



Whenuapai School

Parent Handbook

2019

'Living is Striving'

Phone:(09) 4168779

Email: office@whenuapai.school.nz

Website: www.whenuapai.school.nz

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Nau mai, Haere mai!

Welcome to Whenuapai School

Kia Ora and Welcome! My name is Raewyn Matthys-Morris and I am proud to be the Principal of Whenuapai School.

As Principal of Whenuapai School it is an absolute privilege to be the professional leader of such an amazing team of talented teachers who provide the best possible learning opportunities for our children. Our teachers are supported by a wonderful group of learning support assistants, office staff and a hard-working caretaker who help to create the engaging learning environment at our school. Our dedicated leadership team are passionate about providing a positive environment and many exciting learning opportunities to help our children to become confident, life-long learners who are positive about their future.

We are a Year One to Eight primary school who work in partnership with our community to ensure our students receive the best education possible. We encourage our students to be active and motivated about their learning. We are committed to opening the doors for everyone and meeting the unique needs of each student. To achieve this, we provide high quality teaching and learning programmes and numerous opportunities for students to experience and excel in academic, sporting, cultural and leadership activities.

We are mindful that our approach to learning needs to be 21st century focused. We now know so much more in terms of how our students best learn and what comprises effective teaching. At Whenuapai School we pride ourselves on doing the very best that we can for all our students, all the time. Our staff are committed to their own professional learning thus ensuring we offer a motivating, engaging and challenging learning environment for all learners.

Our School Values are Respect Our Self, Respect Others, Respect Learning and Respect the Environment and these are embedded in our interactions with each other and all aspects of school life. We want all our students to develop a strong sense of who they are, as well as a sense of belonging. We want them to see Whenuapai School as their place.

Our promise to our children is that we will work alongside them, we will provide guidance and support during their educational journey with us. We will assist them to acquire the skills that foster those dispositions necessary to support them to negotiate their lives, both in and out of school.

We believe that education is a partnership between home and school. This partnership is a critical component of children's successes. We therefore welcome and encourage parents, caregivers and whanau into our school and ask you to remain connected with us throughout your child's educational journey.

A snapshot of school life and activities can be seen on our website <http://www.whenuapai.school.nz>.

Ngā mihi nui
(Kind Regards)

Raewyn Matthys-Morris
Principal

Introduction

Welcome to the Whenuapai School!

This handbook is intended to be an informative document to ensure parents, caregivers and whanau have a source of reference and a better understanding of 'how things are done' at Whenuapai School. It should be read in conjunction with, school policy documents and the school's Strategic Plan. Whenuapai School policies and procedures can be viewed on the SchoolDocs website:

<http://www.schooldocs.co.nz/>

Search for: Whenuapai School

Username: whenuapai

Password: airport

It should act as a guide to aspects of activities within the School. We expect the highest standards of ourselves as staff and we must instil in and accept only the highest work and behaviour standards from the pupils.

If you need to know something or if you have any concerns, all you need to do is ask - there is always someone who will be able to help you.

It is vital that all School systems are constantly under review to ensure efficiency and effectiveness in terms of the desired outcomes. Comments for suggested additions and amendments are encouraged by the Principal.

Term Dates for 2019

Term 1 - Thursday 7th February - Friday 12th April

Term 2 – Monday 29th April – Friday 5th July

Term 3 – Monday 22nd July – Friday 27th September

Term 4 – Monday 14th October – Friday 20th December (12.30pm finish)

School Office Hours

The office is staffed from 8.00am - 4.00pm weekdays during the school term.

The office has an answer phone outside of these hours, which is checked regularly.

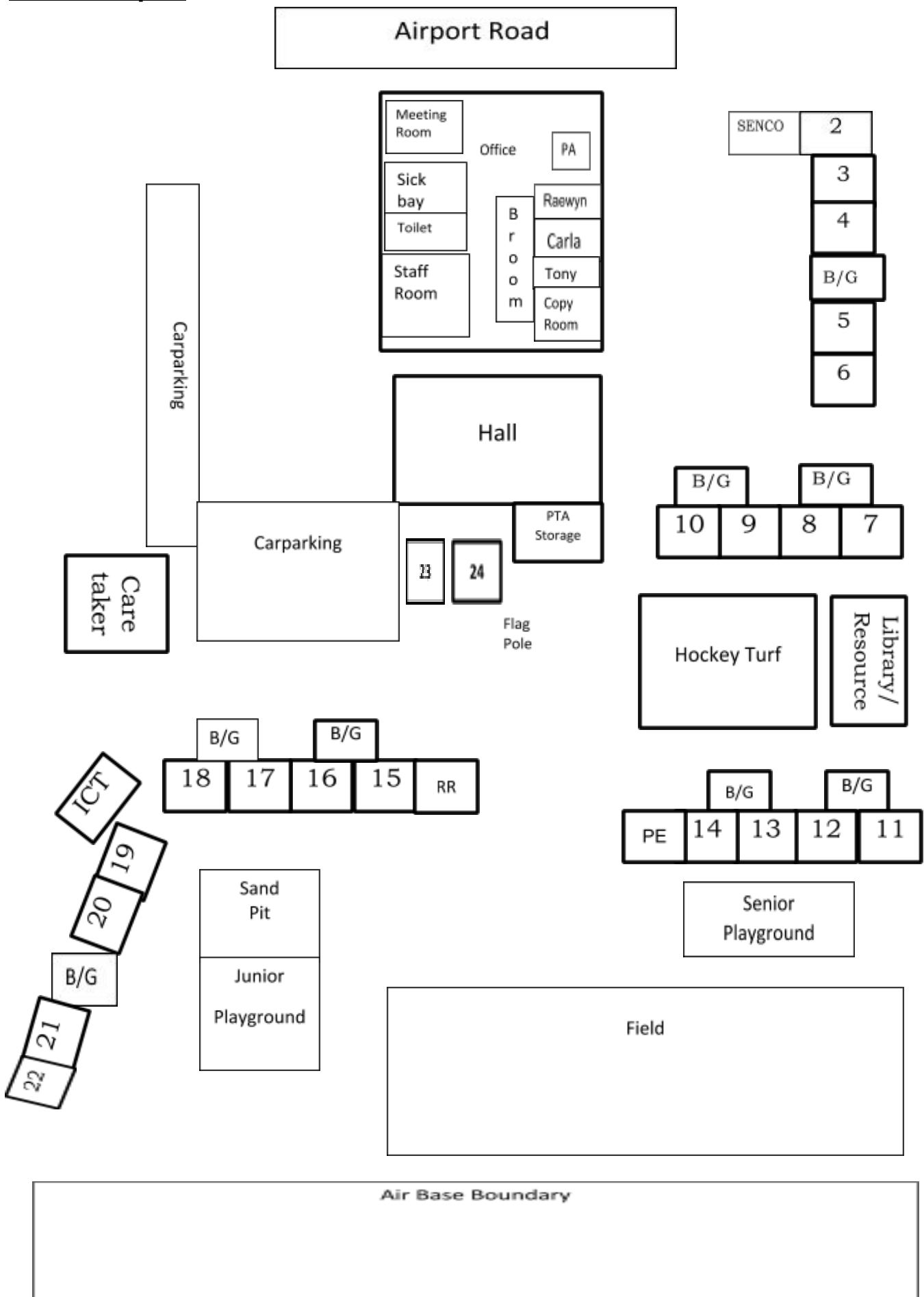
School Receptionist	Administration Manager	Principal's PA
Sera Terrazas Monday - Friday 8.00am - 4.00pm	Tony Hitchcock Monday, Wednesday and Friday 7.30am - 3.00pm	Jo Wright Monday - Thursday 9.00am - 4.30pm Friday 8.00am - 1.00pm

