

# Whenuapai School

## Parent Handbook

2025



Phone: (09) 416 8779

Email: [office@whenuapai.school.nz](mailto:office@whenuapai.school.nz)

Website: [www.whenuapai.school.nz](http://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 whānau 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 2025**

**Meet the Teacher Day** - Monday, 3 February 2025

**Term 1** - Tuesday, 4 February - Friday, 11 April 2025

**Term 2** – Monday, 28 April – Friday, 27 June 2025

**Term 3** – Monday, 14 July – Friday, 19 September 2025

**Term 4** – Monday, 6 October – Wednesday, 17 December 2025

## **School Office Hours**

**The office is staffed from 8.30am - 3.30pm weekdays during the school term.**

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

| <b>Office Administrators</b>   | <b>Administration Manager</b>  |
|--|--|
| <b>Simone Turnbull</b><br><a href="mailto:office@whenuapai.school.nz">office@whenuapai.school.nz</a><br>Monday to Friday - 8.30am - 3.30pm | <b>Jo Wright</b><br><a href="mailto:accounts@whenuapai.school.nz">accounts@whenuapai.school.nz</a><br>Works remotely |
| <b>Rita Clarke</b><br><a href="mailto:ritac@whenuapai.school.nz">ritac@whenuapai.school.nz</a><br>Monday to Friday - 8.30am - 2.30pm       |  |

