factors we need to consider or any special learning needs your child may have and to confirm any siblings who may wish to attend the school in the future.

1.5.2 School Visits

We ask you to arrange for your New Entrant child to visit their new Hub/class at least three times before they begin. This just ensures that the place and people are not all new and scary when your child begins school. School visits happen between 9:00am – 10:00am on Tuesday, Thursday and Friday mornings. Please note that you are required to stay with your child during these visits.

1.5.3 Parent Information

The Deputy Principal, who has overall responsibility for our youngest students, will share how the Hub is organised, daily routines and what happens during the first few weeks of your child's schooling as well as ideas to support your child as they start school. This is also a time you can share any information about your child.

1.5.4 Contact Numbers

When enrolling, it is important to provide the school with at least three contact telephone numbers, where someone can be located in the event of an emergency. It is also important that you advise the school should these numbers change at any time. We also require you to identify all Emergency Release Adults that you wish to collect your child, should the occasion ever arise that we need to evacuate the school.

1.6 Timetables and Routines

1.6.1 School Hours

School starts at 9:00 am. We operate a play-eat-learn approach for our break times. Children have a morning tea break from 11:00 – 11:30am, with supervised eating time from 11.30 - 11.40am, and a lunch break from 1.10 – 1:40pm, with supervised eating from 1.40 - 1.50pm. School finishes at 3:00 pm. Children are encouraged to eat a substantial amount of healthy food at the first break to sustain them.

Children should not be at school before 8:30 am unless you have made a special arrangement with their teacher. This is to ensure that teachers have the opportunity to make the necessary preparations for the day.

Parents are also encouraged to make appointments to speak with teachers outside 8:30 – 9:00 am so this preparation time is uninterrupted and teachers can spend the first half an hour of the day catching up with children as they arrive.

At the end of the school day we encourage Year 1 and Year 2 students to be collected from their Whānau rooms. All children go straight home or to after school care. This is a safety measure to ensure that parents know where their children are and what they are doing. At 3:15 pm each day any child not yet collected comes into the school foyer area and parents or emergency adults are contacted.

1.6.2 Absences

If your child is going to be away from school please remember to phone the school to let us know before 9:00am, telling us why they are absent. This is a safeguard against them going missing on the way to school and an explanation of the reason for the absence is a requirement for official Ministry of Education records.

Once the roll is checked the office will send an automated text. If a reply is not received to this text, the office will then telephone to check on the un-notified absences. Each call made to check on an absent child uses valuable administration time, so your help in letting us know if your child is away before 9:00 am is really appreciated.

The school monitors attendance. Any pattern of late arrivals or absenteeism is checked. Students are legally required to attend school every day that it is open for instruction unless they are ill. It is important for children's learning that they are at school each day as regular absence can have a significant impact eg: if they have a regular 90% attendance rate by the time they reach the end of Year 10, your child will only have attended/received nine years of their learning programmes.

Medical Appointments - Should your child need to attend a medical appointment during school time, the office is required to sight proof (eg: text, email, appointment slip) of this appointment as verification for MOE attendance records.

1.6.3 Library

We encourage children to use the library regularly and to take books home to read.

Classes visit at least once a week and the library is open during breaks. Books are issued once the student has an approved book bag. These book bags are also used to bring your child's reading book home each night that they read with the teacher. These also will not be sent home without a book bag. This is an important stationery item to prevent damage to the book. These bags are available from the school office. Please help your child remember to bring their books back to school by their due date or on their library day.

When library books are lost or damaged, an invoice is sent home for the cost to replace the book.

1.6.4 Medication

Some children have regular medication for conditions such as asthma. It is important to let the school know when this is the case and also to let staff know if children need supervision in administering it.

The school responds to requests to administer medication during the school day, only when it is impossible for the parent/guardian to do this. All requests are made on the "Parent/Guardians Request for School to Administer Medication" form available from the school office and kept within the guidelines of the Privacy Act. Before medication is administered, the school requires this written confirmation by the parent/guardian.

The exact dose of medication must be provided by the parent/guardian to the school in the original dispensing container with dosage label. The medication is kept in a secure place - where possible within the administration area of the school in a child-proof container. This medication is administered by a delegated person and witnessed by another adult.