Staff E-Mail List

Position	Name	E-Mail Address	
Principal	Mrs Raewyn Matthys-Morris	rmatthys-morris@whenuapai.school.nz	
Deputy Principal	Mrs Carla Veldman	cveldman@whenuapai.school.nz	
SENCO	Mrs Sharron Buer	sharronb@whenuapai.school.nz	
Team Leaders			
Year 0-1	Miss Carli Michelsen	carlim@whenuapai.school.nz	
Year 2-3	Miss Paige Chellew	paigec@whenuapai.school.nz	
Year 4	Mrs Jessica Powell	jessicap@whenuapai.school.nz	
Year 5-6	Mr Chris Groen	chriscg@whenuapai.school.nz	
Year 7-8	Mr Karl Ganda	karlg@whenuapai.school.nz	
Year Level	Teacher	Room	E-Mail Address
7-8	Mr Andrew Kent	3	andrewk@whenuapai.school.nz
7-8	Mr Karl Ganda	4	karlg@whenuapai.school.nz
6	Miss Briana Winter	8	brianaw@whenuapai.school.nz
5-6	Mr Chris Groen	9	chriscg@whenuapai.school.nz
5	Mrs Sharron Buer and Miss Mone Brindle	10	sharronb@whenuapai.school.nz moneb@whenuapai.school.nz
4	Mrs Jessica Powell	11	jessicap@whenuapai.school.nz
4	Miss Leanne Morrison & Mrs Fiona Sutherland	12	leannem@whenuapai.school.nz fionas@whenuapai.school.nz
2-3	Miss Ran Yae	13	rany@whenuapai.school.nz
2-3	Miss Janae Gaskell	14	janaeg@whenuapai.school.nz
2-3	Miss Hayley Moore	15	hayleym@whenuapai.school.nz
2-3	Miss Stephanie Brook	23	stephanieb@whenuapai.school.nz
2-3	Miss Paige Chellew	24	paigec@whenuapai.school.nz
0-1	Miss Carli Michelsen	16	carlim@whenuapai.school.nz
0-1	Miss Jenny Cornish	17	jennyc@whenuapai.school.nz
0-1	Miss Riley Kaio	18	rileyk@whenuapai.school.nz
0-1	Miss Olivia Mead	20	oliviam@whenuapai.school.nz
Specialist Teachers			
HOD Sport	Mr Greg Berry	gregb@whenuapai.school.nz	
Admin Team			
Principal's PA	Mrs Jo Wright	jwright@whenuapai.school.nz	
Admin Manager	Mr Tony Hitchcock	thitchcock@whenuapai.school.nz	
Receptionist	Mrs Sera Terrazas	office@whenuapai.school.nz	

Learning Assistants	Librarian	Caretaker
Claire Brain India Wych Jen Nairn	Claire Brain	Ian Shirtcliffe

School Site plan



After School Care

A number of students attend before and after school care. We have two programs that run at Whenuapai School:

SKIDs: operates from the school hall.

Website - <http://www.skids.co.nz/locations/whenuapai/>

E-Mail - whenuapai@skids.co.nz Phone - 021 174 8473

Whenuapai Air Force Before and After School Care (WASC): this programme is for those children whose parents work on the Air Force Base and is held at a facility on Base. The children walk to and from school with the staff. Students meet outside Room 6 to walk back to Base for the after school programme. Should you need to contact WASC, contact details are to be obtained by the Service Person through the Air Force Base.

After School Sport

Whenuapai School offers an after school sport programme which is run independently by an organisation called Kelly Sports. For more information please visit: <https://www.kellysports.co.nz/>

Allergies

Due to a number of students with allergies, Whenuapai School is a nut free school. Please support us by not sending food to school that contains nuts.

Assemblies

Assemblies are held fortnightly on a Monday morning at 9.10am for students in Years 4-8. These assemblies occur during the odd weeks of each term.