## Staff E-Mail List

| Position  |     | Name                                     | E-Mail Address   |
|---|-----|--|--|
| Principal   |     | Adam Cels                                | <a href="mailto:acels@whenuapai.school.nz">acels@whenuapai.school.nz</a>   |
| DP (Senior Campus)  |     | Molly Fletcher                           | <a href="mailto:mfletcher@whenuapai.school.nz">mfletcher@whenuapai.school.nz</a>   |
| AP (Senior Campus)  |     | Olivia Mead                              | <a href="mailto:oliviam@whenuapai.school.nz">oliviam@whenuapai.school.nz</a>   |
| DP (Home Campus)  |     | Rebecca Archer <b>(Team Leader Y3/4)</b> | <a href="mailto:rebecca@whenuapai.school.nz">rebecca@whenuapai.school.nz</a>   |
| AP (Home Campus)<br>& Learning Support<br>Coordinator (LSC) |     | Jill Mackenzie                           | <a href="mailto:lsc@whenuapai.school.nz">lsc@whenuapai.school.nz</a>   |
| Room  | Yr  | Teacher                                  | E-Mail Address   |
| <b>Year 7/8 - Kāhu Team</b>                                 |     |  |  |
| WSC - Whitu   | 7/8 | Yasmin Mohamed                           | <a href="mailto:yasminm@whenuapai.school.nz">yasminm@whenuapai.school.nz</a>   |
| WSC - Waru  | 7/8 | Jackie Ziegler                           | <a href="mailto:jackiez@whenuapai.school.nz">jackiez@whenuapai.school.nz</a>   |
| WSC - Iwa   | 7/8 | Katie Gemmell <b>(Team Leader)</b>       | <a href="mailto:katieg@whenuapai.school.nz">katieg@whenuapai.school.nz</a>   |
| WSC - Tekau   | 7/8 | Sophia Stevens                           | <a href="mailto:sophias@whenuapai.school.nz">sophias@whenuapai.school.nz</a>   |
| WSC- Tekau<br>mā Tahī                                       | 7/8 | Madeleine Torckler                       | <a href="mailto:madeleinet@whenuapai.school.nz">madeleinet@whenuapai.school.nz</a>   |
| <b>Year 5/6 - Kākāpō Team</b>                               |     |  |  |
| WSC - Tahī  | 6   | Georgia Jones                            | <a href="mailto:georgiadj@whenuapai.school.nz">georgiadj@whenuapai.school.nz</a>   |
| WSC - Rua   | 6   | Candice Dealey                           | <a href="mailto:candiced@whenuapai.school.nz">candiced@whenuapai.school.nz</a>   |
| WSC - Toru  | 6   | Megan Powell                             | <a href="mailto:meganp@whenuapai.school.nz">meganp@whenuapai.school.nz</a>   |
| WSC - Whā   | 5   | Isabella Dawson                          | <a href="mailto:isabellad@whenuapai.school.nz">isabellad@whenuapai.school.nz</a>   |
| WSC - Rima  | 5   | Sheri Cowell                             | <a href="mailto:sheric@whenuapai.school.nz">sheric@whenuapai.school.nz</a>   |
| WSC - Ono   | 5   | Rebecca Robinson <b>(Team Leader)</b>    | <a href="mailto:rebeccar@whenuapai.school.nz">rebeccar@whenuapai.school.nz</a>   |
| <b>Year 3/4 - Pīwakawaka Team</b>                           |     |  |  |
| 16  | 4   | Niamh Curd                               | <a href="mailto:niamhc@whenuapai.school.nz">niamhc@whenuapai.school.nz</a>   |
| 17  | 4   | Alethea Nichols                          | <a href="mailto:alethean@whenuapai.school.nz">alethean@whenuapai.school.nz</a>   |
| 18  | 4   | Elysia Paton                             | <a href="mailto:elysiap@whenuapai.school.nz">elysiap@whenuapai.school.nz</a>   |
| 10  | 3   | Julie Parr                               | <a href="mailto:juliep@whenuapai.school.nz">juliep@whenuapai.school.nz</a>   |
| 15  | 3   | Ellie Sardelich                          | <a href="mailto:ellies@whenuapai.school.nz">ellies@whenuapai.school.nz</a>   |
| 23  | 3   | Jenny Cornish                            | <a href="mailto:jennyc@whenuapai.school.nz">jennyc@whenuapai.school.nz</a>   |
| 24  | 3   | Sarah Bone<br>Amanda Donnell             | <a href="mailto:sbone@whenuapai.school.nz">sbone@whenuapai.school.nz</a><br><a href="mailto:amandad@whenuapai.school.nz">amandad@whenuapai.school.nz</a> |
| <b>Year 2 - Tūi Team</b>                                    |     |  |  |
| 11  | 2   | Joe Soares                               | <a href="mailto:joes@whenuapai.school.nz">joes@whenuapai.school.nz</a>   |
| 12  | 2   | Olivia Tustin                            | <a href="mailto:oliviatt@whenuapai.school.nz">oliviatt@whenuapai.school.nz</a>   |
| 13  | 2   | Leanne Morrison-Jones                    | <a href="mailto:leannem@whenuapai.school.nz">leannem@whenuapai.school.nz</a>   |
| 14  | 2   | Bree Ward <b>(Team Leader)</b>           | <a href="mailto:brew@whenuapai.school.nz">brew@whenuapai.school.nz</a>   |
| <b>Year 0/1 - Kea Team</b>                                  |     |  |  |
| 2   | 0/1 | Samantha Kitt                            | <a href="mailto:samanthak@whenuapai.school.nz">samanthak@whenuapai.school.nz</a>   |
| 3   | 0/1 | Zivana Makalio-Nicol                     | <a href="mailto:zivanam@whenuapai.school.nz">zivanam@whenuapai.school.nz</a>   |
| 4   | 0/1 | Ellyce Martin                            | <a href="mailto:ellycem@whenuapai.school.nz">ellycem@whenuapai.school.nz</a>   |
| 5   | 0/1 | Victoria Kingi                           | <a href="mailto:victoriak@whenuapai.school.nz">victoriak@whenuapai.school.nz</a>   |
| 6   | 0/1 | Molly Purdon                             | <a href="mailto:mollyp@whenuapai.school.nz">mollyp@whenuapai.school.nz</a>   |
| 7   | 0/1 | Stephanie Wise <b>(Team Leader)</b>      | <a href="mailto:stephaniew@whenuapai.school.nz">stephaniew@whenuapai.school.nz</a>   |
| 8   | 0/1 | Madison Tanuvasa                         | <a href="mailto:madisont@whenuapai.school.nz">madisont@whenuapai.school.nz</a>   |
| 9   | 0/1 | Natasha Howard                           | <a href="mailto:natashah@whenuapai.school.nz">natashah@whenuapai.school.nz</a>   |