The school is not permitted to hold drugs of any kind in its first aid kit, so it is important that telephone contact numbers are kept up to date in case of illness at school.

1.6.5 Arriving/Departing from School

Bancroft Terrace outside our school can be a very dangerous road. We have school patrols on this road before and after school which all children and adults need to use when crossing. These road patrols are supported by supervision from staff and parents each day.

For safety at these busy times the gate to the carpark is closed from 8:30 – 9:00am and 3:00 – 3:15pm daily when school patrols are out. Children and their parents/caregivers are asked to use the pedestrian entrance to the school at all times, rather than the carpark entry.

Parents/whānau who drop off or pick up children in cars also need to be safety conscious. Please do not park on the yellow lines or over driveways and stay well back from the gate so that adults and children can have an unobstructed view of the traffic.

In the interests of safety please use the turning area at the end of Bancroft Terrace. Please do not turn your car around at the gate or turn into driveways as this may cause injury to pedestrians walking on the footpaths at busy drop off and pick up times.

1.6.6 Car Parking

As the school carpark is very small parents/whānau are asked to park outside the school grounds during school hours unless collecting a sick child or delivering goods. If you have a medical or physical condition that requires entry, please contact the office to obtain permission. No parking is permitted in front of gates to enable emergency access to the school at all times.

1.6.7 Valuables and Money

Payments can be made to the school online - more information about this in 1.6.13. If you are sending money to the school please send the correct amount or the cheque in a named envelope, placed into the posting box in the school foyer. Please make sure your child's name, room number and what the payment is for are written on the outside of the envelope. Direct payments to the school account also need to include your child's name, room number and a reference to identify what the payment is for, eg. sausage sizzle.

Children often like to bring their possessions to school but we discourage them from bringing expensive or treasured items as sometimes things get broken or precious items go missing.

1.6.8 Lost Property

Please name all your child's clothing and equipment so these can be easily returned to them. Unnamed and unclaimed items go into the lost property storage in the medical room. Parents are welcome to come in to look for lost property at any time. Twice a term unclaimed clothing is donated to a charity.

1.6.9 Newsletters and School Website

The newsletter or important dates (alternately - the newsletter is fortnightly) come home each Wednesday to help keep you up to date with school events. Although we encourage parents/whānau to receive this electronically, it comes home in hard copy to those who require this (with the eldest sibling at school).

Newsletters are numbered from the beginning of the school year to help you check that you have not missed any. They are also available on the [school website](#). We endeavour to regularly update this website too.

Our school Facebook page is used for quick notifications, event updates, reminders or COVID information updates. Please follow this link:

<https://drive.google.com/drive/folders/1TE4ZX3sBTDhVleL5KN2TI1ONcZMdp6n9>

1.6.10 Lunch Orders

We believe children must be rested and well fed to enable them to concentrate on their learning. There is an opportunity to order lunches from an outside caterer on the following day:-

Wednesday - Nada Bakery lunches are available by online ordering www.lunchonline.co.nz

Friday - The school often offers a special food ordering day eg: Pizza Friday or Sausage Friday for those who wish to order and as a fundraiser for the school.

1.6.11 Stationery

Bellevue School operates an online ordering system for Student Stationery with our supplier – Qizzle. Parents are able to go directly online to the Qizzle website to order and pay for their child’s stationery. Stationery packs are delivered directly to your home. Stationery lists for your child’s next year of learning and information about online ordering is sent home with your child’s final school report in December. Please order your child’s stationery before the beginning of the school year to enable them to start their learning as soon as the year begins. Stationery lists are also available from the office and from the school website.

Students who start school during the year will be given a stationery list once their child’s class placement has been finalised.

1.6.12 Reporting to Parents/Caregivers

All teachers make regular assessments of each child's progress over the year. In 2024 we reviewed our reporting of student achievement information in response to family feedback.

Bellevue aims to provide reporting that is:

- Timely
- Holistic
- Honest
- In plain language

Written reporting of student progress or achievement is predominantly through Seesaw posts.

In addition to this, families have the opportunity to talk with teachers at least twice a year in a three way conference.

