



Michael Park School

Relate Create Inspire

Parent Handbook

2026

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Motto of the Social Ethic

The healthy social life is found
When in the mirror of each human soul
The whole community finds its reflection,
And when in the community
The virtue of each one is living.

-Rudolf Steiner

Mission Statement

At Michael Park School we value integrity, inclusivity and respect, and enable students to become creative, critical thinkers who will positively contribute to their community.

Karakia Timatanga

Whiti ora ki te whai ao
ki te ao mārama.
Whiti ki runga, whiti ki raro.
E ngungu ki te pōhatu
e ngungu ki te rākau
tītaha ki tēnei taha
tītaha ki tērā taha.
Tihei mauriora.

Verse for Classes 1 - 4

The Sun with loving light
Makes bright for me each day.
The soul with spirit power
Gives strength unto my limbs.
In sunlight shining clear,
I reverence, O God,
The strength of humankind
Which Thou, so graciously,
Has planted in my soul,
That I with all my might
May love to work and learn.
From Thee come light and strength,
To Thee, rise love and thanks.

Verse for Classes 5 - 12

I look into the world
Wherein there shines the sun,
Wherein there gleam the stars,
Wherein there lie the stones;
The plants, they live and grow,
The beasts, they feel and live,
And we to spirit give
A dwelling in our souls.
I look into the soul
That lives within my being:
The spirit of God, it weaves
In light of sun and soul,
In world-wide space without,
In depth of soul within.
To you, O spirit of God,
Will I beseeching turn
That gifts of strength and grace
For learning and for work
Within me live and grow.

Background

The founding of Michael Park School arose out of a community vision for Rudolf Steiner education in Auckland which culminated in the school opening on the present site in 1979, beginning with a kindergarten and lower school classes 1-4. At this time the area was a swampy wasteland although it had historically been used as an important food gathering area by local Ngāti Whātua iwi.

The successful establishment of the present well-developed campus was made possible through the collaboration of parents, whānau and the wider community. The land restoration, regeneration and care for this area which characterised the early years of the school remain important impulses in the life of the school today.

Haere Mai ki te kura o waiatarua - Welcome to Michael Park School

At Michael Park School we cherish childhood and provide a programme which emphasises the development of imagination alongside physical skills, thinking capacities and social relationships. We go to considerable lengths to facilitate the students' ability to be self-directed, reflective and self-aware learners and this is supported by the structure of our learning programmes, the school environment and our approach to growth and development.

Today, Michael Park is a state-integrated Area School drawing students from across the Auckland region and offering a Steiner / Waldorf education from Kindergarten through Primary to senior High School. Learning programmes are designed to meet the needs of the developing child. The various intelligences are recognised in the subjects and in the way they are taught, and students are engaged in a well-rounded programme which includes creativity in the arts and crafts, academic excellence and social competence in sports, performing arts and the learning community.

Support From Home

To maximise the learning for your child, we ask that you reinforce school values and expectations at home. This provides certainty for students and consistency that benefits everyone.

For all children this includes healthy eating, regular routines (such as bedtimes) and value placed on arts, crafts, outdoor activities and sports, particularly in social contexts, to support the developing child. Our primary students do not use technology.

Bell Times and Timetable

- The first school bell is at 8.25am and classes begin at 8.30am. Students are expected to be at school no later than 8.25am.
- Classes 1 – 7 finish at 2.10pm on Friday.
- At the end of each term the whole school finishes at 2.10pm

Kindergarten

Monday – Thursday	Starts: 8:30am	Ends: 2:45pm
Friday	Starts: 8:30am	Ends: 2:00pm

School

	Period	Classes 1-7	Classes 8-12
08:30	Morning Verse	Morning Verse Main Lesson	Kaitiaki / Hui ako
08:40	Period 1		Subject Lessons
09:30	Period 2		Subject Lessons
10:20-10:50	MORNING TEA		
10:50	Period 3	Subject Lessons	Main Lesson
11:40	Period 4	Subject Lessons	
12:30-13:20	LUNCH BREAK		
13:20	Period 5	Subject Lessons	Subject Lessons
14:10	Period 6	Subject Lessons	Subject Lessons
15:00	Finish		

Office Hours and Contact Information

Office Hours are Monday – Friday 8am – 3.30pm

School Address

55 Amy Street
Ellerslie
Auckland 1051

Postal Address

PO Box 11224
Ellerslie
Auckland 1542

Phone Numbers

Main Office 09 579 3083
Kindergarten Office 09 5258996
High School Office 09 525 8997
Business Manager 09 525 8992
MPS Accounts 09 525 8995
RSST Accounts 09 525 8994

Absences should be reported by 8.30am using one of these methods:

- via the Helix app (instructions below) for reporting whole or half day absences for illness or doctor/dentist appointments only.
- by phoning the main office on 09 579 3083 and pressing 1 for the absentee line.
- By emailing reception reception@michaelpark.school.nz

For all other inquiries please contact the main office.

Reception Email: reception@michaelpark.school.nz

School Secretary Email: admin@michaelpark.school.nz

Website: www.michaelpark.school.nz

Absence and Late Arrivals

Absence:

If your child is going to be absent or late for any reason, please notify the school, giving the reason for absence by 8.30am, using one of these methods:

- via the Helix app (instructions below) for reporting whole or half day absences for illness or doctor/dentist appointments only.
- by phoning the main office on 09 579 3083 and pressing 1 for the absentee line.
- By emailing reception reception@michaelpark.school.nz

If we are not notified of a student's absence before 8.30am, the school office will send an absentee text message to the caregiver/s to follow up. This absentee txt system is a **last resort only**. By the time these are sent each morning, the students presumed to be in our care have been essentially 'missing' for a long period of time. Please don't wait for our txt to notify us that your child will not be at school.

Please provide the reason why your child is absent (illness, appointment, holiday, etc.). If no reason for absence is given, your child's absence will automatically be coded as 'Unexplained'. However, the 'Unexplained' changes to 'Truant' if parents fail to provide an explanation.

The absentee function on the app is only for whole/half day absences for illness or doctor/dentist appointments. This automatically marks the roll for us which speeds up our morning absentee checks. If you are reporting an absence for any other reason, i.e., running late, on holiday, or need to get a message to a student or teacher, please email reception@michaelpark.school.nz or phone the absentee line on 579 3083.

Please do not send time-critical messages to admin@ or to office staff emails as these might not been seen in time. If you are emailing the teacher about an absence, please also copy in reception@michaelpark.school.nz, as the teacher may not see your email in the morning. The reception email is checked regularly in the mornings by the person who is covering reception.

Late Arrivals:

Any student who arrives to school late (after 8:30 am) must sign in on the tablet located at reception in the office.

Leaving School Grounds During School Hours:

If children are taken off school grounds during school hours, they must be signed out by a parent using the tablet at the office. For students in classes 1-4, a parent must sign the student out at the office. Students in classes 5-12 may sign themselves out but a note from a parent/caregiver must be produced with the reason for leaving. Class 12 have off-site lunch privileges and may sign themselves out during lunch only.

