

Waipu Primary School

WHĀNAU INFORMATION

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:

'SOAR Towards Excellence'



WAIPU PRIMARY SCHOOL

6 Argyll St WAIPU
0510

Phone: 09 4320135

Email: office@wps.school.nz Website: <http://www.wps.school.nz/>

Facebook: Waipu Primary School

STAFF FOR 2026

Principal	- Belinda Bunny	- principal@wps.school.nz
Deputy Principal	- Jordan McDonald	- jordan@wps.school.nz
Senior Team Leader	- Maree Smith	- maree@wps.school.nz
Middle Team Leader	- Amy Eagar	- amy@wps.school.nz
Junior Team Leader	- Maddy Egan	- maddy@wps.school.nz

Senior School Teachers

Room 1/Kōtuku	- Sarah Herbert	sarah@wps.school.nz
Room 2/Kuaka	- Josh Proud	josh@wps.school.nz
Room 3/Tōrea	- Maree Smith	maree@wps.school.nz
	- Kirstyn Hoddle	kirstyn@wps.school.nz

Middle School Teachers

Room 4/Tara-iti	- Kellie Stevenson-Border	kellie@wps.school.nz
Room 5/Tūturiwhatu	- Amy Eagar	amy@wps.school.nz
Room 10/Kūkupa	- Tara Uiese	tara@wps.school.nz
Room 11/Kārearea	- Kara-Jane Beckham	kara-jane@wps.school.nz

Junior School Teachers

Room 12/Kōtare	- Kathy Troost	kathy@wps.school.nz
Room 6/Koukou	- Kelly Blainey	kelly@wps.school.nz
Room 7/Pīwaiwaka	- Maddy Egan	maddy@wps.school.nz
Room 8/Tūī	- Hannah Taylor-Rose	hannah@wps.school.nz
Room 9/Pīpīwharauoa	- Mel Crocker	melanie@wps.school.

Part-time Teachers

Donna McGregor-Cox	- Literacy Support
Ainslea McDonald	- CRT Release & Relieving
Colleen McCollagh	- CRT Release & Relieving
Rebecca Cook	- Garden To Table & CRT Release
Kathy Troost	- CRT Release & Relieving

Learning Support Staff

Sandra Barton	Greer Boyd
Jody Britton	Dalleise Jacques
Barbara De Cort	Pauline Fudge
Sandra Owen	

Principal's PA & Office Administrator	- Melissa Bell	- office@wps.school.nz
Finance Administrator & Office Admin	- Cindy Kane	- cindy@wps.school.nz

Groundstaff and Cleaners

Mike Jury
Stephen Lea
Julie Keen (Cleaner)

After School Care (OSCAR)

Dalleise Jaques	- Supervisor
Ilsa Alison	
Denise Roberts-Neale	
Dianne Wilson	
Sandra Owen	

CONTENTS

WELCOME | BEANNACHDAN | KIA ORA

STAFF FOR 2026

AROUND THE SCHOOL

Absences

Accidents and Illness at School

Book Club

Board of Trustees

Compliments, Concerns, Complaints

Contacting the School

Collecting Children

Fees and Donations

Library

Lost Property

Newsletters / Communication

Parking

Parent Helpers

Photocopying

Policies and Procedures

Parent Teacher Association (PTA)

Staff/Team Meetings

Police Vetting

Visitors to School

SCHOOL LIFE

After School Care/OSCARS

Assemblies

Bell Times

Bullying

Buses/Bus Notes

Bus Problems

Bus Rules

Complaints

Mobile Phones

Lunches

Outdoor Education

Prizegiving

Uniforms

STUDENTS

Birth Certificates

Dental Therapist

Head Lice

Health Department

PB4L

Pupil Support Plan

Support Services

IN CLASS

Brain Food Break

Bream Bay Angels

Class Placements

Digital Technology

Homework

Physical Education

Pre School Visits

Reports

Stationery

ACTIVITIES

Bicycles / Scooters

Kapa Haka

School Pool

School Trips

Swimming

CODE OF CONDUCT

AROUND THE SCHOOL

Absences

Every time a child is absent from school we require an explanation of 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, or enter the absence via our app - HERO. We do this to ensure your child is safe.

