

Waituna West School



Parent Information Book

2023



"NOT FOR SCHOOL BUT FOR LIFE WE ARE LEARNING"



From the Principal;

Kia ora and welcome to Waituna West School, a place where kids can be kids and learning experiences are woven into rich learning contexts within a safe, beautiful and friendly setting. We have skilled and dedicated staff, each with a passion for teaching and learning, each with their own set of skills and a desire to see children learn, grow and succeed. Our amazing community is extremely invested in our school, we are the hub of the community and fundraising efforts are a testament to this. Our Board of Trustees are also dedicated and supportive in giving of their time to oversee the governance of our school.

We welcome our new families warmly and encourage you to engage with us and take your place within our school and community.

My door is always open, please feel free to come and chat with me if you have any questions or queries.

Gene Moore
Principal

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CURRICULUM

Assessment

The staff at Waituna West School firmly believe that assessment should be used to inform teaching and learning practices in the school. We undertake limited summative assessments as these are generally used to test and next learning steps. Our assessment is ongoing and feedback is given to the students regularly.

Curriculum Delivery

At Waituna West School we firmly believe that our foundation years at school (Year 0 - 3) must be focused on developing social and emotional skills alongside a solid foundational knowledge of literacy and mathematical concepts.

As students move up through the school they begin to switch to a wider learning range. Students will use literacy and mathematical skills to learn a wide range of Social, Science and Technology concepts. Languages and The Arts are integrated into learning through our flexible cross-curricular planning.

Digital Learning

We have almost 1:1 devices at Waituna West School. Our network is administered through the Ministry of Education's N4L scheme. We have well enforced internet rules and ICT user agreements to ensure we keep our learners safe while on the internet. These are sent home with students when they enrol or as they are reviewed. BYOD (Bring Your Own Device) is acceptable - please talk to your child's teacher if you are looking at supplying your own device. We do not accept iPods or iPhones/Cell Phones as acceptable devices for BYOD.



Education Outside the Classroom (EOTC)

Due to the incredible financial support we get from our Home & School committee and Board of Trustees, we currently have a combination of annual camps and whole school camps take place every 3 years.

In February 2023 we went to Nelson for 5 days, there were truly memorable moments every day! This is over and above a range of other EOTC activities we offer including Bush School which takes place in a nearby farm each year.



Extra Curricular Learning

As our motto implies, we do not believe that learning remains in the four walls of the classroom, nor does it end with the teachers' planning. We work hard to ensure our learners get as many opportunities as they can here at Waituna West School. We often have parent volunteers doing lunchtime activities with our students in Term 2 and 3 - we would love to hear from you if you have a talent you can share with others. We have had art, cooking, gardening and various sports. The school has an edible garden and farming group.



Homework

Homework is not compulsory at Waituna West School after in depth community consultation. Children are still expected to read at home and teachers will keep parents informed about learning so that our families can continue to encourage learning at home in the best way for the family.

Languages & Tikanga

Cultural inclusiveness is important to us and valued at Waituna West. Students are taught and expected to be mindful of tikanga and cultural beliefs. It is woven into our practices and daily classroom programmes throughout all curriculum areas.



Our 'Remembrance Rocks' Matariki 2023

Library

We have an excellent and well stocked library at Waituna West School. Students generally go to the library once per week with their teacher. We do appreciate parents encouraging our learners to carefully look after the books while they are out on loan.

Reporting to Parents

In Terms 1 we have parent / teacher interviews. The meeting in the first term is generally an opportunity for parents and teachers to talk about aspirations and goals for learning that year but will also include some progress and achievement reporting.

We send home written reports at the end of Terms 2 and 4. These provide specific information about student progress in relation to *Te Mātaiaho*/The New Zealand curriculum.

We have introduced the use of SeeSaw which is an online portfolio system for students to share good quality work with their parents. Parents are able to see this instantly on their phones or devices and comment on the work the children have put forward. It allows everyone to see real life examples of achievement and progress over time.



School Wide Values

Our school wide values were developed in early 2018. We consulted with our community on the key attributes they wanted their students to have when they left our school. We work towards these values in all that we do at Waituna West.

Our values reflect, maintain and encompass our rural culture.

Not for school but for life we are learning...

We nurture our **ACRES**

- **Adaptable**
- **Creative**
- **Respectful**
- **Engaged**
- **Sense of Self**



We nurture our ACRES
Not for school but for life we are learning

Our values underpin our curriculum and we regularly discuss these with students. They form the foundation for our school teaching & learning procedures (such as behaviour management) and are visually evident throughout the school.