Medical Certificates:

Any student who is absent from school for 3 days or more is required to have a doctor's certificate.

Extended Absence:

Term dates are published many months in advance. Parents are discouraged from planning holidays and leave of absence during term time. The school does not formally approve nor decline leave for students to travel overseas.

For planned extended absence (i.e., holidays during term time), please email reception@michaelpark.school.nz with the dates your child will be absent.

Parents are asked to notify the Principal in writing should a situation arise where the family needs to take leave. Parents should also inform the Class teacher or Kaitiaki, as appropriate, and discuss what work – if any – may need to be undertaken while on leave or on return to school to ensure that a student’s learning progress is not negatively impacted.

Helix

Our school uses ‘**Helix**’ to communicate notifications, as well as being able to receive messages from whānau about absences, a child running late, or external Doctor or Dentist appointments and will need to leave school early.

The **Helix** app also enables whānau to interact with their child’s schooling. You will be able to view that they have been marked present in class, access past and present school reports, view your Michael Park School account and contact details, view student timetables and NCEA grades for Classes 11 and 12.

We encourage all whānau to download the **Helix** app onto their phones and save the **Helix** web link on their computer.

(The Kindergarten uses Storypark for messaging).

Search for ‘Helix SMS’ in the App Store or Google Play

Web Portal <https://parent.helixsms.co.nz/>



- To log in for the first time, enter your email address (the one we have on file for you) and hit ‘forgot password’ or ‘reset password’. A full set of instructions can be found at: <https://michaelpark.school.nz/wp-content/uploads/2026/02/Helix-Caregiver-Pack-App.pdf>
- The absentee function is available on the app, but not the web portal.
- The absentee function on the app is only for whole/half day absences for illness or doctor/dentist appointments. This automatically marks the roll for us which speeds up our morning absentee checks. For all notifications other than illness or doctor/dentist appointments, i.e., running late, on holiday, or need to get a message to a student or teacher, please phone or send an email to reception.

Annual Calendar

Term Dates are confirmed in Term 3 for the following year. These are published in the Friday Flyer and available on the school website.

www.michaelpark.school.nz/term-dates/

www.michaelpark.school.nz/calendar/

Publications

The following publications provide communication and information to the Michael Park School community:

- Website (www.michaelpark.school.nz) - for an overview of our school programmes and services.
- Friday Flyer weekly newsletter - includes information on upcoming events and notices to the school community. This is sent via email and is also available on the school website.
- Waters of Double Reflection by Ruth Kerr - A book about the founding and history of Michael Park School.

Governance and Management

The governance and management of Michael Park includes a College of Teachers working with a Principal and a Board. Our proprietor's group is called the Rudolf Steiner School's Trust (RSST). These three bodies work collaboratively to ensure the school uses best practice and is future oriented.

Under the terms of our integration agreement, the RSST are the legal owners of all land and the buildings. They are also responsible for maintaining and preserving the school's Special Character.

Michael Park's Board is composed of the Principal, elected parents, proprietor's representative/s, a staff representative and a senior student representative. This body is responsible for governance matters including policy, employment and quality assurance.

Day to day management of the school is delegated to the Principal who works in collaboration with the College of Teachers (pedagogy, curriculum, student achievement and related professional learning and development) and the Senior Leadership Team (administrative and operational matters). The College and Senior Leadership Team report regularly to the Board and the RSST through the Principal.

The College of Teachers

The College of Teachers carries responsibility for the curriculum, pedagogical and spiritual leadership and wellbeing of the school. It works to provide support and advice to the principal who is delegated responsibility for management of the school by the Board.

You are invited to contact the College Chair or write to the College if you have any questions.

College Working Group Members
Iva Barretto (Chair)
Desmond Pemerika
Janette Feenstra
Aliona Valyashko
Jill Dixon
Aurelia Zatta

The Michael Park School Board

Under integration, the Board is responsible for governing the legal responsibilities of Michael Park School according to its charter and for monitoring the integrated areas of the school, as well as maintaining the Special Character according to the terms of the Integration Agreement.

Board meetings are held monthly and the meetings start at 6pm. The meetings are open to the public and the minutes of these meetings are available for inspection in the school office. Please contact the Board Presiding Member (through the school office) if you would like to attend.

Board elections are held every three years, with the next election scheduled for 2025. By-elections are held when required.

Name	Portfolio / Role
Sanjay Theodore	Presiding Member (Chair)
Leah Corbett	Parent Representative
Quinn Hamill	Parent Representative
Sam Marsh	Parent Representative
David Maucor	Parent Representative
Christian Holden	RSST Representative
Desmond Pemerika	Principal
Brenda Davidson	Staff Representative
Jett McColl	Student Representative

Rudolf Steiner Schools Trust (RSST)

As a Charitable Trust and the founding body of the school, the Trust carries ultimate responsibility for the well-being of Michael Park School. Under integration, the trustees are responsible for maintaining the 'Special Character' of the school in accordance with the Private Schools Conditional Integration Act 1975.

As the legal owner ("Proprietor" under integration) the Trust is responsible for providing land, buildings and other resources, and for maintaining the non-integrated areas of the school. The trustees meet monthly.

Name	Portfolio / Role
Christian Holden	Chair
Jade Kelly	Parent Representative
Gabby Harris	Parent Representative
Louise Davys	Parent Representative
Arlene Cairns	Special Character Advisor
Iva Barretto	College Representative

Within School Roles and Responsibilities

Role	Name
Principal	Desmond Pemerika
High School Deputy Principal	Andrew Johnstone
Kindergarten Manager	Stacey McManus
Business Manager	Erin Wilson
High School Dean	Kelly Storm
Finance	Raewyn Farley
RSST Administrator & Helix Administrator	Haidee Thompson
SLT Secretary / Board Secretary	Dana Marcroft
Kindergarten Secretary	Chantelle Smith
Reception / Enrolments & International Students / First Aid	Brenda Davidson
Librarian	Kura Rutherford
Caretaker	Chris Farley
Grounds	Zane Lee
Counsellor	Sue Lyons
Learning Support Coordinator (SENCO)	Caroline Todd
Careers Advisor & Horizon Coordinator	Melanie Bray

Parent Meetings

Parent meetings for each class are scheduled during the year (once per term) by the class teacher (Kindergarten and Lower School) and kaitiaki (High School), and generally include a study component, an overview of curriculum and learning programmes, class activities and other matters. This is an important opportunity to connect with other parents, have questions answered about your child's learning and view student work on display. These meetings also provide a forum to discuss the age and stage of the particular class and to generally gauge the progress - both social and academic - of students.

Class Parent Representatives

Class parent representatives are appointed at the first meeting of the year. It is recommended that each class has 1 experienced parent and 1 new parent each year. The task of these parent representatives is to work with the class teacher and parents of the class in ensuring effective communication, support with organisation of events (including camps, arranging class social events), minutes, induction of new families into the class community and pastoral care aspects.

