

A to Z

Information Booklet



2018

www.lemonwoodgrove.school.nz
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Absences

Parents or caregivers are expected to inform the school of all absences before 9:00am if possible. The school office will contact parents/guardians of children whose absence has not been explained after 9.00 am. Please use the following options:

- Email office@lemonwoodgrove.school.nz
- Ring the school office and leave a message. The recorded message will give you directions. This will be checked regularly.

If your child will be absent for 3 days or more for any reason, you will need to notify the office in writing to office@lemonwoodgrove.school.nz Please include the dates and the reason for his/her absence.



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Allergies and Nut Free

Allergy New Zealand's Allergy and Anaphylaxis Guidelines suggest that 'Risk minimisation with regard to particular foods (peanuts and tree nuts) is indicated, however the implementation of blanket food bans or attempts to prohibit the entry of food substances into schools are not recommended.'

At Lemonwood Grove School we will implement a 'Nutters' zone (when there is a need) in each Learning Landscape where students can store and eat any peanuts or tree nuts. There will be provision in the space to wash their hands before re-entering communal spaces.



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Arriving at and leaving from school

A school is a busy area especially when children are on their way to or from school. Every care is taken to promote road safety. We encourage our students to walk, bike or scooter to school. We have bike and scooter stands which are located behind the long learning landscape building and are clearly visible. Students are welcome to bring a lock to secure their bike or scooter however they need to take responsibility for this. If children bike or scooter to school they need to wear their safety helmets. Every student will also be issued with a safety vest which needs to be worn when travelling to and from school (including a car). Please make sure you name your scooters and bikes. We are currently developing a Safe Travel Plan with our learners, their whanau and our community.



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Before and After School Care and Holiday Programme

Busy Bumbles provides before and after-school care on site at Lemonwood Grove School. Information can be accessed on our website <http://www.busybumbles.co.nz>. Busy Bumbles also runs school holiday programmes. Please contact Helen Beddard on 03 3473031 or email admin@busybumbles.co.nz. Enrolments can be completed online www.busybumbles.co.nz



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Celebrations of Learning

Celebrations of Learning are an opportunity to share news and information and celebrate areas of achievement. Currently these are taking place twice each term. Whanau are welcome to attend. If your child is going to be formally recognised at a Celebration of Learning, we will aim to contact you.



Cell Phones/Devices at school

Learners are permitted to bring cell phones to school however they are not to be used. They are handed in at the beginning of the day and are stored in safe place and then handed back at 3:00pm

We provide ipads and chromebooks as tools to enhance the learning at Lemonwood Grove. We have also introduced BYOD (Bring Your Own Device) across Years 3-8.



Communicating Learning

Communicating Learning (traditionally known as 'reporting') happens informally and formally throughout the school year - it is an ongoing process. The online programme we will be using to do this is Linc-Ed which will be explained to you. We endeavour to use simple, honest language that communicates your child's progress and achievement to you.

Our communication and reporting plan outlines the strategies we implement to share information about your child/ren with you.

If you have queries regarding your child's learning and progress, your first point of contact should be your child/ren's [whanau teacher](#). Talking about your child's learning doesn't need to be an event. You don't need to wait until a prescribed time of year. We really like this to be an ongoing dialogue.

If you want to arrange a meeting, it's a good idea to make an agreed meeting time so you can talk - contact the whanau teacher either face-to-face or via email. Keep in mind that your child may learn with a number of teachers during their normal day, so your child's lead whanau teacher may wish to gather information to share in the meeting.



Communication Guidelines

We have developed these guidelines to ensure our communication with you remains timely and transparent. [Communication Guidelines](#)

There may be times when you have concerns about aspects of your child's education, and there may be times when error or confusion arises. On these occasions, it is vital that you direct your concern to the school in a respectful way. We want to know about and alleviate your concerns.



'Connect' Time

'Connect' occurs during break times at Lemonwood Grove School. This is an opportunity for our staff to interact with our learners both inside and outside by talking and playing games with them.



