

Waipu Primary School

Parent Information



RESPECT | RESILIENCE | KINDNESS

WELCOME | BEANNACHDAN | KIA ORA

Welcome to Waipu Primary School and thank you for choosing to bring your child to our school and to work in partnership, to achieve the best outcomes for your child.

Our vision is to:

build a learning community, where akonga will be happy, successful, life-long learners who are connected, confident and engaged.

We'll do our very best to ensure that you and your child/ren thrive in the Waipu Primary School environment.

WAIPU PRIMARY SCHOOL

6 Argyll St
WAIPU

P: 09 4320135

F: 09 4320809

E: office@wps.school.nz

W: <http://www.wps.school.nz/>

FB: Waipu Primary School

STAFF FOR 2023

Principal

Julie Turner principal@wps.school.nz

Deputy Principal/Senior Team Leader

Jordan McDonald jordan@wps.school.nz

Deputy Principal/Junior Team Leader

Glenice Andrews glenice@wps.school.nz

Teachers

Senior School

Room 1/Kōtuku	Jordan McDonald Sarah Herbert	jordan@wps.school.nz sarah@wps.school.nz
Room 2/Kuaka	Katy Hinton	katy@wps.school.nz
Room 3/Tōrea	Maree Smith Kirstyn Hoddle	maree@wps.school.nz kirstyn@wps.school.nz
Room 4/Tara-iti	Kellie Stevenson-Border	kellie@wps.school.nz
Room 5/Tūturiwhatu	Kerry Goodkin	kerry@wps.school.nz

Junior School

Room 6/Koukou	Glenice Andrews Julie Levell	glenice@wps.school.nz juliel@wps.school.nz
Room 7/Piwaiwaka	Madeleine Egan	maddy@wps.school.nz
Room 8/Tūi	Debra Van Den Bergen	debra@wps.school.nz
Room 9/Pipīwharau	Kara-Jane Beckham	kara@wps.school.nz
Room 10/Kūkupa	Tara Uiese	tara@wps.school.nz
Room 11/Kārearea	Amy Eagar Bridget Whitaker	amy@wps.school.nz bridget@wps.school.nz



Part-time Teachers

Emma Couper	Music/Dance/Drama/Visual Art
Donna McGregor-Cox	Reading Recovery

Learning Support Staff

Nikki Atta
Sandra Barton (Teacher aide and Library/Resources)
Greer Boyd
Jody Britton
Carlen Du Toit
Dalleise Jacques
Robert Hansford

Principal's PA

Melissa Bell	office@wps.school.nz
Donna Stevens	

Finance Administrator

Cindy Kane	cindy@wps.school.nz
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Groundstaff and Cleaners

Stephen Lea
Mike Jury
Julie Keen (Cleaner)

After School Care (OSCAR)

Supervisor	Dalleise Jaques
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Assistants	Ilsa Alison Jody Britton Denise Neale
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AROUND THE SCHOOL

Absences

Every time a child is absent from school a note is required explaining the reason for the absence. Please phone school each day your child is absent before 8.30am leaving a message on the answerphone, as it saves us phoning you later.

Alternatively, you can **send a text to 0276126694**.

We do this to ensure your child is safe.

If children are away for more than three days without explanation, we refer this to the truancy officer. We also inform you when your child's attendance falls below 85%, by letter.

Accidents and Illness at School

Initial treatment will be carried out by teachers. All members of teaching staff have comprehensive First Aid Certificates. Parents will be contacted should it be necessary for the child to be sent home or to receive further treatment. If we are unable to contact the parents, then it will be the Principal's decision as to whether the injured child will be taken to the doctor. If possible, parents should supply an emergency number. Parents will be contacted where a head injury has occurred.

Book Club

At various times throughout the year children may purchase books through the Book club. For every ten books purchased by the students, the school gets vouchers for free books for the school. There is no compulsion for parents to purchase books for their children. Please ensure your orders are correct. Online payment via the Scholastic website is preferred, alternatively, an online payment to the school can be made (Account: 12-3099-0833144-00). Please fill in the required fields so we know who is paying and what it is for.



Board of Trustees

We have a wonderful Board of Trustees at Waipu Primary School. Please consider if you would like to join our board and keep a look out for further information.