Other parent volunteer roles include the treasurer, fair coordinator and fundraising team within each class. See Guidelines for Class Parent Representatives, Treasurers and Fundraisers on our website: www.michaelpark.school.nz/wp-content/uploads/2024/03/Guidelines-for-Class-Parent-Reps-Treasurers-Fundraisers-2015.pdf.

You will also find the fundraising handbook on our website, and a hardcopy of the fundraising handbook is available for each class 1-12 www.michaelpark.school.nz/wp-content/uploads/2022/03/MPS-Fundraising-Handbook.pdf.

Community Meetings

We occasionally hold community meetings where the Board, RSST and College give an overview of the annual plan priorities for the year, specific projects relating to the school vision, and outline key aspects of our upcoming community education programme.

This is an important occasion for parents and staff to harvest the fruits of the year and engage in appreciative inquiry and self-review about aspects of the school's programmes, services and vision.

Hui Whānau

We have at least two whānau hui each year at which we come together to share kai and explore aspects of the school's programmes, plan festivals, visioning and participating in self-review leading to the setting of annual goals and student achievement targets. Hui Whānau dates will be advertised in the weekly Friday Flyer newsletter.

Pōwhiri

The start of each year begins with our whole school Pōwhiri to warmly welcome the Class One students, new students, teachers and whānau to the community and whānau of Te Kura o Waiaatarua - Michael Park School.

Questions and Concerns

If you have any questions or concerns about aspects of the school, please ask.

If these are in relation to your child, your first point of contact should always be the class teacher (Kindergarten and Lower School) or kaitiaki (High School) who will do their best to answer any questions. If further information is required or questions remain then parents are encouraged to speak to the appropriate Deputy Principal.

In High School, if the question is subject specific, please contact the subject teacher directly.

If your questions are of a more general nature your Class Parent Representatives may be able to assist. Queries relating to finances, fees and dues should be directed to the Finance department or Business Manager.

Where you have concerns which relate to a more delicate matter you are encouraged to approach the Deputy Principals. Please phone the office for an appointment.

Complaints

If you wish to make a complaint about any aspect of school life, please consult our Complaints Policy, a copy of which is available from the office or on the school website.

www.michaelpark.school.nz/policies-and-procedures/

Bicycles and Wheels

Riding of bicycles, scooters, rollerblades and skateboards is prohibited in the school grounds during school hours and at drop-off and pickup time, i.e., between 8am and 3.30pm. This includes school events outside of normal hours. Bicycles are to be kept on the bike racks.

Transportation, Drop-off and Pick-up from School

Michael Park School is located close to a main arterial route and is easily accessible by public bus and train.

As an area school, Michael Park draws families from around the Auckland region. Where parents are ferrying students to and from school we encourage you to carpool to minimise transport costs, environmental impacts and inconvenience.

Drop-off and Pick-up

Staff will be on duty at the main school gate in the period immediately before school and for 15 minutes after school.

Parents are encouraged to use the school roundabout for drop-off. Please drive as far around to the auditorium doors as possible. This lessens the chance of waiting cars being backed up outside the gates and creating a safety hazard. Children must exit on the left side of the vehicle, as other vehicles may pass on the right. Please drive in and out slowly to help keep our tamariki safe.

Please do not park in the Bus Parking Area. If you park in that space, buses are unable to make the turn and block the traffic behind them.

Pedestrians are asked to stay on the footpaths, use the designated crossings and avoid crossing the roundabout, driveway or at the top by the busy main entrance gate.

Please be aware of neighbours' driveways and avoid obstructing their entrances.

For after school pick-up parents must park outside the main school gates at the top of Amy Street. This is a health and safety requirement. There are alternative entrances to the school at Michaels Avenue and Umere Crescent.

Parents are encouraged to collect children promptly at dismissal time. The school is responsible for all students on our grounds, and we do not have the means to supervise students after hours. We are also committed to honouring our undertakings to minimise noise to neighbours.

Please ensure you collect your child on time and that they are off site by 3.15 pm when duties finish. If a delay is unavoidable, and parents have not arrived during the 15-minute period following last bell, Lower School students are asked to register with the office and wait at the office for parents to arrive.

Car Parking

There is no parking available for parents' vehicles within school grounds. The limited staff car parks next to the auditorium are strictly for staff and those holding a disability card. We have staff on varied schedules coming and going throughout the day, and when other people use the carpark, even just for a few minutes, staff may be forced to look for street parking and risk being late for classes or meetings.

Stationery Supplies

Class 1 to 4

The school will provide the stationery starter pack for each student. On top of the starter pack, parents/caregivers will need to provide a few additional items.

Class 2

- Book bags for library books – this needs to be approximately 31cm x 36cm
- Please check crayons and top up if needed (available from Ceres).

Class 3 - 4

- Please check your child's pencils and crayons and top up if needed.
- Please check if book bags need replacing.
- A pair of scissors is also recommended.

From time to time throughout the year you may be requested to purchase replacement items if required. This request will come from your class teacher.

Class 5- 12

Stationery is purchased by the parents/caregivers.

To make it easier for you, we have teamed up with OfficeMax and have organised school stationery and workbook lists for each class loaded on www.myschool.co.nz for you to view, download and print or order directly from them.

You can download the stationery list if you wish to purchase elsewhere. A small range of exercise books are available for purchase from the office.

ID Cards

Students from Class 7-12 are issued with a student ID card. This card is also used for printing and photocopying at school. If a card is lost the cost for replacement is \$10, payable at the office.

Curriculum

Michael Park School delivers the New Zealand Curriculum and offers Steiner Education from early childhood (kindergarten) to year 13. Our high school offers NZCSE (NZ Certificate of Steiner Education) at level 1, as well as NCEA levels 2 and 3, and prepares our students to go directly into tertiary level education, work and life. For more information on our curriculum programmes see our website www.michaelpark.school.nz and click on the drop-down links under the 'Education' heading.

Our Special Character

As an Integrated Rudolf Steiner School, Michael Park School and Kindergartens have a defined 'special character' or 'designated character' (Ministry of Education) which is informed by Rudolf Steiner's approach to education and child development and our ongoing adaptation of these ideas for an Aotearoa/New Zealand context today.

Curriculum delivery is linked to the developmental stage of students, with particular emphasis on age-appropriate content and methods of teaching. The social group of the class is important, as they move from kindergarten through the twelve years of schooling together in a single stream class.

Our special character expresses itself through the subject matter, teaching approach, connections with previous learning and the social community. It is most obvious in the rich curriculum which includes festivals, arts, crafts, outdoor education, sport, movement, science and technology.

All parents/caregivers enrolling children in the school are required, under the preference clause of our integration agreement, to have established a connection with the special character of the school.

School Environment

The adage that "it takes a village to raise a child" is reflected in our buildings and grounds. The unique architecture of our buildings represents the balance of nature and spirit. We are actively working towards an ecologically sustainable environment. Eating the food that they themselves have grown in our curriculum gardens is a regular experience for our students, as well as growing trees for vegetation programmes. Healthy eating is encouraged. Our teachers place a high value on collegiality, individual integrity and service leadership which is realised in our relationships with parents, whānau and students.

