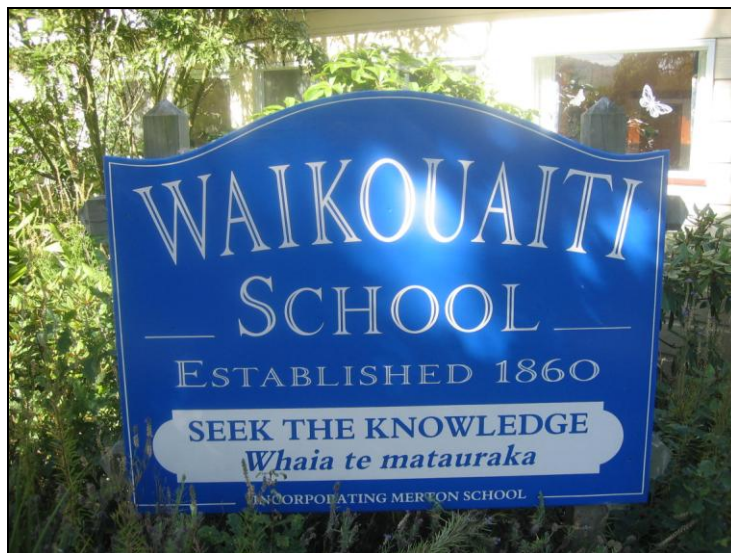


# WAIKOUAITI PRIMARY SCHOOL

## PROSPECTUS



### VISION STATEMENT

**Waikouaiti School students will have the skills and knowledge to confidently embrace their futures**

# **STAFF AT WAIKOUAITI SCHOOL**

## **2010**

### **PRINCIPAL**

Trudy Pankhurst

### **TEACHERS**

Room 1	Rachel Thorne
Room 2	Louise Ritchie
Room 3	Katrina Burgess
Room 4	Cheryl Neill
Room 5	Chris Cowan

Reading Recovery: Rae Howland

### **ADMINISTRATION SUPPORT**

Pam Dempster  
Jill Brocket

### **PROPERTY TEAM**

Greg Watt

### **TEACHING SUPPORT TEAM**

Jill Brocket  
Karen Oldham  
Faye Geerlofs

### **PUPIL HEALTH**

PHS Dental  
Misty Sanderson      Public Health Nurse

## **BOARD OF TRUSTEES**

Chairperson	Sonya Billyard	4657 700
	Andrew Dixon	021 2722 842
Staff Representative	Katrina Hurst	4657 711
		027 3346 321
	David McLeod	021 995 204
	Jon-Paul Tremain	027 306 5451
	Neil Martin	4657 480
	Kathryn Park	4658 001
		0274 457 804
	Trudy Pankhurst	453 6974
		0272 705 766

The Board of Trustees are an elected group of parents and teachers who work co-operatively towards a common aim. The election for Board members is held every three years. Additional members can be co-opted onto the board for various lengths of time.

Board of Trustees members are elected as your representatives. All interested community members are welcome at meetings. The minutes of the Board meetings, along with other information, are available in the Waikouaiti Public Library, and on the notice board at the school.

Parents/Caregivers are able to have input into the school's operation when:

1. The School's Charter is reviewed.
2. Policy is formulated/reviewed.

In general it is the responsibility of the school's management, i.e. the Principal, Staff, to action policies. Any enquiries relating to school programmes and progress should be directed to the Principal or Class Teacher.

Enquiries relating to actual policy should be directed to the Board members. Matters for discussion by the Board should be written and sent/given to the Board at least one week before a meeting to ensure that they are placed on the agenda.

Notification of Board meetings are printed in the School Newsletter, which is sent home every Wednesday.

# **WAIKOUAITI SCHOOL**

## **INTRODUCTION**

We would like to welcome you to the Waikouaiti School Community. Here is some general information that helps us to run our school smoothly. You are most welcome to ask for further clarification of any of these points and to make suggestions that could improve this information booklet.