| Specialist Teachers              |                   |               |  |
|----------------------------------|-------------------|---------------|--|
| Position                         | Teacher           |               | E-Mail Address   |
| HOD Sport                        | Greg Berry        |               | <a href="mailto:gregb@whenuapai.school.nz">gregb@whenuapai.school.nz</a>               |
| Release                          | Amanda Donnell    |               | <a href="mailto:amandad@whenuapai.school.nz">amandad@whenuapai.school.nz</a>           |
| Release                          | Ashleigh Cooke    |               | <a href="mailto:ashleighc@whenuapai.school.nz">ashleighc@whenuapai.school.nz</a>       |
| Release                          | Charlotte Govorko |               | <a href="mailto:charlottegov@whenuapai.school.nz">charlottegov@whenuapai.school.nz</a> |
| Release                          | Jessica Matiaha   |               | <a href="mailto:jessicam@whenuapai.school.nz">jessicam@whenuapai.school.nz</a>         |
| Release                          | Karl Ganda        |               | <a href="mailto:karlg@whenuapai.school.nz">karlg@whenuapai.school.nz</a>               |
| Release                          | Kate Grevel       |               | <a href="mailto:kateg@whenuapai.school.nz">kateg@whenuapai.school.nz</a>               |
| Release                          | Layton French     |               | <a href="mailto:laytonf@whenuapai.school.nz">laytonf@whenuapai.school.nz</a>           |
| Release                          | Simon Robinson    |               | <a href="mailto:simonr@whenuapai.school.nz">simonr@whenuapai.school.nz</a>             |
| Learning Support / Teacher Aides |                   |               |  |
| Position                         | Name              |               |  |
| Learning Assistants              | Jen Nairn         | Jessica Wells | Anita Hassett  |
|                                  | Helen Brinkman    | Mele Vuki     | Pip Boaler   |

| Admin Team                    |                 |     |  |
|-------------------------------|-----------------|-----|--|
| Position                      | Name            | Ext | E-Mail Address   |
| Administration Manager        | Jo Wright       |     | <a href="mailto:accounts@whenuapai.school.nz">accounts@whenuapai.school.nz</a> |
| Office Administrator (Home)   | Simone Turnbull | 200 | <a href="mailto:office@whenuapai.school.nz">office@whenuapai.school.nz</a>     |
| Office Administrator (Senior) | Rita Clarke     | 500 | <a href="mailto:ritac@whenuapai.school.nz">ritac@whenuapai.school.nz</a>       |
| Librarian                     | Helen Brinkman  | 351 | <a href="mailto:library@whenuapai.school.nz">library@whenuapai.school.nz</a>   |
| Property Manager              | Ian Shirtcliffe | 352 | <a href="mailto:ians@whenuapai.school.nz">ians@whenuapai.school.nz</a>         |

| 2025<br>Team<br>Names   | Year 7/8 - Kāhu   | Year 5/6 - Kākāpō   |
|---|---|---|
|   |  |  |
| Year 3/4 - Pīwakawaka   | Year 2 - Tūī  | Year 0/1 - Kea  |
|  |  |  |

## **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](mailto: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/>

Other programmes we offer at various times are listed below. All programmes are independently run so please contact the organisation in the first instance:

**Kiwi Kick Stars Football** - <https://www.kiwikickstars.com/>

**Bricks 4 Kids Programme** - <https://nz.bricks4kidznow.com/>

**Harbour Softball** - <https://www.northharboursoftball.co.nz/>

## **Allergies**

Whenuapai School aims to provide a safe environment for students and staff with allergies by identifying and minimising risk, being prepared, and raising awareness. Allergies are common and can result in a range of reactions from mild to life-threatening. 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. 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 HERO app, school website <http://www.whenuapai.school.nz>, by email [office@whenuapai.school.nz](mailto: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  | School Open                        |
| 9.00am  | Learning Block 1                   |
| 10.45am | Morning Tea - Play time            |
| 11.05am | Morning Tea - Sit down eating time |
| 11.15am | Learning Block 2                   |
| 12.45pm | Lunch Break - Play Time            |
| 1.15pm  | Lunch Break - Sit down eating time |
| 1.25pm  | Learning Block 3                   |
| 3.00pm  | School Finishes - Home time        |
| 3.08pm  | Tamariki to Bus Lines              |



## **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](mailto: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 HERO.