Accidents and Illness at School

Initial treatment will be carried out by teachers. All members of the 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.

Medical incidents and injuries are entered into our SMS - HERO.

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 Presiding Member, 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:

Presiding Member - David Field

Deputy Presiding Member - Chris Townshend

Finance - Amos Cook

Property - Jon Profitt & Stephen Abercrombie

Principal - Belinda Bunny

Health and Safety - Chris Townshend

Secretary - Cindy Kane

Staff Rep - Maree Smith

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.

Email: office@wps.school.nz

Phone: 09 432 0135

Text: 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 WharePukapuka is an essential part of our children's learning.

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.

Lost Property

Lost property is held at school for one term and then donated to a worthy cause. Lost property collected during the week can be found outside the hall. 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 the following ways in which to communicate with parents and the wider community.

1. **Newsletters** are the most frequent and regular form of communication, and these are emailed out every Friday. Please make sure that you read the information included in these newsletters, as this often avoids unnecessary questions to office staff.
2. **HERO notifications** will come out with important information including camp and trip notices, syndicate newsletter and health advice.
3. Our school **Website** has all of our information loaded onto it. It is updated regularly. You can also access our school calendar, a copy of our Facebook feed and read any important notifications.
4. Our school **Facebook page** is used for community updates.

Parking

Please park at the front of the school. The buses run through the front gate and out the back gate and there is limited parking in the school grounds. Please also follow the 'flow', this is indicated by the directional arrows painted on the concrete.

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. Areas of need currently are gardening, trips, school events, fundraising helpers.

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: wps

Password: argyle

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

Deputy Chairperson - Wendy Ridge waipupta@gmail.com

Secretary - Heather Beaton

Treasurer - Jessie Larsen

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 2.45pm and 4.30pm. It helps if parents would refrain from phoning during this time unless the matter is urgent.

Strategic Plan

Our 2026 strategic and annual plan has been written to encompass community and MoE expectations for student learning alongside school improvement.





Waipu Primary School

STRATEGIC PLAN 2026

OUR VISION: SOAR towards excellence



Goals	Learning Foundations	Culture & Inclusiveness	Engagement	Physical Environment
Initiatives	Implement the new English & Mathematics Curriculum Embed 'High Leverage Teaching Practices' & Structured Approaches to Teaching Use new assessment tool & reporting to parents requirements	Pūrakau - Learning our local stories & histories Teaching to the North-East, Relationships First Pedagogy Bring 'SOAR' to life across all aspects of our school kaupapa	Implement Use of HERO Systems (Attendance) • Communication • Reporting Increase attendance & implement attendance management plan	Begin Enviroschools journey + create ownership for initiatives Improve indoor & outdoor spaces to make them more visually appealing
Success	Students empowered and supported to reach full potential academically with robust teaching, learning & assessment programmes evident	Our people have a clearly articulated knowledge of who we are, how we operate and what we are striving to achieve	A connected, kura with all stakeholders engaged, informed and actively participating	Have clean, tidy, attractive environments that are collectively cared for and demonstrate pride in our school

OUR VALUES

Mā te huruhuru ka rere te manu







Adorn the bird with feathers so it may soar

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/OSCAR

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 assembly alternating with separate Junior / Middle / Senior assembly Friday - Exact times will be advertised beforehand in the newsletter and on our school google calendar. 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.

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 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. 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.
5. 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.
6. 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 need 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 camps & 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.

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.

School Camp Procedures & Planning

Updated: 11_25

BoT Policies Regarding EoTC

[Volunteer Involvement](#)

[Health, Safety, and Welfare Policy](#)

[EOTC Incident Reporting](#)

[EOTC Transport](#)

[EOTC Risk Assessment and Management](#)

[EOTC Contingency and Emergency Planning](#)

[EOTC Event Planning and Approval](#)

[Education Outside the Classroom \(EOTC\)](#)

[EOTC Consent](#)

[EOTC Review, Evaluation, and Reporting](#)

[EOTC Governance Roles and Responsibilities](#)

[EOTC Staff Competence](#)

