

# Waitoki School

Kia Ora, Faka'alofa lahi atu, Malo e lelei, Talofa Lava, Namaste, Kia Orana, Salom, Selemate, Bienvenidos, Ni sa bula, Unnyung, Guten Tag ...

## Hello and Welcome

A warm Waitoki welcome to you. Waitoki School is a small rural full primary catering for students from Year 1 (new entrant) to Year 8. Our school roll is around 110 students.

Five enthusiastic teaching staff (plus the principal) and super support staff provide a broad learning programme, including all aspects of the core curriculum (Reference: New Zealand Curriculum).

Our Board of Trustees is committed to small class sizes. These are mixed year levels eg. Year 3 and 4, Year 5 and 6, providing considerable flexibility for students to be grouped for learning according to their individual abilities.

The school has a comprehensive range of learning resources, including access to various information and communication technologies, a 20 x 8 metre solar heated swimming pool, library/information centre, music room, large hall/variable space and adventure playground.

Waitoki School prides itself on recognising our students as individuals who bring a range of experiences and talents to our learning community. A school wide virtues programme is in place that encourages and fosters good social skills including honesty, politeness and respect for others and the environment.

The school's philosophy is that children learn best in an environment in which they feel secure, valued and respected. Staff strive to develop student's responsibility and nurture strategies for life long learning (for both now and in the future).

SCHOOL



## Motto

'Nurturing Excellence'

## Our Vision

We are a nurturing Community of Adaptive, Creative, Curious, Lifelong learners, who confidently achieve excellence through integrity and perseverance.

## Key School Values

Integrity, Perseverance, Curiosity, Creativity, Adaptive, Community Sentiment

## Waitoki School ... Continuously improving

### We aim to provide

- A focus on students and their learning
- A developing partnership between Students, Parents, Staff, BoT, Friends, Community
- A safe social, intellectual and physical environment
- Quality facilities and resources
- Smaller class sizes
- An emphasis on enjoying a 'variety' of learning experiences
- A focus on numeracy and literacy
- A developing future orientated, 21st Century Curriculum
- A 'spot' of fun here and there ☺
- Committed, skilled and supported staff
- Detailed and efficient planning and management.

### We believe...

- ✓ ...in learning to learn
- ✓ ...that powerful learning comes through engagement
- ✓ ...that both the process and the product of learning are important
- ✓ ...our education comes from a wide range of experiences
- ✓ ...in encouraging and celebrating each others successes and achievements
- ✓ ...in nurturing risk taking, initiative and creativity
- ✓ ...in nurturing inclusiveness and celebrating diversity
- ✓ ...in committing to ongoing, life-long learning

### 'Graduate Profile' ... We aspire for Waitoki students to leave with...

- ✓ A love of learning
- ✓ An excellent academic grounding
- ✓ Digital literacy skills
- ✓ The disposition to want to succeed and achieve (aspire and strive)  
... 'to be the best we can be'
- ✓ Embraced virtues, including respect for self and others
- ✓ Effective communication and collaboration skills
- ✓ The skills to be flexible, creative thinkers, risk takers and problem posers and solvers
- ✓ The spirit of inquiry
- ✓ Independence, self-reliance/confidence and responsibility

# Implementing the New Zealand Curriculum

## THE LEARNING AREAS

English (reading, writing, oral and visual language), The Arts (Dance, Drama, Music, Visual Art), Health and Physical Education, Learning Languages/Maori, Mathematics and Statistics, Science, Social Sciences (Social Studies), and Technology – are all implemented at Waitoki School.

Waitoki School recognises that success in **English** is fundamental to success across the curriculum. We aim to develop in students the skills, knowledge and attitudes which will enable them to cope confidently with the literacy of everyday life. This is achieved by planning and implementing a meaningful teaching and learning programme that focuses on the skills of Listening, Reading, Viewing, Speaking, Writing, and Presenting.

**Mathematics** learning at Waitoki School is structured around three strands: Number and Algebra, Geometry and Measurement, and Statistics. Our students learn to develop the ability to think creatively, critically, strategically and logically. Wherever possible we integrate mathematics skills into other learning areas in ways that will help them make sense of the world around them.

## THE KEY COMPETENCIES - Capabilities for Living and Lifelong Learning

The New Zealand Curriculum identifies five key competencies:

Thinking; Using Language, Symbols, and Texts; Managing Self; Relating to Others; Participating and Contributing. Their development is encouraged and monitored at all levels of our school.

## ATTITUDES AND VALUES

Through their learning experiences, students will learn about:

- their own values and those of others;
- different kinds of values, such as moral, social, cultural, aesthetic and economic values;
- the values on which New Zealand's cultural and institutional traditions are based;
- the values of other groups and cultures.

Through their learning experiences, students will develop their ability to:

- express their own values;
- explore, with empathy, the values of others;
- critically analyse values and actions based on them;
- discuss disagreements that arise from differences in values and negotiate solutions;
- make ethical decisions and act on them.

Learning programmes support students meeting (and surpassing 😊) the

## READING, WRITING AND MATHEMATICS NATIONAL STANDARDS

### Reports – Learning Progress and Achievement

The gathering of information to report individual student's progress and achievement is an ongoing process. This occurs through observation and assessment.

Learning and achievement discussions occur twice annually. These provide further opportunity to discuss students' progress and current learning goals.

Two written reports are issued through each year. Mid-year and at the end of year (Year 4-8) and approximately six monthly depending on anniversary/time at school dates (Year 1-3).

