



Whenuapai School

Parent Handbook

2022

'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

Introduction

Welcome to 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 and Annual Plans.

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 instill 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 2022

Term 1 - Tuesday, 8th February - Wednesday, 13th April (Teacher Only Day on Thursday, 14th April)

Term 2 – Monday, 2nd May – Friday, 8th July

Term 3 – Monday, 25th July – Friday, 30th September

Term 4 – Monday, 17th October – Tuesday 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
Claire Brain Monday - Friday 8.00am - 4.00pm	Tony Hitchcock Tuesday and Friday 7.30am - 2.30pm	Jo Wright Works remotely pa@whenuapai.school.nz

Staff E-Mail List

Position	Name	Ext	E-Mail Address
Principal	Mr Adam Cels	204	acels@whenuapai.school.nz
Deputy Principal	Mrs Molly Fletcher	207	mfletcher@whenuapai.school.nz
Year Level	Teacher	Room	E-Mail Address
7-8	Miss Nicola Campbell	1	nicolac@whenuapai.school.nz
7-8	Mr Karl Ganda (Team Leader)	2	karlg@whenuapai.school.nz
7-8	Miss Brooke Bennett	3	brookeb@whenuapai.school.nz
6	Miss Alescha Davies	4	judies@whenuapai.school.nz
6	Mr Chris Groen (Team Leader)	5	chrisg@whenuapai.school.nz
5	Mr Simon Robinson	6	simonr@whenuapai.school.nz
5	Miss Georgia Jones	7	georgiaj@whenuapai.school.nz
5	Miss Paige Chellew (Team Leader)	8	paigec@whenuapai.school.nz
4	Miss Madeleine Torckler	9	madeleinet@whenuapai.school.nz
4	Miss Stephanie Brook (Team Leader)	10	stephanieb@whenuapai.school.nz
4	Mrs Hayley D'Ath	11	hayleyd@whenuapai.school.nz
3	Miss Kenna Anderson	12	kennaa@whenuapai.school.nz
3	Miss Alethea Nichols	13	alethean@whenuapai.school.nz
3	Miss Olivia Mead (Team Leader)	14	oliviam@whenuapai.school.nz
2	Miss Natasha Howard	15	natashah@whenuapai.school.nz
2	Miss Kate Grevel	16	kateg@whenuapai.school.nz
2	Mr Nathan Atherton	23	nathana@whenuapai.school.nz
2	Miss Rebecca Archer (Team Leader)	24	rebecca@whenuapai.school.nz
0-1	Ms Jenny Cornish	17	jennyc@whenuapai.school.nz
0-1	Miss Melissa Parkins (Team Leader)	18	melissap@whenuapai.school.nz
0-1	Miss Lauren Larsen	20	laurenl@whenuapai.school.nz
0-1	Miss Riley Kaio	21	rileyk@whenuapai.school.nz
Specialist Teachers			
Position	Teacher	Room	E-Mail Address
HOD Sport	Mr Greg Berry	22	gregb@whenuapai.school.nz
Release	Mrs Stephanie Wise		stephaniew@whenuapai.school.nz
Release	Mrs Sarah Bone		sbone@whenuapai.school.nz
Release	Mrs Charlotte Govorko		charlottegov@whenuapai.school.nz
Release	Miss Judie Snowden		judies@whenuapai.school.nz
Learning Support			
Position	Name	Ext	E-Mail Address
Learning Support Coordinator (LSC)	Mrs Jill MacKenzie	203	lsc@whenuapai.school.nz
Learning Assistants	Mrs India Maynard-Wych Mrs Jen Nairn Miss Emma Hopper Mr Andrew Kent Mrs Helen Brinkman Mrs Victoria Kingi		

Admin Team			
Position	Name	Ext	E-Mail Address
Reception	Mrs Claire Brain	200	office@whenuapai.school.nz
Principal's PA	Mrs Jo Wright		pa@whenuapai.school.nz
Admin Manager / Finance	Mr Tony Hitchcock	202	thitchcock@whenuapai.school.nz
Library	Mrs Helen Brinkman	351	library@whenuapai.school.nz
Caretaker	Mr Ian Shirtcliffe	352	ians@whenuapai.school.nz

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 Activities / 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/>

There is also a **Bricks 4 Kids** programme run in the library on a Monday afternoon from 3.10-4.10pm.