Contacting and communicating with staff before & after School

Between 8:30am - 9:00am & 3:00pm - 3:15pm staff are accessible in their Learning Landscapes or outside to chat with you. If you would like to arrange a time to meet individually with your child's whanau teacher, please speak with them directly or email them to arrange a time. Staff are available for appointments every school day up until 4pm, apart from Tuesdays when staff are undertaking professional learning at this time.

You can email any staff member individually. The standard format is: firstnamesurnameinitial@lemonwoodgrove.school.nz (eg nickg@lemonwoodgrove.school.nz). If you email staff after 6pm during the week or weekends, you can expect a reply the next school day.

Staff are not able to share their cell phone numbers with you due to privacy. If you are having trouble contacting a staff member please contact a member of the leadership team.



Collecting your child during the day for appointments

If you have arranged to collect your child from the school for an appointment during the school day, they will meet you in the reception area. If you need to pick up your child unexpectedly, again come to reception first and Sarah our office manager will assist you.



Contact Details - Yours

Should you change address, telephone or emergency contact information even temporarily please keep the school office informed. Accurate information is vital in the event of an emergency. If you are not able to come into the school please email this information to office@lemonwoodgrove.school.nz



Cyber Safety

Digital technology has an increasing role in teaching and learning, in running our workplaces, and in our daily lives. We value our internet facilities and ICT digital technology equipment and the benefits they bring us in learning outcomes and the effective operation of the school. We are also committed to keeping our learners safe online.

Information about Cyber Safety can be found on our [enrolment page](#). Year 4 to 8 students will also be asked read and discuss our [eLearning Responsible User Agreement](#) at home before signing and returning it to school. This document will also be discussed and explored at school as part of our cyber safety programmes.



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Dental Services

The [Community Oral Health Clinic](#) is located at [35 James St](#), Lincoln. Children get free dental care up to the age of 18 years of age. You can contact the Clinic on 0800 846 983.



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Drink bottles and water fountains

All learners at Lemonwood Grove School including staff are encouraged to drink water throughout the day. Please provide your child with a drink bottle that has been clearly labelled. There are several drinking fountains and bottle refilling areas around the school.



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Education outside the Classroom (EOTC)

Practical experiences in the outdoors are vital to growing children. As teachers we value the opportunity to help children meet and overcome new challenges which in turn help them to develop confidence and self-esteem. Therefore, as part of the school curriculum, we include outdoor activities for all students relating to areas that are being explored or are of interest. Our school has an EOTC policy and Risk Management Guidelines are followed by all staff when planning trips. All EOTC activities will be clearly communicated with you as early as possible. From time to time we will require your assistance in terms of supervision and possibly transport.



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Emergency Drills

Emergency procedures are practiced each term. Should you be in the school at such a time, please follow instructions from the staff and comply with the relevant procedural practice. Evacuation routes are marked on plans beside exits from all Learning Landscapes. The assembly point is the two grass areas on either side of the main entrance path into the school.



Enrichment Learning

Enrichment Learning happens at Lemonwood Grove every day from 2pm - 2:50pm. This is an opportunity for outside specialists (parents, community members) to come into the school and share their skills and knowledge with our learners. This is also an opportunity for learners to share their passions with each other. Learners select their programme from a variety of options such as Sport, The Arts, STEM (Science, Technology, Engineering, Mathematics), Languages etc. Please let us know if you have a talent, interest or passion that you may be willing to share with our learners.



Enrolling your Child

We ask that you enrol your child [online](#) via our school website. Once you have completed this process, we will contact you and arrange a time to come in and complete extra documentation required, talk about about teaching and learning and have a tour of the school.. Please feel free to contact us with any questions that you have no matter how small they may seem. The Leadership team wish to make this process personal and meaningful. It is also our intention once our roll increases to schedule in regular enrolment times during the week.



Board of Trustees (BoT)

The Board of Trustees is the school's governing body. Trustee elections will be held every three years. Our current board comprises 5 elected community representatives, a staff representative & the principal. Meetings are usually held twice a month and are advertised in the school newsletter. These meetings are open to the public. Our current Chairperson is Drew Winter.



