



**HILLCREST
NORMAL SCHOOL**

Prospectus 2020

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www.hillcrestnormal.school.nz

Principal's message

I am privileged to be the principal and lead this great school. Our school vision is Growing Creative Learners from within, and this is evident in all that we do. Our vision is underpinned by our SHINE values: Succeed, Honour, Imagine, Nurture and Explore. We have a caring culture, a strong sense of community, and value diversity from both bi-cultural and multi-cultural perspectives. Our highly skilled staff, together with the loyalty and contributions from parents and the wider community, ensure that children here get the best possible start to their formal education.



At Hillcrest Normal School our learning is centred on development of the whole child, including academic, physical, emotional and social growth. We have a strong focus on reading, writing and mathematics and demonstrate high levels of progress and achievement across the school. The teachers, leaders and staff work hard at providing students with exceptional learning through a rich, authentic and creative curriculum with the child at the centre.

At Hillcrest Normal we believe that the arts have an important place in the learning, so visual arts, music, dance and drama are a key feature of our school. Tikanga and te reo Māori are interwoven into aspects of school life, and all children experience kapa haka, with a large number of students being involved in our performance kapa haka group. We are a Green-Gold Enviro-school and elements are integrated in our learning. A significant number of students participate in the many and varied sporting codes on offer.

We recognise the importance of our strong parent partnerships, as we each have a valuable role which is strengthened when we work together in the best interests of the children. We are fortunate to have such a strong base of parental support. There are many opportunities throughout the year that parents/whānau are welcome to be involved in.

Our school is part of a Kāhui Ako with other local primary schools in the wider Hillcrest area, whose students mostly contribute to Berkley Normal Middle School and Hillcrest High School.

About Hillcrest Normal School

Hillcrest Normal School was officially opened on 4 April 1923 with two classrooms and a headmaster's room. By the end of 1924 the school roll had risen to 109 pupils and plans were made for an additional classroom. Today, Hillcrest Normal School caters for students in Years 0-6 and currently has a roll of around 600 students.

We have a committed team of teachers, learning assistants and administration staff who go above and beyond in providing learning experiences for children. Our highly skilled teachers are passionate about education and learning and are constantly upskilling.

We have 24 classrooms, set in expansive park-like grounds with mature trees, including a dedicated sports turf and multiple play areas. The school has a heated swimming pool which is used in Term 1 and Term 4 by the school. The pool also hosts the Hillcrest Amateur Swimming Club and is used by the community in the summer. There is also a community kindergarten on site.

What's a normal school?

Hillcrest Normal School is one of a few schools associated with the Waikato University School of Education, assisting with the training of future teachers. There are often groups of student teachers and their lecturers working in the school. Children benefit from the additional small group and individual tuition available, as well as from the use of the School of Education, its equipment and resources.

Senior leadership team



Marie Bramley
Principal



Gay Gilbert
Deputy Principal



Sandra Neil
Assistant Principal



Jocelyn Williams
Assistant Principal

Office staff



Prue Williams
Office Administration



Debbie Crocker
Finance



Julia French
Administration Assistant

Board of Trustees

Kevin Endres	– Chairperson
Marie Bramley	– Principal
Nathan Leith	– Finance
Suzanne O'Rourke	– Parent representative
David Burger	– Parent representative
Hongwei Di	– Parent representative
Leigh Mason	– Staff representative
Prue Williams	– Minute secretary

Board of Trustees meetings

Board of Trustees meetings are held twice a term in the boardroom at the school. Dates are notified through the school newsletter and on the school website. Parents are welcome to attend. For all queries email the board chair: bot@hillcrestnormal.school.nz.

Our vision

Growing creative learners from within

At Hillcrest Normal School we take a holistic approach to learning. Our teaching and learning encompasses the whole child – mind, body, spirit and whānau (family).

We respect the experiences each child brings with them, recognising their individual strengths and shining a light on their unique gifts and interests. We create a rich, authentic learning environment that capitalises on our students' natural curiosity, to foster a life-long love of learning.

Our vision statement is supported by our school values, which are woven throughout all we do.

Our values

SHINE

Succeed – Honour – Imagine – Nurture – Explore

We live our values. At the beginning of each year, every class develops a classroom treaty – a partnership agreement between the teacher and the students, focused on the values of the school.

