

WAIMAUKU SCHOOL



**INFORMATION  
BOOKLET**

— 2022 —



# WAIMAUKU SCHOOL

We Belong, We Grow, We Contribute

Telephone (09) 411 8222  
Email [office@waimauku.school.nz](mailto:office@waimauku.school.nz)  
Email [principal@waimauku.school.nz](mailto:principal@waimauku.school.nz)

Dear Parents and Caregivers,

Welcome to Waimauku School,

We hope that this booklet will complement the information given when you enrol your child. It is recognised that we cannot include everything in a booklet but we hope that it will answer some of your initial queries. It is also available on the school website.

Please note the special section at the end for children who are starting school for the first time.

Kind regards,

Gary Pasfield  
Principal

## Waimauku School Term and Holiday Dates for 2022

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### TERM 1

**Wednesday 2 February to Thursday 14 April (includes Goal Setting Days)**

|                          |  |
|--------------------------|--|
| Teacher Only Day         | Thursday 27 January                    |
| Teacher Only Day         | Tuesday 1 February                     |
| Goal Setting Interviews  | Wednesday 2 February                   |
| Goal Setting Interviews  | Thursday 3 February                    |
| First Full Day of School | Friday 4 February                      |
| Waitangi Day             | Monday 7 February                      |
| Good Friday              | Friday 15 April (during the holidays)  |
| Easter Monday            | Monday 18 April (during the holidays)  |
| Easter Tuesday           | Tuesday 19 April (during the holidays) |
| Anzac Day                | Monday 25 April (during the holidays)  |

### TERM 2

**Monday 2 May to Friday 8 July**

|                  |                |
|------------------|----------------|
| Teacher Only Day | Friday 3 June  |
| Queen's Birthday | Monday 6 June  |
| Matariki         | Friday 24 June |

### TERM 3

**Monday 25 July to Friday 30 September**

|                   |                     |
|-------------------|---------------------|
| QEII Memorial Day | Monday 26 September |
|-------------------|---------------------|

### TERM 4

**Monday 17 October to Wednesday 14 December**

|                  |   |
|------------------|---|
| Labour Day       | Monday 24 October                         |
| Agriculture Day  | Friday 28 October and Saturday 29 October |
| Teacher Only Day | Friday 11 November                        |

## School Hours

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|                  |   |
|------------------|---|
| 8.00 am          | Children start arriving at school   |
| 8.55 am          | Prepare for class   |
| 9.00 am          | Class programmes start  |
| 11.00 am         | Morning tea   |
| 11.30 am         | Class programmes  |
| 1.00 pm          | Class lunch eating time   |
| 1.10 pm          | Play time   |
| 1.45 pm          | First bell is rung to advise pupils to: <ul style="list-style-type: none"><li>● Clear the back field</li><li>● Return sports gear</li><li>● Tidy up and prepare for classes to start at 1.50 pm</li></ul> |
| 1.50 pm          | Class programmes start  |
| 2.55 pm          | Rooms tidied so that children are dismissed from class at 3pm sharp   |
| 3.00 pm          | Classes dismissed   |
| 3.05 pm          | The first buses leave   |
| 3.30 pm onwards: | Bells indicate the arrival of buses.  |

Pupils are encouraged to be at school by 8.45am to get organised for the start of the day.

## Personnel - School Organisation for 2022

|                               |                   |
|-------------------------------|-------------------|
| Principal                     | Mr Gary Pasfield  |
| Deputy Principal/SENCO        | Mrs Anita Newland |
| Curriculum Director           | Mrs Erin Purchase |
| Learning Support Co-Ordinator | Mrs Wendy Dunn    |

| Ngauruhoe Team |  |          |
|----------------|--|----------|
| Room 9         | <b>Mrs Jenni Supeck (Team Leader)</b>    | Year 7/8 |
| Room 10        | Mrs Melissa Wratt                        | Year 7/8 |
| Room 11        | Mrs Steph Steffens                       | Year 7/8 |
| Room 12        | <b>Mrs Lauren Clouston (Team Leader)</b> | Year 7/8 |
| Room 13        | Mr Matthew Roby                          | Year 7/8 |
| Room 14        | Mrs Nicole Holmes                        | Year 7/8 |
|                |  |          |
|                |  |          |

| Tongariro Team |  |          |
|----------------|--|----------|
| Room 8         | Mrs Josie Taylor                       | Year 5/6 |
| Room 15        | Mr Dave Stenning                       | Year 5/6 |
| Room 16        | <b>Mr Robert James (Team Leader)</b>   | Year 5/6 |
| Room 29        | Miss Ammie Hill                        | Year 5/6 |
| Room 30        | Mrs Kim Voice                          | Year 5/6 |
| Room H1        | <b>Mrs Steph Flexman (Team Leader)</b> | Year 5/6 |
| Room H2        | Mr Cody Hutchison                      | Year 5/6 |