Assemblies for Year 0-1 and Year 2-3 are held on Friday morning at 9.15am on a two week cyclical basis. Year 0-1 assemblies occur during the odd weeks of each term. Year 2-3 assemblies occur during the even weeks of each term.

Assemblies are a celebration of all the wonderful learning that students have been doing over the past couple of weeks. Each classroom has a turn at hosting an assembly and being up on stage. Both students and staff love and appreciate family members attending these occasions.

Attendance / Absence Procedures

Regular and punctual attendance is vital. Absenteeism results in lost learning opportunities.

Please be aware that classrooms are not opened until 8.30am so children will be unsupervised before this time, unless in the sKids before school programme. It is advisable to be at school between 8.30 and 8.40am. Children are expected to have all learning material ready to start work at 9.00am.

All student absences must be advised to the School Office. This can be done via the school website <http://www.whenuapai.school.nz/>, school app, by email office@whenuapai.school.nz or by phone 09 416 8779.

If a student is late to school they must sign in at the office before attending class, when the student has signed in, a late pass will be given to the student to present to the teacher. If a student is required to leave early they must sign out of school at the school office using the VisTab tablet.

Bell Times

8.30am	Pupils allowed in classrooms
8.50am	Warning bell - indicates to students they should be making their way to class
9.00am	School Starts
10.55am	Interval Eating Time
11.00am	Interval Play Time
11.20am	End of Interval
12.40pm	Lunch eating begins - students are to eat lunch directly outside their classroom.
12.55pm	Lunch eating ends - play begins
1.35pm	End of lunch - students to head back to class
1.40pm	Classes begin
2.50pm	Bus bell (bus pupils to go to the office). (Students in Years 1-4 will be called for over the loudspeaker at 2.45pm to give them plenty of time to pack up their things and make their way up to the office).
3.00pm	School Finishes

Bikes/Scooters

Bikes/Scooters may only be ridden to and from School by Year 4 – 8 pupils. All bikes/scooters must be roadworthy and all bike riders must wear helmets. No doubling is acceptable. Children observed to be riding in a dangerous manner will be warned and if offending again, will not be permitted to ride a bike and/or scooter to and from School. **Students are not to ride bikes or scooters in the School grounds or at the front of the School.**

Bike Programme

As part of the Bikes in Schools project, we are incredibly lucky to run a wonderful bike programme at Whenuapai School. Our facilities include a fleet of 50 high quality bikes and helmets, a secure storage facility, and three interconnected bike trails for students to learn various cycling techniques and develop their biking skills.

Our bike track and programme is a resource that benefits our whole community and most importantly our student's health, wellbeing and learning. Our programme ensures that every child has the opportunity to learn how to ride a bike, then learn riding techniques progressively as they develop their cycling skills.

Bus

Parents must advise the School Office (office@whenuapai.school.nz) if they wish for their child to use the school bus service. All students and their caregivers must sign a Bus Code of Conduct before using this service. Parents must advise the office which afternoon's their child/ren will be on the bus and this will be recorded on a daily spreadsheet. Children will not be able to board the bus in the afternoon if their name is not recorded on this sheet.

If your child/ren have a one off/temporary change to their usual bus routine, please fill out the 'Bus Travel Alert' form on the school app/website. The school receptionist checks the bus alerts spreadsheet at 1.30pm everyday and records any changes on the bus list. Please make sure you complete this form before 1.30pm on the day of change. If you miss this timing, please call the school office on 416 8779 to advise what change is required. We board children on the bus based on the information provided on our bus sheet. We will not put a child on the bus if they are not recorded as travelling on the bus that day. If you are picking your child up, if they are staying at school for sports, if they are going to a friends for a playdate etc, please let the school receptionist know.

The Bus (for Herald Island and Whenuapai Village) arrives at School in the morning between 8.30 and 8.50am. The afternoon bus leaves Whenuapai School at 2.55pm. Year 0-4 bus children will be dismissed at 2.45pm following a loudspeaker announcement. This is to give the junior students plenty of time to get bags organised and move from their classroom up to the front of the school. Year 5-8 bus students will be released when the bus bell rings at 2.50pm. Students line up in two lines at the front of the admin building. Each student will be recorded on the bus students spreadsheet when they board the bus.

Any questions regarding the school bus and its administration must be directed to the school receptionist.

Board of Trustees

The Board of Trustees meet regularly each term. Dates and timings of all Board meetings are advertised on the school's website, two weeks in advance.

Board meetings are not public meetings, but meetings held in public where members of the community can attend and observe the Board conducting their meeting. Speaking rights can be granted at the discretion of the Board. The Board holds triennial elections which are held every 3 years. The next election will be this year, in 2019.

Board of Trustee members as at September 2018:

Chairperson:	Michael Leonard
Principal:	Raewyn Matthys-Morris
Staff Representative:	Carla Veldman
Parent Representatives:	Paula Pusich
	Michael Farac
	James Hutchins
	Tineke Joustra

Car Parking

The car park for our families is located opposite the school in the gravelled area. Please do not use the staff car park for drop and pick up. This area must be kept clear at all times.

Cell Phone Use

Pupils are encouraged NOT to bring cell phones to School. If they arrive at School, a note must be provided by the parents and the following must be adhered to:

- Cell phones must be handed in and collected at the end of the school day. Phones will be kept in a locked area.
- If phones are found on students, they are to be taken off them and handed in to the office for parents to collect.
- The School takes no responsibility for damage or loss of cell phones.

Charter

The Charter is a contractual document between the School Board and the Ministry of Education, setting out the School Vision, Strategic Plan and Annual Plan. This is a working document and is in a continuous state of development and review. A copy of the School Charter is located in the School Office.

