

# Whenuapai School

## New Entrant Information Pack



*'Inspiring discovery and empowering learners'*

14 Airport Road  
Whenuapai  
Auckland 0618

Ph: 09 416 8779  
E: [office@whenuapai.school.nz](mailto:office@whenuapai.school.nz)



## Welcome to Whenuapai School

The partnership between home and school is crucial to ensuring a student's success.

A quality education is the key to your child's future. Together we have a powerful influence on how your child will picture themselves as learners and achievers for the future. We want children to look back at Whenuapai School and say that it prepared them well for a modern world. We need to set challenges and design pathways that make learning powerful, meaningful and relevant. Whenuapai School looks to the future by building on the best of the past and incorporating this with the knowledge of the present. We also seek new ideas and carefully evaluate changes that will lead to a better tomorrow.

Transition to school can be a big step for some children. It can be challenging for children to concentrate, sit still, follow instructions and make new friends. Please keep this quote in mind, "All children learn but not in the same way and on the same day".

Melissa Parkins

Team Leader Year 0-1

[melissap@whenuapai.school.nz](mailto:melissap@whenuapai.school.nz)



## 2023 School Donations

Thank you for choosing to send your children to Whenuapai School. We are looking forward to 2023 being a year full of opportunities, experiences and learning adventures.

Whenuapai School should in theory receive funding from three main sources. The first is an operational grant from the Ministry of Education, which is to pay for the general running of the school and day to day maintenance of our property. However, there is always a shortfall between what we receive from the Ministry and the funding we need to effectively run the school to the high standards we all expect.

The other primary sources of income for the school is donations paid by our wonderful Whānau and fundraising.

Donations, if received, are used to fund things such as:

- Additional teachers, relief teachers & teacher aides above our Ministry of Education allocation
- Extra teaching and learning resources - such as, reading resources, mathematics equipment, and ICT equipment (computers, ipads, digital devices and software)
- Subsidised trips and student activities
- Library books
- Maintenance of our bike fleet and bike track

Without these whānau donations, many aspects of school life mentioned above and others, are simply not affordable and cannot continue. Thank you to everyone who supports our kura through their donations.

Our School Board has reviewed our donation structure to make it simpler and easier to understand.

**The school donation for 2023 is: \$220 per child.**

### Acknowledgements for your support:

- **Early payment incentive:** if you pay your donation in full during Term 1, you will receive an early payment discount of 10% bringing the donation amount to \$198.00 per child.
- **Termly Prize Draw:** Once you have paid your full school donation - Go into the termly prize draw to be the lucky family that wins one child's donation back. One prize per term - drawn in the last week of each term.
- **End of Year Prize Draw:** Available to all families who make a donation to our kura (whether it is the full amount or not) a prize draw for a \$100 grocery voucher at the end of Term 4.

**Tax credit** - Don't forget you can receive a tax credit back of one third of your donation. This means, for the \$220 donation you can receive \$73 back which means your donation cost is only \$147. To claim your refund, download form IR526 from the Inland Revenue website and send it off to IRD with your donation receipts attached.



# Whenuapai School

Living is Striving

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**Payment options** - Payments can be made online via MyKindo - [Please click here](#).

To make it as easy as possible we have a number of payment options available including lump sum, split payment over four terms, monthly payment and weekly payment. We are happy to discuss options and/or assist with setting up an automatic payment.

**On-line payments:**

**Bank Account:** 12-3085-0494188-00      **Reference:** Students Name      **Details:** the activity (i.e. Donation)

Please contact [accounts@whenuapai.school.nz](mailto:accounts@whenuapai.school.nz) if you have any questions.

We appreciate your ongoing support and involvement in your child's education. Your contribution will make a difference.

Ngā mihi nui,  
Whenuapai School Board



## **Uniform Price List 2023**

Our school uniform is available to purchase online via Argyle Schoolwear:

[www.argyleonline.co.nz/shop/auckland/whenuapai-school](http://www.argyleonline.co.nz/shop/auckland/whenuapai-school)

Item	Recommended Quantity	Price
Year 0-6 Polo Shirt	2-3	\$35.60
Year 7-8 Polo Shirt	2-3	\$42.40
Skort	1-2	\$42.40
Shorts	1-2	\$32.50
Fleece Jacket	1	\$57.60
Bucket Hat	1	\$15.20
Cap	1	\$13.10

### **Year 5-8 Sports Uniform**

Compulsory for all students in Years 5-8.

