

*Te Kura Rauwhiti O Waihi*

**WAIHI EAST**  
**SCHOOL**

*Rise Above And Shine*



# Waihi East School

## Information Booklet



6-8 Donnelly Street, Waihi

**T** · 07 863 8693 **E** · office@east.school.nz

**C** · 021 02584817

[www.waihieast.school.nz](http://www.waihieast.school.nz)

# *Welcome* to Waihi East School.

Our School caters for children from New Entrants to Year 6. Students then attend your college of choice for Years 7 to 13.

Teachers welcome the opportunity to discuss a child's progress with parents/whānau at any time. Parents are encouraged to maintain close contact with the School and Teachers.

This booklet has been designed as a helpful guide for parents/whānau. All points are listed in alphabetical order.

## **ABSENT FROM SCHOOL**

It is a legal requirement to advise school of all child absences.

Parents are asked to inform the school whenever their child is going to be absent. If the child is going to be away for several days it is only necessary to let the school know on their first day of absence. A note of explanation or contact with the teacher after a lengthy absence is appreciated. The office will also need to know the reason for absence (a Ministry of Education requirement).

The school can be notified in either of the following ways:

**Phone:** 863 8693

**Text:** 021 0258 4817

**Or:** Send a note to the child's teacher via another child

If your child/children are absent and we have not been advised, we will contact you.

## **AGRICULTURE DAY**

Agricultural Day is held annually at the end of October/beginning of November. Children are encouraged to enter a calf, lamb or kid goat in the annual competition. Judging days are held on Agriculture Day at our school and the Group Day will be held at the end of that week.



## **ANNUAL EVENTS**

The following is an outline of when events usually occur at Waihi East School.

<b>FEBRUARY</b>	Classroom Daily Swimming Swimming Sports Year 5/6 Camp
<b>MARCH</b>	Classroom Daily Swimming Continues School Gala Parent Interviews
<b>APRIL</b>	School Photos Autumn School Break
<b>MAY</b>	Winter Sports - Saturday Netball & Mid-week Soccer
<b>JUNE</b>	Inter-Schools' Cross Country Races Parent Interviews
<b>JULY</b>	Winter School Break
<b>AUGUST</b>	Sevens Sports Tournament Life Education Caravan
<b>SEPTEMBER</b>	Spring School Break
<b>OCTOBER</b>	Agriculture Day
<b>NOVEMBER</b>	Classroom Daily Swimming Athletic Sports
<b>DECEMBER</b>	Classroom Daily Swimming Continues Prize Giving

## **ASSEMBLIES**

Assemblies are held every Monday morning at 9.00am and Thursday Student Led assemblies are held three times each term. Thursday assemblies are held in Terms 2 & 3.

Special achievements including sporting and academic accomplishments are acknowledged during assemblies, and all classes will lead a Friday assembly at some stage. Parents/whānau are encouraged to attend assemblies.

## **BANKING**

ANZ school banking takes place every Thursday. Children are to bring their banking to the office area between 8.30am and 9.00am. A senior student (assisted by an ANZ staff member) will process the deposit. Anyone interested in opening an ANZ account for your child should call into the Waihi branch of ANZ.

## **BEHAVIOUR MANAGEMENT**

An extensive copy of our Behaviour Management Document is available to view in the office outlining the purpose, guidelines and procedures to be followed. These include:

- Addressing behaviour
- Consequences
- Time out
- Repeated behaviour

Considerable background work was carried out prior to implementing these initiatives. It is important that parents support these procedures and work together with our school to ensure the Behaviour Management process is successful.

## **BIBLE-IN-SCHOOLS**

Life Choices is currently running a lunch-time class each Friday from 12noon - 12.30pm (Starting February 2018).

Please let the office know if you would like your child/ren to attend these classes.

## **BOARD OF TRUSTEES**

CHAIRPERSON	: Mrs Tineke Douglas
DEPUTY CHAIRPERSON	: Mrs Michelle Burr
PRINCIPAL	: Mr Zac Taylor
STAFF REP	: Mrs Briar Frew
MINUTES SECRETARY	: Mrs Rachael Coll
PARENTS' REPS	: Mrs Julie Mouat
	: Mr Peter Tai
	: Mrs Tineke Douglas
	: Mrs Tara Parker

The Board of Trustees are the Governing Body of the school. They are responsible for the Financial Management, Property Management, Staffing and Curriculum Overview of the school.

The Board of Trustees are elected every three years. The next election will take place in 2019. The Board of Trustees meet each month. Parents are welcome to attend these open forum meetings.

## **DENTAL CLINIC**

The mobile dental clinic visits our school annually to examine student's teeth. These dates will be published in the school newsletter once the information is received. In-between times, the dental clinic can be contacted on 021 359 798. (Leave a message on the answer-phone if Clinic is unattended).

