



INFORMATION

2026

School Office Phone: 478 7155

Email: office@johnsonville.school.nz

Website: www.johnsonville.school.nz

Dear Parents/Caregivers,

Tēnā koutou katoa, Namaste, Talofa lava, Konnichiwa, Ni hao, Kia orana, Malo e lelei, Chao, Hello, Zdravstvuite, Fakaalofa lahi atu, Salam, Hola, Annyong haseyo, Hallo, Caio, Nei ho, Suosday, Ni sa bula, Kamusta, Bonjour, As-salaamu 'alaykum, Hola, Γεια σας (Yia sas)

Thank you for enquiring about enrolment at Johnsonville School. I would welcome the opportunity to meet with you and show you around our great school.

Some of the things that make our school special are:

- Our people
 - Experienced, dedicated teachers
 - Talented, hardworking teacher aides
 - A collaborative staff team
 - Friendly, open children
 - Loyal, committed parents and families

- Our environment and facilities
 - Large open spaces for play
 - Two adventure playgrounds
 - A hall
 - A covered, heated swimming pool
 - A vegetable garden
 - Climbing tree
 - Up-to-date computer resources (ipads and chrome books to support learning programmes)
 - Sandpit/Gaga pit

- Our teaching and learning
 - A focus on foundations of learning: reading, writing and mathematics
 - Integrated learning
 - Group teaching
 - Extra assistance
 - Te Reo specialists
 - A Special Education Unit
 - Kapa haka
 - Music Groups
 - School based swimming

If you have any enquiries about our school, or would like to book a time to meet with me, please contact the school office to arrange a time on 478 7155 or office@johnsonville.school.nz

Ngā mihi nui,

Tania Cohen
Principal

TERM DATES FOR 2026

- Term 1:** Monday 2 February - Thursday 2 April
Waitangi Day - Friday 6 February
Staff Only Day - Friday 6 March
Easter - 3 – 7 April (falls during school holidays)
- Term 2:** Monday 20 April - Friday 3 July
ANZAC Observed - Monday 27 April
Staff Only Day - Friday 29 May
King's Birthday - Monday 1 June
Staff Only Day - Tuesday 2 June
Matariki - Friday 10 July (falls during school holidays)
- Term 3:** Monday 20 July - Friday 25 September
- Term 4:** Monday 12 October - Monday 14 December
Labour Day - Monday 26 October

SCHOOL ORGANISATION 2026

- Principal** Tania Cohen
Deputy Principal: Curriculum & Assessment Stephanie Whiteman
Deputy Principal: Learning Support & SENCO Angela Rongonui

Muka - (Year 0 to 3)	Teacher	Year Level
Room 1	Kelsey Moore	Y 0/1
Room 2	Diane Bloomfield	Y 0/1
Room 3	Michelle Tietjens *	Y 0/1
Room 4	Roll growth class	Y 0
Room 5	Darrel Greaney	Y 2
Room 6	Megan Blackwell *	Y 2
Room 8	Misty Olney	Y 3
Room 9	Penny Wood	Y 3

Raranga - (Year 4 to 6)	Teacher	Year Level
Room 11	Jo Wilson	Y 5/6
Room 12	Lyndall Pettigrew	Y 5/6
Room 13	Andrea Geluk *	Y 5/6
Room 14	Chloe Jonson	Y 5/6
Room 15	Rosalie Anso *	Y 4
Room 16	Mary Cahill	Y 4
Room 17	Amelia Prendeville	Y 4

Korowai - Special Education Unit (Year 1 to 6)	Teacher	Year Level
Room 10	Megan Palmer *	Y 1 - 6
	Logan Burton	
	Penny England	

* Syndicate Leader

SCHOOL HOURS

8.55am – 11.00am	Morning session 1
11.00am – 11.40am	Morning tea break
11.40am – 1.00pm	Morning session 2
1.00pm - 1.40pm	Lunch break
1.40pm - 3.00pm	Afternoon session

SCHOOL WEBSITE AND SCHOOL App

Our school website (www.johnsonville.school.nz) contains everything you need to know about our place. Our Strategic Plan, latest ERO review, school policies and procedures etc can be found here.

On the home page, there are notices which communicate upcoming events, postponements etc. and a link to the latest newsletter.

You can download the App via the AppStore to your iOS or Android smartphone/tablet and set up alerts so you can be notified as soon as the school posts any new information. In the App Store or Google Play Store search for **SchoolAppsNZ** and type in 'Johnsonville School'.

SCHOOL OFFICE AND STATIONERY

The school office hours are **8.30am – 3.30pm**. A limited range of stationery, including swim caps, is sold from the office.

Preferred payment for class trips etc is online, the school's account details are:

Johnsonville School Board 12-3223-0117242-00

Please be sure to use the correct reference, together with your child's name.