With respect to our environment, Michael Park School is a smoke-free, vape-free and chewing-gum free zone. All rubbish and waste is separated and students are asked to use a lunch box and take home any uneaten food and packaging from their school lunch.

Homework

Class teachers and subject teachers will communicate their expectations to students with regard to homework. The main purpose of homework is to assist students to achieve to the best of their ability. Carrying out and completing homework will assist with the:

- Practice and consolidation of class work
- Provision of opportunities for individual work
- Development of good study habits and self-discipline
- Encouragement of students to take ownership and responsibility over their own learning
- Provision of opportunities for parental involvement and support

The average time students are expected to spend on homework varies with the age of the students. However, typically students in Class 5 would be expected to complete about 30 minutes homework per night, Class 8 at least 1 hour per night and in Classes 11 and 12 students would be expected to complete 2-3 hours homework per night.

Reporting to Parents

We report to parents in writing at least twice annually, (generally at mid-year and at the end of Term 4), as well as at parent-teacher interviews which are held at the end of Term 2 or the beginning of Term 3.

In Classes 5, 6 and 7, the parent-teacher interviews include the student to support the students in taking increasing responsibility for their own learning.

Qualifications

High School students study NZCSE (NZ Certificate of Steiner Education) at level 1 (Class 10) and NCEA at levels 2 and 3 (Classes 11 and 12). The Class 12 students also engage in an Independent Project including practical, socio-ecological, written and presentation elements. This supports students to achieve highly and ensures a range of tertiary pathways are available to them for future study.

High School Assessment Pathways

Class 10	Class 11	Class 12
NZCSE L1: International Steiner Schools Certificate Level 1 (Equivalent to NCEA Level 1)	NCEA L2 Michael Park School Certificate L2	NCEA L3 Michael Park School Certificate L3
NCEA Literacy and Numeracy UE Numeracy CAA National Standard	University Literacy (UE): Can be gained through English, Drama, History or Te Reo Māori	<ul style="list-style-type: none"> • Complete NCEA L3 • UE completion • 14 L3 credits in each of 3 subjects • University Literacy (UE) completion if required.
Most main lessons are assessed for NZCSE	Some main lessons support work for NCEA standards	In addition, students complete main lessons and an Independent Project

University Entrance (UE) Requirements:

To gain UE, students will need:

- **NCEA L3, including 14 credits in each of 3 approved L3 subjects.**
- **10 literacy credits, 5 from reading and 5 from writing, at L2 or above.** *These may be from L2 English, Drama, History, Physical Education, Biology or Te Reo Māori, or from Level 2 or possibly Level 3 standards in a number of other subjects including sciences and maths, where those standards include a significant amount of reading and/or writing eg: a research standard.*
- **10 numeracy credits from L1, L2 or L3 Maths UE standards. Most students will have completed this in Class 10.**

In addition, specific courses may require specific subjects, levels of attainment and so on.

Auckland University have an additional Academic English Language Requirement of 17 English credits at Level 2 or 3 for entry into all courses.

Qualification structure

To gain the following qualifications, students will need:

LEVEL 1 80 credits at Level 1 or above	LEVEL 2 80 credits at Level 2	LEVEL 3 80 credits at Level 3
Including 10 Literacy 10 Numeracy	Or 60 credits at Level 2 or above, Plus 20 credits at any level NCEA Literacy & Numeracy	Or 60 credits at Level 3 or above, Plus 20 credits at Level 2 or above NCEA Literacy & Numeracy

NCEA Endorsements:

To get NCEA L2 or L3 subject endorsements, students need

- At least 50 credits at Excellence for an Excellence endorsement
- At least 50 credits at Merit or Excellence for a Merit endorsement.

Subject Endorsement:

Course endorsement provides recognition for a student who has performed exceptionally well in an individual course. Students will gain an endorsement if, in a single school year, they achieve:

- 14 or more credits at the Achieved level (Achieved endorsement), Merit level (Merit endorsement) or Excellence level (Excellence endorsement)
- at least 3 of these credits from externally assessed standards and 3 credits from internally assessed standards. (Note: this does not apply to Physical Education).

Extracurricular Sports & Music

Apart from regular timetabled lessons, Michael Park offers a number of extra-curricular programmes in Sports and Music:

Sports Teams (Contact our sports and PE department for further details):

- Basketball
- Netball
- Volleyball
- Soccer

Music Programmes (Contact our music department for further details):

- Junior School Suzuki string group
- Wind-band (Classes 6 up)
- Senior Orchestra (Classes 5 up)

Itinerant programmes are available in the school for the following instruments (contact our music department for further details):

- Violin
- Cello
- Flute
- Guitar
- Ukelele
- Piano
- Brass
- Woodwind
- Drums

Exchanges

Michael Park School has exchange arrangements in place with a number of schools overseas and is a signatory to the Code of Practice for the Pastoral Care of International Students and Exchanges.

Generally, exchanges occur in Class 10, prior to students commencing work on level 2 qualifications. Parents are encouraged to discuss the possibility of exchange with their children during Class 9 and to advise the High School office of their interest in an exchange before the end of the Class 9 year.

Special Education

Michael Park School has a Learning Support Coordinator who is responsible for overseeing school-wide programmes and services for students with identified learning needs. The Learning Support Coordinator works with administration and teachers to recruit teacher aides, access funding and external service providers, and implement support programmes and strategies as required. The Learning Support Coordinator also liaises with the Assessment Coordinators and the High School Horizon Programme Coordinator and Principal to ensure that students whose progress, achievement or wellbeing is of concern are identified and receive the necessary intervention. If you have any concerns about your child's wellbeing or learning progress, please discuss this with your class teacher, subject teacher or kaitiaki in the first instance.

Health & Safety

Apart from our Health and Safety and Child Youth Protection policies and systems, Michael Park has a number of procedures in place to promote and ensure the safety of students and staff while at school and on trips and camps. A Health and Safety committee meets regularly and reports to the Senior Leadership Team and Board on aspects relating to Health and Safety, as outlined in the Health and Safety and Child Youth Protection policies. All accidents and incidents of a health and safety nature are documented and reported to the Board. Annual audits are undertaken to highlight risks and mitigation strategies.

Periodic safety drills are undertaken during term time to ensure readiness for emergencies and disaster preparedness.

Emergency Closure

Should it be necessary to close the school for any reason, a message will be sent out via the Helixp app and email. It is essential that your contact details are kept up-to-date.

Pastoral Care and Wellbeing

Our kindergarten, class and subject teachers focus on establishing healthy long-term relationships with our students and parents. The school Special Education Coordinator (SENCO) oversees programmes and services to meet the specific needs of individual students. In the High School, our Horizon coordinator in the High School works in dialogue with students to develop purposeful individual learning pathways for our High School students. Counsellors and Careers advice are also provided. If you have any concerns for the pastoral wellbeing of a student contact their Class teacher, Kaitiaki or the Horizon Coordinator.