Consent forms are required to be signed by parents or guardians before dental treatment can begin. These forms are usually completed during the enrolment process. Spare forms are available in the office.



## **DOCTOR IN SCHOOL**

Doctor Tineke Iverson from Waihi Family Doctors runs a clinic at Waihi East School every Monday morning from 8.30 am. This service is provided free of charge to our school students. Parents/whānau are encouraged to attend appointments with your children. If you are unable to attend, a staff member can attend with the child on your behalf. Consent forms are available in the office for you to complete which provide school staff permission to attend doctor's appointments with your child. Appointments can be made through the office.

**This is currently on hold until further notice.**

## **EAR CHECKS**

The Health Department's Mobile Ear Clinic provides free ear checks. They regularly come to Waihi and operate from Waihi Central School. Waihi dates for the Mobile Ear Clinic will be advertised in our school newsletter.

## **ENROLMENTS**

Waihi East School operates under a Ministry of Education imposed Enrolment Scheme. Contact the office for further information including school zone boundaries and ballot deadlines.

Pre-enrolments are welcome any time prior to a child's 5<sup>th</sup> birthday. New Entrants can start school on their 5<sup>th</sup> birthday, or sometime thereafter.

Enrolment packs are available in the office. Birth certificates are required for all new enrolments.

## **SCHOOL VISITS**

School visits are encouraged prior to starting school. This helps with transition and builds familiarity with routines and school grounds. Contact the office to arrange a suitable time to visit.

## **TRANSFERRING FROM ANOTHER SCHOOL**

The office will request formal records and relevant information from any previous schools. Please bring text books and any other books or stationary items from your child's previous school when enrolling with us.

## **IMMUNISATIONS**

Schools are required to keep a register of each child's immunisation records / status. Please bring this information when enrolling with us.

## **HEALTH MATTERS**

Children must be kept home if they are unwell.

If a child becomes ill at school, the teacher will refer them to the office staff who will contact parents or emergency contacts. Some children are catered for in the sick bay and are able to return to class.

A medical register for moderate to serious injuries is kept by staff.

If you require staff to administer medication to your child during the day, a form must be completed and signed in the office. For safety reasons, no medication is to be kept in children's schoolbags. All medication is to be held in the office.

## **HEADLICE**

If headlice is detected on a student we will contact you to collect your child/children and treat the lice. Free lice treatment is available in the office.

## **HOMEWORK**

Homework plays an essential role in children become life-long, independent learners. It is important that homework is a positive experience and this should be a time of sharing and discussion between parents/whānau and children.

Typical examples of homework include:

- Home readers
- Spelling words
- Junior classes homebook activities
- Worksheets
- Storywriting
- Completing work, problem solving, research topics etc.

Individual teachers will outline to parents their homework expectations. Parents/whānau are encouraged to consult with teachers if they have concerns.

## **LIBRARY**

Children are encouraged to borrow books from the library to take home. Each class visits the library weekly, providing an additional opportunity for students to borrow and return books. Please help children to ensure books are returned on time.

There is always work to be done in the Library including repairing books and covering new books. Any adults interested in helping with this, please contact the office.

## **LOST PROPERTY / NAMING PERSONAL BELONGINGS**

All clothing and other items (footwear, lunch boxes, towels etc.) must be named. The lost property box is located outside the office. It is advisable to follow up any losses immediately by visiting the school. Unclaimed property is given away or placed into our 2<sup>nd</sup> hand uniform at the end of each term.

## **LUNCHES**

As an ENERGIZE school we strongly endorse healthy food options for students – e.g. sandwiches, bread rolls, fruit, raisins, cheese, veges etc.

- Sushi is available every **FRIDAY**.

Order forms are available in the office.

Candy, packet noodles, chewing gum, fizzy drinks and glass bottles and containers are not permitted at school.



## **MEETING YOUR CHILD'S TEACHER**

Parents are encouraged to discuss their child's progress and welfare with the classroom Teacher or the Principal. A note to the teacher or a phone call will ensure that a mutually convenient time is arranged.

There will be an opportunity for interview occasion during the year. If you are worried about aspects of your child's school work or behaviour prior to these interviews, contact the school to arrange a visit to discuss this.

School sports days, class/school functions and class trips are ideal opportunities to informally meet with teachers.

## **NEWSLETTERS**

Newsletters are sent home every Thursday with the eldest or only child in each family. Newsletters are a great form of communication between school and home as they keep parents informed on what is happening. We will automatically e-mail newsletters to you weekly. Please notify us if you do not wish to receive the e-mail version. You can also keep up to date with our school calendar on our website ([www.waihieast.school.nz](http://www.waihieast.school.nz)) or by joining our parents group on Facebook (Waihi East Primary School).

