

Waikite Valley School

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Developing Learners for Life
We are: Proud, Enthusiastic, Respectful, Caring,
Confident, Curious



Welcome to Waikite Valley Primary School

As a new parent you will want to know what goes on in the school on a day-to-day basis. This booklet is designed to help you get to know the school and its activities.

Our school recognises that each of our pupils has their own individual talents, uniqueness, dignity, motivation and ways of learning.

Our programmes aim to provide learning experiences and activities that allow all children to achieve success and develop a positive self-image.

Our school enjoys excellent community support and is well resourced because of this. We welcome all parents to take an active part in their child's learning process and invite you to arrange a visit to your child's class and join in with some of their learning.

MISSION

The school, in partnership with the community, aims to develop the person for life, using high quality learning opportunities pitched to individual needs. We believe that each student travels on a learning journey and it is our responsibility to ensure that they are successful, positive and challenged along the way.

MISSION STATEMENT

Waikite Valley School – Developing Learners for Life

THE SCHOOL

BOARD OF TRUSTEES

Your Board members are:

Chairperson	Shelley Muller
Committee:	Katie Wheeler
	Cam Negus
	Henry Worsp
Staff Representative:	Lisa Dinning
Principal:	Teresa Topp

BOARD OF TRUSTEES

The Board usually meets in the staffroom on the fourth week of the month. Meetings are open and all are welcome to attend.

TEACHING STAFF

Te Ruma Pawai	Lisa Dinning (DP) (New Entrants - Year 2) & Amanda Sherriff (Years 2- 4)
Room 3	Andy & Teresa Topp (Year 7 & 8)
Room 4	Sheryl Pearson/ Sian Twiddy (Years 4-8)
Teachers Aide	Kelly Curtis
School Secretary	Kelly Curtis

ENROLMENT REQUIREMENTS

The school is required to file a copy of all 5-year-old birth certificates and immunisation certificates. An enrolment form plus other relevant health forms also need to be completed. Mrs Dinning can be contacted at school for pre school visit details.

ABSENTEEISM

If your child is away please contact the school or write a note and give a reason for the absence. You will be contacted if no notification has been given to the school by an adult; this is because of safety issues.

SCHOOL DONATIONS & FEES

A School Donation of \$35.00 per child or \$60.00 for 2 or more children per family would be appreciated.

There is a Photocopying fee of \$25 per student per year.

There is an Activity fee to cover such things as class trips and outings etc. This is \$50 per student per year. You are welcome to pay by instalments and/or per term.

EDUCATION RELATED SERVICES

These services are open to all students if recommended by parents and/or staff.

- Psychologists
- Public Health Nurse
- R.T.L.B (Resource Teacher Learning and Behaviour)
- Speech and Language Therapists
- R.T.Lit (Resource Teacher for Literacy)
- Or other services relevant to your child's individual needs.

LUNCHES

Lunches are available for students to purchase. All food has the Heart Foundation tick (✓) and ranges from \$1 - \$2 per item. Orders are taken in each classroom at 9am.

SCHOOL BELLS/TIMETABLE

9.00am	School Commences (First Block)
11.00am-11.45	Interval
11.45am- 1.15pm	Second Block
1.15pm – 2.00pm	Lunch
2.00pm – 3.00pm	Third Block

Two bells indicate Assembly. A continuous bell rings for Fire Drill or Earthquake Drill. Three Bells indicate lunch inside if wet, or organised sport if dry. We have a brief administrative assembly for the school on Monday mornings at 9am.

OFFICIAL SCHOOL HOURS

Our school officially begins at 9am but there is always a staff member at school from 8am to 4pm. The office administrator (Mrs. Curtis) is in attendance all day Monday, and on the afternoons from Tuesday to Friday. We have an answer phone that is checked regularly – please feel free to leave a message on the phone.

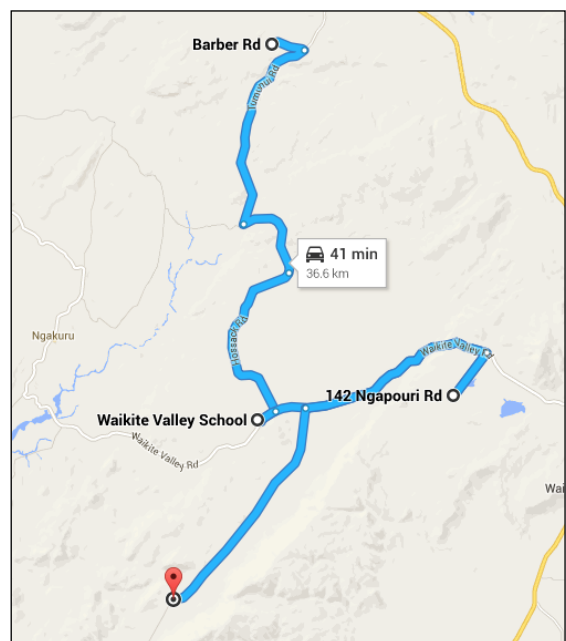
Your children are **welcome at school from 8am and we have an afterschool care program** that runs until 5pm if required.