[EOTC Management and Support Roles](#)

[EOTC Supervision](#)

[EOTC Student Participation and Inclusion](#)

[EOTC Health and First Aid](#)

Annual Schedule

Year	Term 1	Term 2	Term 3	Term 4
Junior School (Y1-2)	<ul style="list-style-type: none"> - Day trip to somewhere local-linked to our Inquiry topic. Afternoon activities at school followed by a Whānau picnic dinner. - Overnight camp @ school (Y2 only). 	Possible day trips in Term 2 or Term 3 linked to our school-wide inquiry topic.		Local day trip linked to our Inquiry topic
Middle School (Y3-4)	Class Camps: 3 days, 2 nights.			Day Trip
Senior School (Y5-6)	Class Camps: 3 days, 2 nights.			Year 5 Camp Year 6 Camp

NB. At times, Year 2 students are placed in a middle syndicate class. This is entirely dependent on class and student numbers. If a student is in a middle syndicate class, they will participate in the middle syndicate & class activities, not both.

Cost

- Day Trips: These will take place where possible using the donations scheme & grant funding to cover any short-fall.

- Over Night Camps: The cost of the camp will be determined at least 2 terms ahead of the camp dates. The overall charge will be split between the number of students attending. Fundraising initiatives will be planned to help reduce the cost of the camps for families as well as a grant application. Most of the time, these camps are reduced to a per-student cost of approximately \$100-200.

Parent Volunteers

- During the planning stages of any EoTC event/camp/trip, staff will determine the number of additional volunteers required to run the programme effectively, ensuring adequate supervision.
- Once the number of volunteers required has been determined, an expression of interest form will be sent out to families calling for parent volunteers.
- Staff will select the number of volunteers needed based on the skills required of the adults on the camp. There may be instances where more adults than are needed wish to come. Staff will determine the best-fit based on the expressions of interest put forward. Taking too many adult volunteers creates another group of people to manage and can become difficult. The priority needs to be on the care, welfare and safety of the students at all times.
- Day visits to camp are not permitted. Students seeing their parents while on camp can often be unsettling. It also adds in other people to oversee and manage. As well intended as a visit may be, it distracts from the task at hand which is offering students a well organised, structured, rewarding camp experience.

Planning

- Staff will follow the planning process as outlined in the school EoTC folder. There are two spreadsheets and associated planning documents to be used and completed. Planning documents are reviewed by the Principal. Where possible a BoT member will also review the documents.

Prizegiving

This takes place on the last day of school. All classes have 5 special prizes to award. There are also 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 Bethells Uniforms in Whangarei or online at <https://www.bethellsuniforms.co.nz>. The uniform consists of a polo top, sports T. shirt and polar fleece plus a range of black shorts, skorts, 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.



STUDENTS

Birth Certificates

Birth Certificates need to be sighted and copied when a new entrant is enrolled. Immunisation Certificates are no longer required by the MoE.

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's 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

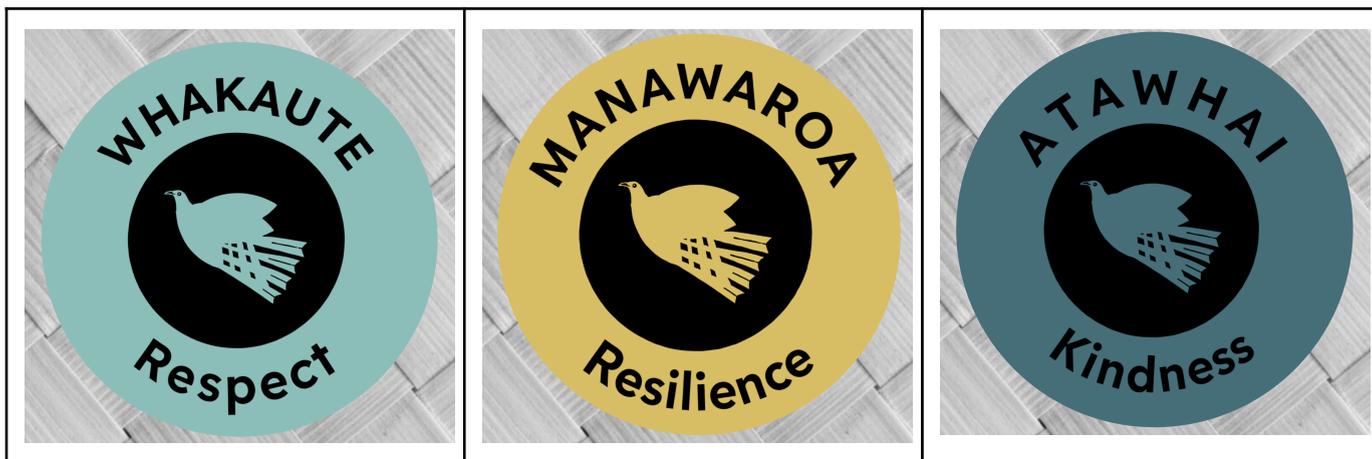
Audio-Visual Tester - sight/hearing testing is done at five years and in Year 3 on request. The Public Health Nurse visits on an 'as needs' basis.

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 that 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

Children are acknowledged for effort, achievement and values through our token system, certificates at both syndicate and whole school assemblies.

Our behaviour plan is:

1. Reminder - Time to: stop and listen
2. Warning - Time to: stop and listen, change the behaviour
3. Consequence - Time to: own it - fix it - learn from it
4. Parents will be contacted to discuss behaviour and assist to formulate a plan moving forward. 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 a valuable resource that our school is able to access for further support & guidance.

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 drink 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.

Towards the end of the school year parents are invited to complete a 'Class Considerations Form'. 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.

Curriculum

At Waipu Primary School we follow the curriculum as set out by the Ministry of Education. An overview of the curriculum, year level expectations and ways to help with learning at home can be found on the parent portal - <https://www.education.govt.nz/parents-and-caregivers/schools-year-0-13/parent-portal>

Digital Technology

At Waipu Primary School all senior and middle school students will 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 – syndicate expectations will be outlined in newsletters at the start of each year. 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 swimwear (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

Over the course of the year there will be opportunities to discuss your child's learning with the school, should you wish to discuss your child's progress at any time, please do not hesitate to contact the class teacher.

Formal reporting occurs twice a year - middle and end. These reports will come out via HERO and can be printed upon request.

Reporting to parents will follow Ministry of Education guidelines - updated 2026.

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 an email or a slip home requesting the amount needed to purchase from the school office. We have a small supply of replacement stationery requirements here at school

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.

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 Friday afternoon. We have Junior Kapa Haka from 1.15 – 1.45 p.m. Senior Kapa Haka from 1.45 – 2.20p.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.

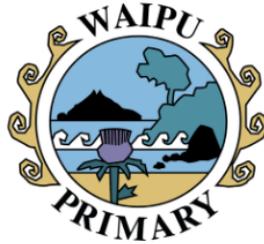
Parents may send booster seats to ensure their child is safer on a trip. We have a limited number of booster seats at school if required. Permission slips and money must be at school before the deadline, for the child to go on the trip.

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 on medical grounds only and a note from parents should be sent to school with an explanation. All children must wear a swimming cap to keep hair out of the pool filters.

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.



CODE OF CONDUCT – Parents, Caregivers and Visitors

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.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Standards of conduct

Waipu Primary School expects parents, caregivers, and visitors to:

7. treat everyone with respect
8. work together in partnership with staff for the benefit of students
9. respect and adhere to our school values, respect, resilience and kindness.
10. set a good example for students at all times
11. follow school procedures to handle any complaints
12. adhere to school policies and procedures (such as those listed below), and any legal requirements.

Examples of unsuitable conduct include:

- threats, bullying, harassment
- profanity/offensive language
- insulting, abusing, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property
- smoking or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Waipu Primary School policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums
- wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave).

Dealing with breaches of the Code of Conduct

How Waipu Primary School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with.

Examples include:

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Outcomes of breaching the Code of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person

persists after being trespassed off school grounds.

- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.

Further information

Supporting policies and procedures are available on our SchoolDocs site: schooldocs.co.nz