**We welcome you to Waikouaiti Primary School. As a new parent of our school you will want to know what goes on here and what is the official policy on various matters. This pack is designed to help you get to know the school and its activities.**

## **A BRIEF HISTORY OF THE SCHOOL**

Waikouaiti School was established in 1860. In 1861 a schoolroom and teacher's house was erected on two acres of land given by Johnny Jones at the lower end of Beach Street. In 1869 the school was shifted to the Malloch Street site. Over the years the Waikouaiti School buildings have undergone many changes. In 1990 the classrooms in the old wooden block were refurbished and a verandah was constructed along the front of the building. In 1998 the Office and Administration area was redesigned. The whole school was repainted during 2002, and the Library and Technology Centre has been refurbished.

For more information on the history of the school, the following booklets are available at the Public Library and the Hocken Library (Dunedin):

- *1860 - 1960 Waikouaiti Public School Centennial Celebrations*
- *125th Year of the 125th Jubilee of the Waikouaiti School 1860 – 1985*

### **Contact Details:**

**Malloch Street  
Waikouaiti  
East Otago**

**Phone (03) 4657225**

**Fax (03) 4657232**

**E-Mail [office@waikouaiti.school.nz](mailto:office@waikouaiti.school.nz)**

**PRINCIPAL : Trudy Pankhurst**

## HOW DO I ENROL MY CHILD AT WAIKOUAITI SCHOOL?

It is best to visit the school before your child's fifth birthday, although many parents enrol their child on the day the child starts school. By visiting before the day of starting school, you and your son/daughter have more time to meet the principal and teachers, look around the school, see a class programme in action ( usually the class he/she will begin their school in) and ask any questions you may have. To do this, either ring the school office to make an appointment, or call at the school.

The enrolment involves giving information to the school regarding names, address, phone number, health concerns such as bee sting allergies etc. You will also be asked to provide the names and phone numbers for two 'emergency contacts'. These could be a neighbour/friend/relation who you give permission to look after your child if he/she was not able to remain at school (eg. illness ), and we could not contact you.

A final requirement of school is for the birth certificate (or similar document) and current vaccination certificate to be 'sighted' to confirm the date of birth and vaccinations. This does not doubt the information you provide, but is a legal requirement of all schools. If possible, bring a birth certificate with you when you enrol your child - it will be returned to you during the enrolment.

The Principal will meet with all parents who are enrolling a child or children, and an appointment for this can be made by contacting the school office during office hours 9am-3pm.

### ABSENCES

Absences from school, for any reason, **MUST** be notified to the school by 9.30am. Any absences not advised will be followed up by school staff after 9.30am. Work can be provided for children who, due to illness, have a long stay at home. Parents occasionally have to take children away from school for one reason or another. It is accepted that there are times when these situations are necessary. If this is a "planned" absence, a letter to the class teacher is expected to ensure the school is aware of the reason for the non attendance.

### ACCIDENT OR ILLNESS AT SCHOOL

Minor cuts and bruises will be treated by staff. If it is more serious we will contact you and have you collect your child to take home or to the doctor, etc. It is, therefore, important that we know your private telephone number, your business number (if applicable) and an emergency number for us to ring if we are unable to contact you.

**ASSEMBLIES** - Assemblies take place every second Friday. Classes take turns during the term to lead the assembly. All parents, friends, relations are most welcome to attend. School Assemblies are advertised in the School Newsletter.

### ATTENDANCE AT SCHOOL

Regular attendance is one of the most important aspects in assisting your child's education. Absences therefore should be for illness and emergencies only.

Whenever your child is absent from school please contact us either by telephone or note.

### **BOARD OF TRUSTEES**

The Board of Trustees are your elected representatives and are responsible for the governance of our school. Meeting dates and times are regularly advertised in the school newsletters and you are most welcome to attend any of these meetings. Should you have a matter to discuss with them please contact any board member.

### **STATIONERY LIST FOR NEW PUPILS**

A list is available from the school office. Some book items are available for purchase from the office.