Sports & PE

Waituna West School has fabulous facilities for sports. We have an all weather turf tennis/multisport court, a well maintained field and court area and full access to our

community hall for indoor sports. This is largely in part to the local community support and fundraising.

We participate with the Oroua Cluster schools (Kiwitea, Kimbolton and Apiti) for most of our inter-school sporting events. Through this Cluster we are also able to access a range of professional sport coaching in areas such as tennis, miniball, soccer and rugby. Parents will be well informed via notes sent home about what is needed for these inter-school events. There are also some regular events we attend such as Rippa Rugby tournaments that are not cluster based.

We have an onsite swimming pool. Swimming is in Terms 1 and 4 weather and temperature dependent.



Technology

Our Year 7 & 8 students go to Feilding Intermediate School for Technology lessons. They attend once per week for three hours and do this for two terms of the year. The Board covers the cost of this off site learning. The students travel by school bus to and from this.

Transitions

Waituna West School is proud to have strong links with our Playcentre that operates on a Monday and Wednesday. The Junior Class often has 4 year old visits throughout the year so the children in Playcentre are very familiar with our school, staff and students. We also have school visits as your child's 5th birthday comes closer - please contact Mrs Symonds to discuss this.

Many of our students go to Feilding High School which we have a strong partnership with through our local school cluster group. The Principal of Feilding High School visits our Year 8 students mid way through the year and invites them along to the Open Days for prospective students.

Year 7/8 Leadership

The Oroua Cluster schools have developed a leadership programme. Not only are these students encouraged to take up leadership opportunities within the school, they also participate in a range of activities alongside the other Cluster schools. These may include camps, tramps, first aid, challenges etc.



Year 7 and 8 Leaders at Sixtus Lodge 2023

ADMINISTRATION

Absent Students

If your child is not going to be at school for the day it is important to inform the school. This can be done by directly phoning the office or alternatively, submitting an absence via our Skool Loop app. We are required to check where your child is for safety purposes. Please call before 9am.



Assembly

Our weekly assembly is generally held every 2nd Friday afternoon. Our classrooms take turns hosting and parents are informed of this via news notes. At assembly we have sharing time where students share what they have been doing in class, as well as awarding our student of the week certificates. Assemblies are well supported by parents and we enjoy this sharing time together.

Attendance

Students need to be at school unless there is a justified reason for their absence (e.g. doctors, dentist, illness, bereavement). Family holidays should, wherever possible, be

taken during school holiday breaks. Please talk to the Principal before booking time off throughout the year.



Buses

Our bus service is run by Uzabus. We have a close working relationship with the School Bus Manager at Uzabus and work hard to get the best possible outcomes we can for our families. Parents need to call the school office for changes to afternoon bus runs prior to 2.30pm. If there are changes in the morning you are able to make direct contact with Karen Anderson on the Tapuae/Rewa bus run or Jackie Mexted for the Arapata run, please speak to Sarah in the office for contact details or speak directly to our drivers - staff monitor buses and we need to hear from parents, not students, if a child is off the bus for any reason. Standing bus notes for regular sports practices and after school activities will be renewed each term. We ask parents to keep us well informed of any changes to your child's normal bus routine.

Community Involvement

The wider community at Waituna West is very important to our school. We have excellent levels of involvement with community members coming to working bees, helping out with lunchtime activities, volunteering in our classrooms and offering special opportunities for our students. We always love to hear from people who think they can help out in some way and encourage you to contact us.

Community Newsletter & News notes

Community newsletters are sent out twice per term via post and are available on the school website.

We currently use news notes in a Home/School Book to get important information to our parents on a regular basis, however we use Skool Loop as our main form of communication. Skool Loop is free to sign to and the passphrase is 'acres'. Weekly newsletters are uploaded, absences can be submitted along with permission slips for trips and EOTC events. Please check student's Home/School books daily, if a note has gone home we do ask parents to initial them so we can confirm they have been read.

Daily Timetable

Our school day is quite consistent and regular. Students arrive between 8.10 and 9.00am from buses and drop offs. We request that students are not dropped off at school prior to 8am and that they are picked up no later than 3.45pm.

9.00am	Class - 1st Session
10.00am	Brain food break (10 minutes)
11.00am	Morning Tea (first 10 minutes sitting and eating)
11.30am	Class - 2nd Session
12.30pm	Lunch break (students go directly out to play)
1.05pm	First lunch bell for Year 0-2.
1.10pm	2nd lunch bell for all other students
1.20pm	Housegroup playground tidy up/sports gear return/lost property
1.25pm	Class - 3rd Session
2.50pm	Home time - Final Bell

Enrolment

We are not zoned at Waituna West School. We can accept enrolments at any time of the year. Enrolment forms are available to download from our website or available from our school office.



