

DOMINION ROAD SCHOOL

Information Booklet

2025



Dominion Road
School

He Maunga Teitei

Address:	14 Quest Terrace, Mt Roskill
Telephone:	09 621 0155
Mobile:	027 408 9684
Email:	office@dominionrd.school.nz
Website:	www.dominionrd.school.nz

WELCOME TO DOMINION ROAD SCHOOL

Tēnā Koutou katoa, Kia orana, Talofa lava, Mālō e lelei, Malo ni, Fakalofa lahi atu, Bula vinaka, Namaste, Dohbro utro, Ha Luo Zdravo, Merhaba, Ni hao, Asalaam alaikum, Salaam, Chao-ong-ba, Ma nabaad baa, Konnichiwa, Kumusta, Ciao, Guten tag, Salammat pagi, Vannakkam, Kem sho, Sveiki, Bwakeyei, Hola, Greetings

DOMINION ROAD SCHOOL **Vision Statement** **Mā pango mā whero ka oti te mahi** **Through collaboration, we will achieve**

Dear Parents and Caregivers

Thank you for taking the time to find out more about our school. Please feel free to contact our office if you have further queries.

Dominion Road School is a small Year 0-6 primary school bordering the Mt Eden / Three Kings / Mt Roskill communities. The school was first opened in 1929, and historically enjoys a proud and successful reputation. While the communities surrounding the school have changed significantly over the past 30 years, the school continues to retain close contact with many past pupils. We contribute to a number of intermediate schools, the main one being Mt Roskill Intermediate School.

INTRODUCTION:

We are a community school, focusing on valuing children as individuals, and progressing their learning through catering to their needs and abilities. We work in partnership with families and value working together in an environment where children feel safe, happy and nurtured.

We have recently had a very positive Education Review Office report which can be found on our school website. This review noted the high level of student enthusiasm for learning, and our classrooms are seen as welcoming environments designed to support and motivate children to be successful learners. We have an engaging and inclusive local curriculum and as a staff we view ourselves as learners too. We have many opportunities for excellent professional development to ensure we keep growing and improving in order to provide the best possible education for our students.

Dominion Road School offers:

- A highly qualified, diverse and motivated staff
- A settled start to school
- Learning environments that foster collaboration & cater for the needs of individuals
- A parent open-door policy ensuring high level of parent participation and support
- Digital learning environments
- A strong local curriculum
- An out of school care programme for before and after school care
- A very popular Garden to Table programme
- Specialised programmes and leadership opportunities for children

We look forward to you joining our school community.

Lesley Mitchell
Principal

OUR INFORMATION

DOMINION ROAD SCHOOL

We have designed this booklet to provide you with specific information about our school.

We hope that the booklet answers your questions, and leaves you feeling excited at the possibilities our school offers!

Our Prospectus is divided into six sections:

- About Our School
- School Information
- Health and Safety Information
- Curriculum Information
- Curriculum Programmes
- General Information



ABOUT OUR SCHOOL

DOMINION ROAD SCHOOL

Vision

Mā pango mā whero ka oti te mahi
Through collaboration, we will achieve



SCHOOL ORGANISATION 2025

Tūi Team – Team Leader – Natalie Jones

Year 0-1: New entrants and first year at school

Year 1: First year at school

Year 2: Second year at school

Takahē Team – Team Leader – Helen Davidson

Year 3: Third year at school

Year 4: Fourth year at school

Kākāpō Team – Team Leader – Greg Williams

Year 5: Fifth year at school

Year 6: Sixth year at school

Children who turn 5 years old from 1 May onwards are classified as Year 0 in their first year.

IMPORTANT DATES FOR 2025

TERM DATES:

	Start Date	End Date	Term Time Holidays
Term 1	Wednesday 29 January - Talanoa Thursday 30 January Classes begin	Thursday 10 April	Thursday 6 February: Waitangi Day Holiday Friday 11 April: Teacher only Day
Term 2	Monday 28 April	Friday 27 June	Friday 30 May: Teacher only Day Monday 2 June: King's Birthday Friday 20 June: Matariki Holiday
Term 3	Monday 14 July	Friday 19 September	
Term 4	Monday 6 October	Friday 12 December - 1pm	Monday 27 October: Labour Day

SCHOOL HOURS

Daily Timetable

8.55am	School Starts
10.05am	Brain Break (snack and fitness time)
10.20am	School continues
11.20am	Morning Tea break
11.50am	School continues
12.50pm	Lunch Break
1.50pm	School Continues
3.00pm	School Finishes

SCHOOL ENTRANCE

Dominion Road School can be accessed by either Quest Terrace or through a side entrance off Dominion Road. Our office is situated by the Quest Terrace entrance, just off Akarana Avenue.