We encourage families to use the Seesaw messaging function as the primary means of communicating with teachers (and vice versa) to avoid messages being missed in busy email inboxes.

There are three types of Seesaw posts:

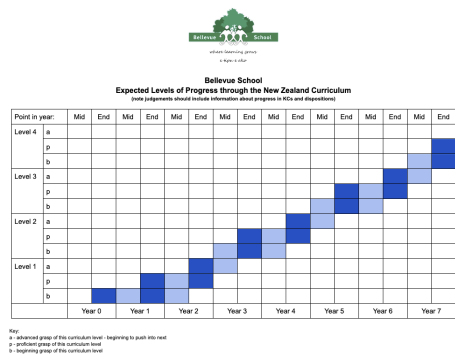
1. **Reporting Posts - Reading, Writing or Mathematics** - describing what the child is doing, links to the curriculum, what they have done well and their next learning step
2. **Reporting Posts - Learning Stories** - other curriculum areas - describes what they have been doing in other areas of the curriculum (for example Science, Technology or the Arts) and outlines how they are developing dispositionally and/or demonstrating the Key Competencies / our school values.

The Bellevue Learner Dispositions are:

- Curiosity/Discovering
- Collaboration/Team work
- Resilience/Perseverance
- Risk-taking
- Self-managing

3. **Casual Seesaw Posts** - As and when there is something special to share for child/the hub

A visual giving a clear indication of your child’s progress against the curriculum (The Bellevue Learning Poutama) is also included at mid and end of year to show progress over time.



In addition to regular real-time updates on Seesaw, we hold parent/teacher/student Three-way Conferences at the end of Term 2 and 4. Notices come home prior to the conference to give an overview of what to expect at these learning conversations. We encourage every parent/whānau to attend these important meetings. Students are able to join their parents/caregivers and teacher at these conferences as they help to discuss their progress and the next learning steps.

There is a Meet the Teacher/Aspiration Meeting at the start of each year to give parents and caregivers an opportunity to meet and talk with their child's teacher. This meeting is optional. There is also an informal opportunity to meet your child’s teacher before Term 1 starts at our staff/family picnic on the same day.

Parents are also welcome to make contact with teachers in person, by phone or by email to organise a meeting anytime when school is open for instruction to talk about their child’s learning. We will make contact with a family if their child’s learning or behaviour is seen to be at risk outside of the reporting cycle so that we can work together to develop strategies to support the child as soon as possible.

Parents/caregivers of New Entrant children are encouraged to speak regularly with their child’s teacher as entry to school is an important step for children and their parents/caregivers.

For students starting school their first report is a passport outlining our foundation skills and early learning behaviours.

Reporting Year Timeline

Term	Term 1	Term 2	Term 3	Term 4
Face to face	Beginning of Term Aspiration Meeting / Meet the teacher opportunity	End of term - Three Way Conference - optional attendance of child - academic focus		End of term - Three Way Conference - optional attendance of child - academic focus
Uploads	Reading, Writing & Mathematics Progressions for reference	End of term - Bellevue Learning Poutama posted following Three Way Conference		End of term - Bellevue Learning Poutama posted following Three Way Conference
Posts	1 Reading 1 Writing 1 Mathematics 1 Learning Story - cross curricular, Key Competencies, Learning Dispositions Casual posts as arise		1 Reading 1 Writing 1 Mathematics 1 Learning Story - cross curricular, Key Competencies, Learning Dispositions Casual posts as arise	
	<p>Note regarding timing of posts: <i>Although the timing of posts will be largely consistent across the following year groups:</i></p> <ul style="list-style-type: none"> ● Year 0-2 ● Year 3-4 ● Year 5-6 <p><i>The timing of posts between these groups may vary.</i> <i>The General Comment and Student reflection, however, will be posted after Week 5 Term 4.</i></p>			<p>1 General Comment</p> <p>Year 4-6 Student reflection (unedited) & school participation</p> <p>PDF of year's reporting can be downloaded</p>

1.6.13 School Donations / School Banking

School donations are asked for each child to help pay for some of the basic materials needed to run the school, as well as paying for extras such as audio visual equipment and books.