Throughout the year teachers work these values into their class programmes. The class treaty agreements form a strong basis for discussion and putting our school values in to action. Making the values relevant and meaningful to everyone sets a positive tone for the school. Here's what our values mean to some of our senior students:

Succeed

"We will try our hardest in everything we do, setting goals and striving to achieve them. We will remember that a little progress each day adds up to big success. We take risks, be resilient and let our strengths shine."

Honour

"We will honour and respect ourselves, each other and our environment. We will celebrate our differences and what makes each of us SHINE. We will honour our classroom by showing honesty and integrity."

Imagine

"We enjoy the little bit of magic that comes with being part of a creative community and we want to think originally to bring ideas to life. We want to express ourselves uniquely and inspire others. We imagine that we can do anything in life, when you don't give up and keep trying new things."

Nurture

"Help everybody feel good about themselves, by being kind and positive. We will nurture and care for each other, our school and be responsible guardians of Papatūānuku."

Explore

"We will challenge ourselves, make mistakes and learn from them. Follow our interests and learn something new, weird or wonderful. We will be risk takers. We will never stop discovering new things."

Our philosophy

We have a strong learner-centred philosophy at HNS, which means we recognise that everyone learns at their own pace. It is important that students develop a positive view of their strengths, as well as knowing what they need to improve on. Our teachers strive to ensure success for each individual by shaping and pacing the curriculum to cater for their needs.

We believe in ako – reciprocal learning – where everyone in the HNS community is teaching and learning with and from each other every day, sharing our interests and things we are passionate about.

Students are encouraged to explore who they are and the world around them. Working well with others, contributing as positive citizens and role models to the school, the community, and beyond, is important.

Proud to be a Green-Gold Enviroschool

The world has limited resources and learning to conserve, share, grow and take action for a sustainable environment is a feature of our school.

We are proud to be a Green-Gold Enviroschool, working towards sustainable solutions for our planet. Green-Gold is the highest status possible for an Enviroschool, meaning pupils integrate environmental education into their everyday school life.

Student leadership and contribution

Students are given a range of opportunities to lead. In Year 6 there are school ambassadors, duty kids, physical activity leaders (PALs) and house leaders. There are also patrol monitors, librarians, enviro agents and techies. All children are encouraged to take a leadership role in assemblies from Year 1 through to Years 5 and 6. Many children are asked to take on responsible roles in the day to day running of their classroom.

Learning at Hillcrest Normal School

Our curriculum is about rich, integrated learning – a holistic approach that considers the whole child, based on the New Zealand Curriculum subject areas.

English – with **reading**, we cater for individual needs and abilities. In **writing**, there is an emphasis on independence, creativity, language and presentation. **Oral language** is practiced and encouraged in all subject areas. **Te reo** is taught throughout our teaching programmes.

In **Mathematics** we teach mastery of basic facts, processes and problem solving. In **science and technology**, we explore the areas of information and communication technology, electronics, biotechnology, process technology, materials, design, graphics and food technology.

Our **social studies** programme includes trips, activities, special visitors and parent involvement. Outside the classroom, **physical education** includes daily fitness, gymnastics, swimming and activities on the astro turf. The Kiwisport programme is offered through Sport Waikato, which is a government initiative to encourage more participation in sport.

We learn through **art**, creativity and innovation. The **music** programme includes class lessons, choir and orchestra. Out of school lessons are available in violin, cello, keyboard and guitar. In **health**, there is an emphasis on developing high self-esteem and consideration for others. Outside the school setting, camps for senior pupils are held biannually as they experience **outdoor education**.

Curriculum and learning

We plan our whole school curriculum based on an overarching theme and whakataukī which is set for the year. Each term has a major curriculum focus based on the school curriculum implementation plan and the New Zealand Curriculum. These are interdisciplinary units in Science, Social Studies, Technology, and the Arts. They are assessed and part of our reporting cycle

BeL – Blended eLearning

Information and communication technology (ICT) has a major impact on the world in which young people live. At our school Blended E-learning is the smart use of e-learning tools, resources/learning strategies to help improve student outcomes.

Reporting to parents

We believe students are more likely to reach their potential when the school and parents work together. We seek positive relationships with whānau and caregivers, where together we support your child to be the best that they can be.