Class Placements

Class placements for the next school year are advised to parents/caregivers in December. The process we go through to decide on these placements is very considered and rigorous. Our criteria for placing children in a particular room include:

- Gender balance
- Balance of abilities
- Balance of behaviour type
- Teacher/student compatibility
- Work habits
- Equity of classes
- Pupil/pupil compatibility
- Non-placement of siblings in the same class room unless requested by parents

The process involves teachers, team leaders and student voice. Requests to change a class placement will not be considered prior March of the following year. After this date, should you continue to have concerns regarding your child's placement in a particular class, you are invited to put your request in writing.

Class Trips / Education Outside of the Classroom

The School actively supports the policy of providing for out of class learning activities. These take place regularly during the school year and parents/caregivers are often required to assist with transport and/or supervision. Parents/caregivers will receive plenty of notification of planned activities and the associated cost.

Communication - Home and School

Ongoing clear communication between home and school is vital for the well-being and progress of every child/student. Parents/Caregivers are welcome and encouraged to make contact with staff throughout the year at appropriate times. If you send an email to school, acknowledgement of your email will be received within 24 hours. Please do not expect emails received after 5.00pm to be responded to until the next day.

Communication with the parent community is mainly through team newsletters and your team's 'Weekly Roundup' email. Classroom teachers will also communicate with their parents/caregivers via individual emails.

Regular newsletters are sent home, on alternate Thursdays, as a means of informing families and the wider community of the school's activities. These are also posted on the school website for your information <http://www.whenuapai.school.nz/>.

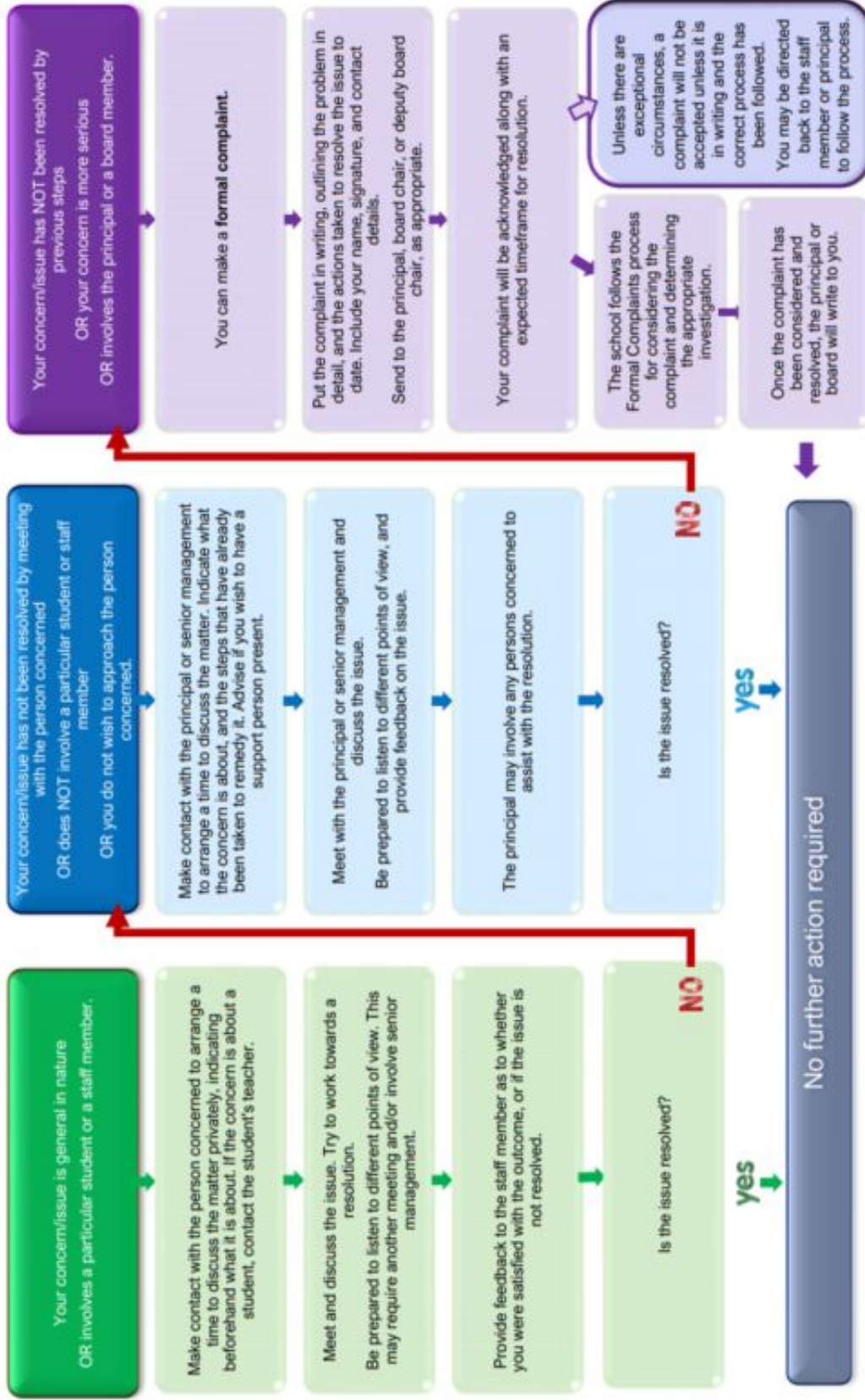
Our school website includes a phone app. We encourage all caregivers to download the school app as information will be sent home via this on a regular basis.

We hold a 'Meet the Teacher' day at the beginning of Term 1. Written reports will come home at the end of Term 2 and Term 4, and Parent, Teacher and Student interviews will be held in Term 2 after reports have been received.

Complaints

Concerns and Complaints Process

Most concerns can be resolved informally by discussions with the people concerned.



This flowchart aligns with the school's Concerns and Complaints policy and procedures.