Fundraising

All parents are automatically members of our Community & School team. This team works incredibly hard to fundraise substantial amounts of money that are essential for us to continue to provide excellent opportunities for our students. The Community & School meetings are well attended and advertised with at least a week's notice via home/school books and online via Facebook. Fundraising events tend to be quite big and are a lot of fun.

Lost Property

Our lost property is generally returned to the owner at the end of every day - especially if parents have named the items.

There are occasions when we cannot find an owner. These items of clothes are placed in a black container in our art room. Parents will need to check this regularly as it is emptied at the end of every term and sent to charity.

Lunches

We encourage healthy lunchboxes. Students should not be bringing sweets or chocolate to school and all students should have a drink bottle with water.

As we are a rural school and bought lunches are not often possible we have a pie warmer available for students to heat their lunches in. Our only rule is that the food must be named, wrapped in tin foil or an oven proof container and be able to be placed in the pie warmer with other items. We do not heat noodles or microwave food.

Money at School

We do ask that if parents need to send money, please send it in sealed envelopes to school. This helps prevent any lost money.

Prize Giving

We hold an annual prize giving at our community hall each year. This is followed up with a school community dinner. We welcome friends and family and look forward to seeing you there!

Information and criteria on the trophies and certificates that are given out is available on our school website.

This event is a celebration of our year together and we generally enjoy full school turnout.

Rubbish

We aim to have a reduced amount of litter at our school. Please send your child's lunch with as little wrapping as possible - beeswax wraps are a great long lasting alternative to gladwrap! Students will be asked to take their lunch rubbish home with them.

Scholastic Book Club

We send home Scholastic Book Club order forms twice per term for parents to purchase well priced books. Orders are returned to school and books are sent home with the children.

The benefits of purchasing through Scholastic are slightly cheaper prices for parents and Scholastic also gives the school 20% of total purchases as free selections for the school library. A win-win for all!

School Accounts

We are a government donations school which means we don't ask for funds from parents unrelated to curriculum learning areas. Stationery packs are ordered at the

beginning of the year and distributed to students within the first few days of term1. Parents are invoiced for this at the end of every term.

We use stationery sparingly and ensure that books are completely full before getting new ones - even if it means carrying books over from one year to another.

We do appreciate reasonably prompt payment for school accounts for stationery. Accounts can be paid in cash at the school office or online via internet banking.

School Facebook Page

We have a private group Facebook page available to our current parents and staff members. This group requires you to ask for permission to join and only current whanau/staff will be accepted. We encourage all parents to join this group and keep up to date with school happenings.

School Magazine

This annual magazine is distributed to all school students and staff and copies are kept on site in the library. We keep some spare copies on hand for families new to the school as well.

This is a true celebration of our year and all that we achieve together.

School Pool

As a rural school we are lucky enough to still have a pool. The Board does offer keys for hire over the summer holiday season. There is a small charge to help cover the running costs. The price for these and rules with hireage are advertised in our community newsletter.



School Website

Our school website can be located at www.waitunawest.school.nz. Our newsletters are uploaded to the website and our school policies and other documentation can also be viewed on here. Student photographs and work may from time to time be published on our website. We do not name students and ensure that privacy is paramount. Parents must sign a consent form before we will publish any student photographs in both our school newsletter and online.



Student Council

Leadership is a key aspect of students' life here at Waituna West School. We encourage students to take leadership roles and work effectively with others. Our Student Council is elected by the staff and students each year. Students who are wanting to make a difference within our school put their names forward and stand for the Council. The school then votes on the person whose ideas appeal the most to them.

Our Student Council organise a range of events throughout the year including charitable activities and in-school fun days for students.



Uniform

In 2017 a school uniform was introduced in response to community consultation. Our uniform consists of a red polo shirt and a red & black polar fleece, both embroidered with the school logo and students may choose their own plain black bottoms (skirt,

shorts), we have recently added a quality made set of track pants. Students are permitted to wear plain black t-shirts, singlets and thermals underneath their uniforms in the cooler seasons. We also stock good quality black track pants for colder months.

The school sells new and second hand uniforms to parents and throughout the year.

We keep new stock onsite and make regular orders which take less than a week to be delivered.

In terms 1 and 4 students must wear a brimmed hat, caps are not permitted.

We ask that all uniforms are clearly named to save any confusion and ensure we can get items back to the correct owners.