Learning Celebrations are held at the end of each term, where children share their learning for the term with their parents. A digital portfolio (Seesaw) allows children to share their learning regularly with their parents/whanau.

Formal reporting to parents about your child's progress and development happens twice a year. The first occasion is a mid-year interview. The second is a written report at the end of each year.

Parents wishing to discuss the progress of their child at other times can make an appointment through the school office. If the school is concerned about the progress of a child, an appointment will be made with the parents to discuss the situation.

Children with learning support needs

We have an active learning support programme at our school, with the aim of including children with extra needs in the classroom programme as much as possible. Children who have high needs have an Individual Education Plan (IEP) to assist learning and support participation in school life. Other children have support in the classroom from learning assistants. We can also assist in accessing specialist services from the Ministry of Education and other helping agencies. If you would like to discuss your child's needs at school, please contact Assistant Principal Sandra Neil.

International students

We have some international students who attend Hillcrest Normal School. We value the diversity of cultures within our school and appreciate the contribution our international students make to enhance the learning that happens within our school community.

English as Second Language (ESOL)

There are children representing more than 30 nationalities at Hillcrest Normal School and many of these children have English as their second language. All ESOL students (English language learners) are well supported by dedicated part-time ESOL teachers who work out of a room called 'The Cottage'. There are also several learning assistants who support students with reading and writing in the classroom. We enjoy helping new students and their families settle into school life.

Gifted and Talented (GAT)

Children with special talents and abilities are identified by teachers and offered a place in the targeted GAT programme. GAT education fosters children's talents in specific areas, giving them opportunities to extend and explore their abilities.

Hillcrest Normal School code of conduct

Students' rights

A "right" is something that belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights.

- 1. You have the right to be an individual at school**
This means you should not be treated unfairly because you are tall or short, boy or girl, or because it takes you a little longer to get the right answer.
- 2. You have the right to be respected and treated with kindness at school.**
This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.
- 3. You have the right to express yourself**
This means that you may talk freely about your ideas and feelings when appropriate
- 4. You have a right to a safe school**
This means that your school should provide safe classrooms, equipment and rules to ensure your safety at school.
- 5. You have a right to tell your side of the story**
This means you have the chance to explain yourself when accused of breaking a rule.

Students' responsibilities

Here are some things you should do without being told. Some of these things you do for others and some of these things you do for yourself.

- 1. You have a responsibility to allow others to work without being bothered**
This means that you quietly make good use of your time and do not distract others.
- 2. You have a responsibility to complete your classroom assignments**
This means that you do your best with your class tasks and homework and hand them in on time.
- 3. You have a responsibility to help make school a good place to be**
This means being thoughtful, respectful and courteous to others.
- 4. You have a responsibility to take care of property**
This means that you take care of school property and respect the property of others.
- 5. You have a responsibility to come to school**
This means that you come to school every day, on time, unless you are sick or have a special reason to be absent.
- 6. You have a responsibility to obey school rules**
This means observing all safety, playground and classroom rules.
- 7. You have a responsibility to take all messages home**
This means that it is important for you to take all school messages to your parents.
- 8. You have a responsibility to practise good personal cleanliness**
This means that you come to school to clean and practice good health habits at school.

Our community

Community involvement

Parent or caregiver involvement in the school is welcome and we encourage active participation in the school community. If you are able to give time or expertise to the school there are many ways you can get involved. Sports coaching, library stocktakes, fundraising, helping in the classroom, or providing assistance with special activities such as camp, class trips and the senior school production are all ways in which HNS families help make our school a great place to be.

If you would like to get involved please contact the school office or find more information on the school website.

Friends of the School

Friends of the School is a group of parents and caregivers who meet monthly to organise fundraising and social activities for the school. It is a great way to get to know other families and get involved in the community. In the past Friends of the School has helped fund solar heating for the swimming pool, sports and cultural uniforms, playground equipment and shading. Information about Friends of the School activities is included in the school newsletter. Anyone is welcome to join, please email us on fos@hillcrestnormal.school.nz

Whānau group

Our whānau group meets termly and is focused on supporting Māori students in the school achieve success as Māori. Contact Andy Peart for more information: apeart@hillcrestnormal.school.nz

In the school grounds

Hamilton Aquatics

This strong swimming club operates out-of-hours from the school pool during summer. The club offers a range of squads based on ability, ranging from beginner swimmers through to senior level.

