

WAITUNA WEST SCHOOL

ENROLMENT INFORMATION 2017

“Not for school
but for life we are learning”



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CURRICULUM

COMPUTERS:

Staff are encouraged to make the most of integrated use of computers. The junior room(years 1-2) is equipped with two computers and 12 ipads. The middle class(years 3-4) have 15 chromebooks, 4 tablets, 2 laptops and 4 desk top computers. The senior class(years 5-8) have 15 chromebooks, 5 laptops and 3 desktop computers.

CYBERSAFETY:

All students and staff must have a Cybersafety Agreement (computer and internet use agreement). This is signed by relevant personnel, and is kept on file at school. This allows Waituna West to provide a safe “as possible” learning environment.

CAMERAS / VIDEO CAMERA:

These pieces of equipment are for all to use and it should be encouraged by staff that children get to use them both and become familiar with their use.

E.O.T.C:

Children are involved in a number of activities that take them outside the classroom. Many of these are at school while others involve trips away. Camping at school or away is a regular feature of the schools E.O.T.C programme.

Room 1 (Yrs 3-4) 2-3 day camp to Wellington in Term 4.

Room 2 (Yr. 0-2) 2-3 Camp to Wellington in Term 4.

Room 4 (Yr. 5-8) 3-4 day camp in Term 3.

2016 Camp – Chatham Islands

2015 Camp – Whole school trip around the East Cape 7-9 days.

ENVIRONMENT:

Waituna West is a rural school. An aim of our school is to encourage children to care be aware of their environment. There are a number of features at the school to help achieve this. We have a gardening group, beehives and a farming group. We also have pigs and chooks which the students are responsible for.

EVALUATION:

Evaluation of a child’s effort is going on during the whole process of teaching and learning. The children should be made as aware as possible of what they are learning, why they are learning that and how it will be assessed.

- Cumulative Pupil files.
- Current Cumulative Portfolios are to be kept on each child. Addition to this may be teacher directed or child initiated.
Samples of children’s work will be kept, and will be annotated to record why a particular piece was kept.
- Portfolios are sent home for viewing and comment at the end of terms 1 and 3.
- Written reports(with reference to the National Standards) are sent home at the end of terms 2 and 4.
- Parents are urged to make contact with the school to discuss their child’s progress. (This was decided after the 2013 community consultation).

HOMEWORK:

Although homework may be set, this is of a varied nature and is usually able to be completed in a reasonable length of time.

For Junior children this will consist of regular home reading and notebook activities, and for the Senior children reading and some other class work associated activity.

Homework may be given daily, four days of a week, at teacher discretion.

Y0-2, a reading book, a word list, spelling and basic maths.

Y4-6 a reading book, spelling

Y7-8 recreational reading, spelling, basic facts, current events.

The senior homework amount increases towards the end of the year to prepare the senior students for high school.

Voluntary / additional extension activities are also provided.

HOUSES:

We have two school houses Oroua and Rangitikei. All students belong to a school house.

We have a weekly focus where house points can be gained or lost eg. Remembering Home & School books, lost property, putting away PE equipment etc.

LIBRARY BOOKS

The school has a wonderfully well resourced library. We request you encourage your child to use the library as much as possible.

Classes visit the library each week and can be issued books to take home. Students are trained as librarians.

LUNCHTIME GROUPS

These are run by parents and members of the community.

Beekeeping, Gardening, Art, Junior Hockey(Terms 2 & 3), Farming.

MANUAL TRAINING:

All Year 7 & 8 pupils will attend manual at Feilding Intermediate School on Mondays during terms 1 and 2. The bus leaves the school at 9.00 am. and returns at approximately 12.40 pm. They have lessons on art, technology, sewing and cooking.

READING:

Junior children are given regular home reading from Monday to Friday. If your child is experiencing any difficulty, please share their reading with them. All children are expected to read at home from Monday to Thursday. The aim is to encourage daily recreational reading and to consolidate skills and language taught. It is important that each child enjoys the activity and that the reading does not become a stressful situation (for child or parents).

STUDENT COUNCIL

A student council is formed in Term 2. Interested students from Rooms 1 and 4 put CV's forward. The council is chosen by votes as well as suitability for the tasks the council will undertake such as school based activities and minor fundraisers.

YOUNG LEADERS DAY

This is an annual event that takes place at the Regent Theatre in Palmerston North. Students listen to inspiring New Zealanders and develop skills for leadership.