Sports Shirt (with logo)	1	\$34.50
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Please note:

- Sizing stock is available in the School Office for students to try on.
- Hats are compulsory in Term 1 and Term 4.
- Any plain navy shorts, skorts and hats may be worn.
- While mufti rain jackets can be worn in winter/bad weather, the school fleece jacket is compulsory. Hoodies, sweatshirts and other mufti items are not to be worn.



## **Uniform Standards**

### **Rationale:**

- Appropriate clothing enables students to participate safely in the full range of activities typical in a school day.
- Considered choices support positive health and hygiene practices.
- Pride and presentation of students presents a positive image of the School and the high standards it upholds.

### **Standards:**

#### **Safety**

- Jewellery: a watch and plain ear studs may be worn as part of our uniform. Jewellery can easily get caught in a myriad of ways resulting in injury.
- A range of footwear is permitted, except jandals and slides, as children can easily trip over with these. Gumboots may only be worn to and from the classroom and not inside.

#### **Health and Hygiene**

- Plain hair bands. Students with mid – long hair are encouraged to tie their hair back. This may reduce the spread of head lice in classrooms. Students attending Technology at Taupaki are required to wear their hair tied back for health and safety reasons. Teachers may require students to tie their hair back if students are preparing food or are involved in an activity where it is deemed appropriate.
- A school hat is compulsory in Terms 1 and 4.
- Additional items of warmth in the winter may be worn (gloves/hat/scarf).

#### **Pride**

- All students must wear the appropriate sports uniform when representing the school.
- Under shirts must be tucked in and not visible.
- Boys: Navy shorts or trousers with a Whenuapai logo polo shirt. Please note: Year 7 and 8 students wear a blue polo shirt. Whenuapai School polar fleece sweatshirt.
- Girls: Navy skort, shorts or trousers with a Whenuapai School polo shirt. Please note: Year 7 and 8 students wear a blue polo shirt. Whenuapai School polar fleece sweatshirt.
- Make-up is not to be worn at school.



## **Year 0-1 Stationery List for 2023 (Terms 1 & 2)**

Stationery packs can be purchased online from Office Max (OM) ([click here](#)) or items can be purchased from stores such as Warehouse Stationery (WS), The Warehouse, Whitcoulls etc.

Please strive to get the exact books listed as they are all chosen for specific purposes.

<b>Quantity</b>	<b>WS Books (please name)</b>	<i>Office Max Books are also known as:</i>
2	<a href="#">WS Exercise Book ALWB4 Ruled 24 leaf red</a>	<a href="#">OM JPB Junior Picture Story Book 14mm Ruled 32 Leaves (Writing)</a>
1	<a href="#">WS Exercise Book 1LWB5</a>	<a href="#">OM JWB Junior Writing Exercise Book 14mm Ruled 32</a>
1	<a href="#">WS 3F1 Notebook 12mm ruled</a>	<a href="#">Warwick 3F1 Notebook 12mm ruled 32</a>
3	<a href="#">WS Task book 24 leaves</a>	<a href="#">Warwick Project book</a>
1	<a href="#">1A8 Exercise Book (Poem Book)</a>	<a href="#">Warwick 1A8 Exercise Book (Poem Book)</a>
1	Home Reading Book Bag	
4	Glue Sticks	
4	Whiteboard Pens (Black or Blue)	
3	HB Pencils	
1	Blue pen	
2	Highlighters - one yellow and one blue * these specific colours are used to edit writing	
<b>* Payment of \$9.00 for one PR1ME Maths student practice book.</b> To be paid online through Kindo at <a href="http://www.mykindo.co.nz">www.mykindo.co.nz</a> or at the School Office.  PR1ME is our core maths program, in which children work through workbooks throughout the year to cover all areas of the mathematics curriculum.		

**Please name all books and your book bag.**

Please bring your child's stationery to school on the first day.



## **Bus Route Information**

We hope these documents will help to answer most of your questions about the bus system.

The collection points along the routes are dependent on traffic, so it is difficult to give timings along each route. We suggest that students are brought to school on the day of their first ride home, and catch the bus home. It is recommended that parents come to school for 2.50pm on this day and follow the bus home. This way, timings for drop off and collection points can be worked out in person with the bus driver.

Although we work with Ritchies to provide the most reliable service that we can, we can not guarantee the arrival time of any bus. There may be occasions where circumstances beyond our control result in the bus failing to arrive. All parents are advised to work out a contingency plan to cover this eventuality. Having said that, we do try to work with Ritchies and parents to send a replacement bus as quickly as possible, however this can take time to reach the students.

### **Responsibility for students who travel on the bus**

Before students board the bus on their journey from home to school, they are the responsibility of their parents/caregivers. After they board the bus, they are the responsibility of the Bus Company. When they disembark at school they become the responsibility of the School.

Before they board the bus for the journey home and the students are on the school grounds, they are the responsibility of the School. After they board the bus, they are the responsibility of the Bus Company. As they leave the bus, they become the responsibility of their parents/caregivers.

It is the parent's responsibility to inform us if their child is going to be taking the school bus, by filling out the electronic form '**Bus Change Form**' [www.whenuapai.school.nz/bus-info/student-bus-changes-form](http://www.whenuapai.school.nz/bus-info/student-bus-changes-form), emailing the school office on [office@whenuapai.school.nz](mailto:office@whenuapai.school.nz). Or calling 09 416 8779 to inform reception. Any changes need to be made prior to 2.30pm, so information can be gathered as to who is catching the bus that day.

Students need to ensure their name is ticked off on the Bus List sheet, by a Bus Monitor, before they enter the bus each afternoon. If the School has not been informed that a student is catching the bus, and their name is not written on the sheet, then they will not be able to take the bus that day. If this occurs, their parents will be called and asked to pick them up from School.





## Route description:

<b>Morning Run</b>	<b>Afternoon Run</b>
<p><b>8:20 am</b> Depart Kauri Road Straight Kauri Road Right Kingsway Road Right Ferry Parade Left The Terrace Right Kingsway Road Right Kauri Road Left Puriri Road Left Waimarie Road Right Punga Road Right Karaka Road Right Totara Road Right Waimarie Road Right Punga Road Right Karaka Road Left Totara Road Left Brigham Creek Road Left Airport Road <b>8:40 am</b> Drop off Whenuapai Primary</p>	<p><b>2:55 pm</b> Depart Whenuapai Primary Exit Bus Bay Right onto Airport Road Right Brigham Creek Road Right Totara Road Right Waimarie Road Right Punga Road Right Karaka Road Right Totara Road Right Waimarie Road Left Puriri Road Right Kauri Road Left Kingsway Road Right Ferry Parade Left The Terrace Right Kingsway Road Left Kauri Road <b>3:15 pm</b> Last Drop off bus stop on Kauri Road</p>

**Ritchies North Shore Depot are our School Bus provider**

[www.ritchies.co.nz](http://www.ritchies.co.nz)



## **Behavioural expectations of students on the School bus**

- Stand well back from the road and line up in a single file.
- Wait until the bus has come to a complete stop before getting your name ticked off the Bus List and then approaching and boarding.
- Use the handrails and safety measures when it is wet and boarding the bus.

Older students are to help the younger students to ensure safety, if necessary.

### **Use designated stops**

- It is the responsibility of students to disembark and board at their correct stop.

### **Whilst on the bus**

- When I am a seated passenger, I will remain in my seat for the whole journey.
- I will not eat on the bus or throw anything inside or out of the bus.
- If I am a standing passenger, I will stand quietly and not push or move around the bus.
- I will respect other students and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).
- I will respect the property of the bus operator at all times (eg. Refraining from standing on seats or vandalising the vehicle in any way).
- I will not engage in any behaviour that could put the driver or other students at risk.
- I will observe the requirements and instructions of the bus driver and the teacher/s responsible for bus duty at all times.
- I understand that any damage I cause to the bus will result in my caregiver being billed for the cost of repairs.