If paying by cash at the school office, please ensure payments are in an envelope labelled with name, room number and reference.

If you need to contact your child, please leave a message with the school office, preferably before 1.30pm. We avoid putting calls through to the classrooms during school hours.

CONTACTING STAFF

If you would like to contact your child's teacher to discuss their learning or interactions it is best to book a time to meet so you can have an uninterrupted conversation. You can email the teacher directly or phone the school and leave a message.

ATTENDANCE AND BEING ON TIME

In order to learn, children must be at school. Absence should be avoided, except when sick. Being on time for school is also important, with the best time to arrive being just after 8.30am. This allows your child to get ready for the day ahead and it also gives him/her a chance to chat to the teacher or connect with classmates.

Children who have a high amount of absences or are often late may be referred to the Ministry of Education Attendance Service.

STUDENT ABSENCES

If your child is going to be absent or late to school, please phone the school Absence Line 478 7056, send an email absence message via the school website (see 'Absences' tab), or send an absence notification via the School App. **Please advise by 9am** to ensure we are aware of the whereabouts of your child and know they are safe. Please advise the school office ahead of time if your child will be away for a prolonged period, for whatever reason.

Children who are late must report to the office and sign the late book.

Parents are encouraged to make appointments for your children outside school hours, to avoid disruption to their learning programme. If, however, you can't avoid this, school policy requires parents to pick up and drop off their child at their classroom, or at the school office. It is not safe for children to wait for you at the school

entrance, and responsibility for your child needs to be transferred personally from teacher to parent, and vice versa. If you need to pick up your child from school, please sign them out at the office.

SCHOOL SUPERVISION

Teachers are rostered to supervise children in the playground, but supervision cannot be guaranteed before 8.30am or after 3.10pm. Teachers arrive early to prepare for the day and are not available to supervise children at this time. Please ensure that your children do not arrive at school before 8.30am.

Children are asked to go home promptly after school. With their parents' approval, they may return to use the school grounds after 3.30pm.

BEFORE AND AFTER SCHOOL CARE

A Before and After School Care programme is operated by YMCA Wellington from 7.30am – 8.30am, and from 3pm – 6pm. Please visit www.ymcawellington.org.nz for bookings. Brochures are available at the office.

BOARD OF TRUSTEES

The school's governing body is elected every three years. The Board meets monthly as a full board and has a number of subcommittee meetings as well. Minutes of these meetings are available on our website.

HOME AND SCHOOL GROUP

An active group of parents and teacher representatives meet monthly to arrange fundraising, school support and social events for parents and children. New parents are always encouraged to join. Meeting dates are advised in school newsletters but are usually at 7pm twice a term on Thursday. This is a great way to meet other parents and contribute to the life of the school.

PARENT DONATIONS

Funds received through parent donations are used to fund resourcing that Government funding does not cover - with specialist Te Reo teaching, computer resources and the school pool being a few examples. The donation is set at \$200 per child, and \$330 per family. Donations can be paid in one lump sum or by instalments spread over the year. Donations are tax deductible, if paid before the 31st March end of tax year.

Cash payments can be made at the school office.

If you wish to pay online the school's account details are:

Johnsonville School Board

12-3223-0117242-00

Please be sure to use the word 'donation' as a reference, together with your eldest child's name.

As a school, we very much appreciate any donations that we receive.

LUNCHES

Our expectation is that children bring a healthy lunchbox and a bottle of water to school each day.

Lunches are available to order online on Thursdays from Ezlunch. Chia Sushi and Nada Bakery supply lunches to our school on Thursday each week.

Parents can order using the Kindo app (iPhone and Android) and choose from a range of convenient payment options including card, bank transfer, Google Pay, Apple Pay and more. Ezlunch is part of the Kindo platform and is trusted by schools and families across New Zealand.

Please note the cut off time for ordering lunches is 9am.

PRESCHOOL VISITS AND ENROLMENT

The school endeavours to make the transition from home to school as smooth as possible. We have a pre-entry visit programme which allows children two or three visits before they start school. During these visits, you accompany your child. These visits are usually conducted in the 2 to 3 weeks before your child's 5th birthday during the morning session.

Your child's teacher will contact you to arrange visits.

NZ law allows no child to begin school before the age of five years and for all children to begin by their sixth birthday. Once enrolled at school, it is compulsory for children to attend school every school day, even if they are not yet 6 years of age.

A birth certificate or passport, immunisation certificate and proof of address (due to our school having an enrolment zone) are required for all children enrolling for the first time.

If you would like to arrange a visit to our New Entrant classes please do so as soon as possible (before class allocation) by contacting the school office@johnsonville.school.nz.

We encourage parents to be as involved in their child's school activities and programme as they are able. Opportunities for involvement are outlined in school and syndicate newsletters.

On enrolment, it is important that parents advise us of any special learning needs their child has, which includes giving us approval to access their records from their preschool. An approval form for this is in the enrolment pack.

REPORTING TO PARENTS

The school values partnership with families. **Parent/teacher/child meetings** are held in terms one and three. These provide the opportunity to celebrate each child's achievement while also discussing next steps in learning. Attending these is a great way to help your child achieve at school.

Written reports are sent home in terms two and four. These describe each child's learning progress along with comments about other areas of school life.

CHILDREN'S CLOTHING

Please ensure your child has a change of clothes kept in their bag every day and **please name** all your children's school clothes and property, to avoid loss. Unnamed lost property is located near the school office. Items are displayed regularly to students and parents in an effort to reunite them with their owners; unclaimed articles are sent to a charity at the end of each term.

VALUABLES

We do not encourage children to bring their toys to school; we cannot take responsibility for their safekeeping. Skateboards, scooters and roller blades can be brought and used on Fridays, however, children must wear a safety helmet when on their 'wheels', and remain within the designated area.

Mobile phones are handed in to their teachers each morning and locked away until the end of the day.

PARENT HELP AROUND THE SCHOOL

We enjoy and appreciate having parents/caregivers helping in our school and classrooms.

We would value your contribution to any of the following activities and ask you to let your child's teacher know if able to assist:

- * Tutoring in Reading
- * School Trips / Camps
- * Learning support in the classrooms
- * Library
- * Sports events
- * Sharing your skills, in a range of ways

SCHOOL HUI (ASSEMBLY)

Parents are warmly invited to attend school hui when their child is presenting. These are usually held fortnightly at 1.40pm on Thursdays. Classes are rostered to share items they have been learning about.

At the first Hui after your child is enrolled at school they will be presented with a Welcome Certificate from the Principal/Deputy Principal.

SCHOOL NEWSLETTERS

Newsletters are emailed to parents/caregivers on alternate Fridays. Occasionally special notices are also emailed or sent home.

The newsletters can also be viewed on our website www.johnsonville.school.nz under the 'Newsletters' tab and also on our School App. A few spare hard copies are available at the school office.

SCHOOL POLICIES AND PROCEDURES

These are available on the SchoolDocs website. To view policies, go to <http://johnsonville.schooldocs.co.nz/1893.htm> and enter

username: johnsonville

password: morgan

CHANGES TO PARENT CONTACT DETAILS

If/when these change from those provided at the time of enrolment, parents are asked to advise the office immediately so we always have up to date phone numbers, email and street addresses, for you at home and work. This is very important, particularly in emergencies.

HEALTH, ILLNESSES, ACCIDENTS

Parents are asked to inform the school of any health problems or allergies, which may affect students. Please do not send your child to school if they are unwell.

No medication may be given to a child without parental consent. Please advise the office if any medication is required to be administered during the day. A Medicine Authority form will need to be completed.

In the case of an accident, we have staff that are trained in first aid. In the case of an accident or illness the parents/caregivers will be contacted and appropriate arrangements will be made for the child's care, until the parent/caregiver arrives to collect the sick or injured child.

In terms 1 and 4 children are required to wear a hat when outside in the sun. This is stipulated within the school's Sun Smart policy.

DENTAL SERVICE

The Bee Healthy Regional Dental Service operates out of the Hub at Raroa Normal Intermediate. Phone 0800 825 583 to book an appointment, if you have any concerns. Their mobile clinic visits our school once per year to check all students' teeth. If required, a referral to the Dental Service will be made.

VISION AND HEARING

Sight and hearing tests are given free to all five year olds, with follow-up tests for children showing concern at earlier tests.

TREE CLIMBING

Parents are advised that we allow students to climb a tree in the area between the ESOL Room and the Morgan Street boundary fence, which we term 'the forest'. We find many children love this activity, and so we are pleased to have a safe tree that they can use in this way. However, if you do not wish your child to join this activity, please advise us.

LEARNING PROGRAMMES

Each teacher, with the support of their syndicate team, has responsibility for facilitating a balanced learning programme for the learners in his or her class. These programmes focus on developing the key competencies of the NZ Curriculum and including the use of an inquiry learning approach.

Where appropriate, specialist help is occasionally called upon in the form of Resource Teachers of Learning Behaviour (RTLB), Group Special Education (GSE), itinerant resource teachers and various therapists. Parents are always advised when outside involvement is sought for their child.

THE LIBRARY

We are very proud of our well-stocked library. All students are scheduled to use the library once a week for regular book changes and library skills experience. Please try to remind your child to return library books on their 'library' day, which will be advised by class teachers. Books need to be returned before another can be issued.

CATERING FOR STUDENTS' ABILITIES

While students are grouped in classes by year groups reflecting their age, within any one class students present a variety of abilities and levels of development. These are assessed by a range of means throughout the year so teachers can provide focused and appropriate learning for all students. Student engagement and progress is expected when they are faced with challenging yet achievable targets. As well as these in-class learning provisions, we run a number of additional programmes for students needing extra learning support.

OUR SPECIAL EDUCATION UNIT - KOROWAI

Our Special Education Unit (Korowai) has around 15 students. These students spend time in both the unit and mainstream classes. We consider the Korowai students and staff to be an important part of our school.

Enquiries about Korowai should be directed to Angela Rongonui: angela.rongonui@johnsonville.school.nz

PARENT TUTORING IN READING

Some children from the middle and senior syndicates are referred by their class teacher to receive extra support in reading. Tutors listen to these children read four days a week for 15 minutes. The tutors receive training in how to assist these students' reading. Training sessions are held throughout the year. Anyone who would like to help with this programme is asked to leave their name at the office. We appreciate all assistance.

WHANAU HOUSES

Our students are divided into four mixed age groups called 'whanau houses'. Our whanau house names tie in with our flax logo, being named after four birds that feed off the harakeke/flax flowers: Tui, Pihipihi, Korimako, and Tieke.

The Whanau Houses generate opportunities for children from different classes to get together for learning, social and competitive activities. But the main focus is FUN!!!

ENVIRO GROUP

Our enviro group works hard to lead enviro projects in and around the school, including:

- ✓ composting
- ✓ recycling
- ✓ planting
- ✓ mulching
- ✓ vegetable gardening
- ✓ general gardening

LEADERSHIP OPPORTUNITIES

Students are encouraged to develop their leadership skills and to take on the following leadership roles in the school, particularly as seniors:

- Whanau House leaders
- Sports leaders
- AV leaders
- Music leaders
- Issuing lunchtime sports equipment
- Enviro Group / School Gardeners
- Library leaders
- Hui (assembly) presenters
- Road Patrol
- Tech Angels (computer experts)
- Lunch monitors

PHYSICAL EDUCATION AND SPORT

Physical education is part of the school curriculum. Please ensure that your child wears suitable clothing and footwear, or has a change to enable full participation.

The school is involved with many sports throughout the year, which middle and senior syndicate children particularly will have the opportunity of participating in, including inter-school competitions with Northern Zone Schools.

We are very fortunate to have an indoor heated swimming pool available all year round. Children swim every week.

EDUCATION OUTSIDE THE CLASSROOM

Class field trips are made to extend learning in all areas of the curriculum. Parents are advised of these trips in notices sent home with the children, often asking for help with transport.

Permission for all local trips is sought from parents on the enrolment form.

COMPUTERS AND eLEARNING

All classrooms have ipads and/or chromebooks for use in support of children's learning. We see these as valuable learning tools, to be used alongside other classroom resources, across the curriculum.

SHARING CONCERNS, QUESTIONS OR SUGGESTIONS WITH THE SCHOOL

CONTACT YOUR CHILD'S TEACHER

If your concern, question or suggestion is to do with your child's class, the best person to contact first is their teacher. So that you can have an uninterrupted conversation, it's best to book a time to meet. Teacher emails are found on the school website under the *Our People* tab.

You could also phone the office to contact the teacher, or leave a message (478-7155)



CONTACT THE DEPUTY PRINCIPAL or SYNDICATE LEADER

You may decide that a member of the school leadership is the best person to hear your concern, question or suggestion. You can contact:

Stephanie Whiteman

(Deputy Principal: Curriculum & Assessment)

stephanie.whiteman@johnsonville.school.nz

Angela Rongonui

(Deputy Principal: Learning Support & SENCO)

angela.rongonui@johnsonville.school.nz

Megan Blackwell (Muka Co Leader, Year 0-3)

megan.blackwell@johnsonville.school.nz

Michelle Tietjens (Muka Co Leader, Year 0-3)

michelle.tietjens@johnsonville.school.nz

Andrea Geluk (Raranga Co Leader, Year 4-6)

andrea.geluk@johnsonville.school.nz

Rosalie Anso (Raranga Co Leader, Year 4-6)

rosalie.anso@johnsonville.school.nz



CONTACT THE PRINCIPAL

If you have talked to the teacher and/or Deputy Principal, but need to have a discussion with the Principal; or if you have a serious concern, then please contact Tania Cohen, Principal.

principal@johnsonville.school.nz or 478 7155



CONTACT THE BOARD of TRUSTEES

If you are not satisfied with the response after following the above process, then the Board of Trustees can be contacted, through the Board Chair.

bot@johnsonville.school.nz

PLEASE NOTE: This flow chart is to guide the sharing of concerns, questions or suggestions. Formal complaints should be made by following the school's **FORMAL COMPLAINT PROCEDURE** (available from the school's office).