Found Property

All unnamed, unclaimed clothing is kept in the Learning Landscape. Should your child have missing clothing please check there first. We encourage parents to name their children's clothing clearly as we are happy to return any found clothing which can be identified. Unclaimed and unnamed clothing that is not part of uniform is donated to charity at the end of each term.



Fruit break

Between 8:55-10:30 learners are encouraged to 'graze' on either fruit or healthy snacks. For those who don't choose to do this, a fruit break occurs everyday.



Headlice

These annoying little things can appear from time to time. Brochures are available in reception. If you do notice your child has head lice, please treat as soon as possible. Also let the school know so we can advise the parents of other children in your child's learning landscape and they can then check their hair. Information on head lice and treatment solutions can be found [here](#). If your child is noticed to have head lice, you will be asked to come and collect them and provide treatment before they return to school.



Hearing & Vision

Your child should have had their hearing and vision tested at 4 years of age. If your child has missed this check then it will be carried out during their first year at school by a qualified Vision & Hearing Technician. A further vision test is done at school for year 7 students. These services are provided by the Canterbury District Health Board.



Holidays and teacher only days 2018

[2018 Calendar](#)

Our school calendar can be accessed from our [website](#)



Home Learning

We aim for a clear understanding throughout the school as to what Home Learning is expected. These expectations are based on our experience, knowledge of the busyness of family life, and research into both how the brain functions and the benefits or otherwise of learning at home.

Some practice at home can help a child to consolidate key foundational knowledge, and the joy of reading for entertainment. It is a way to develop "learning stamina" and, like any form of exercise, benefits from training.

Therefore at Lemonwood Grove School home learning may comprise these practices:

Daily reading for entertainment:

Years 1-3 children will read their book to an adult or older sibling to practise their current goals. It is asked that they are read to daily also.

Years 4-8 need to find a regular time to unwind and enjoy a good book. Families can support their older children by asking them about what they are reading and also reciprocating the conversation by talking about the texts they have been reading.

Continuing Learning - children may continue their learning at home outside of school hours either digitally or in books.

Links to relevant online learning activities will be able to be accessed from the school website this year.



Illnesses and Accidents

Most school accidents are minor and can be remedied by a staff member who have all been trained in First Aid.

If the accident is more serious or your child becomes unwell at school, we will contact you as soon as possible and your child will be kept in our Wellness room. If we are unable to contact either parent or caregiver, we will contact your emergency contact.

If we are unable to contact a parent and feel your child requires medical treatment a staff member will accompany them to the Rolleston Medical Centre or Christchurch Hospital either by car or ambulance.

Continuing efforts to contact parents, or their nominated emergency contact, will remain a priority while these steps are being taken.



Infectious Diseases / Hygiene Tips

Some infectious diseases require the exclusion of children from school. If you are uncertain please check the [attached list](#).

Follow this link for some [hygiene tips](#).



Information Landscape

Our Information Landscape is a well resourced community facility which offers learners a wide variety of informational and recreational opportunities. With supervision students will have access to this space during connect times. The Information Landscape is also open from 8:30am - 9:00am and 3:00pm - 3:30pm.

Learners are able to borrow books for a 2 week loan period. If these books are not returned after this time a reminder note will go home and the learner will be given a period of time to locate and return the book. Any lost books will need to be replaced or the replacement cost added to the learners school account.



Karakia / Whakatauki

As a learning community we will participate in a karakia/whakatauki at the beginning and end of the day. This may initially start with the whakatauki (proverb) for each learning landscape.



Lateness and leaving school during the day.

If your child is late, they need to come to reception and sign in on the visitor tablet before going to their Learning Landscape.

If a student leaves during the day they must come to reception to sign out. This process will operate in reverse should they return to school.



Lollies at school

Lollies are not used as rewards at Lemonwood Grove. We strongly advise that you refrain from giving your child lollies or chocolate bars as part of their morning tea and lunch food.



Lunches

Pita Pit will be available on Wednesdays and Sushi on Friday. You can order [online](#) at Lunchonline. First you need to register, pop money into your account, then you are ready to make an order.