The board sets the level of the school donation and advertises it to parents. The amount is set at the first board meeting of the school year. It is currently set at \$140 per year for the first child in a family, and \$220 for two or more. A request for the amount is sent to each family every term.

Activity payments are required to cover the costs of optional equipment,

experiences, and services that are extra to the school's curriculum obligations. This payment is set at \$15 per pupil each term (i.e. \$60 per year) to enable parents and teachers to budget for the cost of educational trips and visiting performers. Payment may also be required for curriculum-based activities that involve a "take home" component for the student to keep, or that are only available to a select group to opt into.

Parents are informed in advance of any additional optional payments that are extra to our curriculum obligations.

These may be paid at the beginning of the year or the beginning of each term. If you wish to pay your donations in instalments or you are struggling to find these for your child, please contact the school office.

Receipts are provided for all donations and you may claim these as a tax refund from Inland Revenue.

Payments can be made directly to the school by internet banking:

ASB: 12-3223-0048283-00

Code: Donation or Trips

Reference: Child's full name

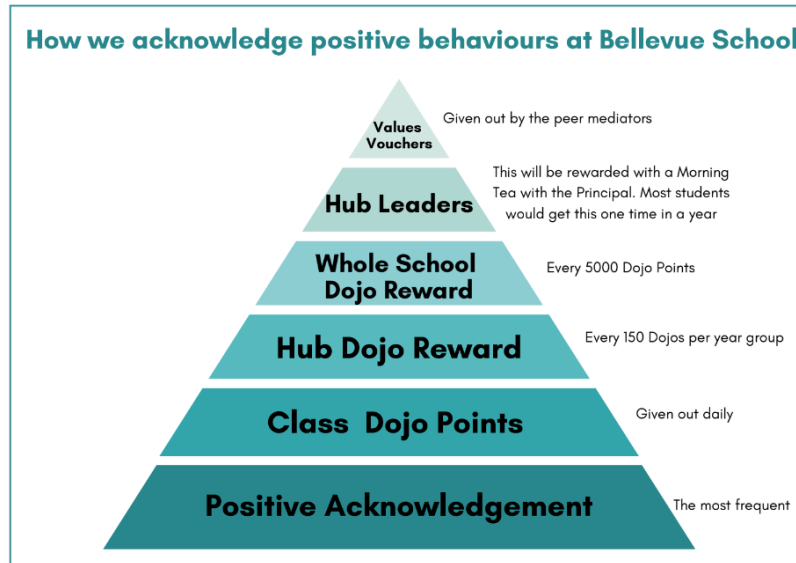
1.7 School Strategic & Annual Planning

This is reviewed each year and is an important basis for everything that happens in our school. It includes specific goals for the year. A copy of this can be viewed through this link to the [school website](#).

1.8 Positive Behaviour & Student Management

A high standard of learning focused, safe behaviour is expected from all students and adults in the school. Everyone is expected to treat others as they would wish to be treated and in accordance with Bellevue School vision, values and guiding documents. We all have a right to feel we belong here, also to feel and be safe at school.

We are a PB4L school. We actively model, teach and acknowledge positive behaviours for learning. Class Dojo and verbal acknowledgements are used for positive behaviour and contributions in the playground and classroom. Teachers, teacher aides and librarians on duty are all encouraged to give these acknowledgements on a regular basis. Our Peer Mediators also hand out Values Vouchers to acknowledge positive behaviour in the playground. Students work together to achieve whole school acknowledgements for Dojo Milestones throughout the year.



Class rights, responsibilities, and expectations are reviewed early in the year with class or hub treaties/ agreements/kawa written and reinforced throughout the year.

The concept of Aroha is the foundation for all of our values. We enact this through:

- Creativity
- Resilience
- Empathy
- Integrity

We encourage positive attitudes and behaviours with people taking responsibility for the choices they make about their behaviour. Restorative practices are encouraged so there may be some actions required to 'fix up' an issue or repair relationships. Please read our school "Behaviour Management Policy" on School Docs and talk to other staff members about behaviour expectations in the school. We work hard to ensure we have consistent staff expectations and practices throughout the school. The way that we respond to minor and major behaviours can be found here, along with our expected behaviours, in our Behaviour Management Flowchart.