Complaints re pupil performance in the classroom

All complaints must first be handled by the classroom teacher. Parents are encouraged to request a meeting and give the classroom teacher (preferably in writing) clear details of the complaint prior to meeting. The classroom teacher may request the Team Leader to be present at the meeting. If the parent/caregiver is not satisfied with the resolution provided, the next step is to meet with the Team Leader and Deputy Principal (if required). A record of all meetings is to be kept and the resolution recorded. Parents will be notified of the decision in writing via an email.

Complaints re staff members

All complaints regarding the action of Staff members must be placed in writing to the Principal. Upon receipt of a written complaint, the Principal will arrange a meeting between both parties. The Teacher may choose to have a staff representative present. A Team Leader or Deputy Principal will also be present. Each party will have an opportunity to present their case. Minutes will be taken during the meeting. When all parties have presented their cases, the Principal will meet with the Leadership Team. A decision will then be made and the complainant will be notified in writing via an email.

Complaints re pupil behaviour

Inappropriate behaviour in the playground is addressed as part of the School discipline. All complaints in this area will be handled firstly by the Team Leader.

Complaints re the Principal

All complaints regarding action of the Principal must be either addressed with the Principal directly or be in writing to the Board of Trustees Chairperson. The Chairperson will assess the severity and/or the validity of the complaint. The Chairperson will speak with the Principal and then make a decision or call a meeting with the parent and Principal to seek resolution. The decision will be given by the Board Chairperson to the complainant.

Complaints re day to day running of the School

All complaints relating to the day to day running of the school (school buses, safety standards, school rules, organisational procedures etc) must be forwarded to the Principal. The Principal may involve other staff members who have responsibilities in areas questioned in making the decision.

*Important - At no time is a parent/caregiver to approach students/children, other than your own, to express concerns about their behaviour. These must be directed to the classroom teacher.

Confidentiality

All new parents will receive a confidentiality agreement in their enrolment pack paperwork. A copy of the confidentiality agreement is located at the end of this document.

Parent helpers both in class or helping on a school trip, must sign a confidentiality agreement.

Donations

To aid us in providing your children with the best learning environment we depend on your school donations. Your donations go directly towards reading resources, computer software, mathematics equipment, photocopying and essential operations and materials for the learning process.

We would like to suggest a donation for 2019 of \$180 if you have one child at the school or \$330 if you have two or more. Your donation is tax deductible.

- **1 child** \$180 (tax refund \$60)
- **2+ children** \$330 (tax refund \$110)

It is of course only a suggestion and we would be pleased to receive any donation you care to offer – large or small.

In addition we would appreciate a further contribution by way of a donation to cover classroom consumables such as paints, coloured paper, string etc: classroom stationery to minimise the additional stationery each child requires; and ICT.

In 2019 we suggest that the classroom donation is:

- **Year 0-3** \$60 (tax refund \$20)
- **Year 4-8** \$90 (tax refund \$30)

We are happy to discuss options and/or assist with setting up an automatic payment.

Your donation to the school is tax deductible. Just download form IR526 from the Inland Revenue website and send it off to IRD with your donation receipts attached.

Should you have any queries please contact Mr Tony Hitchcock by email at:

thitchcock@whenuapai.school.nz

On-line payments:

Bank Account details: 12-3085-0494188-00

Reference: Students Name

Details: the activity (i.e. Donation)

Enrolment

We realise the importance of a smooth transition to school. We work hard to make sure that your child is happy and that they feel safe and secure in the Whenuapai School environment.

Whenuapai School adopted a Cohort Entry Policy in 2018. Cohort Entry is when new entrants start school in groups through the year, at the start of each school term, rather than on their fifth birthday. For new entrant enrolments, the procedure should be completed at least a month prior to starting day. This includes:

- Completing all necessary forms / paperwork (these are available at the school office)
- Purchasing necessary uniform, stationery and paying school donations
- Attending your preschool visit days

New Entrant information evenings are held in Week 5 of each term.

Zoning

Whenuapai School is required by the Ministry of Education to have an identified enrolment zone. The zone is:

All of Herald Island and Whenuapai Village. Brighams Creek Road from Highway 16 to Kauri Road including Trig Road and side roads. Highway 16 from the Massey roundabout to the turn off to the Coatesville / Riverhead Highway.

All children living in this zone have a right to attend our School.

Students that wish to attend Whenuapai who live out of zone will be placed in a ballot system. This includes siblings of current students if the family lives out of zone. Parents/Caregivers can complete an Out of Zone Enrolment form at the office at any time during the year. This ballot is held around September/October.

You can find out what school you're zoned for by going to [TKI website](#).

Out of Zone Priority - How does the application process work?

Applicants are accepted in this order:

1. first priority must be given to any applicant who is accepted for enrolment in a special programme run by the school - currently our school does not have a special programme
2. second priority must be given to any applicant who is the sibling of a current student of the school
3. third priority must be given to any student who is the sibling of a former student of the school
4. fourth priority must be given to any applicant who is a child of a former student of the school
5. fifth priority must be given to any applicant who is either a child of an employee of the board of the school or a child of a member of the board of the school
6. sixth priority must be given to all other applicants.

If the board receives fewer applications than there are places available all applicants will be enrolled.

Emergency Procedures

A fire drill will be practised once a term. Other emergency drills will be practised throughout the year.

ERO

Our last ERO report was conducted in September 2016 and is available to view on our school website <http://www.whenuapai.school.nz>.

English for Speakers of Other Languages (ESOL)

Students who are non English speaking receive extra support within the classroom setting and through specialist small group instruction. This assists with their English language acquisition.

Extra Curricular Activities

Interschool Sports Teams

- Touch
- Netball
- Waterpolo
- Hockey
- Summer Football
- Basketball

Other Activities Students may choose to be involved in:

- Marrzipan Drama
- Kapa Haka
- Music Lessons

Activities Students may be selected for:

- School Librarian
- Peer Mediator
- Sports Monitor
- Road Patroller
- Sports Representation
- Speech Competitions
- Kiwi Competitions
- ICAS - International Competitions and Assessments for Schools

First Aid / Sick Bay

The sick bay, located in the School Office, is managed by the School Receptionist.