### **Getting off the bus**

- If seated, do not stand to get off the bus until the bus has come to a complete stop and the driver has signalled that you have arrived at your stop, or destination. Only at this point may you stand and get off the bus.
- Get off the bus in an orderly manner (no pushing or shoving).
- Do not cross the road in front of the bus; wait until the bus has moved away and it is safe to do so. Use crossings or traffic lights if available.

**Please ensure you complete the School Bus Code of Conduct!**



## **Dental Service**

The Dental Service for our School is provided by Westgate Clinic, phone number 832-2116 and Enrolments for the Dental Service can be done online via the ARDS public website [www.ards.co.nz](http://www.ards.co.nz).

## **Policies and Procedures:**

Follow the instructions below to access the school's Policies and Procedures:

- [www.schooldocs.co.nz](http://www.schooldocs.co.nz)
- Type the school name to find Whenuapai School
- Username: whenuapai
- Password: airport

## **Friends of Whenuapai (FOW)**

We would like to invite you to become involved with our amazing Friends of Whenuapai team. We are always in need of reliable, interested people to help volunteer their time, talent, other interests and/or ideas. In doing so, you will be making a valuable contribution to our school.

We appreciate any time that you are able to give, once a month, once a term or even once a year, it is all appreciated.

Please join our Facebook page - Whenuapai Primary School Parents and Caregivers Page: <https://www.facebook.com/groups/222730558276603>

### **Team Reach App**

The team also uses an app to keep in contact with our parent volunteers and put the call out for helpers. If you are interested in helping out please use the following link and passcode:

Team Reach - <http://www.teamreach.com/> Passcode - FOW22

You can also email the team at: [pta@whenuapai.school.nz](mailto:pta@whenuapai.school.nz)



## KEY CONTACTS

### Senior Leadership

Position	Name	E-mail
Principal	Adam Cels	<a href="mailto:acels@whenuapai.school.nz">acels@whenuapai.school.nz</a>
Deputy Principal	Molly Fletcher	<a href="mailto:mfletcher@whenuapai.school.nz">mfletcher@whenuapai.school.nz</a>
Assistant Principal	Rebecca Archer	<a href="mailto:rebecca@whenuapai.school.nz">rebecca@whenuapai.school.nz</a>

### Other Key Contacts

Position	Name	E-mail
Year 0-1 Team Leader	Melissa Parkins	<a href="mailto:melissap@whenuapai.school.nz">melissap@whenuapai.school.nz</a>
Learning Support Coordinator	Jill Mackenzie	<a href="mailto:lsc@whenuapai.school.nz">lsc@whenuapai.school.nz</a>
HOD Sport	Greg Berry	<a href="mailto:gregb@whenuapai.school.nz">gregb@whenuapai.school.nz</a>
Administration Manager	Jo Wright	<a href="mailto:pa@whenuapai.school.nz">pa@whenuapai.school.nz</a>
Office Manager	Claire Brain	<a href="mailto:office@whenuapai.school.nz">office@whenuapai.school.nz</a>
Board of Trustees	Kellie Watkinson (Presiding Member)	<a href="mailto:wsbot@whenuapai.school.nz">wsbot@whenuapai.school.nz</a>
Friends of Whenuapai (Parent led fundraising and event organising group)	Friends of Whenuapai (FOW)  Also referred to as the PTA	<a href="mailto:pta@whenuapai.school.nz">pta@whenuapai.school.nz</a>  Team Reach - App for parent helpers  Install instructions:  TeamReach ( <a href="http://www.teamreach.com/">http://www.teamreach.com/</a> )  Enter code: FOW22
sKids After School Care	sKids	<a href="mailto:whenuapai@skids.co.nz">whenuapai@skids.co.nz</a> <b>Onsite Mobile</b> – 021 174 8473 (during onsite hours)
Whenuapai After School Care (Defence Children only)	WASC	Contact details available through RNZAF Base Auckland



## **Some tips for preparing your child for school**

It would be helpful if your child could:

- Write his/her name or recognise it
- Listen to a story and talk about it. The greatest preparation a child can have for reading/writing learning is book experience.
- Recognise some letters possibly at least those in their own name
- Handle pencils/crayons. Be able to draw a simple picture.
- Recognise colours by name
- Count to ten
- Use scissors to cut simple shapes from paper
- Recognise basic shapes
- Be able to express their needs to the teacher
- Can put on and secure their own shoes
- Independently use the toilet



## **Handwriting**

In Primary Schools, the aim of teaching handwriting is to teach each child to write legibly, fluently without strain, and with sufficient speed for all practical purposes.

In the Junior School, our main objectives are to help children establish the correct pencil grip, to begin letters at the correct point, and to form letters and numerals correctly with increasing speed and endurance.

If your child is keen to write, it is most helpful if they learn the correct letter formations. Attached is a copy of lowercase and uppercase letters as a guide to use with your child. They are taken from the New Zealand Curriculum. Please remind your child to write words in lowercase letters rather than capitals. In addition we follow the Casey the Caterpillar programme. We have included some information about the language we use when forming letters.

Please encourage your child to hold their pencil correctly and to form letters consistently as "practice does not make perfect; it only makes permanent" like any habit, it is very difficult to change when it is well established.



## Letter / Shapes

	open mouth		tall stick		short stick
	hanging stick		tunnel leaf		gate - close it
	twig		feeler		possum tail
	grasshopper legs		twirly vine		small sloping sticks
	half tunnel		snake shape		ladybug spot

**a** open mouth short stick

**c** open mouth

**e** twig, open mouth

**g** open mouth, possum tail

**i** short stick, spot

**k** tall stick, grasshopper legs

**m** short stick, tunnel, tunnel

**o** wide open mouth

**q** open mouth, hanging stick, sloping stick

**s** Sammy snake

**u** gumnut cup, short stick

**w** sloping stick, sloping stick, stick, sloping stick

**y** gumnut cup, possum tail

**b** tall stick, gate - close it

**d** open mouth, tall stick

**f** feeler, twig

**h** tall stick, tunnel

**j** possum tail, spot

**l** tall stick

**n** short stick, tunnel

**p** hanging stick, gate-close it

**r** short stick, half tunnel

**t** short stick, twig

**v** sloping stick

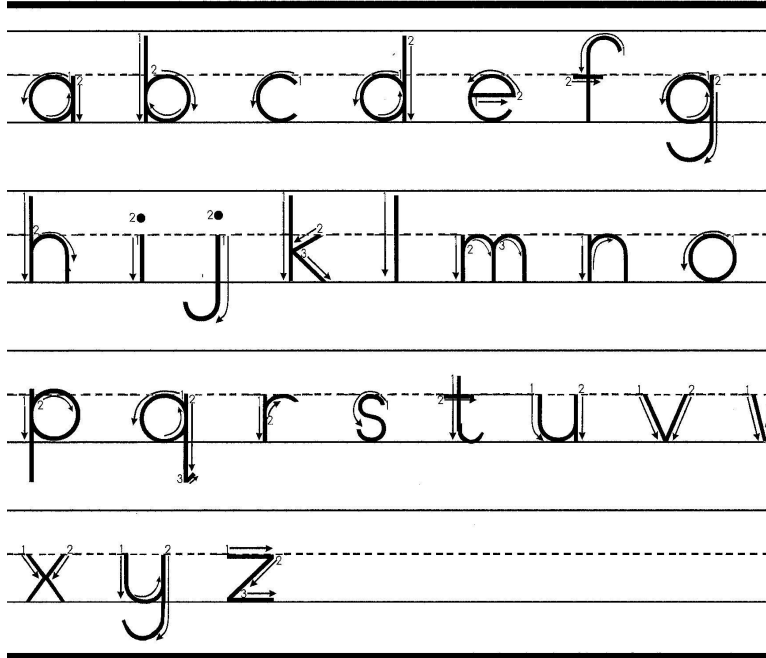
**x** sloping stick, sloping stick Sloping crossed

**z** twig, sloping stick, twig



## **Beginning Points and Directions of Movement**

### **Lower Case**



### **Upper Case**