We expect tidy hair, clothing and sensible footwear. Hair dyes and jewellery (unless stud earrings, or for religious/cultural purposes) are not appropriate for the primary school setting. We do not permit unnecessary clothing items (e.g. fashion scarves). For safety reasons ask that girls with long hair have it tied up.

A small second hand selection of clothes is available in the office. Parents can sell or donate their child's old uniform to the 'shop' and the funds will be returned to parents or donated to the school. Please see Anna in the office if you would like to order any uniform or look at the range of second hand uniforms available.

Working Bees

Once or twice a year the Board will organise a school-wide working bee. We have very high levels of turn out and manage to achieve a lot of work in a short space of time.

These are advertised in the community newsletter, school Facebook and home/school notes. We are always grateful for the support we receive on these days.



HEALTH & WELLBEING

Bully Free Zone

We work hard to encourage a positive and safe learning environment for all. There is no place for bullying and we want to educate our learners on how to do things in a positive manner. Students who have been involved in bullying will initially have a meeting with the Principal and be closely monitored by all staff. If a student moves from initial misbehaviour (the first incident) to ongoing bullying behaviour then serious action will be taken that will involve both the parents and Principal working with the child to prevent any further harm.

If a parent has any concerns around bullying we encourage you to come into the school and meet with the Teachers or Principal as soon as possible to discuss your concerns. Often children will talk to their parents first and it is important that this is communicated with us at school.

It is important to distinguish bullying from poor behaviour. Bullying has some distinguishing features:

1. It is ongoing.
2. One person is attempting to gain power over another.
3. It is deliberate and intended to cause harm.



Pink Shirt Day 2023

Civil Defence

In the case of a civil emergency all students will be kept on site until parents are able to be contacted and students collected - this is part of the reason why we need up-to-date emergency contacts and current contact details. Our senior students take part in UHF radio checks every Wednesday

Concerns & Complaints

There is a clear concern and complaints procedure at school. This is available from the office and is available on our Website.

Please make sure you are familiar with our concerns and complaints procedure and come in to see staff if you have any questions about this.

We encourage you to talk to the person involved at school before anything becomes an official concern or complaint. Often small problems and worries can be solved by a simple conversation.

It is important that you follow the procedure when you do make an official concern or complaint. If the procedures are followed everyone involved can work together to solve the problem and look for realistic solutions that work for everyone.

Dental Clinic

You can contact the dental clinic by calling Oral & Health Service on 0800 825 583 or alternatively 323 6686. There are no longer services that visit individual schools.

Emergency Contacts

We need to keep up to date emergency contacts on file at school. Your emergency contacts need to be local, able to collect your children if needed and must be well known to the child. We cannot have family who live in other towns.

We do send home an update form at the start of every school year and ask that you fill this in. If circumstances change throughout the year you must let us know. Please also remember to update your contact details (phone, address & email) if you change these as well.

First Aid

All teachers have up to date first aid training and as such are qualified to provide basic and initial first aid in the case of accidents. We do keep a clear record of any first aid that has been administered. Parents will be notified if it is serious, requires ongoing treatment or if some form of medication has been provided.

Hearing & Vision

Every year we have the health nurse come to school and complete hearing and vision tests on all Year 7's and any 5 year olds who did not complete the B4 school check. This generally happens mid year. This information will come home via the weekly news note.



Medical Conditions

We use a Student Management System that tracks all health issues of students. It is important that you contact us if your child's health changes during their time with us so we can update records and ensure adequate medication is available at school.

In some instances (such as allergic reactions) the school will need to put an action plan in place to ensure your child's health and well-being are paramount.

We also need to know if your child has a hearing or sight difficulty.

Open Door Policy

We actively encourage parents to visit the school and talk to teachers about their child's learning. Please feel free to make a time to visit the classroom or your child's teacher.

These strong home and school relationships are important to us and we try hard to strengthen them at all times. We are interested in what parents have to say and are always keen to discuss your child's learning and progress, school related issues or your ideas.

Permission Slips

When you enrol your child we will ask you to complete a permission slip that provides blanket consent for minor school trips and events that have little risk involved and fall within a 50km radius of the school. Parents would always be notified of these trips. For EOTC (Education Outside The Classroom) relevant documentation is sent out via Skool Loop including permission slips which can easily be completed and returned in seconds!

Police Vetting

Under New Zealand law we are required to police vet anyone in our school who has unsupervised access (or potentially could have) to our students.

This needs to be completed every three years. We police vet a number of parents for camps and visitors who need to be vetted due to the volunteering they are doing.

Public Health Nurse

We have a good working relationship with the Public Health Nurse and can access a wide range of health support for families. Please ask any of the teachers if you need some extra support.