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 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.

You will be advised by your classroom teacher which day your children's assembly is on.

Attendance / Absence Procedures

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

Please be aware that classrooms are not open 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 using the VisTab tablet 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	Teachers to be in classrooms, pupils allowed in classrooms
9.00am	School Starts
10.55am	Interval / Play Time
11.15am	Morning Tea Eating Time
11.20am	End of Interval
12.40pm	Lunch / Play Time
1.15pm	Lunch Eating Time
1.25pm	Class Starts
2.50pm	Bus bell (bus pupils to go to the office).
3.00pm	School Finishes

Bikes/Scooters

All students can bring scooters, skates or skateboards to use during break times - helmets must be worn. These must remain on the netball courts only and parked in the designated zone.

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 on a permanent basis and this will be recorded on a daily spreadsheet through HERO. Children will not be able to board the bus in the afternoon if their name is not recorded on this sheet. It is for your child's safety that their attendance on the bus is accurate so that Claire knows they are on the bus.

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 bus alerts spreadsheet and emails will be checked at **2.00pm** everyday and any changes to the bus list will be recorded so please make sure you complete this form before this time on the day of the change. If you miss this timing, please call the school office on 09 416 8779 to advise what change is required this must be done **before 2.40pm**.

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, your child is safer at school and in this case Claire will call to arrange a pickup if they have not been collected. If you are picking your child up, if they are staying at school for sports, if they are going to a friend for a playdate etc, please let Claire know.

The Bus for Herald Island and Whenuapai Village arrives at School in the morning at around 8.50am. The afternoon bus leaves Whenuapai School at 2.55pm. All bus students will be dismissed from class

when the bus bell rings at 2.50pm and line up in their year groups behind a coloured cone, marked off on the roll and walk across the school crossing where they board the bus from the dedicated bus stop.

Any questions regarding the school bus and it's administration must be directed to the school receptionist - office@whenuapai.school.nz.

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.

2022 Board of Trustee members:

Chairperson:	Michael Farac	
Principal:	Adam Cels	
Staff Representative:	Greg Berry	
Parent Representatives:	Michael Farac	Mike Leonard
	Jane McLean	Tineke Joustra
	Ivan Millan	

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 and on the school website.

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 predominately through HERO. Classroom teachers will also communicate with their parents/caregivers via individual emails.

Regular newsletters are sent home, on alternate Tuesday's, 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.