## **PARENT HELPERS**

### **IN THE CLASSROOM**

We welcome assistance in the classroom from parents/whānau. Please discuss this direct with the classroom teacher to arrange a suitable time and day.

### **SPORTS ASSISTANCE**

Help is always required and appreciated with mid-week and weekend sports activities. We welcome all assistance from parents/whānau who are keen to get involved. Help will be requested throughout the year as sporting events occur.

## **FUNDRAISING**

'Team East Whanau' (originally the Roopu and MAD teams who have joined forces) work together to operate as a fundraising and support team. Parent helpers are essential for the success of activities throughout the school year which raise important funds for the school, including subsidizing trips and shows. Meetings are advertised on our Facebook page and in school newsletters.

The School is grateful to the central group of people who assist teachers and students through this fundraising. Team East Whanau are always looking for new people who are interesting in getting involved.

## **ROAD SAFETY**

### **PEDESTRIANS**

Parents/whānau need to be sure that children are making safe decisions when crossing and that they know the correct ways to behave on the way to and from school. We ask that children cross the roads with our staff outside our school gate on Donnelly Street, or exit via the back field gate onto Kitchener Street.

### **CYCLISTS**

All students riding bikes must be confident and have good control and skill. Helmets are essential.

### **BUS STUDENTS**

Bus students must take extreme care when crossing around busses. Wait on the pavement and do not cross until the bus is well gone.

### **CAR TRAVELLERS**

The space outside school is congested and we ask for patients and co-operation. If parking on the far side of the road, parents must walk across to meet children. Please do not use the staff car park before or after school.

The bus bay is to be used as a drop off and pick up zone only. Bus bay is only available once the bus has departed in the afternoons. Please do not leave your car un-occupied.

## **SCHOOL BUS**

The bus bell rings each day at 2.50pm and students will be marked off the bus role by staff. The bus travels to Waihi College where some students change buses. The buses depart Waihi College at approx. 3.20pm. If your child is not to go on the bus please inform the office so their name can be removed from the list.

The bus is available for children who are eligible under Ministry rules (distance from closest school). If you do not meet this criteria but would like to use Murphy Bus Service, please contact Murphy's direct on 07 868 6265.

## **SCHOOL COMMITTEES**

### **TEAM EAST WHĀNAU**

Team East Whānau is made up of Board of Trustees members, Parents and Staff who help with the running of the school. Team East Whānau is a flexible group of people and we invite and encourage parents/whānau to be involved.

Team East Whānau is one of the fundraising committees of the school. Unfortunately schools do not get enough money through government funding and additional fundraising is necessary to supplement this. Fundraising activities are held throughout the year. We welcome your input into these activities.

Team East Whānau (originally Roopu Group) was established with the purpose of raising Māori Achievement, as well as providing practical support to **all** families within our school community. Some of the initiatives include purchasing stationary for those in need and collecting and distributing second hand children's clothing within the school community. Contact the office if you need assistance or support or if you would like to be involved.

## **SCHOOL DONATION**

School Donation funds are used to help provide classroom teacher aide support with our teaching and learning programmes.

Annual School Donation:

- 1 child family – per year \$50 or \$15 per Term (\$60)
- 2 child family – per year \$90 or \$30 per Term (\$120)
- 3 child family – per year \$120 or \$40 per Term (\$160)

(Per year figure is discounted if paid before the end of Term 1)

Families who enrol part way through the year will pay the term amounts. Payment arrangements can be made with the school office.

## **SCHOOL HOURS**

8.30am	Staff on site.
9.00am – 11.00am	Learning Programme.
11.00am - 11.20am	Play Break.
11.20am – 11.30am	In Class Eating Break.
11.30am - 12.40pm	Learning Programme.
12.40pm – 1.15pm	Play Break.
1.15pm – 1.30pm	In Class Eating Break.
1.30pm – 3.00pm	Learning Programme.
2.50pm	Bus bell.

Children may arrive at school **after** 8am.

## **SCHOOL UNIFORM**

All uniform is sold through the school office:

- Short sleeved polo shirt \$34.00 ea
- Long sleeved polar fleece with zip \$36.00 ea
- Bucket sunhat (compulsory Terms 1 & 4) \$ 8.00 ea

Bottoms must be denim, black or navy blue jeans, shorts, leggings or skirts.

## **SPECIAL PROGRAMMES**

We have a range of programmes to assist the class teachers to meet children's individual needs.

## **ACCELERATED LITERACY LEARNING**

A specialised language programme run to help engage and support meet joint aspirations. Catering for both Junior and Senior students.

## **TEACHER AIDE ASSISTANCE**

Children will frequently (either as an individual or in a group) work with a teacher aide on special programmes. It is most important that:

- The child's attendance is good
- Follow-up work and homework is done by the child and the programmes are supported by parents

## SPORTS

Inter school sports are arranged throughout the year.