SCHOOL OFFICE HOURS:

8.30am – 3.30pm Monday - Friday

School starts at **8.55am** each weekday morning and finishes at **3.00pm**. We ask you to ensure that children are at school before **8.45am** so that they have time to put their things away, read, chat with friends, and help with any tasks in the classroom. **We do not take responsibility for children who arrive at school before 8.15am.** The school does not close early on wet days.

Children are on no account to leave the school grounds at break times. Children are encouraged to eat all of their lunch and are given enough time each day to do this. Unfinished lunch and wrappers are brought back home so that you can monitor what your child is eating. To keep everyone safe, students are **not to** share their food with others.

AFTER SCHOOL

We ask that all children are picked up at **3.00pm**, or that they join the walking teams to the street crossings at Dominion Road and Akarana Avenue. **We do not take responsibility for children who are at school unsupervised after 3.15pm.**

OUT OF SCHOOL CARE PROGRAMME(SKIDS)

Please note that our Out of School Care Programme is run by SKIDS and operates before and after school. More information to be found in the enclosed flyer.

Before School Care:	7.00am – 8.30am
After School Care:	3.00pm – 6.00pm

PLAYING WITH FRIENDS AFTER SCHOOL

Children who wish to go and play with their friends after school should have arranged this activity with both sets of parents the day before. The school telephone is not available for this purpose.



SCHOOL INFORMATION

ASSEMBLY

Each Friday at 9.00 am we hold a whole school assembly, which is run, in turn, by each class and lasts for approximately 45 minutes. Assembly is also the time we give out weekly certificates. We all enjoy celebrating success. Everyone is welcome. At the beginning of each term we hold a pōwhiri to welcome new families and staff to our school.

CELLPHONES

We do not allow cell phones to be used by children at school. If your child needs to have a phone at school it must be kept at the office during the school day. It will be kept secure until 3.00 and it is your child's responsibility to collect it after school.

COMMUNICATION

The school sends out a newsletter by email every Thursday. This is our primary form of communication with families. If you do not have an email address, we will send a paper copy of the newsletter home with the youngest or only child in the family. Any urgent communication will be by text/email.

HOUSE TEAMS

When your child starts school s/he will be placed in a house team. We have four house teams at our school - Pōhutukawa (red), Kōwhai (yellow), Tōtara (blue) and Kauri (green). We have several events throughout the year where we encourage children to wear their house colours and, as much as possible, we try to put children into the same teams as their siblings and cousins. When children receive a R.A.P. token, this counts as a point towards their team's overall total. Twice a term the tokens are counted at our school assembly and the winning team receives a house reward.

KICKSTART BREAKFAST IN SCHOOLS



Our school participates in the KickStart Breakfast in Schools Programme. This means that each child has the option of having breakfast on arrival to school if they need it. This is available for all children.

LIBRARY

Our school library is available to all staff and students. If a book is lost, a \$20.00 charge will be requested so that a replacement book can be purchased. We ask that parents ensure children take care of these valuable resources. Parents are urged to enrol their children at the Public Library as well. Our closest library is located at Three Kings.

LOST PROPERTY

Please put your child's name on all belongings and all items of clothing. In the swimming season, all clothing, togs and towels should be named and brought in a named plastic bag. Lost property is kept in the hall and is available for parents to view during the school day. Please encourage your children to look for their lost property promptly. Valuable items, such as watches and jewellery, are generally sent to the office when found, but we can not take responsibility for any missing items.

NEW ENROLMENTS

Upon enrolment the school needs the following documents:

- Birth Certificate
- Proof of Immunisation (i.e. Plunket book, documentation from doctor)
- Proof of In Zone residency (i.e. Tenancy agreement or Utility bill)
- Passport (if born overseas and dependant on visa documentation)
- Parent's Passport (if born overseas and for visa documentation)

We encourage parents of preschool children to bring their child for a visit on Thursday mornings prior to starting school. Once you have enrolled your child, you will be emailed a letter confirming his/her place in our school and advising the dates of your visits. We encourage you to have a couple of preschool visits prior to starting school.

OPEN DOOR POLICY

We welcome parents at all times and welcome your active involvement in our programmes. If you would like to assist in the classrooms, please make arrangements through the class teachers. However, you may prefer to help by doing tasks around the school, providing transport for school trips, or by joining working bees in the school grounds. You may have special skills, hobbies or experiences, which you would be happy to share with the school. Please let us know if we can incorporate your skill into the programme, so that this can be arranged.