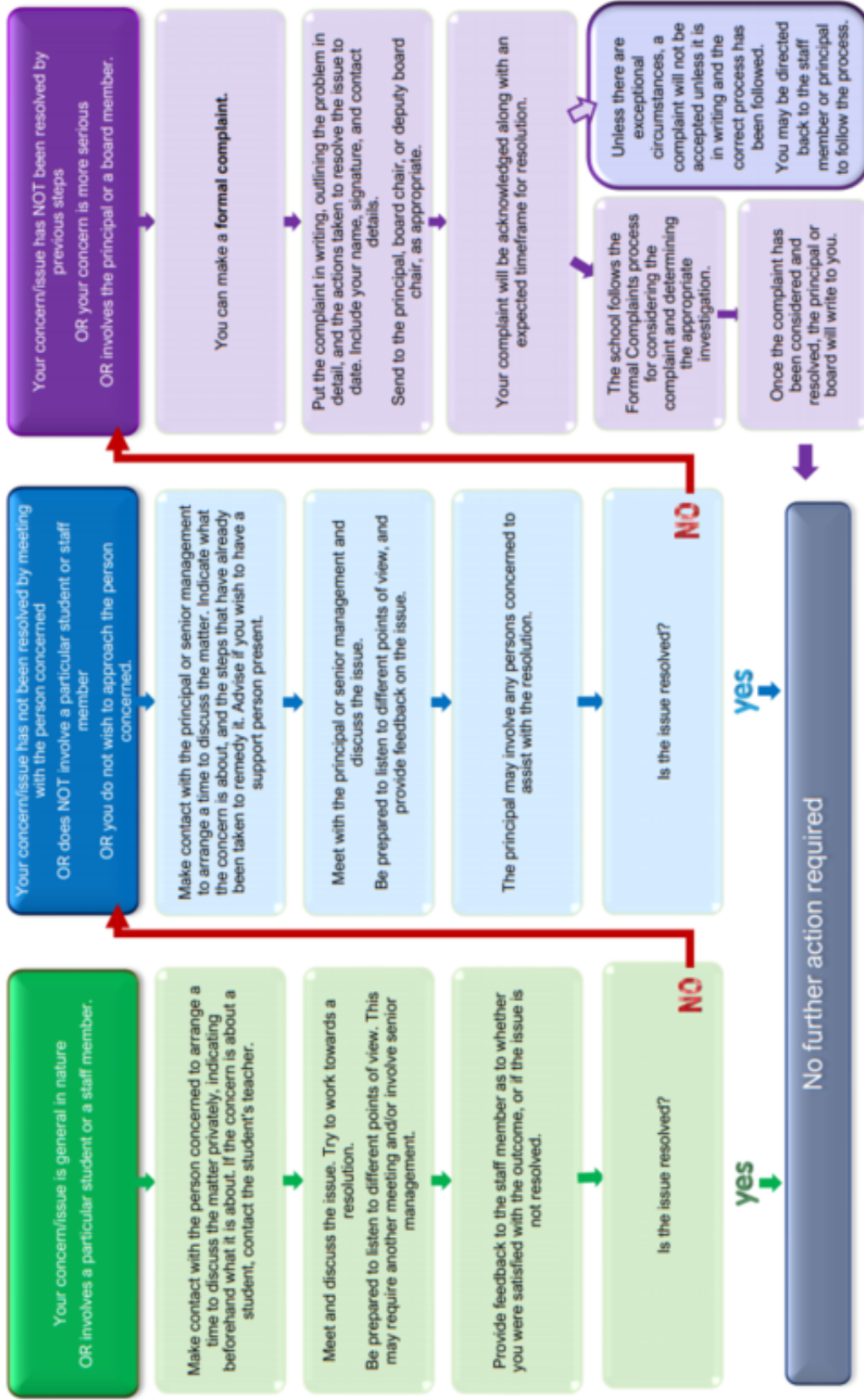
There will be both informal and formal opportunities for reporting to parent/family/whanau throughout the year. Our reporting will sit alongside HERO. HERO provides ongoing and up to date reporting to parents/caregivers and gives timely access to see where their child is working at, their next steps and what goals have recently been achieved.

School Reports will be available to parents on HERO. Hard copy reports are no longer sent home to parents/caregivers unless a PDF report is specifically requested.

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 Positive Behaviour Management procedure. 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 or Senior Leadership Team. .

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 2022 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)

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 2022 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:

- Complete the online enrolment form on HERO <https://enrolments.linc-ed.com/apply/NZ/1572>
- Provide the necessary supporting documentation
- Purchasing necessary uniform, stationery and paying school donations
- Attending your preschool visit days

Zoning

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

Home Zone – All students who live within the home zone described below shall be entitled to enrol at Whenuapai School.

Starting at the intersection of SH16 Twin Coast Discovery and Coatesville Riverhead Highway, travel south on SH16. At the roundabout of SH16, Brigham Creek Road and Fred Taylor Drive, travel south down Fred Taylor Drive.