HEALTH & SAFETY

ACCIDENTS AND SICK CHILDREN:

If your child is involved in a serious accident or is sick at school parents will be contacted immediately. If we are unable to contact parents, we will contact the emergency number listed on the enrolment form. Staff may administer first aid. All teaching staff hold current first aid certificates.

CHILD ABUSE:

The Board of Trustees, through the Health and Safety Policy has procedures for dealing with child abuse. The School works hard to provide a safe physical and emotional environment for all students and staff.

CIVIL DEFENCE:

The School has planned procedures to be put into action in case of a Civil Emergency
Waituna West School is a Civil Defence Sector Post.

Students have the opportunity to learn how to use the civil defence radio.

EMERGENCY DRILLS:

Emergency drills will be practiced at least once every term. These will include safety procedures in case of fire and earthquake.

- Continuous ringing of the bell or school alarm sirens will indicate evacuation is necessary.
- Children will walk in an orderly manner to the pre-arranged safety area – near the western edge of the sports field. A roll will be called to ensure the presence of all children, staff and any known persons visiting the school.
- Refer to Emergency Evacuation Procedure in the school office. Copies are also in every classroom.

HEARING & VISION

* Once a year, New Entrant and Year 7 children (vision only) are tested. If you suspect a problem in these areas, then contact the school so we can arrange to have your child tested on the next visit or make arrangements for you to visit them in Feilding.

MEDICATION:

Parents are encouraged whenever possible to administer medication at home. All medication will only be given when a parent/caregiver has given written consent. Medication is stored in the staffroom. Children are not to keep medication in their bags.

SCHOOL EQUIPMENT:

It is vital that the children respect equipment (personal and school). Sports equipment along with classroom equipment must be looked after carefully.

SWIMMING:

As part of our P.E. curriculum, all children are required to participate in swimming lessons unless there is a specific health reason for not doing so. Please notify the school if your child is unable to participate by phone or note.

The school publishes the school pool rules each year. These are available from the School office. The rules are to be observed by all pool users outside of school hours.

THESE FACILITIES ARE FOR THE USE OF THE WHOLE COMMUNITY SO PLEASE RESPECT THEM.

Pool keys are given out after a \$25 bond has been paid and are to be returned once the pool has closed for the season.

Note: Members of the Board of Trustees, the Teaching Staff and Caretaker have the right to evict from the pool anyone not following the pool rules.

SCHOOL ADMINISTRATION

ASSEMBLY:

School assemblies are held every Friday from 2.30pm. The aim of this is to bring the school and community together as a unit and share the following:-

- * Presentation of class certificates.
- * Presentation of other awards - Principal, and teachers
- * Presentation of class work
- * Student Council
- * House Trophy
- * Singing
- * Notices

DRESS CODE:

All students should be neat and tidy and be encouraged to have a pride in their appearance. The only jewelry allowed at school is studs. No rings. Long hair below shoulder length is tied up. Rat's tails and hair products/colour are not acceptable.

Staff are expected to dress as role models.

ENROLMENT PROCEDURES:

All children entering the school have to be enrolled. An enrolment form, confidential information form and health form (New Entrants only) need to be filled out by the parent or care giver. This information is then entered into the Enrolment Book and Pupil File programme for children arriving from other schools, pupil file information has to be requested. This data is then entered into ENROL and Assembly.

FLAG:

The New Zealand flag will be flown daily. This will be raised during morning assembly (weather permitting)

LITTER:

Waituna West School is a rubbish free school. We have bins for food for the pigs and chickens but all other rubbish must be taken home.

LOST PROPERTY:

- * Lost property is held in the open cloak bay. It is the children and parents responsibility to check the lost property for items of clothing.
- * Parents are to be made aware that all property used by children at school should be clearly named to alleviate loss.
- * Prior to each assembly, lost property is put on display, for children and interested parents to view. Unmarked clothing not claimed may eventually be disposed of.

PARENT/CAREGIVER INVOLVEMENT:

Things you can help your child with before and after he she has started school include:

- Talk regularly with your child about friends, games, making things, happenings during the day at school.
- Teach him/her to put on shoes and tie their laces.
- Label clothing.
- Give tasks to perform around the home. This will help build confidence and develop responsibility.
- Encourage your child when work is brought home – find a place to pin work samples.
- Select stories and picture books and read with your child (daily).
- Teach them your home telephone number, address, and their birth date.
- Encourage putting things away after use or when told.
- Insist on the use of handkerchief or tissues.
- Teach them how to use and flush the toilet then wash their hands.