Money

We run a cash free system at Lemonwood Grove school. All payments need to be made online. When doing this please put your child's name as a reference plus a description of the payment (eg Sally Smith - school fees). Our school bank account number is 12-3153-0053465-000



Medical Authority Form

If your child is on any medication that needs to be administered at school for any period of time, you will need to complete a [medical authority form](#). If your child needs ongoing medication during school time please inform both Sarah in the Office and your child's whanau teacher. Please ensure your child's medication is in a sealed bag which is clearly labelled, up-to-date. All management plans need to be current.



Mufti Days

During the year we may have mufti/non-uniform days for specific reasons. Sometimes students will also be asked to bring a gold coin or perhaps a can of food, if for example, we are fundraising for a charity. We would really like it if you supported these events as it contributes to our school culture however, mufti days are not compulsory.



Newsletters

When you enrol, your email will be added to our database and you will receive newsletters digitally every fortnight. You can access all newsletters on our school website on the "News" page and our school Facebook page. There is also a closed Facebook group for parents. Please search "Lemonwood Grove Whanau" and request to join.



Notifications

Any changes to the school day will be communicated via Hail our [Facebook page](#) and our [website](#).



Our Staff

Sean Bailey	Principal	principal@lemonwoodgrove.school.nz
Nick Gunn	Deputy Principal	nickg@lemonwoodgrove.school.nz
Jen Hodgkinson	Team Leader	jenh@lemonwoodgrove.school.nz
Claire Wheeldon	Learning Leader	clairew@lemonwoodgrove.school.nz
Sophia Erni	Learning Leader	sophiae@lemonwoodgrove.school.nz
Jennie Lyall	Learning Leader	jenniel@lemonwoodgrove.school.nz
Pip Macdonald	Teacher	pipm@lemonwoodgrove.school.nz
Maree Ford	Teacher	mareef@lemonwoodgrove.school.nz
Jana Fodie	Teacher	janaf@lemonwoodgrove.school.nz

Anna Graham Teacher annag@lemonwoodgrove.school.nz

Mel Stenhouse Reading Recovery mels@lemonwoodgrove.school.nz
Release Teacher

Sarah Lewell Office Administrator office@lemonwoodgrove.school.nz



Parking

We are very fortunate to have 161 carparks on our school site which includes provision for Waitaha. If you are dropping off your child, please enter and use the 'drop off' zone near the bollards and then drive out through the middle exit. If you are planning to bring your child into the school and stay for a while, please park on the inside of the carpark not in the drop off zone. There are a number of safety markings including 10km signs and crossings however we also ask that you drive slowly and be aware of pedestrians at all times.



LINK

Link is the equivalent of a PTA group. The main aim of the PTA is to provide parents with the opportunity to assist the school and further the interests of children through fundraising. Parents will be encouraged to attend meetings arranged by this group as every endeavour is made to ensure that they are interesting, school-based and informative. The current Chairperson is Brenda Stevens



Parental Assistance

One of our most valuable resources is the parent body of the school. Parents provide vital assistance on trips and camps, with sports teams, in the Learning Landscapes, on the Board of Trustees and on LINK. As a result of the new Vulnerable Children's Act 2014, at least one parent is asked to complete a Police Vetting form upon enrolment.. Once completed your name(s) will be added to our school database.



Public Health Nurse

Our [Public Health Nurse](#) (PHN) is Pam Eaden. She visits our school regularly. Pam can be contacted on (03) 307 8454 or pam.eaden@cdhb.health.nz



Policies and Procedures

All Lemonwood Grove Policies and Procedures can be accessed through our online provider School Docs. Each term various policies will be reviewed and you will be asked to provide feedback on these. Notifications and instruction reminders will be published in the weekly school newsletter.

1. Visit the website <http://lemonwoodgrove.schooldocs.co.nz/1893.htm>
2. Enter the username (lemonwoodgrove) and password (7678).
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the reviewer type "Parent".
7. Enter your name (optional).
8. Submit your ratings and comments.

If you don't have internet access, school office staff can provide you with printed copies of the policy and a review form or alternatively you can use the iMac in reception.