Regular events are organised where families are invited to the school, e.g. cultural days, performances, sport days etc. Parent/Teacher meetings are also held periodically. At the beginning of the year all families have an opportunity to meet with the class teacher on the first day of school and Learner Led Conferences are held in the middle of the year. If you wish to discuss aspects of

your child's progress or schooling with the teacher outside of these times, it is better to email the teacher directly to arrange a suitable time when the teacher is free of classroom responsibilities.

Any serious complaint about an aspect of school life should be made to the Principal or Associate Principal. Our complaints process can be found on our school website.

PERSONAL PROPERTY

The Dominion Road School Board and staff accept no responsibility in the case of loss or damage to valuables or toys or other goods brought to school. While all reasonable care is taken and efforts made to find property that is lost, the responsibility rests with the owner. We prefer children to keep small toys and playthings at home – many are alike, they are difficult to name, can be easily lost and may be a distraction to others. Elaborate jewellery is not permitted at school for health and safety reasons ie: elaborate necklaces, chains, rings or hooped earrings. Watches, stud earrings and necklaces of religious or cultural significance are allowed, but we are unable to accept any responsibility for any loss or damage to precious items.

SCHOOL SICK BAY

Minor illnesses are treated and logged by staff in our school sick bay. Parents are notified immediately of any serious injury or illness.

STATIONERY

School stationery is sold at the school. Payment can be made at the office or online. Please see the office for further information.

UNIFORM

All children who attend our school are required to wear our school uniform. All uniforms can be purchased from **The Warehouse, Stoddard Road, Mt Roskill**. In the winter months, children may wear a navy blue skivvy or thermal under their uniform.

School hats must be worn during Terms 1 and 4 and are available from the school office to purchase.



HEALTH AND SAFETY INFORMATION

Dominion Road School is a Smoke Free & Vape Free Zone



ARRIVING LATE / LEAVING EARLY/ABSENCES

All late children must report to the office upon arrival. This ensures we are aware of all children present in our school at all times. If your child is to leave school early for any reason at all, a parent / caregiver must come to the office to sign the child out. Children cannot be signed out by siblings. **If your child is going to be absent from school, please inform the school by email, or phone 621 0155 or our school cell phone 027 408 9684 by 9am.**

STUDENT WELLBEING & BEHAVIOUR

We adopt a positive approach to behaviour. Our school values are focused on R.A.P: Respect, Attitude and Perseverance. All children know about R.A.P! There are a few behaviours children need to keep in mind. These relate to safety, making the best use of the opportunities offered at Dominion Road School, interacting with others, not interfering with the learning of other people, and aspects of basic courtesy. We have a policy of contacting parents at an early stage to ensure we are working together to support our children to make positive choices.

BIKES AND SCOOTERS

Bikes and scooters are allowed to be ridden to school with parent permission. A consent form must be signed by the parent, child and principal, before a child is allowed to bike or scooter to school. There are strict rules to adhere to and they are outlined in the consent form, which can be obtained at the office. Children must wear helmets if riding a bike or scooter to and from school.

CROSSING ROADS

We have two monitored street crossings at the entrances of our school, at the Dominion Road / Mt Albert traffic lights, and at Akarana Avenue.

These crossings are monitored from:-

3.00pm - 3.15pm.

If your child has to cross the road to get to school please ensure s/he uses the appropriate crossing for safety reasons and has left the school promptly at 3.00 to ensure that they are crossing while the road patrollers are there.

MEDICAL INFORMATION AND FAMILY MATTERS

Please notify us if your child has a health condition or if there is a family situation we should know about. If your child is unable to attend school due to sickness, please advise the School Office. It is also important that we know of change of addresses or telephone numbers. **A medication form must be filled in at the office, if your child is needing medicine to be administered at school.**

NUTRITION

We encourage healthy lunches and snacks with minimal packaging. We are a **water only** school. Please do not send flavoured or coloured drinks (including fizzy, juice & other flavoured drinks) to school. If your child does have these in his/her lunchbox we will hold on to them until 3.00pm. During our brain breaks we encourage fruit or vegetables only. At morning tea and lunch children may bring in any food from home that they can eat themselves. Sharing of food is not permitted.

PARKING

Due to limited car parking we request that parents using the school turning bay do not leave their vehicles unattended. Please be considerate and careful when dropping off or picking up pupils. Cars parking in the designated mobility parking spaces must have a **current mobility parking permit displayed**.

Cars are only allowed in the school grounds for the early morning drop off using the turning bay. No vehicles are permitted onto school grounds for the 3.00pm pick up.