This elected body meets twice a term. Dates will be posted in the School newsletter. Caregivers and the public are welcomed to these meetings. Please advise the Chairperson, 5 days prior to the meeting if you wish to raise any matters, as the agenda is always arranged and circulated beforehand.

The current Board comprises:

Chairperson.	Ella Buckle
Deputy Chair / Bus	Dave Field
Māori Rep	Glen Waru
Finance	Dave Field
Property	Vaughan Luff
Principal	Julie Turner
Health and Safety	Stacey Dye
Secretary	Cindy Kane
Staff Rep	Glenice Andrews

Compliments, Concerns, Complaints

Compliments, we accept any time! Concerns and complaints should be discussed with your child's teacher at the time. Please make a time convenient to both parties to discuss the issues. If this doesn't help, talk to the principal. If issues remain unresolved, discuss them with a BOT member and put them in writing for the BOT to address. A copy of the



school's 'Raising Concerns' procedure and the 'Complaints' procedure can be found on the Schooldocs site.

(Username: wps Password: argyle – go to 'My Schooldocs Site' then type in 'Complaints' into the search bar)

Contacting the School

The office is manned from 8.00am to 3.00pm. Teachers are not always readily available but will endeavour to return your calls during their next break. Sometimes email is the best form of contact. Talk to your child's class teacher about the easiest method to keep in touch.

E: office@wps.school.nz

P: 09 432 0135

Txt: 027 6126694 (absence reporting)

Collecting Children

At times it is necessary for you to pick up your child/ren early from school. It is helpful, if your child usually catches a bus, for you to notify the office before 12.30 p.m. if this is the case, so that we can remove your child/ren from the bus list.

Parents can collect their child/ren from the front carpark if they are walking or bike riding home.

Fees and Donations

The Government has now introduced legislation that means that you will no longer be asked to pay school donations. Waipu Primary School has opted into this scheme. The school may provide goods and services that you have the option to purchase. Overnight school camps will still involve a cost to parents and caregivers.



Library

Our Whare Pukapuka is open every day for classes to visit and choose books for their classroom library, and for each child to take books home and share with their families.

The Non-Fiction section is comprehensive and child-friendly, making it easy for children to search for topic books and books of interest. Children can take out two books at a time for a week but can renew books if required. Our Library is open at lunchtime for quiet browsing and reading time.

Our School Librarians do a great job of filing books and keeping the library tidy. Art is displayed with puzzles, word games, and big books are also available. Our Whare Pukapuka is an essential part of our children's learning.

Lost Property

Lost property is held at school for one term and then donated to a worthy cause. If the item is part of our uniform and unnamed, it will be resold by our uniform shop. Unclaimed items are put in a box in the back of the library.

All clothing should be clearly named. This helps to keep the amount of lost property down (and saves parents money!). If you are at school, please check for any lost property. Please also check your children have the right clothing from time to time as uniforms look the same and it is very easy to pick up the wrong one.

Newsletters / Communication

Waipu Primary School utilises a variety of ways in which to communicate with the parents and wider community. The newsletters are the most frequent and regular form of communication, and these are emailed out every second Thursday. A hard copy is available at the Office. Please make

sure that you read the information included in these newsletters, as this often avoids unnecessary questions to office staff.

Other forms of communication include:

- **Email** - all important administrative and operational information will be sent via email including permission slips and school trip details.
- **Skoolloop App** - has a variety of functions for parents including reporting absences, booking interviews. The school can also send notices, events and permission slips via the App. Download from your relevant app store.
- **Facebook** - Informal communications and backup for short notice changes or reminders.
- **Seesaw** - Used as a journal of your child's work and activities at school. Your child's teacher will provide access details.

Any notices from residents of the district may be placed in the newsletters. Contact the school if you wish to make use of this service.

Parking

Please park at the front of the school. The buses now run through the front gate and out the back gate and there is limited parking in the school grounds. On days such as Agricultural Day there will be access available through the back gate and parking on the field is available.

Parent Helpers

A feature of the school is parent support. Parent rosters are arranged for many activities. We appreciate positive parent support so please contact us directly at any time of the year if you have something you feel you would like to offer.