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Relationship Management

Lemonwood Grove School requires that every individual takes responsibility for their actions. To assist in achieving this, we have developed Relationship Management Guidelines that will operate throughout the school that relate specifically to our school values of Grit, Responsibility, Integrity and Thinking. If there are ongoing concerns about your child/ren, we will contact you.



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Safe Walking Plan

We have developed a *Safe Walking Plan* suggesting the safest route to school when walking or scootering to school. There is a Kea Crossing on Lemonwood Drive which should be used where possible. Please take care when crossing other roads in the area. During 2018, we will also be developing a Safe Travel Plan in conjunction with our Road Safety Coordinator at the Selwyn District Council.



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Safety Vests

Every student will be issued with a safety vest which have been kindly supplied by the Selwyn Women's Issues Group and various Selwyn Businesses free of charge. In the interest of keeping your child(ren) safe, we ask that they wear their vest when travelling to and from school each day. At times the vests may be requested/required for school activities off-site if they will assist in keeping children safe.



School Activity Fee

During the year, there will be a number of 'extra' activities not covered in the standard curriculum such as the cost of external swimming lessons and camps. As part of enrolling your child at Lemonwood Grove School you will be asked to pay these charges. If for some reason you can't at any stage, please see our principal Sean as you may be entitled to financial support.

We will also hold a small amount of stationery in the office area, so if your child needs for example, a new writing book, you will be notified and charged for this.

Feedback we have received has indicated that parents would like to know an approximate cost for the year at the beginning of the year. We will provide you with a breakdown for each term. Please be aware that there are events that do 'pop up' during the year that we may include however we will always provide you with as much information in advance as we can.

In terms of payment for these activities Sarah will invoice you each term for the amount owed. If you have any questions please feel free to contact Sean or Sarah in the office.



School Banking

We have a school banking partnership with ASB. Our school banking day is Thursday. Banking slips and our drop box are in the reception area.



School Day

9:00 - 10:30 Learning Session 1 (Grazing)
10:30 - 10:40 Fruit break
10:40 - 11:00 Connect (Break)
11:00 - 12:00 Learning Session 2
12:00 - 12:30 Kai (Eating time)
12:30 - 1:30 Learning Session 3
1:30 - 2:00 Connect (Break)
2:00 - 3:00 Learning Session 4



School Donation

Schools often need to ask parents for a voluntary donation as the funding we receive from the Ministry of Education is not enough to cover what is required to deliver quality learning programmes.

In 2018 we are suggesting a donation of \$60 per student, capped at \$150 per family for 2018. Of course as this is a donation, individual families can donate an increased or lesser amount if they wish depending on personal circumstances. For those of you wishing to spread the cost over the year, we encourage you to consider making your donation by regular instalments.

If you are a new family who has joined our school community during the year, Sarah will discuss with you our pro rata system depending on when you enrolled your child(ren) at Lemonwood Grove.

Our bank school account details are: ASB 12-3153-0053465-00.

Please ensure you include your family name and "Annual Donation" as a reference. If you wish to discuss internet banking or automatic payment options further, please speak with Sarah in the office.

Please note this is a voluntary, tax-deductible donation. If you request, we can send you a receipt to enable you to claim this on your next tax return.'

Donation requests will certainly be reviewed when more is known about the details of the government's new donations policy.



School Happenings

Upcoming events at school can be found on the school [website](#) in the events and calendar tabs.



School Uniform

Every child enrolled at Lemonwood Grove School must wear the school uniform. The uniform is supplied by New Zealand Uniforms who have a retail shop on Blenheim Road. You can also view items, prices and order online here: lemonwoodgrove.nzuniforms.com

The uniform is made up of:

- Skort (girls)
- Shorts (girls and boys)
- Polo shirt (Year 1-6)
- Senior polo shirt (Year 7-8)
- Softshell Jacket or polar fleece
- Bucket sunhat (these are compulsory Terms 1 & 4)

We have also created some [guidelines](#) around appropriate shoes, socks, tights, thermal tops, sandals, jewellery, and hair ties.

For more information on school uniform, please see the [uniform page](#) on our website.



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Senior Leadership (Kaitiaki)

Yr 5-8 students are encouraged to apply for a range of leadership roles within the school. All successful applicants undergo training. These children are role models, the face of the school and ultimate leaders of our school.

