



**Edendale**  
Primary School

## 2019 Office Opening Hours, Enrolments, School Donations, Activity/Specialists and Stationery Packs

### SCHOOL BREAK OFFICE HOURS

The school office will be open during the holidays on Thursday 24th, Friday 25th and Wednesday 30th January 2019, during the hours of **10:00am-2:00pm**.

### NEW OFFICE HOURS during term time

From 31 January 2019, the office hours will be open 8:20 am to 3:30 pm daily.

### ENROLMENTS 2019

New enrolments will take place in the hall on Thursday, 31 January 2019 from 8:00am. School starts at 8:50am. All pre enrolled and new entrant students are required to complete their registration prior to starting in a class.

If you have not previously enrolled your child, please contact the office on office@edendale.school.nz regarding enrolment requirements or enquiries.

Pre-enrolments can be completed at the office during the two days listed above, between the hours shown.

### IN ZONE STUDENT ENROLMENT REQUIREMENTS

If the student was born in New Zealand please bring:

Student's original birth certificate or passport.

Immunisation certificate or Well Being book.

Two forms of proof of address, i.e. utilities bill, rates bill or tenancy agreement no older than 1 month. One form of address must be an original, i.e. not downloaded from the internet, i.e. bank statement.

If the student was not born in New Zealand, please bring a current passport showing eligibility status, and a parent/caregiver work visa, along with your child's passport with a valid student visa.

Edendale School is required to sight original documents and to copy and retain for audit purposes.

A completed Edendale Statutory Declaration form is required before your child can start school. This form is available from the office or school website and must be signed by a Justice of the Peace, dated no older than one month when presented to the school office, along with your two current forms of in zone proof of address, as stated above.

For further details about the school zone and enrolment requirements please see the school website <http://www.edendale.school.nz/>

**OUT OF ZONE STUDENTS**

The Edendale Board has decided it is unlikely to have any places in any year levels for out of zone students in 2019. However, the Board will re advertise during the year should this situation change.

**2019 ONLINE PAYMENTS FOR STATIONERY, ACTIVITY/SPECIALIST AND SCHOOL DONATION**

Please see our school website [www.edendale.school.nz](http://www.edendale.school.nz) using the ‘Kindo School Shop’ option for the above payments.

KINDO [www.kindo.co.nz](http://www.kindo.co.nz)

Payments for donation, activity/specialists and stationery can be made through our preferred payment method, [www.kindo.co.nz](http://www.kindo.co.nz). This will allow you to pay 24/7 at a time convenient to you.

This is an accurate method of making school payments and is much appreciated by the school. Payment receipts can be printed from the Kindo website.

Instructions

1. Go to Kindo School Shop ‘Login’ drop down menu
2. Choose ‘Families’: Create an Account
  - Delivery details (Please set up the account under your child’s name not the payee). Add more rows if you have more than one child at Edendale.
  - Organisation: Drop down list to ‘Edendale Primary School’
3. When you ‘Select a service to begin’, i.e. donation/stationery, etc and have added your purchase to your ‘basket’, a prompt will request you to ‘Please specify a room number, location or team’. A reminder to [please set up the account under your child’s name and room number](#). If your child does not have a room allocated for 2019, please enter NE (new entrant) for room number.

**STATIONERY PACKS – SOLD ONLINE ONLY**

Stationery packs will be available for purchase online from January 2019 using the school website [www.edendale.school.nz](http://www.edendale.school.nz) and Kindo.

Your support for this initiative is much appreciated. No more standing in queues.

Year 1	\$50.00	Rooms: 25 to 31 and New Entrants
Years 2 & 3	\$40.00	Rooms: 1 to 10
Years 4 & 5	\$40.00	Rooms: 11 to 15, 33 and 34
Year 6	\$40.00	Rooms: 16 to 19

Purchased Stationery packs will be sent directly to your child’s room. Please ensure you order the correct stationery pack and advise your child’s room number (details will be distributed with their End of Year 2018 report). If you are purchasing a pack for a new entrant, please enter NE as your class room detail. We expect all children to have their stationery by the end of their first week of school.

**ACTIVITY/SPECIALIST PAYMENT \$100.00**

In 2019 class trips, visits, outings, music & arts performances to the value of \$80 will be paid for from the Activity fee. This will mean that when paid we will not ask you for money during the year [note: this does not include sports teams, camp, large EOTC events etc.].