Vaccinations are administered at school for Years 7 and 8 students. Information comes home about this for parents with consent forms to sign.

Sickness

We actively encourage you to keep your children at home when they are sick - especially in the winter months when students spend more time inside.

There are a range of illnesses that require students to have a specific amount of time off school (e.g. chicken pox, mumps etc). If you have any doubt about your child's condition you should call your family doctor in the first instance. Please ensure you have a medical certificate if they will be absent for more than three consecutive days.

For any notifiable diseases we do need you to tell us. These being all diseases that are highly contagious and diseases that can be immunised against. The office has a list of all notifiable diseases. Any students who have not been immunised will be sent home for both theirs and others protection.

We have a small range of basic first aid supplies and child's pain medication (e.g. Pamol) on hand at school. We would only administer medicine with parental consent.

If your child is able to return to school and needs medicine throughout the day we do need you to sign a consent form for staff to administer this - see the office for this form.

Student Safety

Student safety is paramount to us. We work hard to ensure your child is safe at all times. If there are any changes to your circumstances that the school needs to know in order to keep your child safe please let us know as soon as possible. Our hazard checks and working bees ensure our equipment and site is safe for students as well.

We do have a well fenced school site and plans in place for lockdown procedures if this is required. Students also have regular evacuation practices to ensure they know what to do in the event of fire or earthquakes.

Sunsmart

We have good trees and shady spots at school but still use best practice with a sunhat in Terms 1 and 4. We do request that hats are wide brimmed and caps are not permitted. We also ask that students have adequate sunscreen applied in the summer months and bring a drink bottle to school.

The school provides sunscreen for all students to use throughout the day.

Whanau Based Approach

One of the key features of our school is the whanau based relationships we have. Students are expected to work together much as you would in a family. We have a wide range of activities where older students work to support younger students (tuakana - teina relationships) and many activities where we do whole school participation.

Much of our structure (e.g. Student Council, assemblies etc.) are set up around this whanau approach. Each student belongs to a house group and senior students are house leaders. There is healthy competition for weekly house points and it encourages teamwork and a sense of connection within our school.

Pyjama Day 2022!



OUR TEAM

School Board

Chairperson	Leanne Newcombe	botchair@waitunawest.school.nz
Finance	All BOT Members	
Property	Dave Greenfield	davebotprop@waitunawest.school.nz
Health & Safety	Nathan Biesiek	nateboths@waitunawest.school.nz
Communications	Erin Moar	erinbotcoms@waitunawest.school.nz
Policy	Regan O'Brien	reganbotpol@waitunawest.school.nz
Staff Rep.	Ali Symonds	symonds@waitunawest.school.nz
Principal	Gene Moore	principal@waitunawest.school.nz

Community & School

Chairperson	Jeff Shearer
Finance	Kay Gallen
Secretary	Kathryn Humphrey

Our Staff

Principal	Gene Moore
Deputy Principal	Alison Symonds
Room 1 Teacher	Kim Robertson
Room 2 Teacher	Alison Symonds
Room 4 Teacher	Sarah Thomsen/Gene Moore
Teacher Aides	Yvonne Cameron & Jenny Higham
Librarian	Sarah Burge
Office Administrator	Sarah Burge
Cleaner	Karen Duncan
Caretakers	Emily Boyle & Bruce Roberts

ANNUAL EVENTS

In any given year we have a range of events that take place. There are some that are held every year as well.

The list below outlines the major pre-planned events. There may be more added at any point as various offers and opportunities present themselves so please check out the school calendar on the school website for the most up to date information available.

Following is an example of major planned events:

- Vege Garden Competition
- Swimming Sports
- Triathlon
- Rippa Rugby Tournament
- Year 7/8 Leadership Camp/Trips
- Epro8 Stem Challenge
- National Young Leaders Day (Year & Leaders)
- Grip Conference (Year 8 leaders)
- Cross Country
- Speech Competition
- Annual Camps
- Matariki Celebrations
- Pets Day
- Bush School
- Athletics
- Yr8 Leavers Dinner
- Prizegiving



POLICY & PROCEDURE

Our policies and procedures are reviewed through School Docs on a three year cycle. All policies are able to be viewed via our school website and feedback can be submitted by parents on policies scheduled for review.

The School Board is responsible for reviewing policies and checking that these policies are upheld within the school.

The principal and staff develop the procedures that sit underneath the policies. These procedures are the day to day working documents that explain a specific plan for carrying out a policy.

These documents are public and parents can request to see them at any time. All of our policies are available on the school's website - procedures are available from the principal or office.