| Ruapehu Team |  |          |
|--------------|--|----------|
| Room 1       | Mrs Rebekah McCall                         | Year 3/4 |
| Room 2       | Miss Stephanie Treneary                    | Year 3/4 |
| Room 3       | <b>Mrs Ange Howard (Team Leader)</b>       | Year 3/4 |
| Room 4       | Ms Jo Foster                               | Year 3/4 |
| Room 5       | <b>Ms Jane Bailey (Team Leader)</b>        | Year 3/4 |
| Room 6       | Miss Shylah Robinson/Mrs Tanya MacMenigall | Year 3/4 |
| Room 7       | Miss Hayley Wills                          | Year 3/4 |

| Tarawera Team |   |        |
|---------------|---|--------|
| Room 22       | <b>Ms Helen O'Connor (Team Leader)</b>    | Year 1 |
| Room 23       | Ms Kate Fox                               | Year 1 |
| Room 24       | Ms Angela Singh                           | Year 1 |
| Room 25       | Mrs Merieke Theunissen                    | Year 1 |
| Room 26       | Mrs Kim Wannenburg & Miss Jess McLaughlin | Year 1 |
| Room 27       | Mrs Tracey Buchanan                       | Year 1 |
| Room 28       | Mrs Pauline Smith & Mrs Adriana Goile     | Year 1 |
| H3            | Mrs Skaya Hudson                          | Year 2 |
| H4            | Mrs Jane Spray                            | Year 2 |
| H5            | Ms Theresa Wood                           | Year 2 |
| H6            | <b>Mrs Marj Mills (Team Leader)</b>       | Year 2 |

| Specialists     |                       |
|-----------------|-----------------------|
| Music           | Mrs Melissa Dickinson |
| Music           | Mrs Tanya MacMenigall |
| Release Teacher | Mrs Sue Butt          |
| Release Teacher | Mrs Melody Bell       |
| Release Teacher | Mrs Fiona Rickards    |
| Release Teacher | Mrs Michelle Grayson  |
| Release Teacher | Mrs Leanne Martin     |
| French/Spanish  | Mrs Patsy Van Dael    |
| Te Reo Y1-4     | Whaea Ihapera Manuel  |

| Administration  |                   |
|-----------------|-------------------|
| Secretary       | Mrs Delia Oliver  |
| Secretary       | Mrs Angela Searle |
| Bursar          | Mrs Nicky Osmond  |
| Library Manager | Mrs Gail Sumner   |

| Learning Assistants |                      |
|---------------------|----------------------|
| LA/Sick Bay         | Mrs Val Steel        |
| LA                  | Mrs Glenys Brown     |
| LA                  | Mrs Erica Lasham     |
| LA                  | Mrs Natasha Cordes   |
| LA                  | Mrs Ali Jones        |
| LA                  | Ms Melo Newton       |
| LA                  | Mrs Kate Joseph      |
| LA                  | Miss Shanae Lewis    |
| LA                  | Mrs Suzannah Buckley |
| LA                  | Mrs Margie Carron    |

| Property         |                   |
|------------------|-------------------|
| Property Officer | Mr Kyle Webber    |
| Gardener         | Ms Yvonne Stewart |

## Absences and Children's Safety

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To ensure the safety of our pupils please contact the school before 9am if your child is to be absent from school or late for any reason. You can contact the school in the following ways:

- call the school on 411 8222 and speak with reception, or leave a message on the 24 hour absence voicemail
- send an email to [office@waimauku.school.nz](mailto:office@waimauku.school.nz) explaining the situation
- fill out the absence form on our website
- pop into the office and let us know

At 9am when teachers mark their electronic roll our office staff will call you if your child is absent and you haven't contacted us to explain why.

The school tracks absences and lateness. The Board of Trustees is aiming to improve our current attendance rate to 95%. There will be a termly audit regarding attendance.

*The only reason this procedure has been put in place is for the protection of your child.*

*In other parts of New Zealand there have been cases where a child has gone missing on the way to school and parents have not found this out until school has finished for the day.*

***In some cases the death of the child has been the outcome.***

*If there is any such problem, early notification and action is vital.*

There can be a high monetary cost to the school if our office staff spend hours tracking down parents who have simply forgotten or choose not to ring in.

### **Children who are Absent for an Extended Period of Time**

When children are going to be away from school for an extended period of time, the Principal must be advised, in writing. Unexplained absences will be followed up by the class teacher and Senior Management.

## Accidents and Sickness

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If your child is a severe asthmatic, has allergies or has any other condition which requires medication to be available at school, please ensure that we have specific information, in writing, and the appropriate medication. If medical attention has to be sought for your child, and we cannot locate you or your emergency contact, we will take him/her to the Waimauku Medical Centre.