If your child has a one off or temporary change to their usual bus routine, please fill out the 'Bus Travel Alert' form on the school website - [BUS CHANGE FORM](#) or email the school office ([office@whenuapai.school.nz](mailto:office@whenuapai.school.nz)). Bus alerts and emails will be checked at **2.00pm** everyday and any changes to the bus list will be recorded. 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**.

**Safety** - For their safety, children will not be able to board the bus in the afternoon if their name is not recorded on the daily sheet as your child is safer at school. In these circumstances staff will call home and arrange for the child to be picked up. 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 the Office know.

The Bus arrives at School in the morning at around 8.20am. The afternoon bus leaves Whenuapai School at 3.15pm. The afternoon bus rolls are taken in class and all bus students are escorted to the bus lines by a teacher at 3.08pm. The students walk across the school crossing where they board the bus from the dedicated bus stop supported by the property manager and office administrator.

Any questions regarding the school bus and its administration must be directed to the school receptionist - [office@whenuapai.school.nz](mailto:office@whenuapai.school.nz).







### **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 or front of the office area 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 or smart watches to School. If they arrive at School:

- 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
- Diversity of learners
- Teacher/student compatibility
- Work habits
- Equity of classes
- Learning relationships with peers
- Non-placement of siblings in the same class unless requested

The process involves teachers, team leaders and student voice. Requests to change a class placement will not be considered prior to 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 to the Principal.



### **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 requested 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 a teacher, 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.



If your message is urgent, please contact the office on 09 416 8779.

**Home to classroom** - Communication with the parent community is predominately through our student management system, HERO. Classroom teachers will also communicate with their parents/caregivers via individual emails.

Please make sure the school has up-to-date contact information including email addresses and phone numbers for all relevant caregivers.

**Home to classroom** - It is important that parents can ask any questions and share concerns with the classroom teacher.

Before the start of the school day is a good time to let the teacher know if there is anything in particular they should know about. Alternatively, you can email the teacher or send a note with your child.

If you think you need a bit more time to discuss things please email your teacher to arrange a good time. During teaching time or when a teacher is on duty supervising children may not be a good time to have a conversation, so allow the teacher to arrange for a better time.

If you need to get a message through by phone urgently to your child or teacher please phone the office on 09 416 8779 as teachers are not able to take phone calls during teaching time. Please endeavour to contact the school prior to 1.00pm to allow office staff time to deliver messages.

**School Newsletter** - Regular newsletters are sent home, on alternate Tuesday's, as a means of informing families and the wider community of the school's activities. This goes out to families via HERO, but is also available on the website: <http://www.whenuapai.school.nz/>.

**School Reports** - There will be both informal and formal opportunities for reporting to parents/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.

**Text Alert** - In case of emergency the school may need to use text alerts. Please make sure the school has up-to-date mobile phone numbers for all relevant caregivers.

## **Concerns and Complaints**

Information on our Concerns and Complaints procedure can be found on SchoolDocs:

<http://www.schooldocs.co.nz/> **Username:** whenuapai **Password:** airport

**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 are used to fund things such as additional teachers and teacher aides (above our MOE allocation), extra teaching and learning resources (e.g. reading resources, maths equipment, computers, ipads, software), library books, subsidised trips and maintenance of our bike track and bike fleet.

**The donation amount for 2025 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 \$100 grocery voucher at the end of Term 4.

**Tax credit** - 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.

**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 A/C:** 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.



Thank you to everyone who supports our kura through their donations.  
Your contribution will make a difference!

## **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.

To allow for planning we request that pre-enrolment occurs well in advance.

Parents/Caregivers can pre-enrol a child via the School Website.

The enrolment procedure includes:

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

Whenuapai School enrolment dates are via Cohort Entry. 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.