### **BUSES**

At the time of enrolment we can discuss which bus your child is to use if bus transport is required. If travel circumstances change it is vital that the school office or class teacher is advised by note or telephone.

Please note that our policy is to send the child on the bus as usual unless we have received a note or phone call from a parent authorising the change. Past experience shows that the children do get confused about arrangements made (often wrong day, parent doesn't know about the arrangements etc), so their verbal reason for changing will not be accepted.

Please do speak to your child regularly about good safety habits while waiting for and after getting off the bus.

### **CARING FOR YOUR SCHOOL**

The School Board of Trustees is always interested in your ideas as to how we might improve our school environs. If you have any suggestions, please phone or contact a member of the Board.

### **CHARTER AND POLICY STATEMENTS**

You are most welcome to borrow copies of these documents from the office. Any discussion or queries regarding these should be directed to the Principal or Board of Trustee members.

**CHILDREN WITH ALLERGIES/SERIOUS MEDICAL PROBLEMS** - Please inform us of any medication or special attention your child needs for allergies or medical problems. Playground accidents unfortunately do happen, even though the children are well supervised. First Aid officers are trained in first aid, but in the case of accident or illness we will inform you, so please advise us of changes of address and telephone numbers. Parents wishing the school to administer any form of medication to their child/ren on their behalf are to complete the appropriate form, available from the office.

**\*\*\*NB We have four pupils with serious allergies - one of these a life threatening allergy to nuts and nut products – please ensure that your child does not bring nuts and nut based products to school ie nutella, peanut butter, some muesli bars etc**

## **CHILDREN WITH SPECIAL ABILITIES AND NEEDS**

From time to time through the school year children who display a special ability in a subject area are selected to work in a small group of children with a person with a special interest and ability in that area. The aim is to broaden each child's outlook on the subject, further develop their interest and improve their skills so that they can obtain more satisfaction from working in this area of the curriculum. Cultural, sporting and academic subjects are included in these special programmes.

## **CYCLING TO SCHOOL**

All cyclists are required to wear a helmet. While we cannot give a minimum age, we discourage pupils below Year 5 from cycling to school. However, it is the parents or caregivers responsibility to decide when their children have an adequate knowledge of the road rules and sufficient judgement and control to enable them to cycle safely on the road.

## **COMMUNITY FACILITIES**

The buildings and facilities of the school are regarded as a community asset and wherever possible, the community will be encouraged to use them. Groups using buildings will be held responsible for any damage incurred.

## **COMPLAINTS / CONCERNS**

In the first instance, if you have a concern about the progress or behaviour of your child, please make an appointment to see the *class teacher*. If you have a complaint, please make an appointment to see the Principal. Many of your concerns can be addressed quickly, if we know about them. The school has a procedure for handling complaints and this is available for viewing from the office, if needed.

## **COST OF EDUCATION**

The Ministry of Education funds the school through an Operational Grant. These funds are insufficient to offer the quality education we believe is important.

The school has a system of school donations to support the classroom based learning. The donation level is set at \$50 for one child, \$70 for two children, \$90 for three children.

We operate a user pay system for school events, outings and activities that cannot be covered by the government funding we receive. We will charge as the events happen. Notice will be given prior to the event detailing the arrangements and costs, such as entry fee and transport. Payment will be expected prior to the day of the event.

## **DENTAL TREATMENT**

The school has a mobile clinic (which visits once a year) and all pupils receive treatment from the dental therapist. If you have pre-schoolers, these should be enrolled at the clinic from age 2 and a half years of age. At some times during the year, the therapist attends the needs of pupils at other schools. If your child needs dental treatment during these times please contact the office so we can re-direct you to dental care.

## **DRESS**

Waikouaiti School has no school outfit or uniform. We have a school tee shirt for sports and outings – these are kept at school. You are able to purchase the school tee shirts and/or matching polar fleece jerseys, for your children to wear to school if you wish. The order forms are available at the school office. It is important that children are dressed suitably for work and play. Please name your child's clothing to speed the return of lost items.