## Administration of Medication Policy

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Occasionally parents ask us to administer medication to their children throughout the day, which we are happy to do. If a child needs medicine during the day the parent/caregiver of the child must bring medication to the office and complete the 'Administration of Medication' form. Children should not have medication in their bags or on their person.

## **Agricultural Day**

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On Agriculture Day students make art and crafts and floral exhibits and can compete in animal competitions.

Children have the option of bringing hand reared lambs, calves and goats. The ribbon winners for the lamb, calf and goat competitions are eligible to enter the Kaipara Schools Group Day, where they compete with their pets against children from other schools in the region.

The school sells baby chicks before Ag Day which can be raised by the students for the chicken competition and we also have all sorts of other pets competing.

Calendar/Card/Diary Orders - traditionally students create an artwork that can be made into a calendar, a pack of cards or a diary. Order forms will be sent home closer to Ag Day.

## **Board of Trustees**

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The Board of Trustees is elected every three years by parents and caregivers. Five trustees are elected. The staff elects their own trustee. The principal is a member of the board by right. Other trustees may be co-opted onto the Board. A chairperson is elected annually. A full report is prepared and published annually which includes officially audited financial statements. The next election will be held in September 2022.

### **Board Meetings**

Please note that our board meets each month. Parents are most welcome to attend these meetings. If you would like anything on the agenda please contact the school seven days before the meeting. The first meeting of 2022 will take place on Wednesday 16 February at 5pm.

### **Board of Trustees**

Craig Harrison

Gary Pasfield (Principal)

Hayley Plowman

Thomas Nehemia

Ben Wetini

Nigel Perkins

Skaya Hudson (Staff Trustee)

## Behaviour of Pupils at Waimauku School

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Almost all of the pupils at Waimauku School are well behaved, considerate pupils. Visitors to our school regularly tell us how impressed they are by our pupils' behaviour and consideration. I often hear the same message from organisations that have had our children visit them. This good behaviour and consideration is as a result of the good work and caring attitude of our parents, the dedication and care of our teachers, the high expectations of our school, and the good attitudes of the children themselves.

To improve our standards further, we have to accept that a small number of pupils are at times inconsiderate to others. We also have the occasional child who bullies and can harm other children. It is important that we do not overreact and that we continue with positive programmes that encourage thoughtful considerate behaviour.

The safety of all children is paramount. If a child continues with gross misconduct or continual disobedience that affects a victim's right to attend school where there is a safe and effective learning environment then I will stand down, or recommend the suspension of that child to the Board of Trustees.

Principals and Boards are constrained by law and regulation when dealing with such issues. Note the following rule re. Stand-down, Suspension, Exclusion, and Expulsion.

**Rule 7. Principles applying to processes, practices, and procedures** – Every participant in the processes, practices, and procedures dealt with in sections 14 to 18 of the Act and these rules should be guided by the following principles:

- a. The need for every participant to understand the processes, practices, and procedures
- b. The need for every participant to treat every other participant with respect, which includes recognising and respecting New Zealand's cultural diversity
- c. The need to recognise the unique position of Maori
- d. The need for every participant to be guided by the charter of the student's school
- e. The need for every participant to recognise that the Board has a responsibility to maintain a safe and effective learning environment at the student's school

### **Obligations of the School and Principal.**

- telling parents of the inappropriate behaviour of their child
- telling parents what is being or has been done
- offering guidance or counselling to the child and/or family
- offering our assistance in accessing the help of outside agencies

**The process that Waimauku School will follow in the event of dealing with a child who continually threatens a pupil's right to attend a school where there is a safe and effective learning environment will include:**

Parents will be advised by telephone, or a written note if your child has been involved in some incident that demonstrates unsuitable behaviour. If the problem persists, meetings with the school will be set up.

Should the problem continue parents will be contacted through a standard form letter.

This letter will be the beginning of a process aiming to rectify the problem but may lead to a stand down or a suspension.

If you receive such letters, the school has carried out its obligations as described above, and your child is still involved in serious misconduct or behaviour that is of a dangerous or harmful nature, then we have a very serious problem. Your child will be stood down or a recommendation for suspension will be made to the Board of Trustees.

Thank you for your understanding. Almost all pupils are a credit to their families and school. I anticipate that carrying out the above procedures to their conclusion will happen only very rarely, if ever but we must protect the safety of our children.

## **Bikes, scooters and skateboards**

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We actively discourage all pupils from cycling to school. The roads around the school are too dangerous. No children are allowed to cycle to school until they are 10 years of age and must have all safety gear. Scooters, skateboards and rollerblades are to be used on the topcourt only and helmets must be worn. Wheelie shoes may only be used on the topcourt only and not for around the school.