Teachers will receive a list and photo of all children with severe illness or medical conditions. These are to be kept in a confidential place. Photos of these children are also held in the Sick Bay.

Whenuapai School have a number of students with severe allergic reactions. The receptionist is trained on the use of epipens for these students. No medication is to be kept in classes without prior discussion with both the Team Leader and the School Receptionist.

Staff members regularly undertake first aid training.

Medication - No oral medication will be given by staff without prior written consent from parents. If your child requires medication this must be handed to the office for safe keeping and an authority to give medication form must be completed. Containers must be clearly labelled with name, dosage etc. No medication should be kept in school bags or desks.

We would like to remind parents and caregivers about the spread of viruses in school. If your child is unwell please keep them home. The Ministry of Health site has information on a number of conditions or illnesses that can be searched to help families understand what their child may have and what action should be taken. Please see a doctor if you are concerned.

<http://www.health.govt.nz/your-health/conditions-and-treatments/diseases-and-illnesses>

Health and Safety

Health and Safety is paramount and we all have a part to play. Health and Safety is important for our students, families and staff. Health and Safety is overseen by Tony Hitchcock the Administration Manager. Our Health, Safety and Welfare Policy is located on SchoolDocs.

We welcome you to advise your classroom teacher if you have any Health and Safety concerns.

Home Learning

Whenuapai School students use a 3P Online Learning Package which includes the following programmes:

- Reading Eggs/Reading Express
- Spellodrome
- Mathletics or Mathseeds

** Thank you to the PTA who have kindly subsidised the cost of the 3P package for each student.*

Additional home learning requirements will be communicated by your classroom teacher.

Kindo - Payments to School

Whenuapai School uses an online payment system called Kindo.



Make your school payments easy

Whenuapai School Online Shop

Our online shop (provided by Kindo) makes it easy for you to:

- Pay fees and donations
- Order lunches online
- Pay for school trips and events
- Pay for PTA functions and fund raisers

It's fast, convenient and means you don't have to entrust your cash or card to your kids – or have them spend valuable time in a queue.

New to Kindo?

Kindo is easy to set up and use. **Just go to:**
www.mykindo.co.nz

SELECT 'create account' to register.

Add the name for each of your students at our school – you only need one account for all family members.

If you have children attending other local schools, you can add them to your Kindo account (My Details – Add Member) and select their school from the dropdown 'organisation' list. View and action all your school needs, for the whole family, in one place.

Already a Kindo user?

If you have used 'ezlunch' or 'kindo' at another school log in to your existing account and just change your details.

Log in to myKindo.co.nz, go to My Details and add the student starting at our school.

It's ok to have your student listed under TWO schools until the end of the year. On 'My Details' just choose 'add member' and enter the same student name before selecting our school from the dropdown list.

"I really love this way of paying the school. Much easier and more user-friendly."

Need help?

Visit support.mykindo.co.nz or talk to the friendly staff at the Kindo helpdesk 0508 4KINDO or email hello@mykindo.co.nz.

Available 8am-4pm on school days.

kindo.

we make payments simple

Learning Support Staff

All Learning Support funding is contestable and externally funded through the Ministry of Education. The School Special Education Needs Coordinator (SENCO) is responsible for the Learning Support Staff timetable. Learning Support Staff are employed based on the funding given by the Ministry of Education for students with learning/behavioural needs. Funding may vary from term to term.

Learning Support Staff are not employed to set individual work programs for students, this is the Teacher's responsibility. Learning Support Staff are very valuable members of the staff and should be shown the same respect as teachers by all students.

If you would like further information on how to access learning and behaviour support, please visit our website.

Library

The library is open Monday - Thursday. Each class is allocated a weekly time slot to visit the library on one of these days. Students borrow books for one week only but are able to renew. We ask that students and their families look after these books and return them to school prior to the child's library day each week.

Lost Property

It is essential that **ALL** clothing, including shoes and hats are well labelled, as this enables us to return items to their rightful owner

Lost property is located in the hall foyer (entrance by Room 10). The lost property pile tends to build up very quickly. Please check this on a regular basis. Unclaimed uniform items will be available for second hand purchase and other items (shoes, hats and mufti) are donated at the end of each term.

Lunches

EzLunch operate a lunch menu which are delivered to School each day. These can be ordered online, before 9am, using Kindo www.mykindo.co.nz. Children are able to pick up their lunches from the School Office at 12.40pm.

If a student has arrived at school with no food and no lunch order, a supply of weetbix is kept in the staffroom.

Newsletter

The School Newsletter is produced fortnightly, on a Thursday, by the Principal's PA. The Newsletter is sent to parents via email, if a family does not have access to the internet a copy will be made and put in the student's cubbyhole to be distributed. A few hard copies are kept in the office. Newsletters are uploaded to the website.

Parent Helpers/Volunteers

Whenuapai School appreciates, and needs, the assistance of parents/caregivers and community members in all manner of ways. You are welcome, and encouraged, to come forward and share your talents and time with us.

How to help:

We welcome parents/caregivers and community members to join our team of helpers. Here is a list of ways which you could assist with the successful operation of our school. Feel free to offer your assistance or maybe suggest some other ideas.

- Working in rooms with the class programmes
- Helping with class / group field trips
- Coaching/managing of sports teams
- Road patrol duties
- Assisting with class biking lessons
- Helping on working bees
- Becoming a member of the Parent Teacher Association (PTA)
- Helping with art and craft activities
- Making teacher resources
- Listening to children read / re-filing junior reader books
- Assisting with fundraising
- Library work

If parents are attending a class trip or camp they may need to be police vetted. Police vetting can take up to six weeks to be approved.

