

# Parent Information

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## 2021



Patricia Avenue School 

## **Mission Statement – ‘Learning for Living’**

Our Vision is.....

*To provide education which enhances the students’ learning, builds on their needs and respects their dignity. This education shall challenge them to achieve personal standards of excellence and reach their full potential.*

Patricia Avenue school enrolls students and their families/Whanau. We work in partnership with families and community agencies to:

- build networks which maximise each student’s opportunities to learn skills,
- develop each student’s independence and self-esteem
- enable each student to make significant personal decisions affecting their own future wellbeing.

To ensure each student has the opportunity to access a holistic education to meet their social, intellectual, physical and emotional needs Patricia Avenue School provides a transdisciplinary team comprising of:

- Teachers
- Occupational Therapists
- Speech and Language Therapists
- Physiotherapists
- Psychologist
- Music Therapist
- Music Specialist
- Art Specialist
- Vision and Hearing Specialists as required
- Therapy Learning Support Assistants
- Classroom Learning Support Assistants

*“Nā tō rourou, nā taku rourou ka ora ai te iwi”*

*“With your basket and my basket we will sustain the people”*

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# SCHOOL CONTACT DETAILS

## OFFICE

### Base School

Patricia Avenue School  
20 Patricia Avenue  
Private Bag 506  
Waikato Mail Centre  
Hamilton 3240

Telephone: 07 856 9350  
Emergency telephone: 027 408 2211  
Email: [office@patave.school.nz](mailto:office@patave.school.nz)  
Website: [www.patave.school.nz](http://www.patave.school.nz)  
Office hours: 8:30am – 4.30pm Monday – Friday

## Staff

Telephone: 07 856 9350

Please call the office number and ask to be directed to the appropriate staff member. Teachers do not have telephones in the classrooms; calls may be directed to teachers if urgent, otherwise messages are taken.

For satellite/transition teachers Call the satellites directly.

For therapy staff: 07 856 9350

## SATELLITES

### Woodstock Primary School

Fairfield Road  
Hamilton 3214  
Telephone: 07 855 6686 ext. 626

### Melville Primary School

101 Ohaupo Road  
Melville 3206  
Mobile: 027 541 2105

### Cambridge Middle School

Clare Street  
Cambridge  
Telephone: 07 827 5135 ext. 242

### Silverdale Normal School

62 Silverdale Road, Silverdale  
Hamilton 3216  
Telephone: 07 855 7604 ext. 818

### Marian Catholic School

Beale Street, Hamilton East  
Hamilton 3240  
Telephone: 07 856 7515 ext. 223

### Melville High School

6 Collins Road, Deanwell  
Hamilton  
Telephone: 07 843 1403

**Fairfield Intermediate School**

Clarkin Road  
Fairfield  
Telephone 855 9718 ext 808

**Te Awamutu College**

938 Alexander Street  
Te Awamutu  
Telephone: 07 871 4199 ext. 240

**Transition Unit**

17B Clifton Street  
Hamilton Central  
Telephone: 07 839 4438

**OUR STAFF****Leadership**

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**Teachers**

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### **Therapists**

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Richard Edghill	Behavioural Psychologist	<a href="mailto:richardedghill@cloud.com"><u>richardedghill@cloud.com</u></a>
Kate Gibbs-Harker	Speech Language Therapist	<a href="mailto:Kate.Gibbs-Harker@patave.school.nz"><u>Kate.Gibbs-Harker@patave.school.nz</u></a>
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### **Board of Trustees**

Chairman:	Tahi Bidois
Principal	Andrea Neil
Members of the Board:	Rupert Craggs
<i>(Parent Representatives)</i>	Scott Marshall
	Jo Middleton
	George Prescott
<i>(Staff Representative)</i>	Jade Dobbs

To make contact with the Board, address letters to the Chairperson and mail or hand in at the school office.

## GENERAL INFORMATION

### 2021 Term Dates

Term One	09 February	-	16 April
Term Two	03 May	-	09 July
Term Three	26 July	-	01 October
Term Four	18 October	-	17 December

### Daily Timetable (Base School)

The school day is divided into three blocks:

First block	9am – 10.30am	Morning tea from 10.30am – 10.50am
Middle block	10.50am – 12.30pm	Lunch break 12.30 – 1.30pm
Afternoon Block	1.30pm – 3pm	

Satellite units follow the times of host schools.

### Areas of Responsibility

The following table may be helpful in finding out who to contact

Absences	Call the office and leave a message or message via Loop app
Appointment with Principal	Directly with principal or secretary
Behaviour	Initial contact is the teacher then Deputy / Associate Principal
Classroom fees	Teacher
EOTC	Teacher
Enrolments	Deputy / Associate Principals
Therapy Programmes	Therapist concerned or the Therapy Professional Learning Leader
Transport Matters	Deputy / Associate Principals

When in doubt, consult the teacher or call the office and the secretary or administrator can direct you to leadership staff who will be able to advise or assist you.