### **2025 start dates:**

| <b>TERM</b> | <b>START OF TERM DATE</b> | <b>MID-TERM DATE</b> |
|-------------|---------------------------|----------------------|
| 1           | 4 February 2025           | 10 March 2025        |
| 2           | 28 April 2025             | 26 May 2025          |
| 3           | 14 July 2025              | 18 August 2025       |
| 4           | 6 October 2025            | 10 November 2025     |

## **Enrolment Zoning**

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

You can find out what school you're zoned for by going to the [TKI website](#). When enrolling, proof of residence within the home zone will be required.

Normally, students that wish to attend Whenuapai who live outside of our school 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.

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 2025 and therefore no ballot will be held.



## **Emergency Procedures**

A fire drill will be practised once a term.

Other emergency drills (such as Lockdown and Earthquake drills) will be taught 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
- Hockey
- Netball
- Summer Football
- Waterpolo
- Basketball

### **Other Activities Students may choose to be involved in:**

- Kapa Haka
- Music Lessons

### **Activities Students may be selected for:**

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



## **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)**

Our active FOW team supports the school through fundraising, working bees, parent help, and community initiatives. All parents/caregivers are encouraged to get involved, either formally or casually. Regular meetings are open to all.

Our FOW also runs a Facebook page called "[Whenuapai Primary School Parents and Caregivers Page](#)". They would love all parents to join this page and stay up to date with events and when help is needed.

Please let us know if you want to get involved with the FOW!

## **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 the Principal. 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.

## **HERO - Student Management System/Parent Portal**

Whenuapai School uses an online reporting tool called HERO. Our aim is to have a system that allows the teachers, parents and students to view a child's learning journey via the internet in a secure, easy and useful way.

The system is designed to build year after year so that you have access to comments, assessments, images and helpful resources in one place.

We believe that reporting to parents should be a natural part of the teaching and learning process and that the changing demands of our education mean that the traditional methods of reporting to parents no longer fit well with our current practices. HERO allows us to show photos and videos of children's learning. It allows us to share information between home and school throughout the year rather than waiting for mid-year and end of year reports.

You can login to HERO on any device by entering <https://go.linc-ed.com/> into the search bar of your web browser. A HERO app is also available to download via the app store.

When you set up your account, please note that you need to use the email address that you have provided the school. Please contact us if you need any help with HERO - [office@whenuapai.school.nz](mailto:office@whenuapai.school.nz).

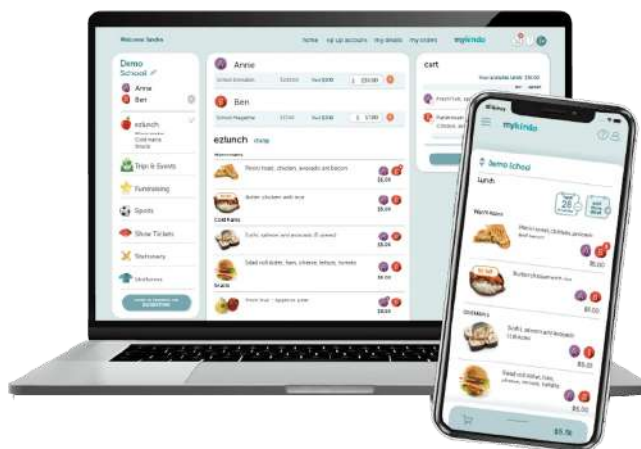
## **Kindo - Payments to School**

Whenuapai School uses an online payment system called Kindo.

Our online shop makes it easier for you to:

- Pay donations
- Order lunches online
- Pay for 'Friends of Whenuapai' functions and fundraisers (e.g. disco tickets)
- Pay for school trips and events
- Pay it forward to families in need

To create an account please visit - [www.mykindo.co.nz](http://www.mykindo.co.nz) and SELECT 'create account' to register.



# 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](http://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](http://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](http://support.mykindo.co.nz) or talk to the friendly staff at the Kindo helpdesk 0508 4KINDO or email [hello@mykindo.co.nz](mailto: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](mailto: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 break time 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) will be 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](http://www.mykindo.co.nz). Children are able to pick up their lunches from the School Office at 1.15pm.

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

## **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.

Police vetting is compulsory for sport coaches/managers 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.