## **Birth Certificates and Immunisation Certificates**

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It is a requirement that we need to sight either a birth certificate or passport before enrolling any students. Students who are not NZ citizens will need to provide a student visa.

We are required by the Ministry of Education to keep a register of the vaccination status of all our students including the COVID-19 vaccination status of students aged 12 and over.

## **Bring Your Own Device (BYOD)**

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Technology has a vital role in teaching and learning, and in our daily lives. We encourage our students to use technology effectively and responsibly.

In keeping with our Health, Safety, and Welfare policy, we maintain comprehensive cybersafety policies and procedures to guide our use of the internet and ICT devices and equipment. These include digital technology agreements, including a BYOD agreement if a personal digital device is brought to school for learning.

Students in years 3–8 may bring their own digital device to use at school to enhance their learning, provided that the following conditions are met:

- The student and their parent/caregiver must read and sign the BYOD agreement before a device is brought to school. This outlines the expectations and responsibilities of each party.
- The device is suitable for the purpose.  
It needs to be wifi capable, have a screen size no less than 7", and come to school fully charged.
- Parents record the serial number of the device, and are responsible for its insurance, servicing, repairs, etc.
- Parents are also responsible for ensuring that the device has an antivirus program installed (this is not necessary for Chromebooks), and for checking and updating any apps installed on the device.

If a student breaches the BYOD agreement, they may lose the privilege of bringing their own device to school



## Buses

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Pupils who live more than 3.2 kms from their nearest school are entitled to bus transport to school if a bus service is available. Bus travel should be arranged during enrolment. A bus code of conduct form must be completed by a parent for every student at the school.

We expect our children to behave in a way that is both safe and considerate on the buses. If a child does not meet these standards he/she may lose the privilege of travelling on the bus. Remember:

- Pupils travelling on bus runs other than their designated run is actively discouraged.
- Pupils must get on and off at their usual stop.
- **The school must be contacted if there is any variance from the above.**
- Wait for your child on the same side of the road that the bus stops.
- Pupils are to wait until the bus has moved off. After getting off the bus pupils must wait a safe distance back from the bus at the side of the road until the bus has moved away (two telegraph poles distance as a guide) so that they have a clear view of the road before crossing.
- The school is not responsible for the safety of your child while he/she is travelling from his/her house to the bus stop, waiting for a bus to pick him/her up, or after he/she has got off the bus on the way home. **Someone must see your child both on and off the bus; if no one is there to collect your child, the bus will return the student back to school.**
- Much time can be spent dealing with upset children who are unsure which bus they were told to catch or if they were supposed to wait for a parent to pick them up. To avoid this situation please remember to contact the school if there is to be a variation to usual arrangements. A tag added to your child's school bag on days they need to catch the bus can be helpful.

### Children Changing Buses and Transport Arrangements

By regulation school buses provide transport from the bus stop nearest the child's home, to the school and, from school back to the same stop. Using school buses for other destinations is not allowed. Children should be actively discouraged from altering transport arrangements after school. If there is a need for changes to be made, children must send a written note to the office. **(They must not give a note or any other instructions directly to the bus drivers or the class teacher.)**

Children are not allowed to change buses for their convenience e.g. M2 in the morning and M1 in the afternoon. Students who live on Waitea Road up to #50 use the M1 bus and over #50 use M2.

### Collecting Children from School

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Owing to the large number of parents collecting children after school, parking is at a premium and consideration for other motorists and pedestrians needs to be shown. Cars must not be parked in bus bays, staff car parks, double parked, on footpaths or grass areas or opposite the area that the buses depart the school. A reminder that parents **must not** park in Vet's North Veterinary Clinic carpark or over our neighbours' driveways. It would be appreciated if parents could pick up children between 3.10 pm and 3.30pm to avoid buses in the bus bay.

For children's safety, children are supervised on the top netball court after school from 3.00pm. All children must remain on the top netball court until parents collect them or until they have caught buses.

**Children must not wait in any other areas** (lower car park, back field, Solan Heights etc). Therefore parents must walk up to the top netball court to collect their children.

Children are not permitted to play in the Junior playground area outside Rooms 22 – 25 after school unless directly supervised by their parents. For safety reasons there can be no exceptions. If parents collecting their children are late, children must wait on the top court.

## Cellphones

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Students do not need cellphones at school. If students need to contact parents, they can do so via the school office. Any cellphones which come to school must be given to the class teacher or left in the care of the office during school hours.

## Change of Clothes for Children Playing on Fields

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Children require a change of clothes when playing on the fields in wet weather. This enables them to return to their classrooms clean and tidy.

## Contact With the School

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Although parent interviews are held regularly parents and caregivers are most welcome to discuss any matters of concern or interest with the staff. The preferred time for this is out of teaching hours. Please email or telephone your child's teacher to arrange a time that is suitable.