Kindergarten

The Cambridge Road Community Kindergarten is located on the grounds of the school. The kindy operates morning and afternoon sessions, as well as some full school days. Details can be found on the website: www.cambridgeroadkindergarten.org.nz.

Community use of facilities

The school hall is used by community groups in evenings and weekends for meetings and performances.

General school information

New entrants

Schoolbridge

Starting school is a big transition and we offer the Schoolbridge programme to give each new child the foundations and skills needed to begin their school learning from their first day. Starter sessions are held each Tuesday from 9.15 - 10.15 a.m. Parents of new entrant children will receive an email inviting them to Schoolbridge. You can find more details on our website.

Cohort Entry

As of term 2, 2020, Hillcrest Normal School will use a cohort entry system.

Cohort entry refers to children starting school as a group, at the beginning or mid point of a term, on or after their fifth birthday as opposed to starting school individually on their fifth birthday.

Children do not have to start school until they are 6, but it is school policy that the earliest they can start school will be the first day of term, or the midpoint of the term, on or after their 5th birthday.

Why cohort entry?

- To allow students to settle quicker to school
- Evidence shows that starting school alongside others can help foster relationships and supports smoother entry to school
- Less disruption for class teachers as they can plan for groups of students doing both school visits and starting school
- Allow for easier planning of staffing requirements
- Allow for a more beneficial Schoolbridge programme

Hillcrest Normal school has two intakes per term. These entry dates are determined by the Ministry of Education.

2020 – Term:	Start of Term Cohort Date	Mid Term Cohort Date
2	Cohort 1 28/04/2020	Cohort 2 02/06/2020
3	Cohort 3 20/07/2020	Cohort 4 24/08/2020
4	Cohort 5 12/10/2020	Cohort 6 16/11/2020

Once your child has been enrolled you will be sent details of Schoolbridge visits and school start dates. Any questions please contact the Assistant Principal, Sandra Neil by email. sneil@hillcrestnormal.school.nz.

Administration

Term dates

Term 1	Monday 03 February 2020 to Friday 27 March 2020. School closed Thursday 06th & Friday 07th 2020.
Term 2	Monday 15th April 2020 to Friday 3rd July 2020.
Term 3	Monday 20th July 2020 to Friday 25th September 2020.
Term 4	Monday 12th October 2020 to Tuesday 16th December 2020

* School is open as required for instruction for 384 half-days in 2020

School hours

8.55 am	10.30 am	Morning session
10.30 am	11.00 am	Morning interval
11.00 am	12.30 pm	Mid-morning session
12.30 pm	1.30 pm	Lunch
1.30 pm	3.00 pm	Afternoon session

There is no change to these hours on wet days. Children should arrive no earlier than 8.00am and no later than 8.55am. Any student arriving before 8.30 must go directly to the school hall and all arrivals after 8.55am are expected to sign in via the school office. We also ask that all students are off the school grounds by 3.20pm.

After school care

The school operates a high quality after school care service for families of the school. The programme meets the standards for OSCAR registration and operates between 3pm – 5.30pm each day. More information can be found on our website.

Visitors on school grounds – keeping our children safe

All visitors and parents/caregivers are required to sign in at the school office. The only exception is before 9.00am or from 2.50pm. This is a Health and Safety issue for the school as we are required to know who is on site at all times.

School office

The school office is open between 8.00am and 3.30pm. All finance queries are to be directed to our Finance Administrator, Debbie Crocker.

School donations

The Board of Trustees requests a donation of \$196 per pupil. This should be paid at the beginning of each year. For pupils starting during the year, the request is \$49 per term. The charge is capped at \$450 per family.

Absences

Parents are asked to contact the school when their children are to be absent. Ways to contact the school include:

- Use the school's [online absentee form](#).
- Via the [SchoolsApp](#)
- Leave a message on the school answerphone: 07 856 6122 (ext 1).
- Send a text message to 021 859 916 stating name, room number and reason for the absence.
- Send an email to enquiries@hillcrestnormal.school.nz.
- Send advice by written note to the school office.

If your child is marked as absent from class and the school has not been notified, for safety reasons the office staff will endeavour to contact the caregiver. It is therefore extremely important to notify the school office should any address, email or contact numbers change at any time during the school year. Notification must be given via the school office for longer periods of absence (e.g. a family holiday).

Sickness or injury at school

Children who are unwell at school or suffer minor injuries are treated by trained staff members in the school Sick Bay. Parents are informed of any serious injury and are contacted if a doctor or hospital visit is advised.

If medicines are required to be administered during school hours, a permission form must be completed at the school office.

Stationery

School stationery can be ordered online. The school uses the OfficeMax 'MySchool' portal and you can link straight through to your child's pre-populated stationery list. You can add or remove products you may already have or order a class pack. Payment can be made by credit card, or a mail order form can be printed. Some items (for example school hats, book boxes, book bags and swimming caps) need to be purchased through the school office.

School sunhats

It is school policy for all children to wear sunhats when outside in summer (Terms 4 and 1). We have two styles of hats – bucket and slouch. These can be purchased through the school office for \$20 and must be named.

Sports uniform (not compulsory)

Blue and yellow HNS sports shirts featuring the school logo are available to purchase through the school office. These are required for team sports and students are encouraged to have them for interschool events. However, there are loan shirts available if you don't have one. Sports uniform shirts cost \$55 each (sizes 8-14). Please ensure these shirts are named.

School newsletter

Our school newsletter is produced weekly and emailed out to the school community, this can also be found on our school website. This document celebrates successes at school, highlights issues of importance and gives information about upcoming events.

School App

The purpose of this app is to provide our school community with a convenient way to receive all school notifications, including alerts, newsletters, news and dates of events that you can sync to your calendar. There is also the ability to submit absentees. More information can be found on our website.

School agencies

The school has access to a number of support agencies including resource teachers of learning and behaviour, education services specialists, a public health nurse, youth aide officer, community constable and hearing and vision technician. Initial enquiries may be made through the school.

Ordered lunches

The school offers a lunch scheme everyday through **Your Lunch Box**. Our aim is to provide healthy and appetising food choices which are delivered to the school office. Registration and ordering can be done at <https://www.yourlunchbox.co.nz>.

Transport

Getting to and from school

Cambridge Road outside the school is an extremely busy four-lane highway where traffic travels at speed. There is very limited parking and we advise parking on other streets around the school instead. The school encourages families to choose safety over convenience when dropping off or collecting children from school. Walking to school, even a short distance, is a great way to start or end the school day.

Road patrol

The school operates two patrolled crossings on McCracken Ave and Cambridge Road. Both crossings are patrolled before school between 8.25am – 8.45am and after school between 3pm – 3.20pm.

Pick up and drop off area

The driveway at the front of the school is a drive through and drop off or pick up only zone between 8.40am – 9.10am and 2.30pm – 3.15pm. Vehicles should not be left unattended.

Learning and resources

Home learning

Homework is set on a regular basis by individual teachers. The school sees value in children practising skills introduced at school. Children of any age who have not yet achieved reading independence benefit from the support of an adult for 10-15 minutes each evening. Opportunities for discussion are important for primary children of all ages. Older children require regular revision of multiplication tables. All children should be encouraged when keen to follow up school projects.

Library

The school is fortunate to have an attractive, well stocked, computerised library. All classes have weekly visits and the library is also open at lunchtime. Librarians, parents and pupils all help in the running of the library.

Seesaw

Seesaw gives your child creative tools to capture and reflect on their learning - in real time. We use this tool to share learning with you. Seesaw gives you a window into each of our classrooms and into your student's learning progress.

Mobile phones

Please note, students are not allowed mobile phones during school time. Any mobile phones carried by students need to be handed in to the school office at the start of the day.

Opportunities at Hillcrest Normal School

School house competition

The school has a house competition for students, to encourage teamwork, a sense of community across year groups, and some friendly competition. Every new student will be placed in one of four school houses: Totara, Kauri, Kowhai or Kahikatea. During the year students have opportunities to collect points for their houses through sports events, achievements and participation in school life. At the end of the year a House Cup is awarded to the winning house.