Photocopying

The school's photocopier is available for use by residents of the district. The present charge is 10c per copy for black and white and 20c for colour copies.

Policies and Procedures

All policies and procedures are included in SchoolDocs. These can be accessed through the school website or via this link.

Username: 1125

Password: w1a2i3p4u5

Parent Teacher Association (PTA)

This active group meets once a month on the first Monday of the month. It is responsible for fundraising for a number of school events and for providing opportunities for parents to learn more about the way the school operates.

For more information:

Chairperson

Christian Dally

waipuptachair@gmail.com

Secretary

Dee Field

waipupta@gmail.com

Treasurer

Lisa van Veen

The annual Waipu Carnival is the PTA's one main fundraising event on Easter Saturday, and we ask that parents support this by helping out on the day and in any way they can, prior to the event. Joining the PTA is a great way to support the school and make new friends.

Staff/Team Meetings

These are held on Tuesdays between 2.30pm and 4.30pm. It helps if parents would refrain from phoning during this time unless the matter is urgent.



Police Vetting

It is part of our school policy that all parents of enrolling students, are Police vetted. The cost of this is paid for by the parents. Information as to how to go about acquiring a Police Vet is available from the office.

Visitors to School

All visitors (including parents) to school during school hours, must call at the office and sign in via Vistab, rather than interrupt teachers working with children and also to prevent unauthorised access. Although we welcome parents in our school, we also have a commitment to giving children our full attention.

SCHOOL LIFE

After School Care/OSCARS

The BOT provides an after-school care facility. The programme includes afternoon tea, homework, and play.

Permanent

Early pickup (prior to 4.00pm) - \$11.50/day

Late pick up (by 5.30pm) - \$15.50/day

Casual

Early pickup (prior to 4pm) - \$13.00/day

Late pickup (by 5.30pm) - 17.00/day

There is a 10% discount for two or more children in the same family. You will be charged for permanent days regardless of whether your child/children attend or not. You will be charged for public holidays that fall on your permanent days if in term time. A 10% penalty fee will be added to accounts that are not paid by the due date. \$1 per minute will be charged for any child that is not collected by 5.30pm.

Payments by Internet banking to this account: 12-3099-0833144-01

Enquire about Government subsidies available for those families with combined incomes of less than \$90,000.

Assemblies

We have a whole school or separate Junior / Senior assembly every Friday afternoon. You are welcome to come along and celebrate your children's learning with us.

Bell Times

The bell is rung at the following times:

8.30 am	Start of school
11.00 am	End of morning break
1.00 pm	End of afternoon break
2.25 pm	Time to get ready for bus lines
2.30 pm	School finishes

Morning break is 10.30 – 11.00am and afternoon break is 12.30 – 1.00pm. There may be changes to this during the year and we will let you know in advance if this is the case.

Bullying

At Waipu Primary School we recognise that bullying will occur from time to time. It is generally in the form of put-downs, exclusions from a group, teasing or name-calling.

Children are taught the following procedure for dealing with bullying:

1. Tell the person you do not like what they are doing and if they don't stop you will talk to the duty teacher.
2. If the action does not stop go to a duty teacher.
3. The duty teacher will investigate the allegations and talk to all parties involved. Names may be recorded for the purpose of follow up with all parties involved.
4. The principal will be informed if names are recorded and followed up further.

Parents need to encourage children to come forward rather than wait until they get home. We will always investigate. Parents will be informed of the outcome and may be invited in to talk with the principal and student together.

Buses

The buses are run by a transport network and consist of members from each Bream Bay school. This group meets once a term and deals with issues brought up by the schools: tendering, finances and changes to bus routes. It needs to be remembered that quite clear guidelines for the running of the group are put in place by the MOE and must be adhered to.

The buses are not a door-to-door service and parents are expected to bring children to pick up points, especially if you live at the end of a run. Problems need to be referred to the bus controller in the first instance. From there the bus controller may talk to the principal and it may be appropriate for the parent to write to the transport group with their issue (see bus notes below). Students are funded from their home address(s) to school and back. This service does not include transport to sports events or play dates therefore private arrangements for these activities should be made by parents and caregivers.

To check bus routes and eligibility go to Easybus:
<https://breambay.easybus.nz>

Our transport provider is Ritchies Bus Company.

Bus Notes

Should a child be travelling in a different way than normal, a note or phone call is required. If there is no note, the child will be sent home in the usual way. Bus changes should be made by 12.30pm as bus list changes are distributed shortly after this. Please keep bus changes to a minimum. Please do not email changes.


Bus Problems

Should there be a problem with a bus please contact the school office. A form will be filled in and given to our bus controller (Jordan McDonald -

jordan@wps.school.nz) to deal with as soon as possible. Jordan will endeavour to inform you of the outcome within 24 hours. Bus monitors will report any issues directly to Jordan.

Bus Rules

1. Pupils must not be permitted to stand in front of, or at the side of the driver in such a manner as to interfere with his vision or control of the vehicle.
2. On leaving the bus, pupils must wait on the side of the road until the vehicle has moved off (say, two telegraph poles distance) so they may have a clear view of the road before crossing.
3. When parents driving cars are meeting pupils, they should wait at the side of the road on which the bus stops, if possible, to avoid the hazards involved in pupils crossing the road.
4. Where visibility is restricted, senior pupils must be posted to warn other road users.
5. Bus drivers have forms to fill in for children who misbehave and video cameras on the bus continually record bus behaviour.
6. Children must not leave the bus between their homes and their school. Only personal belongings required by pupils for school use should be carried on buses. Children are expected to behave properly at all times on the bus.
7. Behaviour on the bus is covered by our bus agreement, which is signed by students and parents/caregivers. Please contact the office for a copy of this agreement. Poor behaviour will result in a verbal warning to the student and then contact with parents/caregivers. Continued poor behaviour will see a week of students finding their own way to school. Ultimately a child may not use the bus at all.

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8. In the event of a breakdown, where children must leave the bus, (e.g. punctured tyre necessitating wheel change) they must stand clear of the bus and off the road.

Complaints:

From time to time there will be issues with a child or a staff member, that needs addressing. To ensure that this is dealt with in a safe and comprehensive manner, Waipu Primary School has a 'Concerns and Complaints' process which we invite everyone to follow. This can be found on the Schooldocs site: <https://wps.schooldocs.co.nz/>

Mobile Phones

When helping in a classroom or at a school function, please keep your cell phone switched off. Children should not bring cell phones to school or on trips. If they need to bring a cell phone to school for after school use, it must be given in at the office for the day.


On camps, parents should seek the teacher's permission before allowing children to use their cell phones.

Lunches

Over the course of the year, we will be offering special 'one off' lunches (such as Pizza or Hot Dog Day for example). Please keep a look out for further information as you will need to order in advance. Please ensure your child brings healthy lunch options to school using as little packaging as possible. Children are encouraged to take all lunch wrappings back home with them.

Outdoor Education

Camps are held annually by the school to provide children with a learning experience in a different environment. As well as providing the children with opportunities to gain more knowledge in specific areas, the camps allow them to develop socially and personally. The range of outdoor



education is wide and may include physical pursuits, field studies and visits to places of educational interest.

Prizegiving

This takes place in the last week of school. All classes have 5 special prizes to award, so it is important that all students attend in their uniform. There are a number of sports prizes awarded to various winners along with the following awards:

- Ulrich Cup Citizenship (Y6) – qualities of a good citizen are needed.
- Abercrombie Cup for Endeavour (Y6) – a student who tries hard in all facets of school life.
- Davis Cup – Best all-rounder (Y6) - a student who excels in all areas of school life.
- Anna Fraser Memorial Prize for Commitment and Leadership, Academic ability, stability, and popularity with peers. (Y6) This is awarded to a boy and a girl.
- Donkey in the Well Award (Y5) – a student who excels in all areas of school life
- Ian McKay Award (Y5) – for endeavour in Year 5.
- GoodGround Real Estate Cup – outstanding contribution to Te Ao Māori.

Deciding who gets these trophies is not an easy task and much thought and discussion by staff goes into the process. Nominations are made early in Term 3 at a staff meeting. Decisions are made following the Year 5 and 6 camps.

Uniforms

Uniforms are compulsory and all children must be wearing them. If there is a very good reason for them not to have a part of the uniform, children should be given a note to carry and show to staff who will ask why they are not in uniform.

Uniforms can be purchased at The Warehouse in Whangarei or online at www.thewarehouse.co.nz/c/schools/waipu-school. The uniform consists of a polo top, sports T. shirt and polar fleece plus a range of black shorts, skirts, or trousers of their choice. These have WPS embroidered on them.

In terms 1 and 4, a school hat will be worn by all students. Footwear is a personal choice. Please also ensure your child does not wear expensive items of jewellery to school and that earrings are small studs rather than dangly as these can be accidentally pulled out during sports activities and playtimes.

Tops

- Jade short-sleeved polo shirt with embroidery
- Jade long-sleeved polo shirt with embroidery
- Navy long-sleeved polar fleece top with embroidery
- Navy polar fleece vest with embroidery
- Jade t-shirt with screen print

Bottoms

- Black cargo shorts with logo
- Black cargo long pants with logo
- Black techno dry shorts with logo
- Unisex Taslon track pants with logo
- Black skort with logo

STUDENTS

Birth Certificates

Birth Certificates need to be sighted and copied when a new entrant is enrolled. Immunisation Certificates also need to be sighted and a copy kept.

Dental Therapist

The Dental Therapists serve Maungaturoto, Kaiwaka, Mangawhai and Waipu Schools. They usually spend approximately 10 weeks at Waipu and may be contacted at other times for emergency work. You can phone 0800 MYTEETH to book an appointment.

Head Lice

The responsibility for keeping children head lice free rests solely with parents. If everyone does a weekly check and treats their child, then head lice can be eliminated. Children should not swim if they have head lice. Bathing caps are compulsory. If we know about children with head lice, the class will be informed so you can be extra vigilant.


Health Department

Audio-Visual Tester - sight/hearing testing is done at five years and in Year 3 on request. The Public Health Nurse visits on an 'as needs' basis.

PB4L

At Waipu Primary School we utilise the Positive Behaviour for Learning (PB4L) approach. This school-wide approach looks at behaviour systems within the school with the aim of building consistency of proactive strategies which encourage positive behaviours. One of the principles underlying this approach is that 'you get more of what you pay attention to' i.e. if we are positive around behaviour modification then we will ideally see better behaviours.

Our school values are Kindness, Respect and Resilience. These values underlie everything we do. Students are given tokens when they are



noticed displaying our values. Each token is worth one point in a classroom-based recognition system. Classes decide together on a point spending structure, enabling children to earn points and redeem them as they choose. Tokens are collected in collection boxes, one box for each value. When a collection box is full the school earns a whole school reward.

Pupil Support Plan

Our plan focuses on catching children being good. All children "caught being good" have their names put into a draw at Friday assemblies. Children are also sent to the principal for doing good work. Each week a special principal's award is given to a child from each class at assembly.

We also recognise that behaviour is not always good and the consequences for this are:

1. Verbal warning.
2. Time out.
3. Sent to another room (more formal time out).
4. Parent contacted and behaviour discussed. This will often happen earlier where classroom or playground behaviour gives staff cause for concern.
5. Physical violence, bullying, excessive swearing or verbal abuse of school staff straight to the principal. Parents will be informed, the student will receive a consequence and, in serious cases, may be stood down from school.

Please note: all students are treated as individuals and consequences and follow up may depend on previous track record and individual needs.

Support Services

The Resource Teacher of Learning Behaviour (RTLb), Learning Support Coordinator (LSC) and Speech Therapist are available at either parent's or teacher's request.

IN CLASS

Brain Food Break

All classes have a short break or eat as they work around 9.30am. A healthy snack (fruit, vegetables, nuts or popcorn) needs to be provided for this. Water can be available in sipper bottles during class time.

Bream Bay Angels

This group of volunteers come into classes on a regular basis to assist students with reading. Each "Angel" is assigned to a class. All have received some training in helping our readers.

Class Placements

These are made on age, academic achievement, emotional, physical and social maturity and interaction with peers. Children will spend between 3 and 4 years in the Junior School. Research and our experience show children with birthdays in March, April and May achieve better results if not promoted so our general rule is to keep them longer at the junior levels.


Towards the end of the school year parents are invited to discuss class placement concerns. It should be noted that while we try to accommodate requests, it is not always possible, and the decision of the senior management team will be final.

Digital Technology

At Waipu Primary School all senior school students have their own Chromebook provided by the school. In the junior school, Ipads are available for use in each classroom. We have a wide range of robotics for the children to use, as part of our digital technology programme.

Homework

A small amount of homework will be given in the school – junior students up to 20 minutes, senior students up to 30 minutes. This will normally be revisionary work except where interest leads a child to approach new work. Written work should be neat and tidy. All children should read or be



read to every day. Please encourage your child to complete tasks so that they maintain their learning.

Physical Education

PE is part of the daily curriculum. Please ensure your child / children have suitable clothes and footwear to participate. During swimming season all children must bring appropriate swim wear (togs, towel, bathing cap). If unable to swim a note should be brought explaining why and for how long the child cannot swim.

Pre School Visits

These occur six to eight weeks before your child turns 5. Please contact the school office to arrange pre-entry visits with their class teacher.

Reports

In Term 1 there are three-way interviews to set goals for the first half of the year. Over the course of the year there will be further opportunities to discuss your child's learning with the school, however, should you wish to discuss your child's progress at any time, please do not hesitate to contact the class teacher.

We will be using Seesaw as a way of recording student work. This is an interactive programme, and all parents/caregivers are encouraged to participate. Please see your child's class teacher for information regarding how to access your child's Seesaw portfolio.

Stationery

Start of year stationery is to be ordered online at www.myschool.co.nz/waipu. If your child runs out of an item throughout the year, the classroom teacher will send a slip home requesting the amount needed to purchase from the school office. We have a good supply of replacement stationery requirements here at school, along with new entrant packs for children starting during the school year.

ACTIVITIES

Bicycles / Scooters

Waipu Primary School is fortunate to have both a bike and a scooter track and plenty of bikes and scooters to ride on the tracks. These are available to use each day except Wednesday.

On a Wednesday, the children have the opportunity to bring their own 'wheels' to ride on the tracks. Helmets are also provided but you may prefer your child to bring their own helmet to wear. Covered in shoes must be worn.

Kapa Haka

Our Kapa Haka groups practise every Thursday afternoon. We have Junior Kapa Haka from 12.00 – 12.30 p.m., Senior Kapa Haka from 1.00 – 2.00p.m. Please feel free to come along and learn with the children.


School Pool

The school pool is available for use by the residents of the district upon purchase of a key. All children must be accompanied by an adult (over 18 years old). A set of rules accompanies the key. Keys are available from the school when it is open. Please note, that at the end of this swimming season, the school pool will be drained for inspection and repair.

For safety reasons, the sharing of pool keys is not permitted. If you are found to be sharing your pool key, it will likely be taken off you and you will not be able to purchase another one in future years.

School Trips

Classes make many excursions beyond the classroom. Where cars are needed for transport, Board policy requires the filling in of a specific permission /information slip. Specific numbers of parents are also required for supervision on all trips. All cars must be registered, have a current warrant of fitness and have functioning seat belts. Drivers must have a current valid driver's licence. Parents may send booster seats to ensure



their child is safer on a trip. We have a limited number of booster seats at school if required. Permission slips and money must be at school before the deadline, for the child to go on the trip.

Swimming

All children are expected to participate in swimming as it is part of the school curriculum. Swimming runs from November to March (weather permitting). Children are excused from swimming on medical or health grounds only and a note from parents should be sent to school explaining the problem. All children must wear a bathing cap. The pool is kept at a constant temperature and heating used when it drops to 26 degrees.

WAIPU PRIMARY CODE OF CONDUCT

Waipu Primary School is committed to providing a safe and healthy environment for students, staff, and visitors. Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

A copy of this Code of Conduct is available on the website.

Further information

Supporting policies and procedures. These policies and procedures are available on our SchoolDocs site.

- Employer Responsibility Policy
- Complaints
- Health, Safety, and Welfare Policy
- Alcohol/Drugs and Other Harmful Substances
- Harassment
- Smokefree Schools
- Visitors
- Legislation and Administration Policy
- Communication
- Privacy
- Relevant legislation
- Education Act 1989, section 139C
- Trespass Act 1980, section 3