They will have a range of responsibilities around the school. These children will meet with the principal and/or the Teacher in Charge each week to talk about how the school is going, any concerns they have, any suggestions about how to improve the running of our school.

Some of these responsibilities may include:

- Office Assistant - To assist with office duties during break times
- Peer Mediator - help create a caring & supportive playground
- Information Specialists - becoming an information specialist who can support students
- Student Reporter - Report to our community around the learning, innovation & successes at LWG
- Liaison Officer - Meet & Greet visitors to our site and escort them around our Landscape.
- PALs - Playground Activity Leaders to run playground activities
- Transition to School Buddies - support and guide our new students
- Enviro - work towards creating an environmentally sustainable learning environment
- Technicians - IT experts to support a number of IT opportunities such as assemblies, code club



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Senior Technology

All Year 7 & 8 students participate in Technology at Lincoln Primary School on mornings (8:45 - 12:30). Technology classes consist of Textiles, Food and Hard Materials Technology. There is a technology contribution requested to cover the materials used during technology lessons.



Sporting Activities/Uniform

Pupils not participating in sporting activities are required to have a note from home or have had a parent contact the school. We strongly recommend that students from Years 5-8 have a sports uniform (sport top and shorts) that can be worn on school sports days and when representing the school. The Lemonwood Grove Sports uniform can be purchased online from New Zealand Uniforms <http://lemonwoodgrove.nzuniforms.com>



Stationery

This can be ordered through Office Max's "My School" portal. Click on the logo below to go to the site.



We have carefully selected these items which are of high quality. The school also receives a rebate when families purchase stationery through Office Max. However, you are welcome to purchase stationery elsewhere using the list from the *My School* portal.



Sunglasses

We strongly recommend students wear sunglasses when outside along with their sunhat. Sunglasses are available to be purchased for \$15 through nzuniforms. By wearing sunglasses children are more comfortable in the sun as there is no need to squint. Also they are more alert upon returning to the classroom as wearing sunglasses helps prevent tiredness, dry eyes, headaches and difficulty adjusting to the classroom light and the potential for cataracts, pterygium and skin cancer of the eyelid in adult life is reduced.



Transferring schools

For children transferring schools (i.e they have attended another school) they can normally begin with us after mutual agreement on a start date, made at the time of enrolment. If you would like us to collaborate with their present school to make the transition process more seamless, please let us know.



Treats, rewards and certificates

At Lemonwood Grove School we believe the most powerful reward in terms of learning is verbal feedback. Lollies and sweet treats will not be given as rewards. We may occasionally give out certificates for example during celebrations of learning. If your child is going to be formally recognised at a Celebration of Learning will aim to contact you.



Turning 5

For children who are turning five (and therefore starting school for the first time) you will be contacted approximately 8 weeks prior to their starting date. A plan based on your child's needs will be arranged to ensure a successful transition into Lemonwood Grove School.

Transition visits consist of you and your child arriving at school at 8:30 and your child staying in the Learning Landscape until 10:30. Children are welcome to stay and play with their new friends during the morning break. They can also wear their uniform or their own clothes for the transition visits

During the visit we require you to stay onsite. We invite you to come down to the reception area, make yourself a hot drink, read a book from our parent library and spend some time in this space. The visit also gives you the opportunity to ask any questions.

When you enrol your child at Lemonwood Grove School your child will be assigned a 'buddy'. You will also be allocated a 'LINK' parent who will assist you during your transition into our school.



Visiting the school

If you are visiting the school outside the regular start and end of day, please come to the reception area. All visitors and contractors working at the school are required to sign in and out through our Visitor's tablet on the front counter. You will be issued with a label to be easily identified.



Website

The school [website](#) is an active project and should be your first point of call for the latest happenings at school. The school also maintains an active [Facebook](#) page. If you 'like' us you will usually be the first to hear about school happenings.



Zone

Our school has an enrolment zone. If you live within this zone your children are entitled to attend Lemonwood Grove Primary School, assuming you meet other requirements to attend a New Zealand state school. [Zone map and description.](#)



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