In the event of you having a matter of concern, in the first instance please see your child's teacher. Team Leaders and Senior Management will follow up further concerns as necessary. These are the recommended guidelines for parents making informal complaints.

1. Discuss the issue with the right person.
  - If the matter is a general issue, discuss it with the person concerned or a member of the management team or the principal.
  - If you have a complaint about a staff member, contact the person involved and discuss the matter. We ask that parents make this direct approach as soon as possible. Be prepared to make a time to discuss your complaint if the staff member is unable to talk with you straight away. Be open to listening to the other side of the story to avoid communication breakdowns.
2. If you do not wish to approach the person concerned, contact a member of the management team or the principal to resolve the matter. The principal or management team member may communicate with the staff member concerned.
  - If you have a complaint about one of our students, contact the student's class teacher or the principal to discuss the matter.
  - If the matter concerns the principal and you have not first resolved it by discussion, or you feel uncomfortable directly approaching the principal, contact the chairperson of the board of trustees.
  - If the matter concerns a board member, contact the chairperson of the board of trustees, or board member if it concerns the board chair.
3. If you complain to a board member, you will be encouraged to resolve the issue with the guidelines above, and the board member will inform the principal and board chair.

#### 4. Work towards a resolution.

- In most cases, constructive discussion will resolve the issue.
- If you are unhappy with the outcome of your initial meeting, contact the principal, a member of the management team, or the board chair to discuss further resolution. They will consider and respond to the complaint as appropriate.

If an informal meeting does not resolve your concern or complaint, you can make a formal complaint.

If a staff member is the complainant (including complaints about colleagues), the same procedure must be followed, commencing with an initial discussion with the people concerned to try to resolve matters.

## Dental Clinic

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We do not have a permanent dental clinic. A mobile dental clinic will be visiting our school during the course of the year. Parents will be notified when the mobile clinic will be operational at our school. If you have concerns about your child's teeth please call the Westgate Community Dental Clinic on 832 2116.

## Dress Code

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Any slogans or graphics on t-shirts need to be appropriate for wearing in all areas of the school, and for interacting with students of all ages.

'School-appropriate' clothing choices need to be comfortable, functional for all school activities, sun-safe in the summer terms, and appropriate for the temperature and conditions.

We expect that in school time, students are modest and respectful of others. In order to meet the expectations of modesty, respect and sun safety, waists/midribs are to be covered and we avoid tops with gaping armholes or thin straps. Likewise, we ask for thoughtful choices of the length of clothing and suggest tights or leggings can be a good solution under shorts/short skirts.

Stud earrings (one in each ear) and a watch are the only jewellery items permitted to be worn at school by children. Items of cultural significance need to be approved by the office. Makeup and acrylic nails are not permitted.

## Hair

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If you find head lice (nits) in your child's hair they must be treated before the child returns to school. If you are not sure what treatment to use please ask your chemist or contact the school office. A low cost method that works is to apply a large amount of inexpensive conditioner to the hair and comb very thoroughly with a nit comb, wiping or rinsing the comb after each stroke. This, or any other treatment, needs to be repeated after 7 days.

## Homework

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Please consult with your child's class teacher regarding what home learning they expect from the children in the class. There is no point in children doing home learning just for home learning's sake. Work that they do should be worthwhile and contribute to positive learning attitudes. The minimum expectation is the following:-

## Home Learning Summary

Ngauruhoe Team Years 7 & 8

- Reading at least 20 minutes per night
- MangaHigh maths
- Completion of daily work only when it is felt that the student has not utilised their time efficiently in class.
- Activities related to class programmes (e.g. research tasks)

Tongariro Team Years 5 & 6

- Personal reading 20-30 minutes per night
- Any other home learning will be accessible on your student's google classroom

Ruapehu Team Years 3 & 4

- Reading
- Basic facts
- Spelling
- Any activity deemed worthwhile for the classroom teacher
- Mathematics

Tarawera Team Years 1 & 2

- Home Readers - Children to read to adult with little support
- Read to your child each night
- Maths Seeds

**Maths Seeds:** Available for Y1-2 children who have paid the \$28 yearly subscription

**Mathletics:** Available for Y3-4 children who have paid the \$28 yearly subscription

**Manga High:** Available for Y7-8 children who have paid the \$12.50 yearly subscription

## House Colours

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At Waimauku School every child is given a house colour. A child's house is given according to the initial letter of their last name.

Blue House      A, E, F, M, W, Y

Green House     B, D, G, P, Q, Z

Red House

C, I, R, S, U, V, X

Yellow House

H, J, K, L, N, O, T

## Leaving School During School Hours

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Once at school, pupils must remain inside the school grounds. Children are not permitted to cross the road to the shops once they are at school. If children are being collected for specific appointments, parents must report to the office to sign their children out. If the children are returning to school later that day, parents must report to the office to sign their children back in.

## Library

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All children have a designated library period (during school hours). Children are encouraged to borrow books. Your help to see that they are carefully treated at home and returned on time, will help to keep repairs and replacements to a minimum. The average cost these days of a book is approximately \$25. The school does charge parents for books lost or damaged.

## Lolly Free School

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Parents are reminded that as we are a 'lolly free school' children must not bring lollies, candy canes or chewing gum to share during school time. We appreciate your assistance with this matter.

## Lost Property

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Parents please ensure that your child's clothing and personal gear is well named. Huge amounts of unclaimed lost property is given away every year.

## Newsletters

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Communication is a very important part of any organisation. Our newsletters (published every two weeks) form an integral part of this communication. If your email address has changed please let us know as soon as possible. The office email is [office@waimauku.school.nz](mailto:office@waimauku.school.nz) Our newsletters are also available on our website [www.waimauku.school.nz](http://www.waimauku.school.nz) Newsletters include "Community Notices" which at the moment are free for non profit - community service organisations. If you would like a notice put in the current week's newsletter please contact the office. Commercial organisations can advertise in the newsletter but a cost is involved. Individual class notices will be emailed to families.

## Out of Hours Use of School Grounds

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We have always believed that our school is a community school and that the grounds are available for the community to share. Please respect our property and adhere to notices - no dogs, alcohol, smoking, vaping or skateboarding out of school hours. We also expect grounds to be vacated by 8pm.

## Parent Help

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If you are interested in supporting the school, we would welcome your assistance in any of the following ways - coaching sports teams, repairing library books and resources, processing new resources, helping out on school trips, staying at camps, assisting with transport, joining the PTA etc. Your help at school would be very much appreciated. If you are prepared to help in any way please discuss the ways that you can help with your child's teacher in the first instance.

## Parking Before and After School

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Please park legally and considerately around the school and its neighbourhood. Please **do not** park in the teacher car parks, in the Vets North car park or over our neighbours' driveways.

**Parents must not reverse out of the bus bay - it is unsafe and illegal.**

## Personal Details, Addresses & Telephone Numbers

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Please advise us if your phone number, address, email address or emergency contacts change. We may need to contact you in an emergency. If we are unable to contact you it can be very distressing for your child. Any information given to us is confidential and it will not be passed on.

## Photographs

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Individual and class photos will be taken during the year. Instructions for ordering photos online will be given out closer to the time of the photos being taken.

## Physical Education and Sport

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Children are expected to participate in the full school programme. Exemptions should only be for health reasons and a written communication from a parent is essential.

## PTA

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This friendly and supportive group meets regularly during the year. You are invited to come along and hear how the PTA operates. Meetings are normally held on the second Monday of each month in the staffroom. The 2022 AGM will be held in March, and will be advertised in the school newsletter. All are welcome to attend.

## Pupil Profile

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When your child starts school you will be emailed a link to their Student Profile. This allows you to access your child's contact details, school reports and assessments. You can also see your accounts statement, download your tax receipts and report absences. See [atschool.co.nz](https://atschool.co.nz)

## Reporting to Parents

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Learning goals at the beginning of the year are brought forward from the previous year's report. These are the basis of the next steps for learning in Term 1.

At the start of 2022, we will be holding goal setting interviews before the school year starts. This is a scheduled interview time with your children to meet the teacher and set directions and goals for the coming year. These interviews will take place on either Wednesday 2 February or Thursday 3 February, depending on which day you choose when making your online booking. **Regular classes for all students will start on Friday 4 February.**

To make your bookings go to <https://www.schoolinterviews.co.nz/code/aduxn>

If you are unable to enter the site or are experiencing problems making a booking, please contact the office on 411 8222 or [office@waimauku.school.nz](mailto:office@waimauku.school.nz). The office will be open for enrolments and payments from 8:30am to 4.30pm on Wednesday 2 February and Thursday 3 February.

Mathseeds \$28 per child (Year 1/2)  
MangaHigh \$12.50 per child (Year 7/8)  
School donation \$260  
Tech Fees (Year 7) \$92

Review and goal setting are held in Term 1. Progress against the goals and re-setting of these will take place during the course of the year.

A Learning Summary will be issued and interviews with parents will occur before the end of Term 2. Both parent/teacher/child meetings are very important. A final end of year report will also be issued.

## Road Crossings

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There is a pedestrian crossing in front of the school. A Road Patrol team is on duty here from 8:30am until 8:55am. Please set an example to our children by using this crossing rather than taking shortcuts across Muriwai Road. Discuss with your child that a pedestrian crossing does not protect him/her against an inattentive driver. For their safety pedestrian crossing users must not assume that they will be given the right to cross.

The school has walking groups to cross Muriwai Road and SH16 at 3pm, the groups meet on the top court and a teacher supervises the crossing. Students are not to cross these roads on their own.

## School Donations

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The school receives money from the Ministry of Education to run our school. It does not cover all our operating costs despite claims that education is 'free'. Your contribution is vital in the successful running of our community's school. The voluntary donations we receive from families are used for targeted ventures that improve outcomes for all children. These are the things that keep us abreast of current technology and information in classrooms, specialist learning resources and allow us to pursue a range of the arts and sports. Without school donations these things would not happen. Receipts are issued for these donations, and can be used for tax credit claims. Suggested donations for 2022 are \$260 per child. Where donations are paid before 31 March 2022 we suggest an amount of \$240.

School Donations may be paid by internet banking into the School's bank account

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Donations can also be paid by cash, EFTPOS or on Kindo.  
Please include your child's / children's names and room number as a reference.

## School Lunches

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### Pita Pit

Pita Pit lunches are available on Fridays. Order through Kindo before 9am for delivery at lunchtime. Plenty of options, thousands of combinations in their design-your-own pitas. All lunches are delivered clearly labelled with name and room number and arrive at the school office in time for lunch.

Enquiries: [helpdesk@ezlunch.co.nz](mailto:helpdesk@ezlunch.co.nz) or phone 09-475 5287 term time 8-4pm.

### Mrs Sushi

Sushi lunches are available on Fridays. To order you need an order envelope from the office, just fill in the details and enclose the cash and return it to the office by 9am on Thursday.

## **School Values Programme**

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At Waimauku School we have a Values Programme. Our overarching values are Respect, Responsibility and Integrity. All students and staff are expected to demonstrate these values.

## **Sending Money To School**

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Payments to school can be made via our kindo online school shop - [kindo.co.nz](http://kindo.co.nz), or by cash or EFTPOS at the office - no money should be sent to the classrooms.

## **Stationery**

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Stationery lists are on our website. This year we are continuing our partnership with Officemax and we are also partnering with Helensville Paper Plus if you prefer a 'shop local' option.

To order from Officemax go to [myschool.co.nz](http://myschool.co.nz), search for our school and select your child's year level.

Helensville Paper Plus Select is a locally owned and operated family business and this year they have pre-made stationery packs for our school.

Stationery sales will not be available at school until 1 March, and can be paid for by cash or EFTPOS. Kindo is not available for stationery purchases. Students may need to top up their stationery throughout the year. Please help them stay organised by making sure they have the equipment needed.

## **Swimming**

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In Terms One and Four each class has regular lessons. Children must take part in this swimming programme, as it is an integral part of the school Physical Education Programme. They will only be excused from the programme if they have a note from parents advising why they cannot take part. If your child does not want to take part in the swimming programme because of nervousness or fear of the water, please contact the class teacher.

The pool is heated and will remain heated until the end of the first term when the pool will be closed. It is important that you do not encourage a fear of swimming in your child by making up excuses for your child to avoid swimming.

In the school pool students can wear one piece swimsuits, rugby style shorts, boardies, rashies or any combination of the above - sun safety is the priority. No t-shirts or wetsuits.



## **Sun Hats**

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Sun hats are compulsory at Waimauku School during Terms 1 and 4. The Waimauku School sun hat is part of our sun-smart awareness. It is a navy blue bucket shaped hat with our school logo and comes in 3 sizes – 54cm, 58cm and 61cm. These are available to purchase from the school office for \$10 each. Payment by Kindo, cash or eftpos please. Please ensure your child's hat is named. Children without hats will be confined to a shaded area during all intervals and lunch times.

## **Supervision of Children**

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Children are supervised at school from the arrival of the first bus until the last bus departs. Any children at school outside these hours are the responsibility of parents.

## **Toys at School**

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Please do not send toys to school with your child. They can easily be lost or damaged and misunderstandings do occur. We will not take responsibility for any toys brought to school.

## **Waimauku School T- Shirts**

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School t-shirts are available for purchase from the office or on Kindo for \$30, and come in sizes 6-14.

We expect all children from Y5 - Y8 to wear the school t-shirt for sports days and other class and school events.

## **Water Only School**

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No sugary drinks are to be brought into school, water is the only drink option for students.

## Special Information For Children Starting School For The First Time

Dear Parents and Caregivers,

We are very excited to welcome our newest children and their families to Waimauku School.

All children come to school with different preschool experiences. Our junior school teachers are all aware of the different levels of 'readiness' for school each child brings, and are committed to providing a balanced, nurturing start to their learning journey.

Gary Pasfield  
Principal

### School Visits

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Your child will come to school for two visits before officially starting school and staying for the whole day.

Visit 1: 8.45 – 11.30am \*Please bring a small 5 minute 'brainfood' snack and morning tea.

Visit 2: 8.45 – 1.50pm \*Please bring a 'brainfood' snack, morning tea and lunch.

Both visits are designed to gradually show your child what school is like, and are timed to finish after playtimes so they can experience the social aspects of the playground.

### First Day at School

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Please ensure your child is at school at least 10 minutes before the 8.55 bell. Encourage them to carry and hang up their own bag and take their shoes off by themselves. We love our little ones to be independent and to feel like big school kids!

### After School Pick Up

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All our Year 1 and 2 children are taken to the top court just before the 3pm bell to be picked up. By doing this we are able to support our youngest students right through until the end of the day with their various after school arrangements.

### Terms 1 and 4

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## **Swimming**

Each class has an assigned swimming time. Please make sure your child brings their swimming togs and a towel in a named waterproof bag. It is helpful for the children to wear clothes that are easy to change in and out of on swimming days as they need to be able to undress and dress themselves independently.

## **School Hats**

Hats are available at the school office for \$10 each and must be named and worn when outside during terms 1 & 4. Children without hats must sit in a designated shady area for the whole of their morning tea or lunch break if they do not have their hat.

## **Terms 2 and 3**

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Children need a change of clothing during the winter terms as children sometimes get wet and muddy.

Please name all clothing. We have a lost property shed which is opened regularly, but it's so much easier to return lost items if they are named.

## **Library**

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All classes have one designated library time every week. Year 1 and 2 children can take out 1 library book each week. Library books need to be taken home in their Library book bag. Please encourage your child to take good care of their books.

## **Class News**

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Most classes share 'news' as part of their oral language learning. Children are not allowed to bring toys to school as we don't want special things to be lost or damaged, but a nature find, photo or favourite book is fine. Talking about their experiences is great too.

## **Immunisation Certificates**

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If your child is fully immunised an immunisation certificate is required for our register at school, therefore we will take a copy of the certificate (check with your health provider if you don't have an immunisation certificate). Lack of an immunisation certificate does not affect enrolment but the fact that the child does not have an immunisation certificate is recorded.

## **How can I help my child prepare for school?**

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At Waimauku School we find that entry levels are almost as diverse as the number of children entering. The following list is what we think are realistic expectations for most children to work towards, however we know that all children are unique and develop at different rates.

## Read to your child

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Research tells us that reading and sharing stories can:

- help your child get to know sounds, words and language, and develop early literacy skills
- learn to value books and stories
- spark your child's imagination and stimulate curiosity
- help develop your child's brain, ability to focus, concentration, social skills and communication skills
- help your child learn the difference between 'real' and 'make-believe'
- help your child understand new or frightening events, and the strong emotions that come with them
- help your child learn about the world, their own culture and other cultures.

Reading stories with children has benefits for grown-ups too. The special time you spend reading together promotes bonding and helps to build your relationship with your child.

[raisingchildren.net.au](http://raisingchildren.net.au)

Here's more about what the research says:

- kids who are read only one book a day will hear about 290,000 more words by age 5 than those who don't regularly read books with a parent or caregiver
- young children whose parents read them five books a day enter kindergarten having heard about 1.4 million more words than kids who were never read to, a new study found. This 'million word gap' could be one key in explaining differences in vocabulary and reading development.
- "They are likely to pick up reading skills more quickly and easily."

*Source: Ohio State University, 2019*

The following list are useful skills for your child to have in preparation for school:

- sit and listen to a story
- recognise own first name
- recognise numbers (1-10)
- differentiate between numbers and letters
- have an awareness of sounds
- handle scissors safely and effectively
- name basic colours
- follow simple instructions e.g. 'go to the table and bring me the piece of paper'
- stay within boundaries
- take care of own belongings

- manage toileting, washing hands, undressing, dressing and blowing nose independently
- tidy up after themselves
- manage lunchboxes independently
- put on and take off shoes independently

When children start school, teachers work on building a positive, nurturing classroom culture. With your help and guidance we will be helping your child develop social skills such as:

- speaking respectfully to others and use manners
- playing cooperatively and happily with other children
- taking turns and sharing
- following instructions and doing what the teachers says at school
- leaving other people's things alone unless they have permission
- learning how to be a good friend and being considerate of the feelings of others
- being kind and helpful
- understand that non compliance with parent/teacher expectations will have a consequence

## Routine

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Lots of learning tires the brain and your child may be more tired than usual.

Sleep is important for restoring energy, and for growth and development, therefore a regular bedtime is suggested. Although some children naturally sleep slightly less or more, the recommended amount of sleep (according to the Ministry of Health website) for 5 year olds is 9-11 hours per night.

We look forward to welcoming you and your children to school.

**Please don't hesitate to contact us if you have any questions, concerns or worries. We're here to help.**