### **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.

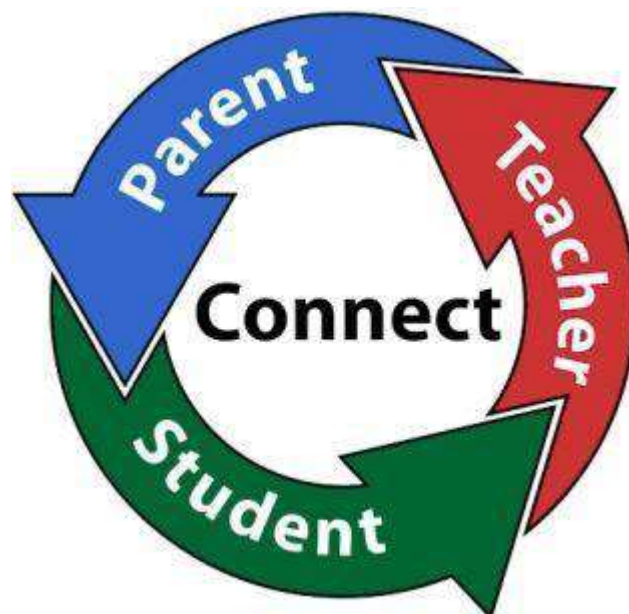
- Working in rooms with the class programmes
- Helping with class / group field trips
- Coaching/managing of sports teams
- Road patrol duties
- Assisting with class biking lessons
- Helping on working bees
- Becoming a member of the Friends of Whenuapai (FOW)
- Helping with art and craft activities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

### **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 and allow for goals to be set for the remainder of the year.



## **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**



### **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".



## **School Board**

The School Board meets 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 business. Speaking rights can be granted at the discretion of the Board.

The Board holds triennial elections which are held every 3 years.

### **2025 School Board Members:**

*Presiding Member:* Paul Matenga

*Principal:* Adam Cels

*Staff Representative:* Olivia Mead

*Parent Representatives:* Jane Knobloch Kellie Watkinson Phil Collins Rob Greer Sam Lee

## **School Houses**

As a tribute to our wonderful neighbours on the Air Force Base and the close association our school has with the Air Base, our four house names are: Boeing, Hercules, Orion and Seasprite.

On enrolment, students are allocated to a 'House' and will remain in that house for the duration of their time at Whenuapai School. Siblings are placed in the same house together and for our Military families, we do our very best to put their children in the house that is most closely associated with their parent's role on the Base.

Various school activities and sporting events over the year will contribute to a point system and accumulate to an overall House winner at the end of each year. When these activities and sporting events are held, students will be invited to wear their house colour to school.

House colours are as follows:



## **School Photos**

Each year professional photographers come to Whenuapai School for class and individual and family photographs. Further information will be 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 that 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/>

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

The FOW often holds second-hand uniform sales. Dates for these will be advertised in the school newsletter and on the school website.

**Uniform Shop** – Argyle Schoolwear now has a **retail shop** where you can purchase our school uniform in person.

- **Location:** Unit 4 / 91 Central Park Drive, Henderson.

You can continue to purchase your uniform online through Argyle Online, but the retail store offers an alternative option for a full shopping experience.

**Appointments Recommended** – To book a fitting, visit our school page on **Argyle Online** and click '**Book a Fitting**'. Limited parking is available in front of the store.

## **Social Media**

Please be reminded that social media applications (such as Facebook, Instagram, Tik Tok and X (twitter)) all have user age restrictions and should not be used within school hours or on school accounts. 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:

- Whenuapai School Sporting Events
- Norwest and Interzone Sports Events
- Long Term Major Sports
- Special Sporting Events
- Community Partnerships



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:

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

### **Stationery**

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

Stationery packs can be purchased online from Warehouse Stationery (<https://www.warehousestationery.co.nz>) or items can be purchased from stores such as OfficeMax, The Warehouse, Whitcoulls etc.

### **Sun Safety**

School hats are compulsory in Term 1 and Term 4.

Additionally, 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.



### **Technology at Taupaki**

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

### **Tikanga Māori**

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

### **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.



## **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 \_\_\_\_\_

# Notes and Questions: