



**Waimauku**  
**School**

**Information Booklet**  
**2024**



# Waimauku School

Telephone 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 Whānau,

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,

A handwritten signature in black ink, appearing to read 'Gary Pasfield'.

Gary Pasfield  
Principal

# Waimauku School Term and Holiday Dates for 2024

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## TERM 1

### Thursday 1 February to Friday 12 April

Teacher Only Day	Tuesday 30 January
Goal Setting Interviews	Wednesday 31 January
First Full Day of School	Thursday 1 February
Waitangi Day	Tuesday 6 February
Ngauruhoe Camp	Monday 4 March to Friday 8 March
Tongariro Camp 1	Monday 18 March to Friday 22 March
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Easter Tuesday	Tuesday 2 April
Anzac Day	Thursday 25 April (in the holidays)

## TERM 2

### Monday 29 April to Friday 5 July

Tongariro Camp 2	Monday 6 May to Friday 10 May
King's Birthday	Monday 3 June
Matariki	Friday 28 June

## TERM 3

### Monday 22 July to Friday 27 September

## TERM 4

### Monday 14 October to Monday 16 December

Agriculture Day	Friday 18 October and Saturday 19 October
Labour Day	Monday 28 October

### Teacher Only Days - TBA

## School Hours

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8.00 am	Students 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
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 2024

### Management

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

### 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 Treneary	Year 1
Room 25	Mrs Merieke Theunissen	Year 1
Room 26		Year 1
Room 27	Miss Jess McLaughlin	Year 1
Room 28		
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

### 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 6	Miss Shylah Robinson/ Mrs Laureen Clouston	Year 3/4
Room 7	Miss Hayley Wills	Year 3/4
Room 8	<b>Mrs Josie Taylor (Team Leader)</b>	Year 3/4

### Tongariro Team

Room 5	Mrs Stef Parker / Miss Emma Cleland	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	Ms Kim Voice	Year 5/6
Room H1	<b>Mrs Steph Flexman (Team Leader)</b>	Year 5/6

### 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	Miss Robyn Tuck	Year 7/8
Room 13	Mr Matthew Roby	Year 7/8
Room 14	Mr Cody Hutchison/Mrs Melody Bell	Year 7/8

### Specialists

Music	Mrs Tanya MacMenigall
French/Spanish	Mrs Patsy Van Dael
Te Reo Maori	Mr Cody Hutchison
Te Reo Maori	Whaea Ihapera Manuel
Release Teacher	Sue Butt
Release Teacher	Leanne Martin
Release Teacher	Tracy Buchanan
Release Teacher	Laureen Clouston
Release Teacher	Melody Bell

### Administration

Front Desk	Ms Melo Newton
Front Desk	Mrs Margie Carron
Administrator	Mrs Angela Searle
Office Manager	Mrs Nicky Osmond
Library Manager	Mrs Gail Sumner

### Learning Assistants

LA/Sick Bay	Mrs Val Steel
LA	Mrs Erica Lasham
LA	Mrs Natasha Cordes
LA	Mrs Ali Jones
LA	Ms Melo Newton
LA	Mrs Kate Joseph
LA	Mrs Suzannah Buckley
LA	Miss Shanae Lewis
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.

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.

*The only reason these procedures have 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.*

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.

### **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 an asthmatic, has allergies or 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 give 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 Ag 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 animals 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.

## 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 2025.

### Board Meetings

Please note that our board meets twice a term, in weeks 3 and 8. 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 2024 will take place on Wednesday 14 February at 6pm.

### Board of Trustees

Hayley Plowman (Presiding Member)

Gary Pasfield (Principal)

Craig Harrison

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 does not meet school expectations 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 wear a helmet.

Scooters, skateboards and rollerskates are to be used on the topcourt only and helmets must be worn - shoes are also highly recommended. Wheelie shoes may only be used on the topcourt and not around the school. Students should not use scooters or skateboards on the pathway in front of the office, they must be walked or carried.

## **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.

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 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 rules, 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 after 3pm, parental permission must be obtained and the office notified.

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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Parking is at a premium at pick-up time and consideration for other motorists and pedestrians needs to be shown. Please pick up children between 3.10 and 3.30 pm to avoid buses in the bus bay, and if you get stuck behind a bus please be patient – it is too dangerous and illegal to back out of the entrance.

Please remember:

- The Bowling Club can be used for parking
- No parking in the bus bays, staff car parks, on the footpath or on the grass
- Do not park in the Vets North carpark, on yellow lines or closer than 1m to our neighbours' driveways.

Children wait on the top court until they are collected and are supervised until the last bus leaves at approximately 3.45pm. **Children must not wait in any other areas** (lower car park, back field etc).

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 need a change of clothes when playing on the fields in wet weather.

## 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 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.
  - o If the matter is a general issue, discuss it with the person concerned or a member of the management team or the principal.
  - o 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 presiding member of the board of trustees.
  - If the matter concerns a board member, contact the presiding member of the board of trustees, or board member if it concerns the presiding member.
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 presiding member.
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 visit our school during 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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Our school is not a uniformed school however we do have dress expectations to create an atmosphere conducive to learning, promote a sense of community, and ensure the safety and well-being of all students. We believe that a neat and appropriate appearance contributes to a focused and respectful educational environment.

Key dress expectations include:

**Modesty:** Clothing should be appropriate and suitably modest for a school setting. Clothing should not be overly revealing in order to be able to participate fully in PE and sport activities. Students should be able to reach for objects and play on the playground in a manner that keeps them safe and free from embarrassment. No students should be wearing short shorts or singlets as they do not meet the above requirements and are not sun safe, this includes basketball style singlets.

**Decency:** All students are expected to wear clothing that is in good repair and free of offensive language, symbols, or images. This includes jeans and denim shorts with rips and holes. If there is doubt about whether an item of clothing is acceptable it is probably not considered to be school appropriate.

**Footwear:** For safety reasons, closed-toe shoes (no slides, jandals or crocs) are required at all times when going on a school trip or to Tech. Croc Jibbitz are not allowed at school.

**Jewellery:** Stud earrings (one in each ear) and a watch are the only jewellery items permitted to be worn at school by children. Blessed taonga may be worn with permission from the Principal. Makeup and acrylic nails are not permitted.

**Hats:** all students are required to wear the Waimauku School Bucket hat or Cap during term 4 and term 1. Hats are to be removed indoors, as a sign of respect and in adherence to school policy.

**Appropriate Attire for Special Events:** During school events and special occasions, we encourage students to dress in a manner that reflects the importance of the occasion. Teachers will provide guidance on specific dress expectations for such events.

## 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 from the classroom teacher

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

**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 first 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 (when the buses drop students in the bus bay they are considered to be at school). Students 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 classes 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 of a book is approximately \$25, and 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 eat or 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. The Lost Property Cupboard is next to HI, please encourage your child to look through it if they are missing items.

## 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 [angela.searle@waimauku.school.nz](mailto:angela.searle@waimauku.school.nz) Commercial organisations can advertise in the newsletter but a cost is involved.

## 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.

## 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, 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 2024, we will be holding goal setting interviews as 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 Wednesday 31 January.

**Regular classes for all students start on Thursday 1 February.**

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 8.30 am until 8.55 am. 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 them 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 2024 are \$290 per child. Where donations are paid before 31 March 2024 we suggest an amount of \$270.

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

06 0153 0216435 00

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

## School Lunches

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### **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. 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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Hats are compulsory at Waimauku School during Terms 1 and 4. The Waimauku School hat is part of our sun-smart awareness. Students may wear a Waimauku School Bucket Hat or a Waimauku School Cap, no other hat is acceptable. Hats and caps are available to purchase on Kindo or from the school office. Bucket hats are \$15 and caps are \$20. 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 \$40, and come in multiple sizes.

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, water bottle, school hat and morning tea.

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

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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Children can be collected from outside their classroom at 3 or from the top court. Children traveling on buses will go to their bus line on the top court. Any children not picked up at 3pm from their classrooms will go to the top court to be supervised by our duty team.

## 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

Children must wear either a Waimauku School Bucket Hat or Cap when they are outside during the summer terms. Hats can be purchased from the office, bucket hats are \$15 and caps \$20. Children who forget their hat must sit in a designated shady area for the whole of their morning tea or lunch break. Please ensure your child's hat is clearly named.

## 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.***