[**Behaviour Management Flow Chart**](#) - please follow this link

Bullying Free Culture

We are focused on creating a safe and caring climate that deters disrespectful, unsafe or bullying behaviour. Bullying Free NZ defines bullying in the following way -

Whether bullying is physical, verbal, or social (relational), four widely-accepted factors can be used to identify it:

- *Bullying is deliberate - harming another person intentionally*
- *Bullying involves a misuse of power in a relationship*
- *Bullying is usually not a one-off - it is repeated, or has the potential to be repeated*

over time

- *Bullying involves behaviour that can cause harm - it is not a normal part of growing up*

Bullying can happen anywhere, in person or online (cyberbullying), at any time, and can be verbal, physical or social (relational). It can be obvious or hidden.

They provide a [useful factsheet](#) for helping identify bullying from other behaviours.

Behaviours that we do not tolerate include:

- damage to property or taking other people's things
- physical hurting or violence
- fighting, play fighting, weapons or war toys
- hurting with words
- threatening words or body signs
- bullying

1.9 Home Learning

We believe that learning occurs at school and in many other areas of our lives. Children at this age gain much from play, spending time with family and friends or talking with people - often more than they do from extra 'busy activities' sent home as 'Homework'. However we also believe children should be encouraged to take ownership and responsibility for their learning, have an opportunity to complete tasks, practise skills and share some of their learning activities/skills with parents/caregivers. Therefore we encourage some Home Learning activities as a link for children's learning at school and provide extra challenges that students may choose to complete if they wish eg: Bellevue's Aroha Achievements, websites for practice activities.

Our expectations for Home Learning activities are:-

10 minutes – New Entrants – Year 2

15 minutes – Year 3 and Year 4 (plus reading)

20 minutes – Year 5 and Year 6 (plus reading)

Regular discussions with students and parents/caregivers help us share some of the ways parents/caregivers and families/whānau can support learning at home.

Bellevue's Aroha Achievements is a series of challenges aligned to our school philosophies and values, with a different set for each year group from Year 3-6. Students may choose to complete these. It is entirely up to them if they wish to work on these challenges as extra learning activities. Information about the Aroha Achievements for Year 3-6 will be sent home during the year.

1.9.1 Reading

Every child is encouraged to read for 10 - 15 minutes per night, whether it is shared reading or parent reading. For the older students some of this time could be silent reading independently. We encourage parents/caregivers to talk with their child

about what they are reading and their understanding of this.

1.9.2 Mathematics

Children need to know their basic facts (ie: what were called “Tables”). Daily practice, (e.g., chanting, Mathletics) as home learning definitely assists this. Children need to know these for instant recall as follows:-

By the end of Year 3 - all addition and subtraction basic facts up to 10

By the end of Year 4 - all 2x, 3x, 4x and 5x basic facts

By the end of Year 5 - all multiplication basic facts up to 10 x 10 and most division basic facts

By the end of Year 6 - all addition, subtraction, multiplication and division basic facts up to 10

1.9.3 Spelling

Bellevue teaches spelling through developing phonological awareness both explicitly and within the Literacy programme. Spelling activities may also be sent home or available on line as part of home learning activities.

1.10 Concerns and Complaints

Bellevue’s approach is to address the ‘small stuff’ before it becomes ‘big stuff!’

If you are concerned about something at school, we encourage you to contact your child’s Whānau class teacher and discuss it with them. If the matter is not resolved, or for some reason you do not feel the classroom teacher is the first point of contact there is a process of who to talk to next. Please visit our Policies and Procedures on [Bellevue SchoolDocs site](#) - Community username bellevue-newlands, password ‘grow’ and search ‘Concerns’ to find out more.

2. Bellevue Local Curriculum

Our Mission

E tipu e ako - where learning grows.

Our Vision

Igniting Learning, Empowering Learners

Our Values

The concept of Aroha is the foundation for all of our values. We enact this through:

- Creativity
- Resilience
- Empathy
- Integrity

Our vision and values underpin all aspects of learning at our school.

We are committed to keeping children engaged through rich curriculum learning programmes which add to their knowledge, and skills.

Curriculum integration enables a coherent education, allowing connections to be made within and across subjects and developing the key competencies of:

- Thinking
- Using language, symbols and texts
- Managing self
- Relating to others, and Participating and contributing.

We use an inquiry approach to learning in order to develop the following learning dispositions:

- Curiosity/Discovering
- Collaboration/Team work
- Resilience/Perseverance
- Risk-taking
- Self-managing

More information about our approach to learning and curriculum can be found on our website:

- [Approach to Learning](#)
- [Our Curriculum](#) can be found here.

Our local curriculum aligns with the New Zealand National Curriculum and its learning areas. More information about the New Zealand Curriculum can be found here: <https://nzcurriculum.tki.org.nz/>

Appendix 1

Bellevue Staff 2025

Teacher name	Known as	Role in School	Whānau Room
Deeann Daniels	Deeann	Deputy Principal (Yr4-6) Hub Coach for Kahikatea SENCO	Office
Anne Smith	Mrs Smith	Deputy Principal (Yr0- 3) Hub Coach Mānuka/Nīkau Rocket Room	Rocket Room
Cassie Woodhouse	Cassie	Nīkau Teacher Hub Coach for Rimu/Tōtara	Room 6
Megan Walters	Megan	Hub coach for Rātā Rātā (Y3) Teacher	Room 11
Nadine Dechapunya	Nadine	Kahikatea Teacher	Room 9
Beverley Warwick	Beverley	Kahikatea Teacher	Room 8
Tessa Finnigan	Tessa	Year 4&5 Kaiako Rimu Tōtara	Room 13
Emma Cummings	Emma	Year 4&5 Kaiako Rimu Tōtara	Room 14
Jane McCauley	Jane	Year 4 & 5 Kaiako Rimu Tōtara	Room 12
Anne Gullen	Anne	Rātā (Y3) Teacher	Room 10
Nic Taylor	Miss Taylor	Nīkau Teacher e-Learning Leader	Room 5

Heidi Lloyd	Heidi	Mānuka Teacher	Room 4
Grace Mellow	Grace	Mānuka Teacher	Room 2
Deirdre McArthur	Deirdre	Mānuka Teacher	Room 3
Anneke McLean	Anneke	ORS/Release Teacher	Year 3-6
Elizabeth Macmillan	Mrs Macmillan	Part time teacher	Mānuka/Nīka u
Jean Goodhall	Jean	Part time teacher	Mānuka/Nīka u
Nathaniel Daley	Nat	Teacher aide	Everywhere!
Whaea Jayjay	Whaea Jayjay	Kaiāwhina Māori	Everywhere
Mandy Toms	Mrs Toms	Teaching Assistant	Rocket Room/ Mānuka
Sarah Elton	Sarah	Librarian and ESOL Teacher Aide	Library
Asmaa Ibrahim	Asmaa	Teacher Aide	Everywhere
Lorelle Lints	Lorelle	Teacher Aide	Nīkau
Naomi Haw	Naomi	Teacher Aide	Everywhere
Manasi Sadaye	Manasi	Teacher Aide	Everywhere
Merrick Keenan	Merrick	Teacher Aide	Everywhere
Mel Bradley	Mel	Teacher Aide	Everywhere
Amanda Beauchamp	Amanda	Accounts Manager	Office
Alice Potts	Alice	Office Manager	Office
Nita Glew	Nita	Office Administrator	Office
Jennifer Natta	Jennifer	Cleaner	Everywhere

Appendix 2**Bellevue School Board of Trustees**

Kelvin Russell	-	Chair
Jeff Silverwood	-	Property
Mandy Mackay	-	Secretary
Annette Borgonje	-	Principal
Erin Bellhouse	-	Treasurer
Mary Sleep	-	Parent Rep
Anne Smith	-	Staff Rep

FUNdraisers Contacts

Rebecca Stuart	-	Fundraiser Co-ordinator fundraisers@bellevue-newlands.school.nz phone 9701526 (please leave a message with your name and number)
Mandy Mackay	-	Board Rep mackays.nz@gmail.com
Annette Borgonje	-	Principal annette@bellevue-newlands.school.nz

Appendix 3

[Term Dates for 2025](#) - please click this link