If you have any concerns, please contact us. All concerns will be listened to, acted upon and treated confidentially.

### Communication

Families are encouraged to communicate regularly with teachers and therapists. You will receive regular communication from your child's teacher and sometimes therapy and support staff, in the home/school communication book. We encourage you to also write as often as possible. This communication is informal and may include information on such things as activities, wellness and progress in learning or behaviour.



Teachers and therapists are also happy to receive phone calls from you outside of classroom time. If you have a specific issue you wish to discuss in person please arrange a time before hand which is mutually convenient, so we can ensure this discussion can be given the time and focus it requires. For successful student learning, we are keen to ensure classroom programmes can occur without interruptions.

### **Community Inclusion – EOTC**

Class and therapy programmes are encouraged to regularly access community facilities which provide opportunities for learning, enrichment, generalisation of skills and inclusion. Examples of these may include Special Olympics events, horse riding, community swimming, the gym, shopping centres, libraries and work experience placements for seniors where appropriate. Classes also have community visits which support curriculum learning e.g. a farm visit, attendance at drama and music performances. Some of these activities have associated costs.

As well as using public transport where appropriate, the school has a fleet of vehicles to ensure all students have access to these opportunities.

There is a strict documentation process followed by teachers and therapists which includes obtaining your permission and that of school management before students are allowed to take part in these activities.

### **Community Service Information**

The school has information and links to services that provide respite, transition from school and information on how to access funding and disability support services. Contact Deputy / Associate Principals Christina Bartlett, Vivienne Buchanan or Lyrese Picard.

### **Emergencies**

All parents/caregivers are asked to provide an emergency number in the event the school cannot contact them. Your assistance is asked to keep the school informed and our records updated.

Many of the staff members have First Aid training and will treat minor illnesses should the need arise.

In the event of injuries or conditions of a more serious and urgent nature we will take the student to a Medical Centre or call emergency services as informed by parents on the medical forms provided.

The school carries out regular drills to practice evacuation, earthquake or lock down procedures.

### **Home/School Transport Information**

School transport is provided by bus companies selected by SESTA. Students travelling on the buses and vans attend a range of schools in Hamilton. We can and do assist families to access this transport by facilitating the filling in of the application for the service and sending it to Ministry of Education Special Education for approval.

If you are moving to a new address you will need to complete a new application before moving. Applications can take up to a term to action. The Ministry of Education has implemented a change regarding the transport approval process. There is a high probability that an application may be declined if the distance to Patricia Avenue school is greater than another special school's address.

It is advisable and important that you contact the Deputy / Associate Principals to discuss the change of address as this can impact on your child's enrolment at Patricia Avenue School.

If your child for any reason is not travelling on the bus on a particular day it is important that you contact the bus driver or bus company and the school. Contact details for bus companies are as follows:

Cross Country Rentals: 0800 467 3782 or 027 556 0994

GO BUS: Telephone 07 846 1975 ext. 883

Check with your bus driver for their contact details.

### **Illness/Absences**

If your child is ill please do not send him/her to school. Infections can spread very quickly and many of our students have fragile health. Please inform the school and bus transport companies if your child will not be attending school on any day.

### **Individual Education Programme (IEP)**

An IEP is developed in partnership with school and family. It details the prioritised plan for your child's learning. Meetings are during Term One with a review in Term Three. Your child's teacher coordinates the process and is responsible for producing the documentation. These are an essential component of your child's learning and your attendance to share your aspirations and priorities is really important to us.

### **Internet Access and Safety**

On enrolment parents are asked to sign a form allowing their child to access the internet under supervision of school staff. A new form may be sent home during the year to keep our records updated.

### **Learning Environments**

Patricia Avenue School provides a range of specialised learning environments to best meet the needs of all its students. Selection of the best placement for your child is a collaborative process between home and school.

The Base school provides a secure environment and offers a range of facilities such as the Sensory Room, playgrounds, physiotherapy, hydrotherapy pool, students' kitchen, the school library, music room and full care bathrooms.

The Satellite classes provide opportunities for students to learn alongside and with their peers in a range of mainstream settings. Students attend the satellite which is their nearest age appropriate option. All students, no matter where they are placed within the school, have access to community inclusion and therapy support.

### **Medication and Health Care at School**

Many students enrolled at the school have on-going medical requirements. Families are asked to complete the Medical and Health form. The Administration of Medication form and Epilepsy and

Asthma Plan are completed if needed. A student's medical history is invaluable when prompt and appropriate treatment is necessary. New forms are sent out each year to ensure our records are updated. However, it is important that if any changes are made at any time during the year, the school is notified and a new form completed.