## **EMERGENCY NUMBERS OR CONTACTS**

Please keep the school office staff up to date with any changes in your address, home, business or emergency phone numbers. Just phone the office, or send a note.

## **EMERGENCY PROCEDURES**

Our school has well defined Fire and Earthquake procedures. Our staff is primarily responsible for the safety of your children - all other duties are secondary. Should a major emergency occur, school will hold the children until either it is safe to release them or parents collect them.

\* Before removing children from the school, parents must report to their child's teacher.

\* If children are removed by the school to a safer place then it is the school's duty to see that there is adequate information available for parents.

## **FUNDRAISING**

If you are available to help, or have any good ideas, please contact Kathryn Park 4658 001.

## **HEAD LICE**

Headlice are a recurring problem. Please check your children's hair regularly. Advice and special shampoo is available from Pharmacies. If Head Lice is present in a classroom parents are informed. Students with active lice are not permitted at school, as this is a communicative disease; they are to be treated and then are able to return to school. Your co-operation on this important, and pesky, problem is appreciated to keep this at bay.

## **HEALTH CHECKS**

At various stages throughout a pupil's life at school, checks are made on eyesight, hearing and general health. If you have any doubts about your child's health discuss this with the class teacher.

## **HOMEWORK**

At the beginning of each year all teachers will send out a newsletter to inform parents of the general homework requirements for their class. Homework can provide an excellent opportunity for parents to share in the education of their child. The responsibility for motivation and supervision is shared by both the parents and the teacher.

## **INFORMATION TECHNOLOGY**

Our school is committed to providing learning opportunities for all pupils and staff using current technology. We currently operate a Technology room / Library (Computers, C.D.Roms, Internet, E-Mail, Speaker Phone, Fax, Scanner, Digital camera) to which all classes are regularly timetabled.

## **JEWELLERY/TOYS**

In general, earrings, other items of jewellery, crucifixes, bone carvings are worn at the child's own risk. We do not encourage toys/games from home; as there is a range of activities for students during their school day. Any items brought to school are at the student's own responsibility.

## **LIBRARY**

Our school library is a valuable resource and all children are encouraged to use it as soon as they start school. Our system of issuing and returning books is computerised, so an accurate record of borrowing is available. We ask for your co-operation in the care of books at home and in ensuring they are returned to school after being read and shared at home.

## **LOST PROPERTY**

Please ensure that all clothing is clearly named. Property that has been found at school is placed in the 'Lost Property Box', between Room 2 and Room 3. You may check this box at any time. NB Unclaimed property at the end of each term is donated to charity.

## **LUNCHES**

Children do get hungry at school and a healthy diet is important. If your child is bringing a drink to school, a plastic bottle is recommended - glass is not permitted for safety reasons.

All children are supervised while eating their lunch. During the summer, provision is made for children to sit in shaded areas. On wet days, they eat their lunch in their own classrooms, under supervision. As they finish eating, they are dismissed by the class teacher to play. No sweets are to be brought to school for mid-morning break or lunch.

## **NEWSLETTERS**

These are issued every week, on a Wednesday, and are important in keeping you up to date with school activities. Please do read them... ..and yes, it does pay to check your child's bag regularly (Newsletters are often left in there by the children!)

## **OPEN-DOOR POLICY**

You are welcome in our school at any time and may join in the activities taking place in your child's classroom. Do remember that it is not appropriate to discuss your child's progress or any concerns you may have with the class teacher during class time or in front of other pupils. A time to get together can be easily arranged, often once the pupils have been dismissed. At all times, you are asked to respect the day to day procedures of the school and to be positive towards both teachers and pupils - remember teachers have the same interest as you, to ensure the best possible education for your child.