BUSES

Our bus route is as follows:

From Waikite Valley School, up Waikite Valley Rd, turn onto Hossack Rd to Corbett Rd and Tumunui Road to Barber Road intersection, then return to Waikite Valley Rd. Via Waikite Valley Rd to Ngapouri Rd, travel to #142 Ngapouri Rd & return via Waikite Valley Rd to Te Kopia Rd, travel to #658 Te Kopia Rd and return to Waikite Valley School.

For an individual bus timetable see the Principal. Please contact the school by phone or a note, if your child is not travelling by bus in the afternoon. All bus students are required to sign a bus code of conduct; this is a Ministry of Education document.



CLASS TRIPS/CAMPS/E.O.T.C Academy

Education outside the classroom (E.O.T.C) is an important part of the educational process.

Students (Year 3-8) attend a camp each year, usually in Term 1. We try to alternate years with a bush camp, followed by a beach camp. The focus is on building positive relationships and culture, developing school leadership and experiencing the great outdoors.

The Year 7 and 8 students will be involved in an **EOTC academy**. Each term they will take part in a new outdoor experience. The programme may include snorkeling, mountain biking, a snow camp surfing and water skiing. They will also take part in a National Young Leaders Day, with alternating years locally then away. 2017 was our year to fly down to Christchurch.

The number of other class outings that teachers organise will depend on the classroom programme and relevant class trips as part of this.

KA HIKITIA

Every Monday, students work with Matua Grant Hohepa looking at aspects of Maori culture, music, performance and the Arts. From this learning we have developed a whole school Kapa Haka performance group. We join with other schools in the Reporoa Cluster to perform at a Cultural Festival in Term 2.

NEWSLETTERS

A weekly newsletter goes out each Monday. We celebrate students' success and achievement, discuss learning in and around the school, and outline current and upcoming events. You are welcome to place small notices if there is room. This newsletter is also published onto our website and can be emailed out if you provide the office with your contact email.

REPORTING TO PARENTS

We have open classrooms and Student Led Conferences towards the end of Term 1, with Teacher Led conferences towards the end of Term 3. Parents, Students and teachers discuss goals, set targets, review learning etc. Parents have a learning conversation with their child in the classroom and discuss progress, learning and next steps. The children are coached on how to run the conference. The teacher is present for support and to answer any questions. These conferences have become part of our learning culture and we believe it is empowering for each student and informative for parents.

We send out formal reports in the middle and at the end of the year, these will have your child's learning progress in relation to National Standards.

National Standard reports for anniversaries of 1, 2 and 3 years at school are sent out when appropriate.

Teachers are always available to arrange interviews or just to 'catch up' on your child's learning.

STUDENT DUTIES/MONITORS

The students support the school in a number of ways including raising the flag, presenting and hosting assemblies, lunchtime librarians, senior leaders, bell ringers and sports, lunch and bus monitors.

COMMON DISEASES

Although we appreciate privacy, it is important that you notify us immediately if your child catches a contagious disease. We can then take precautionary measures. Confidentiality will be maintained at all times.

These diseases include: Ringworm, measles, chicken pox, mumps, scabies, school sores and hepatitis. Please notify the school if an outbreak of head lice occurs.

CYCLING

Students are welcome to bike to school. It is important that all safety rules are followed (including a helmet) and that the bikes are stored in the shed behind Room 2. Several of our students also wear a bright high visibility vest. The Police recommend that children do not ride alone on the road before the age of 10.

CLOTHING

All items of clothing should be clearly named. Any lost property is stored in a large container, which is outside the Room 3 cloak bay. We encourage children to be responsible for their own clothing. Unclaimed items are given to a charity at the end of each term.

DENTAL CLINIC

We host a mobile clinic and treatment is available once a year. The Dental Clinic also treats pre school children. Plenty of notice will be given for the upcoming visits. When the Clinic is not open you can contact the Therapist at Malfroy Primary School, Ph. 347 1723.

FIRST AID TREATMENT

We have a well-equipped first aid room and trained staff members who hold current first aid certificates.

Our school follows procedures recommended by the Board and Ministry.

Staff will attend to most day-to-day accidents but if we feel it necessary to involve medical support or advice then we will follow that path and contact you.

Prescription Medication: If there is something your child needs to take at school please write a note and it will need to be handed into the office.

All students that have Asthma and can monitor this condition are more than welcome to carry their inhaler with them. It is often a good idea to keep an additional inhaler in the first aid room.