Our Specialist learning classes, Garden to Table, Food for Thought, and Art are all included in this payment.

Our Board of Trustees request this one off payment in full per year, to be made per child. We encourage your payment so all of our students can participate fully in all that our school has to offer.

Your support helps to maintain our unique and fantastic learning experiences and opportunities.

**SCHOOL DONATION \$200.00**

The Board of Trustees requests an annual voluntary School Donation of \$200 per student for 2019 or a payment of \$50.00 per term.

Edendale Primary School is a modern, multicultural, caring, friendly, exciting, fun, warm, family focused, inclusive learning environment with an amazing staff and supportive community. At the heart of Edendale is family. We thank you in advance for supporting Edendale with your child's thinking, learning and creating.

Donation Tax Rebate

We remind you to retain your receipts to claim the Donation Tax Rebate from [Inland Revenue](#) for the relevant tax year. For the Donation of \$200.00 a 33% tax rebate is equivalent to \$66.00, this can be claimed by you at the financial year end, 31 March 2019.

Payroll Giving (Donation Only)

Where offered by your employer, Payroll Giving can be used (for the \$200 donation portion only). The benefit is you receive immediate tax credit.

2019 STAFFING UPDATE			
NAME	POSITION		
Jonathan Ramsay	Principal		
Jonathan Jackson	Deputy Principal		
Chris Bus	Administration T/L and PA		
Zoe Gardiner	Administration, Payroll and IT		
Sue Prebble	Finance Clerk		
Karen Brunton	Reception, Library and Resources		
Lizzie Lucas	Resources		
Robb Livingston	Caretaker		
Jenny Tong	ESOL and other support		
Grant Taylor	SENCO		
Yana Dennett	Reading Recovery/Library		
Lynne Carlin	ESOL		
Diane Stewart	Literacy Support		
Chris Heaps	Music		
Kusam Fausett	Visual Arts		
Anna Sutcliffe	Garden to Table		
Jodie Little	Garden to Table		
<b>YEAR 1</b>			
Suzie Neilson	Teacher	25, 26, 27	1
Aine Connaughton	Teacher		
<b>Rosie Oliver</b>	<b>Teacher/Team Leader</b>		
Fabienne Gillies	Teacher	29	1
Alan Waith	Teacher	30	1
Adrienne Kerin	Teacher	31	1
Grace Du	Teacher	TBA	
<b>YEAR 2 &amp; 3</b>			
Kate Roil	Teacher	1	2 & 3
Ingrid Cheung	Teacher	2	2 & 3
Philippa Priest	Teacher	3	2 & 3
Melody Yong	Teacher	4	2 & 3
<b>Charmaine Herman</b>	<b>Teacher/Team Leader</b>	5	2 & 3
			PTO

<b>YEAR 2 &amp; 3</b>			
Latha Nayagam	Teacher	6	2 & 3
Katrina Kiely	Teacher	7	2 & 3
Grace Rogers	Teacher	8	2 & 3
Hayley Eagle	Teacher	9	2 & 3
Julie Crombie	<b>Teacher/Team Leader</b>	10	2 & 3
<b>YEAR 4 &amp; 5</b>			
Sharon Topliss	Teacher	11	4 & 5
<b>Jonathan Jackson/ Barbara Webber</b>	<b>Deputy Principal/ Teacher job share</b>	12	4 & 5
Liese van Dam	Teacher	13, 14	4 & 5
Braedon Schache	Teacher		
Mark Airey	Teacher	15	4 & 5
Lily Bergin	Teacher	33	4 & 5
Liz Osokin	Teacher	34	4 & 5
<b>YEAR 6</b>			
<b>Ritesh Chand</b>	<b>Teacher/Team Leader</b>	16	6
Amanda Ray/Fleur Tuck	Teacher job share	17	6
Danisha Lal	Teacher	18	6
Jamie Christensen	Teacher	19	6
Emma Henry	Learning Assistant		
Carroll Spence	Learning Assistant		
Danny Houston	Learning Assistant		
Kavita Kaushal	Learning Assistant		
Kerry Steel	Learning Assistant		
Raj Gosai	Learning Assistant		
Nadia Dobbs	Learning Assistant		
Sharon Williams	Learning Assistant		