**PARENT HELP** - The school has a 'parent help' programme and we welcome any parent who would like to be involved. Simply mention to the class teacher that you would like to assist and she/he will organise this with you. Some parents prefer to assist by mending books/making charts etc... this is welcomed as well. Some parents are unable to come to the school to provide assistance, but are willing to assist by preparing resources at home - this is appreciated just as much! Basically we want you to be involved in the school. Although you may feel a little nervous at first, after being in the school once or twice you will almost certainly relax and enjoy what you are doing here at school.

### **PRIVACY ACT**

Under the Privacy Act, the school is entitled to collect, retain, and use information on children and families attending the school, relevant to the operations of the school. Parents/caregivers may, from time to time, confirm that the information held by the school is up to date and relevant.

### **RELIGIOUS INSTRUCTION**

From March to November a programme of 'religious instruction' is offered to Rooms 1, 2 and 3. The voluntary tutors and programme of instruction are approved each year by the Board of Trustees. If you do not wish your child to participate, please send a note to this effect to the class teacher.

### **REPORTING TO PARENTS**

Every effort is made to keep you informed of the progress of your child. Meet the teacher afternoons are scheduled at the start of each year. Formal progress interviews are scheduled for end of Term 2 and Term 4 each year. Written reports are sent home at these times.

Supporting samples of your child's work are compiled over the year and are available as a discussion document at any time of the year.

You are urged to share any information or concerns with the teachers as they may arise throughout the year.

### **ROAD SAFETY**

We have a number of procedures at school which cover road safety, cycling to school, crossing patrol, and bus transport. If you would like to discuss these, please let me know.

**SCHOOL HOURS** - School starts at 9.00 a.m. and finishes at 3.00 p.m. Please note that we do not finish early on days of wet weather. Some schools do shorten their lunch hour but because of bus transport, we retain our usual finish time of 3.00pm, regardless of the weather. Our lunchtime is 12.30 to 1.30pm.

### **NO SMOKING POLICY**

Our school buildings and grounds are a smoke free environment.

### **SPEECH-LANGUAGE THERAPY**

A Speech-Language therapist services our school. If you have any concerns with

your child in this respect, please discuss this with the Principal or class teacher, as the therapist may be able to help.

### **SUN HATS**

We encourage all children to wear sun hats and also to apply sun-block lotion before coming to school during the summer months. The school takes the position that parents are responsible for ensuring their child/ren bring to school sun block and wear it at appropriate times. The school endeavours to promote and support "Sun smart" practices, and to this end provides sun hats for purchase available from the office. It is compulsory to have a black hat with a brim (not a cap).

### **SUPPORT SERVICES**

On the advice of teachers and parents, support services will be called upon by the Principal to assist children with specific needs. These include; Speech and Language Therapist, Hearing and Vision Nurse, RTLB Teacher, RT Lit, Psychologist, Health Nurse, Children & Young Persons Support Team, School Advisory Services, Truancy Services etc.

### **SWIMMING**

The swimming programme is taken during Term1 at the Moana Gow Pool. We work with the children in small groups with teachers and voluntary tutors, with buses arranged to transport the children to and from the pool.

Please let us know with a note (or phone call) if your child is unable to swim for health reasons - children must swim regularly if they are to make progress and should not opt out just because they may not yet be water confident. Indeed, these pupils are the ones for whom swimming lessons are most important!

**TE REO MAORI/MAORI LANGUAGE** - As in other schools throughout New Zealand, all pupils receive an amount of instruction in the Maori language and culture.

### **WEB SITE**

Visit our school website at [www.waikouaiti.school.nz](http://www.waikouaiti.school.nz) and follow the link to the Wiki. The school newsletter is on the website each week.

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**As a new parent you will want to know about many things that go on in our school. Please do ask - we are all involved in providing the best for your child and we are only too happy to help by answering all questions - not only at enrolment time but also at any time throughout their education.**

**A key factor to always remember is that if the school and home are a 'team' and work co-operatively together, the child will benefit. This is why you should feel free to come into the school to see what is happening and to share any questions or comments that you have with the class teacher or Principal.**

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