Occasionally we have visiting personnel from organisations such as Sport Waikato or Thames Valley Rugby Union who offer coaching clinics, usually for all class levels.



The school also encourages children to be involved in Saturday and after school sports competitions. We have school teams in netball, soccer, basketball and hockey, among others. Our Year 5 and 6 children also compete in Waihi sports events with successful children going on to represent Waihi in Northern Region Events (Bethlehem, Te Puna, Katikati), with winners going on to Western Bay of Plenty events. The sports participated in are swimming, cross country, sevens (netball, rugby, soccer, hockey) and athletics.

Parent/whānau assistance with transport will be required for away visits. Please ensure uniforms belonging to the school are returned promptly after being washed.



## **SWIMMING**

We are fortunate to have a solar heated swimming pool. Swimming is an important part of the School's Physical Education programme. Our aim is to give water confidence and tuition in the basic styles and in survival techniques.

Please ensure named togs and a towel are sent daily during the swimming season, which usually starts in Term 4 and ends in March/April of Term 1.

A note of explanation is required when a child is not able to swim.

Families are usually invited to purchase a pool key for use of the pool outside of school hours during the swimming season. Price for this is set each year.

## **STAFF**

PRINCIPAL	: Mr Zac Taylor
DEPUTY PRINCIPAL	: Mrs Rachael Coll (Senior school)
DEPUTY PRINCIPAL	: Mrs Briar Frew (Junior school)
TEACHERS	: Miss Kim Jones
	: Mrs Dorette HArtley
	: Mr Karl Dodunski
	: Mrs Sarah Cannell
	: Ms Katie Des forges
	: Ms Caitlin Kneebone
	: Ms Jude Fletcher
	: Ms Maren Johansen
	: Mrs Jade Chapman
SPECIAL NEEDS & ESOL	: Mrs Briar Frew
ADMINISTRATION	: Mrs Sharon Samson
TEACHER AIDES	: Mrs Alex Heremaia
	: Mrs Leann Bellamy
	: Mrs Michelle Burr
	: Mr Alan Scott
CARETAKER	: Mr Ross Cowan
CLEANER	: Mr Roger Cope

## **STATIONERY**

Complete stationery packs tailor made for Waihi East School are available to purchase through Bay Office Products. Information on how to do this is available in the office. Alternatively stationery can be purchased at the store of your choice. Stationery lists are made available prior to the Christmas holiday period and Waihi Stationery and Paper Plus will have copies of our class requirements.

## **SUN SMART SCHOOL**

Waihi East School is a sun smart school. Sunhats are compulsory for Terms 1 and 4 and at other times when necessary. Students without hats must play under the shaded areas.

Uniform bucket sunhats have been bulk purchased by the school and are available for sale through the office at the subsidized price of \$9.00 each.

Children should apply sunscreen prior to leaving home. Additional sunscreen is available at school for re-application during the day.

## **TOYS, GAMES, PHONES ETC.**

Waihi East School does not accept responsibility for these items brought from home. However we understand from time to time children may bring special items to show and share with others. In these instances we will help where possible; however we ask it is understood that there is risk involved with this.

## **2018 TERM DATES**

**Term 1** - 7 Feb – 13 April  
**Term 2** - 30 April – 6 July  
**Term 3** - 23 July – 28 Sept  
**Term 4** - 15 Oct – 20 Dec.

## **2019 TERM DATES**

**Term 1** - ? Feb – 12 April  
**Term 2** - 29 April – 5 July  
**Term 3** - 22 July – 27 Sept  
**Term 4** - 14 Oct – ? Dec.



## **Our Kura Code of Conduct**

Waihi East School Board of Trustees, Leadership team and staff work together to govern the school to a high standard. As a school we strive to uphold these standards to provide a positive, encouraging, reflective and effective learning environment for students and whanau.

To achieve this we will:

### **INTEGRITY**

Be loyal to the school and its mission, represent school in a positive manner and respect the integrity of the board of trustees, principal, staff, whanau and students. They shall also serve their school and its community to the best of their ability. Observe the confidentiality of non-public information and do not disclose to any other persons, as such information might be harmful to the school or individuals within our setting.

### **COMMUNICATION**

Speak with one voice through adopted policies and recognise that not one individual party or sub group have the authority to act independently. Decisions and actions are made collectively and are transparent and clear to all. We all support decisions made for the collective good. With any issues or concerns, the first port of call is to see the person concerned, then if support is required, talk with the leadership team.

### **ACCOUNTABILITY**

Students are to be provided with an education that respects their dignity, rights and individuality. The needs and learning of our tamariki are taken into consideration when planning, developing and implementing learning and teaching programmes; also fulfilling the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual heritage.

26/01/2016