General Comment: Readiness to learn varies from individual. As a parent, do not be afraid to teach your child things you perceive they are ready to learn. Learning is fun and exciting for children. Keep learning experiences light, fresh and easy going. You will find great enjoyment in sharing the excitement of learning with your child, both before and during the years of your child's schooling.

SCHOLASTIC BOOK CLUB:

It is optional to purchase any Lucky, Arrow or Teenage Bookclub books/software. General ages of suitability and interest are usually provided. All payments are to be made directly to the Scholastic Book Club.

STATIONERY:

Stationery is supplied by the school. Accounts are sent out two weeks before the end of each term for payment.

At the end of term 2, 2014 the Board of Trustees introduced a \$50 limit on school accounts. This is to help families not to build debt and to ensure our Operational Grant is spent on areas we budget for. The board also decided that camps were not to be put on school accounts.

TROPHIES:

Trophies awarded at the End of Year Prize Giving are engraved before being presented. The school covers these costs.

WORKING BEES:

These are kept to a minimum, but are essential to achieve work programmes around the school. Attendance is greatly appreciated. Many hands make light work, and more fun!

ANNUAL EVENTS 2017

The following is a general outline of events as they occur at school throughout the year. Please note that many extra activities are planned but these vary from year to year.

Term One	Inter School Swimming Sports Oroua Triathlon School Triathlon Parent initiated Interviews School Garden Competition Judging Rippa Rugby – Sam Strahan (Yrs 7&8) - Junior Cup (Yrs 5&6) Kiwisport Netball
Term Two	Cross Country/Junior Hockey/Rugby League training Parent initiated Interviews
Term Three	Netball/Junior Hockey/ Oratory Competition Parent initiated Interviews
Term Four	Pet and Craft Day Large Balls Day/Small Balls Day(Junior) Athletic Sports Parent initiated Interviews

The Oroua cluster have also had Kiwisport Funding from 2012 onwards. This year the students have coaching in cricket, rugby league, badminton, athletics – a different sport each term from 2012-2016.

In addition to the above yearly events we have:

- * Junior (Room 2) Class Camp
- * Middle (Room 1) Class Camp
- * Senior (Room 4) Class Camp

This year the whole school will be taking an “Eye Opening” trip around the East Cape for approx. 7 nights.

Examples of the usual class camps are:

- Room 4 – TOPEC (Taranaki)
 - Skiing (Mt Ruapehu)
 - Army Camp (Waiouru)
- Room 1 – Central Plateau
 - Wellington
 - Kawhatau Valley
- Room 2 – Forrest Lakes
 - Duddings Lake/Wanganui
 - Napier

OUR TEAM

Board of Trustees : The Board of Trustees is responsible for the governance of the school

Chairperson: Jill Kowalewski
Treasurer: Lynne Lister
Secretary: Sarah Green
Property: Mike Will
Gareth Hagan
Principal: Glen Richardson

Teaching Staff

Principal: Glen Richardson
Room 1: Allen Gray - Yrs 2-4
Room 2: Alison Symonds - Yrs 0-2,
Room 4: Glen Richardson - Yrs 5-8 (Wed – Fri)
Anna Hagan (Mon, Tues)

Teacher Aide: Deborah Richards
Teacher Aide: Yvonne Cameron

Librarian: Jill Kowalewski

Office Administrator: Anna Hare (Mon-Fri 8.30am-12.30pm)
Cleaner: Jo Le Quesne
Grounds Person: Debbie Clare

Home and School Officers

Chairperson: Nicola Hogan
Secretary: Catherine Jacobs
Treasurer: Sarah Gilbertson

Buses run by Transit
Driver Arapata Run: Jo Le Quesne
Driver Rewa Run: Tracey Pittaway

POLICIES

Below is an index of current Waituna West School Policies. Copies of these are available for viewing in the School Office.