It is also a good idea to outline any medical condition in your enrolment form and to the classroom teacher.

P.T.A.

We have an energetic and committed PTA that meets each month; they would welcome new members if you are interested in becoming a part of this group. The A.G.M is usually held in March.

PET DAY

This is a rewarding experience for all students. This is a strong part of the culture of the school with calves, lambs or kids being reared. It is generally held in the 4th term with further details coming out closer to the time. Successful competitors may move through to Group Day.

POLICIES and PROCEDURES

These are being reviewed on a continuous basis. We welcome input from the community and you are welcome to view these at any stage. The same applies to minutes of meetings and other relevant information. The policy folder is available to read in the office foyer.

REWARDS AND DISCIPLINE

The school encourages good behaviour by positive reinforcement. Students can be encouraged in a number of ways including:

- Verbal specific praise/feedback and feed forward
- Written praise
- Stickers
- Phone calls
- Postcards – ‘A message from your teacher’
- Privileges

We have established a positive school culture that encompasses the competencies in Tataiako:

WANANGA – Developing student voice and allowing the students to have a genuine say in the way we do things. Communication, problem solving and innovation.

MANAAKITANGA - values – integrity, trust, sincerity, equity

TANGATA WHENUATANGA – Place based, socio-cultural awareness and knowledge

WHANAUNGATANGA – Relationships: schoolwide, between students, teachers and the community

AKO – Taking responsibility for your own learning. Shifting relationships between being a learner and a teacher. Everyone can be learner and everyone can be a teacher, depending on the occasion.

We want our students to be able to ‘walk the walk and talk the talk’ with regard to these competencies. Strategies to promote these competencies are:

- Speaking the language of the competencies – this will include school assemblies, on signs around school, incorporation into inquiry themes e.g. peer learning, ako, caring for each other, participation etc.
- Developing learning focused relationships.
- Recognising teachable moments.
- Transfer of this culture from the classroom, to the playground and at home.
- Foster our school core values - **Proud, Enthusiastic, Respectful, Caring, Confident and Curious.**

- Professional Development on Tataiako and infuse these competencies through our culture.

We also have individual classroom Sharing Assemblies to celebrate student achievement and effort. Our End of Term and End of Year Assemblies formally recognise the students who have achieved excellence over the term or year.

All classes discuss rules, rights and responsibilities at the beginning of the year. We encourage positive behaviour at all times and insist on high standards across the school. An example of a behaviour management approach, having established class rules, is:

1. Warning
2. Name on board
3. Name with a tick
4. Removal from own class to another class. The student and teacher have a conference during the next break in the day and discuss a way forward.

We do not tolerate bullying, verbal or physical abuse. If this occurs students are removed from the playground or classroom. Parents may be contacted if deemed necessary. This does not occur often but a system is in place and we appreciate support in this area.

PARKING

When dropping off or collecting children outside of bus hours please use the drop off zone. The bus bay must be kept free from 8:30-8:45am and from 2:50-3:10pm. Parents collecting children must come into the school grounds to do so. Please wait under the shade sail in the courtyard for minimum disruption to classes.

PARENT HELPERS

Our school encourages active involvement from parents in their child's education. If you have a particular skill you would like to share, or would like to offer classroom assistance (not necessarily your own child's room), please contact the school. This may be on a regular or one off basis, morning or afternoon. We're flexible!

SUN CARE POLICY

Students must wear a school, wide brimmed sun hat through Terms One and Four. These are compulsory and can be purchased for \$12 from the office. We also encourage children to wear sun block and sun glasses.

SPORTS

Sport has a high priority at our school. We have wonderful grounds and resources and the children have access to many sports and recreational activities. We promote all sporting activities. We are involved in all cluster school sports events.

STATIONERY

All stationery packs are to be ordered through the school. Each class has their own requirements. We have sourced quality and competitively priced stationery through our school suppliers. Throughout the year additional stationery can be purchased through the office.

SWIMMING

We aim to have the pool open early in Term 4 until late in Term 1.

It is open to the public over the Christmas break and keys can be purchased through the school office.

We expect students to bring their togs and towel each day to make the most of this facility. If a child is unable to swim please send a note or contact the school.

School funds a Swim2XCL program tutored by Alastair Johnson in our school pool. This is to ensure all students of our school attain a minimum swimming level to address water safety. We also run preschool swimming lessons with Alastair for 3-4 year olds.

VALUABLES

We do not encourage valuable items coming to school, as the school cannot be held responsible for loss or damage. Thank you for your support in this area.

SUMMARY

This booklet/package hopefully has answered most of your questions but as always we welcome feedback and comments. We look forward to an excellent educational relationship with your children and yourself.

Thank you,

Teresa Topp
Principal
Tumuaki
Waikite Valley School