After school music

Classes are held after school hours for tuition in violin, cello, keyboard, drums and guitar. These classes are conducted for beginners upwards. Enrolments are open in February. Tuition is subsidised through the Ministry of Education and some instruments are available for hire. The school has an orchestra which practices once a week. Years 3-6 children have an opportunity to join the school choir. During the year the choir and orchestra have a number of invitations to perform in public.

School sports teams

The school encourages all pupils in the senior school to take an active part in sports. Details about the sports options available at different times of the year are available on our website.

Enrolling at HNS

Parents should enrol their children prior to starting school. Enrolments are taken at the school office. For new entrant children, enrolment should be made at least a month before their start date so class visits can be made. The assistant principal holds regular orientation meetings for parents of new entrant children. Please contact the school office for more information, phone 07 856 6122 or email enquiries@hillcrestnormal.school.nz.

School zone

Hillcrest Normal School has an enrolment zone. This means that families who live outside the zone and wish to enrol their child must apply for a place. A list of in zone street names is provided below.

Akona Lane	Fox Lane	Olsen Close
Ashbury Avenue	Fox Street	Orelia Street
Aurora Terrace	- (No. 2 to 94 and No. 3 to 95)	Panair Crescent
Baffles Crescent	Galloway Street	Piccadilly Lane
Balfour Crescent	- (No. 1 to 77 & No 2 to 74)	Poplar Lane
Beech Crescent	Garthwood Road	Regent Street
Berkley Avenue	Gazeley Avenue	Riverlea Road
Beverley Crescent	Geoffrey Place	Scotland Place
Billsthorpe Lane	Gordon Street	Sheriff Place
Brennan Place	Grey Street	Silva Crescent
Bretton Terrace	- (No. 2 to 96)	Silverdale Road
Brookfield Street	Hillcrest Road	Sutton Crescent
- (No. 35 to 103 & No. 40 to 140)	Howell Avenue	Vectis Road
Burwood Place	Hudson Court	Vesty Avenue
Callard Place	Hudson Street	Vista Terrace
Carrington Avenue	Hungerford Crescent	Willow Road
Cambridge Road	Johnsview Terrace	Yumelody Lane
Carlson Crescent	Linthorpe Place	
Cedar Place	Lorimer Lane	
Chesterman Road	Louise Place	
Clark Place	Lysander Place	
Cobham Drive	Malcolm Street	
- (No.109 to 375 & 306 to 390)	Mansel Avenue	
Corbett Place	Masters Avenue	
Cotebroke Lane	Matangi Road to Billsthorpe	
Cotter Place	Lane	
County Crescent	McCraken Avenue	
Cranwell Place	McGregor Place	
Crosher Place	Melrose Place	
Dalbeth Place	Mexted Place	
Defoe Avenue	Milburn Lane	
Dey Street	Morrinsville Road	
- (No. 65 to 81)	- (No. 1 to 57 & No. 2 to 100)	
Dorothy Place	Morris Road	
Earls Court	Mullane Street	
Eton Drive	Naylor Street	
Fenwick Crescent	- (No. 23 to 1010 & 22 to 116)	
Firth Street	Norma Place	
- (No. 1 to 15 & No. 2 to 40)	Nixon Street	
Flynn Road	- (No. 1 to 55 & No. 4 to 76)	
Forster Avenue	O'Donoghue St	
	Olympia Place	

In zone enrolments

Students who live in zone may enrol at any time. Where possible, we appreciate families pre-enrolling their children up to 2-3 years ahead of their start date. This allows us to plan class numbers and is especially important for new entrants.

Children enrolling at HNS must live permanently within the zone. The following original documentation needs to be provided at enrolment time:

- Your child's birth certificate or passport.
- Parent's passport (if the child has a parent who was not born in New Zealand AND does not speak English as their first language, we must photocopy the parent's passport for ESOL funding).
- 2 x proof of address, such as tenancy agreement, phone account, power account and gas account.
- Your child's immunisation record.
- A completed declaration form.

Out of zone enrolments

Applications for out of zone enrolment close on 15 October each year. Places are allocated by priority and then by general ballot. The Board of Trustees determine the number of out of zone places to be offered. This decision is governed by the size of the in zone intake for any year.

Priorities are:

1. Brothers and sisters of current students at the school
2. Siblings of past pupils of the school
3. Any applicant who is a child of a former student of the school
4. Children of staff or board member
5. All other applicants.