National Administration Guideline Number 1

CURRICULUM

Waituna West School has attempted to meet the requirements of this National Administration Guideline through the implementation of the policies, procedures and supporting documents listed below:

POLICY

Curriculum Delivery Policy

PROCEDURES

Assessment
School Wide Assessment
School Library
Reporting to Parents / Communication with Parents
School Wide Planning
Behaviour Management
Homework
Maori Student Achievement
Educational trips/ visits and EOTC
Special Needs
Gifted and Talented

SUPPORTING DOCUMENTS

Programmes of Work

Information Booklet for Parents
Pupil reports

School Record Cards

Pupil records / Work samples

National Administration Guideline Number 2

SELF REVIEW

Waituna West School has attempted to meet the requirements of this National Administration Guideline through the implementation of the policies, procedures and supporting documents listed below:

POLICY

School Self Review

PROCEDURES

Refer to the Self Review pages in the current School Charter-

- Review of local Goals and Objectives Programmes
- Review of Policy Statements
- Review of school programmes

SUPPORTING DOCUMENTS

Current Waituna West School Charter (included in appendix)
Chairperson's Annual report
Principal's Annual Report (these two reports may be combined)
Waituna West School / Staff Information Booklet
Annual Financial reports
Principal's monthly reports to the BOT

National Administration Guideline Number 3

PERSONNEL

Waituna West School has attempted to meet the requirements of this National Administration Guideline through the implementation of the policies, procedures and supporting documents listed below:

POLICIES

Personnel
Concerns and Complaints
Principal's Appraisal

Performance Management – Teaching
Staff Appraisal Policy
Curriculum Release Policy

PROCEDURES

Staff Reporting to the BOT
Principal Reporting to the BOT
Staff Leave
Principal off School site
Confidentiality
Provision of Leave
Appointments

SUPPORTING DOCUMENTS

Annual Report on Targets
Annual Financial Report
Staff Development
Leave application forms
EEO Programme

Job Descriptions
Performance Agreements
Principal Reports to BoT Meetings
School Charter

National Administration Guideline Number 4

FINANCE and PROPERTY

Waituna West School has attempted to meet the requirements of this National Administration Guideline through the implementation of the policies, procedures and supporting documents listed below:

POLICY

- Finance and Property
- Theft and Fraud Prevention Policy
- Protected disclosures Policy
- Finance Policy Supplementary
- Schedule of Responsibilities
- Cash Management Policy
- School Schedule of Delegations Policy
- Separation of Duties Policy
- School Credit Card Policy

PROCEDURES

- Property Management
- Home and School
- School Swimming Pool
- School Bus

The Financial Information for Schools (FISH- Ministry of Education 27 April 2009) will provide guidance on all financial management / reporting and development.

SUPPORTING DOCUMENTS

- Monthly Finance Reports
- Budget
- Annual Financial Statement
- Charter
- Property Plans – 10YPP and 5YPP
- Swimming Pool Rules
- Parent Information Booklet`

National Administration Guideline Number 5

HEALTH and SAFETY

Waituna West School has attempted to meet the requirements of this National Administration Guideline through the implementation of the policies, procedures and supporting documents listed below:

POLICY

Health and Safety

Child Abuse

Internet Safety

PROCEDURES

Emergency Evacuation and Post-Disaster Plan

Emergency Procedures

Accidents and Sick Children

Playground apparatus and equipment

Harassment

Police Vetting

Safety of Pupils

Computer Use- Staff and pupils

Head lice Procedure

Child Restraint Procedure

Pandemic Procedures

Medical Issues Procedure

- Hygiene Procedure

- Administering Medication

- Sick Children

- First Aid Courses

- Communicable Diseases

- Sick bay

SUPPORTING DOCUMENTS

Accident / Incident register for staff and pupils

Medication Record Sheet

Public Health Records

Emergency Evacuation Guidelines

School Handbook

School Hazards Identification list

School Emergency Ringing list

Civil Defence Guidelines

Crisis Management Document (SOS Cluster)

Cyber Safety Rules

LEGISLATION AND REGULATION

Waituna West School has attempted to meet the requirements of this National Administration Guideline through the implementation of the policies, procedures and supporting documents listed below:

POLICIES

Legislation

Treaty of Waitangi

PROCEDURES

Length of the School Day

Structure of the School Year

Attendance

Admission and Withdrawal from School

Truancy

Suspensions

Pupil privacy

Religious Instruction

School Bus Transport

School House Tenancy

Police in the School

Children Young Persons and their Families and Transition to School

SUPPORTING DOCUMENTS

Admission Register

Attendance Register

Record of School Attendance