Health Services

Unwell at School: If a student is unwell at school, they must advise their class teacher/kaitiaki who will give them permission to go to the office. The First Aid officer will assess them and, if necessary, contact the caregiver with information or request that the student is collected from school. We ask that if a request is made for you to collect your child, that this is done within the hour. Please make sure your emergency contact details are up to date.

If your child contacts you directly on their cell phone, please support us by explaining the above procedure to them. If a student is unwell at break times they can come directly to the office.

Hearing and Vision: The Hearing and Vision tester visits the school twice a year – once in the first term to check all the new entrants aged 5 years and older, and once later in the year to re-check referred children, if necessary. If necessary, parents will be informed by letter of the result of these tests, and may be asked to take their child to a doctor or a specialist. Students in Classes 3 and 4 are tested for vision processing difficulties as a follow-up to the school readiness assessment. If you think your child may have vision or hearing difficulties, please ask for your child to be tested.

Dental Clinic: Dental checks are provided for all students in the school through a mobile dental service. Free dental care is provided until students turn 18 years of age.

Immunisation: By Law, the school now has to sight and take note of each 5-year-old's immunisation record (a register must be kept). MMR shots (mumps, measles and rubella) are due at Class 6 age. Parents can take their child to their own doctor to be vaccinated free of charge or decide not to have children vaccinated.

Children with infectious diseases (e.g., Headlice, Whooping Cough, Impetigo, Respiratory Infections, Influenza): Parents are expected to take the appropriate action if their child is infected. Pupils should be kept at home until the infestation / infection has cleared.

First Aid: The school will provide first aid for minor cuts, sprains, etc. Where injuries require medical attention, parents will be notified. For serious accidents an ambulance will be called and parents notified immediately. Please note that we administer first aid - we are not able to re-dress wounds, supply bandages, etc. for injuries that have been sustained out of school.

Anaphylaxis: Parents must notify the school if their child has a known anaphylactic reaction. Children in the school with anaphylactic allergic reactions to certain products are listed on the notice board in the staffroom along with a photo. This information is also available in the duty bags to ensure staff on duty are aware and follow emergency procedures.

Administering Medication

From time to time school staff may be required to administer medication to children because it is important that a child's health is not placed in jeopardy by school attendance. The school should only be requested to administer prescribed medication during normal school hours when it is either not possible or impractical for a parent or care-giver to do so. Such medication will only be administered with written permission of the parent or caregiver. Students should attend the first aid room for medicine to be administered. Any prescribed medication must be clearly labelled with the student's name and given to reception at the start of day. Students should not carry medication with them during the school day. Certain Anthroposophical first aid may be administered to school age children without written permission providing parents/caregivers have given consent on the enrolment form or EOTC event permission form. Otherwise parent permission must be sought.

Only students 16 years old and over can be given paracetamol. If the student is younger than 16 years old, permission from a parent/caregiver must be sought for each instance.

Student Code of Conduct

The student code of conduct is on display inside each classroom and available on the school website www.michaelpark.school.nz/about-us/resources/code-of-conduct.



CODE OF CONDUCT

"The Spirit of Education that Contains the Future within it" – R. Steiner

Michael Park School's aim is to create a safe, happy and fulfilling learning environment that promotes responsibility, respect and the value of excellence. You have a right to an education which offers you the best opportunity to study and develop. No-one should be hindered from doing this by others. This Code of Conduct describes the behaviour necessary to ensure this environment. This includes respect for the learning and physical environment, respect for others and ourselves and the protection of the rights of every individual in the school. It is our responsibility to act in such a way that these ideals can be met, and this Code of Conduct focuses on these responsibilities.

Student Responsibilities and Rights

Students at MPS have the responsibility to:	Students at MPS have the right to:
1. Contribute to the learning environment by: <ol style="list-style-type: none"> Attending all lessons Arriving punctually Having necessary resources and homework at school 	1. A classroom environment that promotes learning
2. Participate actively and respectfully in all lessons and do best in their work	2. Lessons that contribute to their learning needs and reflects our Steiner / Waldorf curriculum
3. Hand in work on time in an acceptable format to the best of their ability	3. Marked work being returned in a timely manner and access to further feedback / conversations about learning in order to clarify next learning steps
4. Act with respect toward others including: <ol style="list-style-type: none"> Listening to others without interruptions Respectful interaction with classmates, teachers, school staff, visitors, education officers and events providers. Using appropriate language Respecting the views, rights, cultures, property and learning styles of others 	4. Be treated with respect and dignity by teachers, school staff and classmates including: <ol style="list-style-type: none"> Talk about learning programmes and their learning progress with teachers Voice opinions in a respectful manner to teachers, classmates and school staff.
5. Know the teacher and classroom expectations and routines and follow instructions the first time they are given	5. Be informed by teachers about their expectations regarding work and classroom routines
6. Treat all school facilities and equipment with respect	6. Have access to the school facilities and equipment to complete their school work.
7. Follow safety and other requirements specific to each learning area and the playground including: <ol style="list-style-type: none"> Gym gear/ change of clothes/ footwear for PE, Craft, Outdoor Classroom, jewellery restrictions, Long hair tied back Using playground with attention to safety of others 	7. Be informed by teachers about their expectations regarding safety equipment and clothing required for specific lessons.
8. Maintain a clean and safe school campus by: <ol style="list-style-type: none"> Keeping classrooms, eating, playing, relaxing areas clean and tidy at all times Following school rules and teacher directives 	8. A clean, safe, school, environment
9. Know and respect this code of conduct, school rules and dress code and accept the consequences for personal behaviour with dignity and honesty	9. Be informed of school rules, dress code and the process by which discipline will be applied (consequences for behaviour and discipline)
10. Speak out against bullying, exclusive and abusive behaviour	10. An inclusive, bully-free environment and informed access to counselling / pastoral support if needed.
11. Respect our neighbours, the wider community and their property, for example: <ol style="list-style-type: none"> Not trespassing or creating undue noise Respectful interactions and demeanour when outside of the school and on school excursions, trips and camps. 	11. Be informed about the school's expectations regarding wider community and off-site conduct when they are on school excursions, trips and camps
12. Work with integrity by not cheating, copying or assisting another student to cheat or copy	12. Confidentiality and responsible maintenance of their record of learning and disciplinary records

Michael Park School is legally responsible for students from the time they leave home until they return home & while on school trips & camps. While on your way to or from school, or on a school trip, any inappropriate behaviour will make you liable for disciplinary action.

Dress Code

Part of the Special Character of Michael Park School is that we do not have a school uniform. We have endeavoured to match this dress code with our view of the growing consciousness of the child from 5 years to 18 years in keeping with our Special Character. As High school students provide an important role model for our younger children and represent the school in the wider community, what they wear and how they wear it is very important in the school environment.

Please read this dress code carefully. It sets out what the school requires to ensure that students' dress is appropriate for school activities and acceptable in appearance. All clothing should be of an appropriate and functional style for school activities.