Confidentiality and police vetting forms are included in our school enrolment pack and are also available at the school office.

Parent/Teacher Interviews (Data Sharing Conversations)

Data sharing conversations are held between the parent/caregiver, student and teacher. These conversations are held at the beginning of the year before school begins and mid-year.

The conversations held at the beginning of the year allow teachers to get to know more information about the students that will be in their class.

The mid-year conversations are to allow teachers to give feedback on how students are progressing through the year.

Policies and Procedures

Whenuapai School policies and procedures can be viewed on the SchoolDocs website.

<http://www.schooldocs.co.nz/> Search for: Whenuapai School

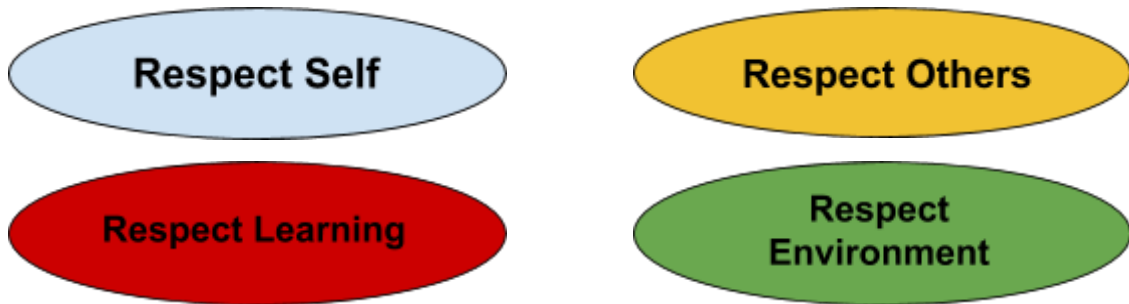
Username: whenuapai

Password: airport

Positive Behaviour for Learning (PB4L) - School Values

Whenuapai School is a PB4L School (Positive Behaviour for Learning). We teach behaviour through the use of our school values.

Whenuapai School Values



Reward System

Our classroom and playground values reward system is four-tiered. Tokens are given out by any staff member to reward positive classroom or playground behaviour. Teams have their own collective rewards for class milestones. Individually collected token rewards are:

50 tokens - students earn a bronze values wristband

100 tokens - students earn a silver values wristband

150 tokens - students earn a gold values wristband

200 tokens - students earn a rainbow platinum ultimate wristband

What and why?

PB4L is about teaching behaviour as we teach other subjects. We teach behaviour through the use of our school values.

"If a student does not know how to read, we teach them.
If a student does not know how to swim, we teach them.
If a student does not know how to multiply, we teach them.
If a student does not know how to behave, we.... "

Preventing and correcting misbehaviour focuses on how to help children learn to behave through teaching rather than through punishment. *John Herner, National Association of State Directors of Special Education President 1998 - 1999.*

How?

By teaching and rewarding expected behaviour this assists with the prevention of inappropriate behaviour. Students are helped to remember our behaviour expectations by targeted teaching and through our PB4L signage situated in and around the school.

For more information visit the Ministry of Education's PB4L web page - <http://pb4l.tki.org.nz/>

Parent Teacher Association (PTA)

We have a very active PTA. The PTA's role is to help the school and students in a myriad of ways. one of the key roles is fundraising but others include working bees, parent help and community development. All parents/caregivers are encouraged to become involved, formally or casually.

The PTA hold regular meetings which parents/caregivers are welcome to attend.

PTA email address: pta.whenuapai@gmail.com

Chairperson: Pam Muller

Secretary: Claire Millar

Our PTA run a Facebook page called "Whenuapai School PTA Helpers". They would love all parents to join this page and stay up to date with events and when help is needed.

Principal and Deputy Principal Catch Ups

Principal and Deputy Principal catch ups are held in the staffroom on a Monday morning between 8.30 and 9.00am in Week 4 and Week 8 of each term.

This time is a wonderful opportunity for parents/caregivers to meet with Mrs Raewyn Matthys-Morris and Mrs Carla Veldman on an informal basis to discuss any highlights or challenges they have experienced or any opportunities or obstacles they see.

Prohibited Items

For obvious reasons toys, guns, cameras, knives, computer games, walkmen and other expensive toys are prohibited. We also have NO chewing gum or sweets allowed.

Pupil Records

It is very important that our school records are kept up to date. In order to do this, parents/caregivers are asked to advise the School office of any changes to:

- address
- home and emergency phone numbers
- custody / access issues
- medical conditions etc.

Road Patrol and Road Crossing

The safety of children is paramount. All children and parents are expected to use the pedestrian crossing when wanting to get to the other side of the road. Please listen to the road patrollers and don't cross until you hear "Cross Now".

Students in Years 5-8 are able to be road patrollers with the supervision of an adult. All student road patrollers receive training from our Police Community Constable.

We are always looking for parent helpers to assist us with road patrol duties. Please contact the school office if you are able to help.

School Photos

Each year professional photographers come to Whenuapai School for class and individual and family photographs. Further information is issued nearer the time.

School Reports

Frequent communication on student progress is vital to ensure home and school are working together in the education process.

Besides the frequent informal discussions which occur in general day to day contact between parents and teachers, the more formal reporting process includes a mid-year report at the end of Term 2 and an end of year report at the end of Term 4.

Parent / Teacher interviews are held in Term 2, after the report has gone home.

School Uniform

Whenuapai School has a compulsory uniform and families are asked to ensure:

- the correct uniform is worn at all times
- all clothing is clearly named
- school hats are worn in Terms 1 and 4

Uniform items can be purchased online at:

<https://www.argyleonline.co.nz/shop/auckland/whenuapai-school> except for our Year 5-8 Sports Uniform, which can be purchased at the school office.

