

WAIPU PRIMARY SCHOOL



*Waipu Primary School aims to work in harmony
with caregivers and the community
to achieve every student's potential*

2021 INFORMATION



Quality is what we do around here

WELCOME BEANNACHDAN KIA ORA

At Waipu Primary School, our vision is to create opportunities for children to become **confident** and **connected** lifelong learners which they can only do through a curriculum that values learning and grows skill sets that are relevant now and in the future. We 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

Telephone: 09 4320135

Fax: 09 4320809

email: office@wps.school.nz

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

Facebook: Waipu Primary School

STAFF:

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

Room 1 Jordan McDonald jordan@wps.school.nz

Sarah Herbert

Room 2 Katy Hinton katy@wps.school.nz

Room 3 Kirstyn Hoddle kirstyn@wps.school.nz

Maree Smith maree@wps.school.nz

Room 4 Kellie Stevenson-Border kellie@wps.school.nz

Room 5 Bridget Dyson bridget@wps.school.nz

Room 6 Glenice Andrews glenice@wps.school.nz

Julie Levell juliel@wps.school.nz

Room 7	Linda Kramer	linda@wps.school.nz
Room 8	Debra Van Den Bergen	debra@wps.school.nz
Room 9	Emma Gutmann	emma@wps.school.nz
Room 10	Tara Uiese	tara@wps.school.nz
Room 11	Amy Eagar	amy@wps.school.nz
	Anna Green	anna@wps.school.nz

Part Time Teachers:

Penny Goodall	Music/Dance/Drama/Visual Art
Donna McGregor-Cox	Reading Recovery
Tracy Krivan	Te Reo

Learning Support Staff:

Stacey Rogers (Library/Resources)
Denise Neale
Louise Sims
Carien Du Toit
Nikki Ata
Greer Boyd
Sandra Barton

Principal's PA

Donna Stevens donna@wps.school.nz
Melissa Bell office@wps.school.nz

**BOT Secretary
Caretakers**

Cindy Hughes cindy@wps.school.nz
Stephen Lea
Mike Jury

Cleaner

Julie Keen

After School Care

Supervisor – Jenny Aspden
Assistants – Michelle Hodgson, Nikki Ata, Greer Boyd

GENERAL INFORMATION

Absences:

Every time a child has been 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 txt to 0276126694. We do this to ensure your child is safe. If children are away for more than 3 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 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 Principals' 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.

After School Care:

The BOT provide an after school care facility. The programme includes afternoon tea, homework and play. Costs are: Early pickup (prior to 3.30pm) - \$8.00, pickup by 4.30pm – \$11.50, pickup after 4.30pm – \$14.00. Sessions end at 5.30pm.

NB - If your child is booked in, does not attend and you have not notified the office by lunchtime, then you will be charged. There will be exemptions for those who phone in with an absence early enough. We prefer payments by Internet banking to this account: 12-3099-0833144-01

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

Assemblies:

We have a whole school assembly every Friday afternoon at 1.45 p.m. You are welcome to come along and celebrate your childrens' learning with us.

Behaviour:

Shout Outs:

At Waipu School we use Student Shoutouts to reinforce our expected behaviours. These are designed to acknowledge children when they are showing our values and through their administration, encourage other children to strive to show our values. i.e. by verbalising why a child is being recognised, it allows other students to hear what we are aiming for

There are 3 different colours for our shoutouts

Blue: classroom recognition

Yellow: playground recognition

Green: OSCAR recognition

At our weekly assembly 5 shoutouts (1, green, 2 yellow and 2 blue) are drawn and the winners choose a book.

The shoutouts then go in our shoutout jar and they accumulate towards a whole school reward when the jar is full. A document is shared with classes to add the students ideas as to what these rewards may be. Staff will decide from this list as to what the whole school reward will be.

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.

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

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.

School finishes at **2.30pm**

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.

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.

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, and Internet banking is our preferred method of payment.

Account number is: 12-3099-0833144-00. Please fill in 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	Nick Wigram	4321802
	Stuart Knights	0278877367
	Simon Couper	4320464
	Dave Field	0277755532
	Tina Hayward	4335153
	Glen Waru	0276439011
Principal:	Julie Turner	4320135
Secretary:	Cindy Hughes	4320135
Staff Rep:	Debra Van Den Bergen	4320135

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 in to 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.

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:

- Tell the person you do not like what they are doing and if they don't stop you will talk to the duty teacher.
- If the action does not stop go to a duty teacher.
- 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.
- The principal will be informed if names 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 (Mr McDonald) 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 arrangement for these activities should be made by parents and caregivers.

Our transport provider is Ritchies Bus Company.

Bus Notes

Should a child be travelling in a different way than normal, a note is required. If there is no note, the child will be sent home in the usual way. The child must advise the bus monitor that he / she will not be on the bus that night. Bus changes should be made by 1.30pm as bus list changes are distributed shortly

after this. Please keep bus changes to a minimum. Please do not email changes in.

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) 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. 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.
5. 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.
6. Where visibility is restricted, senior pupils must be posted to warn other road users.
7. 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.

Bus drivers have forms to fill in for children who misbehave and video cameras on the bus continually record bus behaviour.

Cell 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.

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 with a BOT member and put in writing for the BOT to address. Please contact the school office for a copy of the school complaints procedure.

Contacting the School:

The best time for this is from 8.00am to 3.00pm. The office is manned from 8.00am to 3.00pm. Teachers are not always readily available, but will endeavour to return your calls at 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.

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.

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 10.30 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 under the canopy if they are walking or bike riding home.

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 also phone 0800 MYTEETH.

Phone the school as children may be taken to the nearest clinic in operation for emergency work.

Digital technology:

At Waipu Primary School we are in the process of equipping the senior school students with their own chromebook. This will take time to implement, but in the meantime, all children have access to ipads and some chromebooks to support their learning.

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.

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.

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. Swimming 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.

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. Remember, "Practice makes Perfect!"

Kapa Haka:

Our senior Kapa Haka group practices every Monday afternoon between 1.15-2.15pm. Our Junior Kapa Haka practices every Thursday 1.30-2.00 p.m, and then Kotahitanga through until 2.25 p.m. Please feel free to come along and learn with the children.

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 2 books at a time for a week, but can renew books if required. Our Library is open at lunchtimes as a 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, CD's and big books also available. Our Whare Pukapuka is an essential part of our children's learning.

Lunches:

We are no longer offering lunch on a Friday at school. Over the course of the year we will be offering special 'one off' lunches (such as Pizza or Hot Dog Day for example). 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.

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 library foyer. All clothing should be clearly named. This helps to keep the amount of lost property down (and saves parent's 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: Facebook, Seesaw, emails, Skool Loop app and texts.

Please ask either your child's teacher or office staff as to how you can access these.

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.

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.

Parent Helpers:

A feature of the school is the 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.

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 through the back gate and parking on the field is available. Our driveway is in a state of disrepair and we are currently addressing this issue however, in the meantime, please take care on uneven surfaces.

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.

Physical Education:

P.E. 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.

Piano Teacher:

We have an itinerant piano teacher who comes in to school to teach piano, during school time. Please contact the office for details.

Policies and Procedures:

All of these can be accessed through the school website. Please ask office staff to provide you with access to the 'Schooldocs' site.

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.

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
- Te Ngakaunui - Junior Values Award - *the big heart encompasses all of our values*
- Te Raukura Huia - Senior Values Award - *the feather of the huia. These feathers were the ultimate treasure only worn by chiefs or high ranking people*

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.

P.T.A:

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, contact: Chairperson Mel Jenkins (021 02785202). Our Secretary is Janine Boulton and Stuart Knights is Treasurer.

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 to make new friends.

Reports:

Early in the year we will hold a Parent Information Evening that all caregivers should attend. 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.

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 the rules accompanies the key. Keys are available from the school when it is open. Please note, 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 drivers' 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.

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.

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.

Support Services

The Resource Teacher of Learning Behaviour (RTLB) and Speech Therapist are available at either parent's or teacher's request.

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.

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.

Uniform list – unisex range

Hat

Schooltex Aussie Hat with Embroidery

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

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 are available from the office.

Visitors to School:

All visitors (including parents) to school during school hours, must call at the office and sign a book, rather than interrupt teachers working with children and also to prevent unauthorised access. They will also be asked to wear a lanyard to identify them as a visitor to the school. Although we welcome parents in our school, we also have a commitment to giving children our full attention.

Wastewise

We encourage students to bring unwrapped food items to school, where possible, and students are expected to take food packaging home. Any fruit or vegetable scraps can be placed in our worm farm bins in each classroom. We also have terracycle bins so we can recycle products from Colgate, Nescafe, The Collective, BIC & Glad.