GUIDELINES FOR STUDENTS

A tidy, clean, semi-professional standard of dress suitable for all school activities is expected.

Clothes should be age and school appropriate, and comfortable for the weather and activity / function. Clothing should not restrict movement. Some lessons require sports clothes, or other subject-specific clothing for safety or practical reasons. There are public and formal school occasions where semi-formal dress is required.

REQUIREMENTS

These requirements must be adhered to for all lessons, unless subject specific clothes are endorsed by the teacher:

1. Tops and T-Shirts must cover the shoulders for sun safety. (Shoulders no less than 4 fingers width and neckline not more than 4 fingers below the collar bone)
2. Tops and T-Shirts must cover the midriff.
3. Shorts and trousers should be properly held up with a belt, if necessary.
4. Skirts and shorts should not be shorter than mid-thigh.
5. Sunhat required during Terms 1 & 4 for break, lunch and outdoor lessons.
6. Clothing, footwear and sports uniform should be named.

ALLOWED

- Plain coloured shirts and jumpers
- Patterned fabric (striped, spotted, geometric designs, pictures or multicoloured). Any picture pattern must not be offensive.
- Small logos (words or designs, not company logos) no bigger than a playing card.
- Michael Park School logo and name on sports clothing and cultural group clothing.
- Earrings - sleepers and small studs allowed.

NOT ALLOWED

- Transparent or see through tops, unless the under-garment meets the dress code (see requirements)
- Roller shoes
- Wearing hats, hoods and / or sunglasses in the classroom
- Dog collars, metal studded accessories, chains.

Gym/games clothing: Students must change into another top and pants/shorts for games. Any body piercings must be removed or covered. Michael Park School sports uniform is required in Classes 6-10. **Sports uniform is compulsory for all students in sports teams.**

Footwear: Students must wear appropriate footwear at all times. For safety reasons, during woodwork, metalwork and gardening lessons shoes with closed toes must be worn. Jandals must not be worn at all.

Hats: Hats are not to be worn inside. Hats must be worn at breaks and for outside activities, camps and outings in Term 1 and 4. We urge parents to purchase wide brimmed hats.

Hair: Hair should be kept clean and tidy and off the face. Long hair must be tied back or held in place for safety reasons in practical lessons.

Lower and Middle School: No dyeing of hair except in natural (human hair) colours

High School: The use of hair gel is permitted and dyed hair in any colour is permitted from Class 10 up.

MAKEUP AND JEWELLERY

Lower School Jewellery: No jewellery allowed. Recommended analogue watch from Class 3. One stud / sleeper earring in each ear is permitted. No bracelets, bangles, rings, necklaces or dangling earrings.

High School Jewellery: Jewellery may be worn but, for safety reasons is not permitted during woodwork, craft, metalwork, gym lessons and camp and students will be asked to remove or cover them.

Makeup: Makeup is not permitted in classes 1-7. High School students are permitted to wear light, subtle makeup.

CONSEQUENCES FOR STUDENTS WHO DO NOT COMPLY WITH THE DRESS CODE

If a student arrives at school and is clearly in breach of the dress code, they will be given a warning and parents may be contacted and asked to bring a change of clothes or to collect the student to rectify the problem. If inappropriate logos, pictures or wording on clothes is worn, students may be asked to wear the article of clothing inside-out for that day. Further non-compliance will be dealt with according to student management procedures.

PE Uniform

Students in Classes 6-8 are required to wear a sports uniform for all PE lessons. Sports uniform is compulsory for all students in sports teams. Information will be supplied to students at the beginning of each year. PE Uniform can be ordered/purchased from the office.

School Rules

Students must:

Code of Conduct

1. Know and abide by the code of conduct and dress code while at school and school events.

Hours of School

2. Be at school by 8.25am for a prompt start at 8.30 am. Students arriving late must sign in at the office / high school as appropriate.
3. Be off site by 3.10pm unless supervised by a parent or attending after school events.
4. Be punctual to lessons.
5. Remain on site for the entire school day (including breaks and any non-contact periods unless they have the written permission of the Dean or High School Coordinator or are justifiably absent).*

School Environment

1. Follow teacher instructions the first time they are given.
2. Leave all classrooms and learning areas tidy.
3. Use all playground areas with attention to the safety of others (no hard balls; bicycles, skateboards or other wheels between 8.00am and 3.30pm).
4. Care for all buildings, equipment and facilities and keep them graffiti free (note that all roofs and window sills are out of bounds).
5. Keep the grounds clean and tidy and free of litter, and use the bins and recycling system provided.
6. Refrain from bringing chewing gum and lollies to school and school events; Michael Park is a chewing gum free zone.
7. Comply with Michael Park School's smoke, vape, drug, alcohol and substance abuse policy. Cigarettes and vape devices may not be brought to school and consumption of non-prescription drugs and substances is forbidden.

Neighbours and Community

8. Act with courtesy to our neighbours and the wider community:
 - a) thoughtful parking of cars in streets around the school
 - b) respecting property of others and not trespassing
 - c) respectful interaction and demeanour on school trips.
9. Get written permission from the high school Dean to bring vehicles to school and:
 - d) park their vehicles off-site during school hours and events
 - e) refrain from driving their vehicle beyond the staff car park during and after school hours.

Electronic Devices

10. Comply with the rules regarding electronic devices at school:

- a) Refrain from using cell-phones/ipods during school hours; this includes breaks and after-hours events, camps, etc.
- b) All students using electronic devices at school must sign a cyber-safety agreement and comply with this at all times
- c) Students who own laptops/ipads/cellphones etc. may – with specific written permission from the High School Coordinator - use them at school but these students must abide by the conditions they agree to, or they will lose this privilege
- d) Students are not to charge any electronic devices at school
- e) Any devices used inappropriately on the school premises will be confiscated and held by the Dean. They can be retrieved at the end of the day on the first offence. Parents will be required to collect the device on any subsequent offences.

* Class 12 may leave the grounds during lunch time after signing out; other students with specific permission also need to sign out, to ensure that we have complete record in case of fire or other emergency.

Cyber Safety

Michael Park School's Cyber-safety policy applies to all employees and to all students. It also applies to other professional trainees assigned to the school from time to time, as well as relief teachers, etc. Michael Park School maintains procedures and guidelines to ensure the appropriate use of communication technologies and the internet with the overall goal of maximising the educational benefits while minimising the risks.

Cyber-safety in the school environment is promoted through the safe use of ICT by staff and students. Access to social networking sites is not permitted at school; this applies to staff and students. The school discourages staff from any communication with students through social networking sites. Students from Class 7 up are permitted to use ICT providing they sign the annual student cyber-safety use agreement form. Michael Park School reserves the right to access and review all use of its computers and/or network facilities, either during or outside school hours.

Social Media

Michael Park School's College of Teachers urges parents to exercise caution with regard to student access to Social Media and strongly suggests that consistent supervision and routines around access and use of such media are in place at home. The College recommends to parents that students are not given a smart-phone before the age of 16 and that considerable attention is given to the modelling and purposeful use of this technology to ensure the safety and wellbeing of all involved.