Please note that as part of the senior uniform, our students in Years 7-8 wear a different blue polo t-shirt.

Additional information:

Socks - White, black or navy colour

Shoes - Black sandals or black shoes (no bright coloured laces are allowed).

Jewellery - A watch and plain ear studs may be worn as part of our uniform. Other jewellery items can easily get caught in a myriad of ways resulting in injury.

Make-up - Make-up is not to be worn at school.

The PTA often hold second hand uniform sales. The dates for these will be advertised in the school newsletter and on the school website.

Social Media

Please be reminded that social media applications (such as facebook, instagram and twitter) all have user age restrictions. Additionally, if your children are using these applications at home, use should be strictly monitored.

Sports

Whenuapai School has five areas that encompass its sport programme. Each area offers a student the opportunity to participate, compete and celebrate their sporting experiences, talents and skills leading to personal development, achievement and success in their chosen sport.

These five areas are:

- Norwest and Interzone Sports events
- Long term Major sports
- Special Sporting Events
- Community Partnerships
- Whenuapai School Sporting Events

One area of our sport programme is our long term major sports where the emphasis is on students representing the school as part of a team competing in a local competition across a period of weeks, a term or a major part of the year. The long term major sports offered in 2019 are:

- Basketball
- Waterpolo
- Netball
- Hockey
- Touch
- Summer Football

School Sport Motto - "Accomplish what you foresee as Unattainable – back yourself and back each other".

School Sport Values - Respect Ourselves, Respect Others and Respect our Coaching and Learning Environment.

School Sport Vision - To have perceptive, competent and self-regulated students on a successful sporting pathway.

- To promote fun, enjoyment and challenge within sport, recreation and leisure for Whenuapai students
- Putting the student at the centre of the decision making process
- Providing sporting pathways from contributing schools to secondary schools and community clubs
- Approaching sport from the view that 'better people make better athletes'
- Viewing students as positive contributors to Whenuapai and the wider community
- Empowering students with leadership qualities

Purpose of Whenuapai Sport - Lead and support the development of sport and recreation at Whenuapai School.

Statement of Intent - Reflects the priorities of Whenuapai School.

Whenuapai School Sport will prioritise:

- student self-development and lifelong involvement in sport and recreation
- enhancing the profile of sport and physical recreation at the school, within the school and the community
- increasing participation in sport and physical recreation
- increasing the quality of student participation in sport and physical recreation
- assisting students in gaining enjoyment from sport and physical recreation
- delivering sport and physical recreation safely to students
- catering for the different needs of all students

Mission - Whenuapai School is committed to providing excellence, participation and a positive competitive environment where students are encouraged to expand their knowledge in, through and about all aspects of sport and recreation.

Stationery

There are different requirements at each level. When enrolling you will receive a stationery list. Lists are also available at the school office.

Various stationery items are available for purchase at the school office.

Sun Safety

In terms 1 and 4 children should come to school with sunscreen already applied. A supply of sunscreen is available in each classroom for top ups throughout the day.

School hats are compulsory in Term 1 and Term 4.

Technology at Taupaki

Year 7 and 8 students attend Taupaki school for the Technology component of the NZCF. Year 8 students attend each Tuesday for a full day in Terms 1 and 2, with Year 7 students attending in Terms 3 and 4. The bus to Taupaki will leave promptly at 8.45am. The returning bus will be back at Whenuapai School by 2.45pm.

Tikanga Maori

Te Reo and Tikanga Maori is valued at Whenuapai School. As well as Te Reo and Tikanga Maori being included in classroom programmes, we have a school Kapa Haka group.

Valuables and Toys

Children are advised not to bring valuables or toys to school. The school cannot be held responsible for these items.

Visitors

All visitors to the School must sign in and out at the school office (using the VisTab tablet) between the hours of 9.15am and 2.45pm.

Notes and Questions:

Curious

Connected

Self-motivated

Cooperative

**A
learner
at
Whenuapai
School**

Creative

Confident

Reflective

Goal Setter



Caring

Problem Solver

Communicator

Appendix: Confidentiality Agreement

This agreement is between Whenuapai School and _____.
This agreement is to ensure the Privacy of all Staff, Parent Helpers and Students.

Confidentiality

The Parent Helper shall during the continuance of the school year and after the year end for any reason:

- Use best endeavours to prevent the disclosure of any confidential information,
- Other than in the course of duties, not to disclose any confidential information to any person other than Principal, Deputy Principal, SENCO or Team Leader,
- Not use confidential information to the Parent Helpers own benefit.

The following is a non-exhaustive list of information which is regarded as confidential and must be treated as such by Parent Helpers:

- All information regarding student behaviour.
- All information regarding academic levels.
- All information related to staff.
- All information regarding projects being worked on.
- All information regarding any personal details or circumstances of staff or students.
- Information received in confidence from Principal, Deputy Principal, SENCO, Team Leaders or Class Teacher.
- Personal information about any staff member or student where disclosure would or would likely to be in breach of the Privacy Act 1993.
- Any other information disclosed to the Parent Helper / Learning Support or that otherwise comes to his / her notice and which is either identified as confidential or should reasonably be appreciated as confidential.

Policy on use of Social Media

- Except as expressly authorised by Whenuapai School purposes, electronic media such as Facebook or other blog sites should not be used to:
 - Post comments or discuss information that will bring the students, staff or school policies into disrepute (such as by the use of abusive, demeaning or negative comments).
 - Information posted about the school will not be misleading.

While Whenuapai School accepts that posts on any personal blog site outside working hours will not usually be the School's concern, nevertheless, even in such contexts the Parent Helper must ensure that any information or comments that are posted will not tend to bring the students in their care into public disrepute, or injure the reputation or breach the right to privacy of other staff members and students.

Any breach of this policy may result in further action being taken.

Signed _____
Parent Helper

Date _____