SUN PROTECTION

All pupils are required to wear our school sun hat during Term 1 and Term 4. The compulsory wearing of a sun hat during play times in summer months is enforced. Pupils who do not wear a hat outside during breaks will be asked to stay in the shaded area. Sun protection is a priority for our pupils and all classes have sunblock available. Dominion Road School is an accredited SunSmart School.



CURRICULUM INFORMATION

We offer an integrated local curriculum with an emphasis on Literacy and Maths. Teaching and learning programmes ensure that there is also adequate coverage of the New Zealand Curriculum in:

- Science
- Digital Technologies
- Social Sciences
- Physical Education & Health
- The Arts (Art, Music, Dance, Drama).
- Te Reo Māori

Our teaching and learning programmes are designed to include the New Zealand Curriculum Key Competencies. They are:

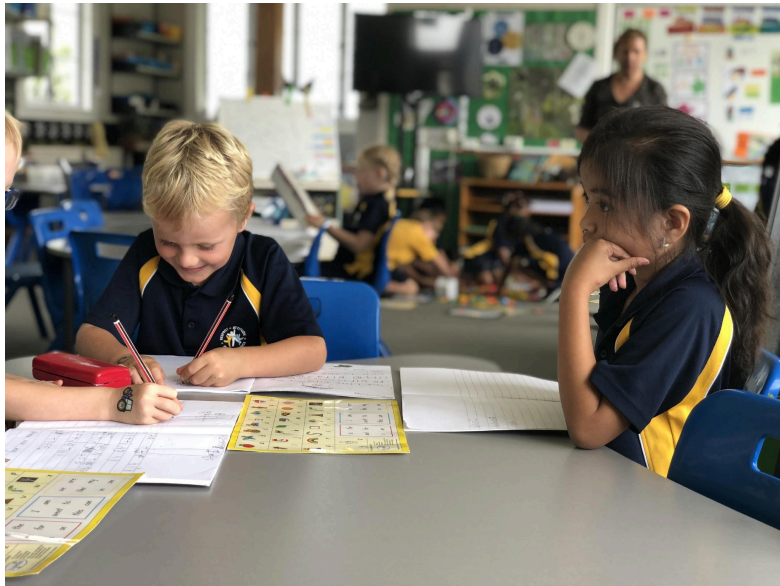
- Thinking
- Using language, symbols, and texts
- Managing self
- Relating to others
- Participating and contributing.

If your child has any specific needs and/or ability, we aim to identify these as early as possible. This enables us to provide high quality teaching and learning programmes designed to meet their needs and progress their learning.

We hold high expectations of our students and promote an excellent standard for student achievement, and positive interaction between staff and students.

We celebrate student's learning through:

- Principal's awards
- Class certificates
- RAP Prizes
- Team assemblies
- School assemblies
- RAP Postcards



ART LESSONS

As some acrylic paints can stain material, please send an old-shirt to school, so that everyone can really relax in these sessions.

CULTURAL GROUPS

We have several cultural groups including Kapa Haka, Pasifika and Bollywood groups. If you are interested in helping with any groups, please let the office know.

GARDEN TO TABLE

Through the Garden to Table programme for students in Yr 3-6, children are encouraged to get their hands dirty learning how to grow, harvest, prepare and share seasonal fresh food. With the help of volunteers and teachers, children are involved in all aspects of gardening and cooking. Our shared kai at the end of each class is always a highlight. We are always needing volunteers to help at these sessions.

Please contact Nicola Facciano - nicolaf@dominionrd.school.nz if you wish to know more or are interested in helping.



HOMEWORK

The aim of homework is to provide further opportunities to consolidate skills and understanding already initiated in classroom programmes. Generally, in Years 0–3, children will bring home a reading book daily as long as they have their bookbag at school. On most occasions this book will have been read at school. Some children like to take home favourite and familiar books, so do not be concerned if the same book comes home several times. Encourage your child to talk about the story and read to you every night – the more practice the better! Remember to keep reading to your child too! As children get older, some homework tasks may be sent home to support what they have been learning at school. More and more frequently these tasks are now sent out through Seesaw.

LEADERSHIP OPPORTUNITIES

We have many leadership opportunities in our school for all ages. Some of the positions of responsibility that we have in our school are: librarians, House Leaders, Enviro leaders, wet weather monitors, office monitors, road patrollers, Physical Activity Leaders, Pasifika Young Leaders and Collaborative Council representatives.

MUSIC & PERFORMING ARTS

Teachers teach music and drama in their weekly programmes and every second year we hold a whole school production. We offer Curiosity Projects twice yearly and children can opt into a range of performance groups during this time.