School Trips and Camps

When enrolling at Michael Park School parents sign a blanket consent form that covers regular school trips. This does not include water safety activities for which an additional consent is required, nor does it include camps.

Parent volunteers are an important component in enabling the school to run school trips and camps. Parents attending such events are expected to follow the school's guidelines for adults attending such events, which includes a police vetting procedure.

Policies

The Michael Park Board has an ongoing cycle of self-review, including policy review. Policies are available to view at the school office and on the school website <https://michaelpark.school.nz/policies-and-procedures/>

Finances

You will receive an invoice from two separate entities, the Michael Park Board and the Rudolf Steiner Schools Trust (RSST).

The Michael Park School Board statement includes the tax-deductible donation which covers the following items:

- All curriculum based materials

- Start-up stationery for Class 1–4 (*Middle and High School (Class 5-12) students must purchase their own stationery*)
- Artefacts (handwork, art etc. that is taken home)
- Photocopying (worksheets), etc.
- Use of school instruments and repairs
- Items for curriculum enhancement as defined by the Ministry of Education such as:
 - PE & games equipment
 - Art & Craft materials and equipment
 - Science materials and equipment
 - Costumes for plays

The Board may also invoice you for additional costs such as:

- Junior School (Class 1-4) Extra stationery requirements not provided at start of year,
- Personal materials and tools, e.g., Independent Project material,
- Student purchases for individual projects not covered above,
- Camp costs for Classes 4 to 12,
- NZQA and ISSC Fees (results not released to the student if these fees are not paid),
- PE Uniforms if required,
- Swimming lessons and transport,
- Class 1 recorders

The RSST statement includes the following:

- Attendance Dues – Compulsory:

Attendance Dues are used to cover insurance, debt servicing, improvements to integrated school buildings and associated facilities required by our integration agreement, as well as project support.

- Special Character Donation – Tax Deductible:

This is charged per family and covers the following items:

- Steiner Curriculum content and programmes
- Provision for festivals
- Eurythmy therapy
- Special Character (Steiner/Waldorf) related professional learning and development for staff
- Steiner-specific resources and materials
- Community Education programmes and communication
- Steiner Education Aotearoa New Zealand (SEANZ) levies

We need you to give your full support in order for us to be in a sound financial position to deliver on our philosophy and create a wholesome, healthy and well-resourced Special Character environment for children.

Summer Fair

Fundraising is one of the ways in which we experience a vibrant sense of community in our school. Our main fundraising event is the annual Michael Park School Summer Fair in early November. If you are interested in contributing your skills and creativity to this event, contact your Class Parent Representative.

Festivals

Festivals are an important part of the school curriculum and annual calendar and should these celebrations fall outside of normal school hours children are still expected to attend. Parents are invited to prepare for and join in the celebration of festivals, where appropriate.

Working Bees

In order to keep expenses down the school relies on voluntary labour. Working bees may be called from time to time to help with certain projects.

Photographs/Videos of School Activities

Parents and visitors are asked not to undertake flash photography during school events and activities. Any photographs or videos of school events are for private use only. Parents must not upload these to social media or internet sites without the express permission of parents of children included in the photos. Please exercise vigilance in this respect and be respectful of all concerned.

Our website features photographs taken around the school that include images of children, parents and staff. Permission to use these pictures has been given by parents at MPS when they signed the inclusion under the 'Consents' section of the Enrolment Agreement Form. We also send out a consent update form from time to time. If your circumstances change and you do not wish to have your child's image used on the website or for any other marketing purposes (prospectus, school magazine, newspaper adverts, etc.) then please let us know. Contact Dana in the school office: danam@michaelpark.school.nz

Library

The School has a library for the Junior, Middle and High School students and their teachers. There is also a special section in the library for parents.

The library includes junior and senior sections and a range of fiction and non-fiction and reference texts and resources, including periodicals.

The school also publishes recommended reading lists for parents and students of different ages, and these are updated regularly.

The library is generally open from 9am until 3pm, Monday-Thursday.

If you have any questions concerning the library please feel free to contact the school librarian (09 579 3083 x737).

Lost Property

Lost/unclaimed property is kept in a bin located in the alcove between the principal's office and the stairs next to the Hub. At the end of each term, unclaimed items are donated to charity. If your child is missing items of clothing or property, please check the clothing bin before the end of each term.

Telephones

Students may use the office phone in case of emergencies only.

All students who carry mobile phones are required to switch these off before entering the school site, and are prohibited from using them for calls or text messages during school hours, unless permission is given by a staff member. Mobile phones used during school hours may be confiscated. Refer to Cell Phones Policy <https://michaelpark.school.nz/policies-and-procedures/>

Use of School Facilities

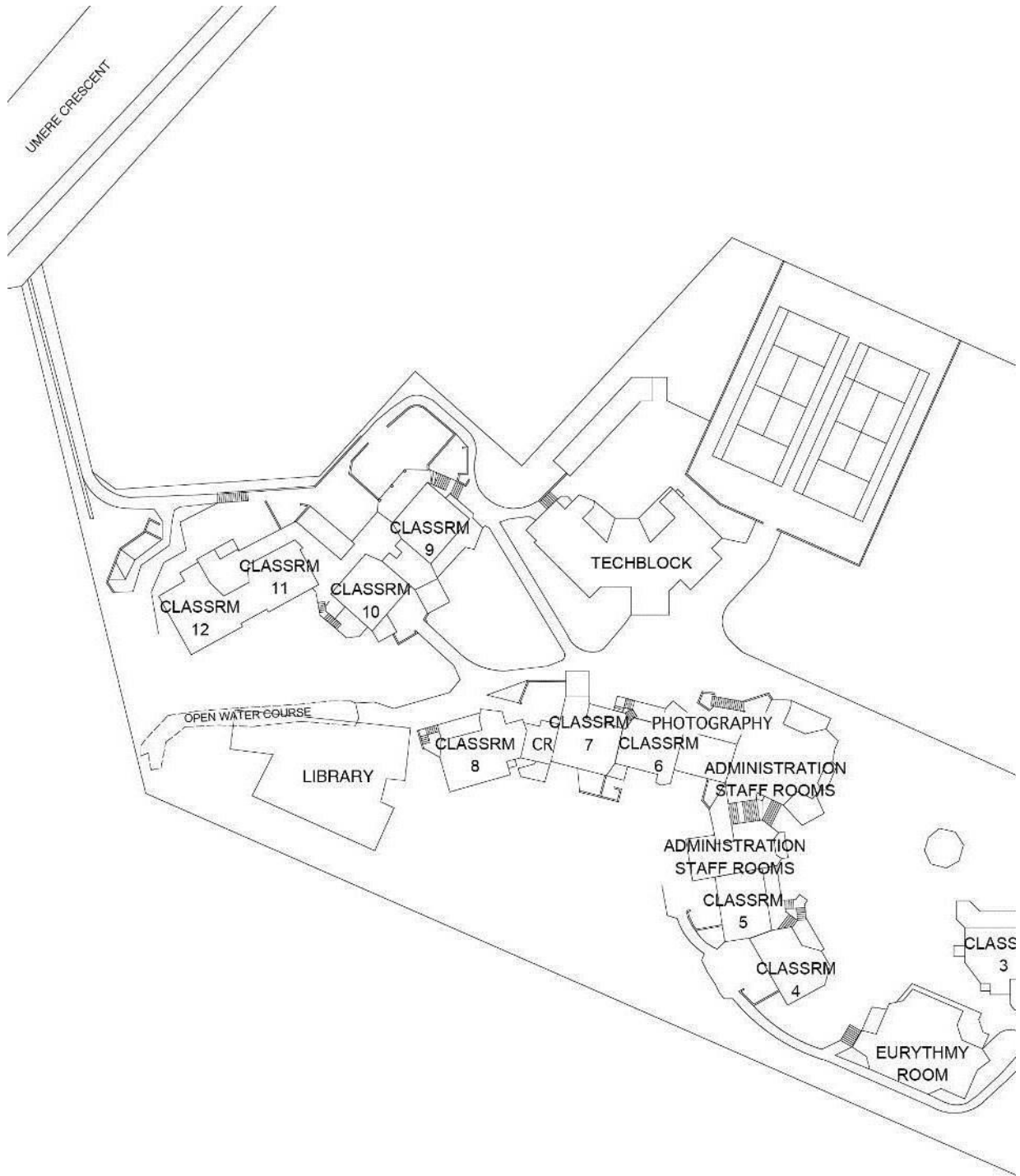
The school hires out its facilities. Please contact Raewyn in the Accounts office for further information raewynw@michaelpark.school.nz.