Hailes Road is included. Matakohē and Dunlop Road are not included. South of the intersection with Northside Drive, all even numbered addresses 54 to 138 Fred Taylor Drive are excluded, as are any new roads coming off the west side of Fred Taylor Drive. Continue along Fred Taylor Drive through the roundabout with Te Oranui Way and Don Buck Road. Turn north onto Tawhia Drive, then left onto Barbour Road. The east side of Barbour Road (unaddressed at time of writing) is not included. Continue along Barbour Road until Maki Street.

At the intersection of Barbour Road, Maki Street and Gunton Drive, cut straight across eastwards over the Northwestern Motorway to join SH 18/Upper Harbour Motorway. Maki Street is included north of this intersection. Gunton Drive is not included.

Continue along the Upper Harbour Motorway until the Brigham Creek Road off-ramp. The zone includes Kauri Road and travels around the Whenuapai Peninsula shoreline to the beginning point of the intersection of SH16 Twin Coast Discovery and Coatesville Riverhead highway. Includes Herald Island. The zone does not include Sinton Road.

All residential addresses on included sides of boundary roads and all no exit roads off included sides of boundary roads are included in the zone unless otherwise stated.

* Proof of residence within the home zone will be required.

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](#).

Currently Whenuapai School only has positions available for siblings of current students (Priority 2, out of zone applicants). No other out of zone positions are available for 2022 and therefore no ballot will be held.

Emergency Procedures

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

English for Speakers of Other Languages (ESOL)

Extra support within the classroom and/ or through specialist small group instruction is provided to students if English is their second language. 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 has 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 safekeeping 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>

Friends of Whenuapai (FOW)

We have a very active FOW team. The FOW'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 FOW holds regular meetings which parents/caregivers are welcome to attend.

FOW email address: pta@whenuapai.school.nz

Chairperson: Chelsea Lyons

Teacher Rep: Riley Kaio

Our FOW runs 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.

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.

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 drop down '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 Learning Support Coordinator (LSC) 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 or contact our Learning Support Coordinator at lsc@whenuapai.school.nz

Library

The library is open Monday - Friday. 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. The library is also open at breaktime for the children to access.

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 and unnamed 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 operates a lunch menu which is 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 outside 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 Tuesday, by the Principal's PA. The Newsletter is sent to parents via HERO, 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 Friends of Whenuapai (FOW)
- Helping with art and craft activities
- Making teacher resources
- Listening to children read / re-filing junior reader books
- Assisting with fundraising

Police vetting is compulsory for sport coaches and overnight camps. 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

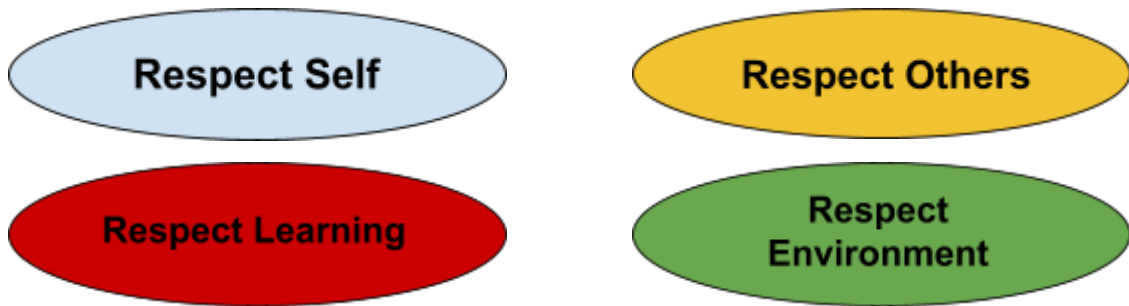
Username: whenuapai

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/>

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, which will be available online in HERO.

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.

Additional information:

Socks - White, black or navy colour

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

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 FOW 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 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 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 _____