NEW NEW ZEALANDERS

Dominion Road School has a wonderful rich diversity of ethnicities and we are very proud of this. We endeavour to provide many cross-cultural learning opportunities for both children and parents and warmly welcome you to our school. We celebrate all of the major language weeks and children take a lead in organising these. We have qualified staff who work with children whose first language is not English and several of our staff can speak a range of languages.

SPECIALISED PROGRAMMES

We have an extensive range of specialised programmes in place. This includes Reading Recovery, Literacy & Maths support programmes, as well as individual and small group support for reading, writing and, oral language, and maths. We also have enrichment and leadership opportunities which operate at all levels.

SPORT

In addition to daily physical education, many sporting opportunities are offered to students. We belong to the Roskill schools sports cluster and we take part in a variety of sporting events with local schools. We have a whole school cross country and athletics event each year and regular house fun days.

GENERAL INFORMATION

PARENT HELP

Parents are always welcome to help at school. The two main programmes where we require parent or grandparent help are our Perceptual Motor Programme (PMP) for the junior school on a Tuesday and Thursday morning and Garden to Table for Year 3-6 on a Wednesday and Friday morning. Please see your child's teacher if you are able to help in any way.

CLASS TRIPS

We always need parents / caregivers on class trips. Sometimes we ask parents to drive a group of children to a location and supervise children on their visit and at other times parents are needed to supervise children on a walk or bus trip. As much as we love pre-schoolers there will be times when they are not able to come on a trip, especially if you are responsible for children.

COMMUNITY INVOLVEMENT

Dominion Road School has a very supportive community. We have many family events throughout the year which we advertise well in advance in our newsletter.

FRIENDS OF DOMINION ROAD SCHOOL (FoDRS)

We have a very friendly Friends of Dominion Road School committee, who support our school with fundraising and other events in a variety of ways. This group meets once or twice a term at school and the times are notified in the school newsletter. Please see Steve Van Nes, Associate Principal if you would like to know more about this group.

LIBRARY

Occasionally we need parents to sort and return books, mend damaged books, type cards or cover new books. Please let the office know if you are able to help or email Megan on megant@dominionrd.school.nz.

THE ROLE OF THE SCHOOL BOARD

The school board has responsibility for governing the school. The principal is the school's leader in professional matters and the day to day running of the school. The school board consists of elected parents and a staff representative, together with the principal and co-opted members if required. Board meetings are open to the public and are advertised in the school newsletter. They are generally held twice a term.

REPORTING TO PARENTS

Written reports are sent home twice a year. You are more than welcome to speak to teachers at other times. Please email the class teacher to do this.

SEESAW

Seesaw is a school app that all teachers use to share tasks and other messages with their classes and their parents. Students are able to use Seesaw to complete work online and it provides parents and caregivers with the opportunity to see their child's learning while they are at school. On enrolment and at the start of each year parents are given QR codes to sign up with their

child's class and teachers are happy to assist you in getting this set up on your phone.

SERVICES AVAILABLE THROUGH THE SCHOOL

DENTAL SERVICE

Dental treatment is free of charge. Children are treated at the Mt Roskill Dental Clinic attached to May Road Primary School. All children should be enrolled at their local dental clinic prior to starting school.

Dental Clinic

May Road Primary School

Ph: 620-0134

Hours: 8.00am-4.00pm

VISION AND HEARING TESTING

All children have their hearing and vision tested in the first year at school. You will be contacted if your child does not pass the checks.

SPEECH AND LANGUAGE THERAPIST

Speech and Language support is provided through the Ministry of Education Office for children with significant language delay or speech. Parents are required to provide consent for a referral to be made.



SCHOOL FACILITIES

GROUNDS

The school's *Out of School Care* Programme and school sport teams have priority for using the school grounds between 3.00pm and 6.00pm. Children supervised by parents are welcome to use the grounds in the evening, weekends and holidays. We are grateful to our community for keeping an eye on our school after hours and welcome you to play in the school grounds.

Please respect our vegetable gardens and fruit trees by not picking the produce, as we use the food in our Garden to Table programme.

HALL HIRE

Our hall is available for hire outside of school hours. Please see the office for information.

SWIMMING POOL

We are very fortunate to have a solar heated school pool which gets a lot of use in the summer terms. Your child's teacher will advise you of your child's swimming times. Please send named togs and a towel in a separate bag on your swimming days.



We hope this information booklet answers most of your questions. Please do not hesitate to get in touch if you are not sure of anything. Our school Facebook page is used to share events and photos. Please visit and like our page on Facebook.

Our website also has lots of useful information too - www.dominionrd.school.nz

Lesley Mitchell
Tumuaki/Principal