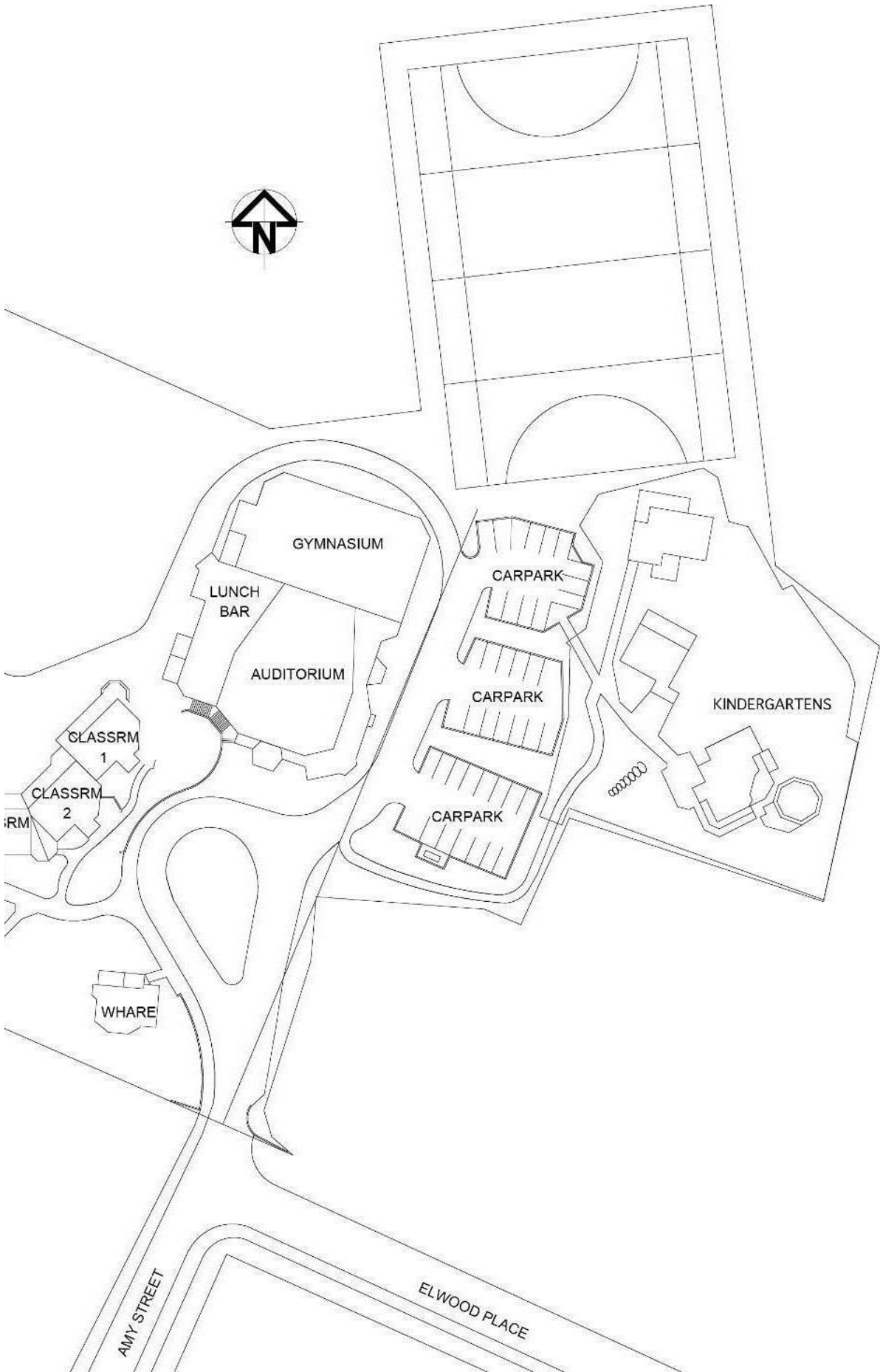
Visitors, Guests and Parent Helpers

All visitors to the school, guests to classrooms, and parent helpers must sign in using the tablet at the school office and sign out when they leave. This is a Health & Safety requirement.

Every year at Michael Park School we are required to run various drills for our emergency procedures. When running fire drills or lockdown drills it is essential that we know who is on site so that they can be accounted for.

Map of the School





Contact Information

Office Hours are Monday to Friday, 8am – 3.30pm

School Address

55 Amy Street
Ellerslie
Auckland 1051

Postal Address

PO Box 11224
Ellerslie
Auckland 1542

Phone Numbers

Main Office 09 579 3083
Kindergarten Office 09 5258996
High School Office 09 525 8997
Business Manager 09 525 8992
MPS Accounts 09 525 8995
RSST Accounts 09 525 8994

Absences should be reported by 8.30am using one of these methods:

- via the Helix app (instructions below) for reporting whole or half day absences for illness or doctor/dentist appointments only.
- by phoning the main office on 09 579 3083 and pressing 1 for the absentee line.
- By emailing reception reception@michaelpark.school.nz

For all other inquiries please contact the main office.

Reception Email: reception@michaelpark.school.nz

School Secretary Email: admin@michaelpark.school.nz

Website: www.michaelpark.school.nz