**Medication** is administered to students by classroom staff. A procedure is followed which requires two adults to ensure the correct dosage of the appropriate medication is given.

Medication can be brought to school by a parent and signed in or may be sent to school with your child placed in a locked box, for which both home and school have a key. Please do not send medication to school loose in a student's school bag.

## **ORS Funding**

Patricia Avenue School is a designated fund-holder school. This means your child's ORS money is administered by the school following strict Ministry guidelines. The money is used to employ therapists, specialists and learning support assistants. These people work exclusively with students enrolled at the school in both base and satellite classes.

## **Purchase of Stationery**

The class teacher sends home a list of stationery your child requires. Included in this list is a contribution for consumables including photocopying and may also include personal care products required by a particular student.

## **Reporting to Parents**

### **SeeSaw:**

Each class in our school uses Seesaw (<http://seesaw.me>), a secure online journal where teachers and students document and celebrate learning with families.

You will be able to see your child's learning and achievement in the form of photos, videos, drawings and voice recordings. These are shared with you to view and comment on throughout the school year.

Students' journals are only visible to approved family members, chosen by you, and selected teaching and therapy staff. There is no public access and other families cannot access information about your child. You are able to access posts from computer, tablet or mobile phone.

### **Student Portfolio** (for those who do not use SeeSaw):

The student portfolio contains your child's IEP, termly updates on progress of goals, records of learning, work samples, photographs and an end of year report.

It is sent home at the end of each term and needs to be returned at the beginning of the next. It is retained by families at the end of the year.

We offer you the opportunity to also contribute to the portfolio. A feedback form is enclosed and we welcome your comments.

## **School Events**

Traditionally we have some regular school events: meet and greet morning teas, Matariki celebrations, a whole school arts focus, and a senior dance for students in Year 9 and over. As well

as these, there are class and a range of other school events including parent information evenings which are organised regularly.

### **School Newsletter**

Three newsletters will be issued a term and notices will be sent home in between the newsletters informing parents of coming events.

### **Student Support Guidelines (SSG) and Behaviour Support Plan (BSP)**

The SSG is a document prepared in consultation with families and school staff and is updated each year to provide information to best support student learning and overall experience at school. It is used by all staff (teachers, LSAs, therapists, specialists and professional learning leaders) working with a Patricia Avenue student.

The Behaviour Support Plans are designed for the team around a student to ensure a shared understanding of

- how to support a student to be 'ready for learning' with consistent, positive and proactive strategies for engagement.
- what escalating behaviour looks like at each level and the most effective, appropriate intervention strategies and responses to de-escalate.

All students at Patricia Avenue School will have a personalised plan developed to help us to understand how a student might respond to situations where they become distressed or anxious. The plan identifies the sorts of behaviours that the student is likely to display when this happens, and the sorts of triggers or situations that is likely to be associated with the student's distress. It makes suggestions for how to respond so that the student is supported to settle down and return to a 'Ready to Learn' level. This process is done with respect for the student's rights and safety and for the safety of all people present.

A draft of the plan is first developed at school and then discussed with parents' and caregivers to ensure they have an opportunity to make comments and changes to establish a mutually agreed plan.

The plan is reviewed at least yearly. At times the plan may need modification to reflect changes in the life of the student or changes in behaviour. Parents/caregivers will again be given opportunity for feedback and input. Modified plans need to be agreed to between school and parents/caregivers and signed off.

### **Sun Safety**

The school follows a Sunsafe policy. During the high-risk months in Term One and Term Four parents are encouraged to ensure their child is adequately protected by sending in sunscreen and a hat.

### **Teaching Resources**

The school has a strong focus on providing quality up to date resources, examples of which are interactive whiteboards, musical instruments and current curriculum resources. Our therapy team

works closely with Enable to ensure students have appropriate physical support and communication devices.

### **Transition Satellite**

The Transition Satellite is in commercial premises on Clifton Road in the CBD. The unit is an option for students 18 years of age and over where they focus on community-based learning, developing social networks and links with adult services from a community based setting. As well as learning to be as independent as possible the students are supported to develop social responsibility by volunteering and to enjoy a wide range of vocational, recreational and leisure opportunities in preparation for leaving school.

### **Videoing and Photos**

Video and photographs are used in a range of ways throughout the school. These include recording individual learning and communication programmes and to record progress. They are an integral part of the SeeSaw online journal that is shared with you. Video is used to record teachers and therapists in order to develop and improve their professional practice. With your permission your child's photograph may be used in our newsletters, website, on our display boards around the school, promotional brochures. Your permission to record or use photographs is requested in the enrolment process.

### **Website**

The school has a website [www.patave.school.nz](http://www.patave.school.nz)

Class teachers will update the website regularly. Your child's photo, first name and initial of surname only will be displayed with your permission.

# Notes

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