If you wish to discuss aspects of your child's learning at any time, please make contact with their classroom teacher.

## Staff

<b>Principal</b>		Mr Chris Neison
<b>Teachers</b>	New Entrants	Mrs Lynda Peebles
	Year 0-1	Mrs Michelle Dicks
	Year 1-2	Mrs Cathy Kemp
	Year 3-4	Mr Martin Waller
	Year 4-5	Miss Gemma Woods
	Year 6-7-8	Miss Chelsea Brown

**Administration/Office** Mrs Kerry Cottrill and Mrs Katie Sylvester

## Board of Trustees

Chairperson	Mr Andy Stonelake	021 871 559
Principal	Mr Chris Neison	420 5244
BOT Members	Miss Bree Atkinson	
	Mr Joe Medwin	
	Mrs Jane Jackson	
	Mr Stephen Sylvester	

## Contact Details

Address	1119 Kahikatea Flat Rd, RD1 Kaukapakapa Via Helensville 0871
Telephone	09 420 5244
Facsimile	09 420 5242
Email address	<a href="mailto:admin@waitoki.school.nz">admin@waitoki.school.nz</a>
Website	<a href="http://www.waitoki.school.nz">www.waitoki.school.nz</a>



✓ Should you have any 'queries', 'concerns' or 'pats on the back' please do not hesitate to make contact with the Staff at Waitoki School.

## **Term Dates**

Term 1 Wednesday 7<sup>th</sup> February 2018 – Friday 13<sup>th</sup> April 2018

Term 2 Monday 30<sup>th</sup> April 2018 – Friday 6<sup>th</sup> July 2018

Term 3 Monday 23<sup>rd</sup> July 2018 – Friday 28<sup>th</sup> September 2018

Term 4 Monday 15<sup>th</sup> October 2018 – Thursday 20<sup>th</sup> December 2018

## **School hours**

8.30 a.m.	Classes start
10.10 a.m.	Morning break (20 minutes)
12.05 p.m.	Lunch
12.55 p.m.	Afternoon learning programmes begin
2.20 p.m.	Classes end

## **Attendance**

The value of regular attendance cannot be overstressed. All students are expected to be conscientious about punctuality and attendance. We expect all students to arrive on time to begin the school learning day at 8:35am. We encourage students to be at school at least 15 minutes prior to the start of our learning day. This gives students time to settle in and organise.

In the event of absence from school (this includes lateness), parents/caregivers are asked to inform the school on the day of the absence. Telephone messages should be followed by a written explanation on your child's return to school. Should students be late to school they must come to the office for a late slip.

Thank you.

## **After School**

Please notify the school at the start of the year as to how your child is to return home from school i.e. walk, bus or collected by parent or caregiver and provide relevant phone and mobile phone numbers.

If your after-school plan changes (e.g. due to children's sports commitments) or you wish your child to alter their usual means of returning home, please send a note or contact the school office before 2.00pm (preferably before school or during lunchtime). This ensures we are aware that the change in routine has your approval and is not something merely arranged between children during the day.

Students remaining after school need to occupy themselves outside (inside school grounds). They should be picked up by 2.45pm or promptly at the end of scheduled sports/event practices.

An After School Care programme is offered in our school hall by sKids (Safe Kids In Daily Supervision) from 2.30 – 6pm Mon-Fri. Please contact Daniel Torres on 027 846 1725 or email [waitoki@skids.co.nz](mailto:waitoki@skids.co.nz) for more information.

### **After Hours Use of Grounds**

People are welcome to use the school grounds outside of school hours in a considerate and sensible manner. Please note that the staff or Board take no responsibility for injury or harm when using school facilities.

Trustees do not undertake to supervise or be responsible for such activities which are at parents or children's own risk.

### **Complaints or Concerns**

A formal procedure is available for making a complaint about anything involving the school. This can be obtained from the school office. However, most issues are simply resolved by discussing the problem directly with the relevant parties.

### **Costs and Contributions**

The requested financial contribution is currently (2018) set as follows:

One child	\$150 per year
Two children	\$250 per year
Three children +	\$300 per year

This contribution goes towards costs which are outside the daily operational expenses incurred by the school and benefits your child/children directly by helping to extend and enhance learning programmes and resources.

The school acknowledges that financial contributions are not compulsory but we rely on the goodwill of parents/caregivers to make the donation and fully appreciate every cent we get.

Financial contributions are classified as a donation and therefore are tax deductible. Contributions (part or full payments) can be made by cheque, cash, eftpos or direct credit and will be receipted through the school office.

*School Stationery* – Stationery can be purchased from outside of school or we can supply to students at the beginning of the year and as required throughout the year as necessary through school stocks. Initial start of year purchases must be paid within five working days and thereafter stationery is sold strictly on a cash only basis throughout the year.

*Activity Fees and Donation* – As with any trip or event, your classroom teacher will always notify you of the cost – it will then be included on that term's invoice. In cases of donations, they feature on your invoice as a 'donation' – in many cases they are aspects of your child's learning, which are delivered by external providers who have resources that we do not. Please contact the office to discuss payment options.

*If you have any difficulty in making any payments or have any questions about school donations please contact the Principal in confidence.*

*School T-Shirts* - T-shirts are available by order. Each student must have a school t-shirt to wear when involved in representing the school on sports or other group/event outings (such as class trips) to make them readily identifiable.

### **Dental Clinic**

Our school is catered for by a Mobile Clinic which visits Kaukapakapa. Our local Dental nurses arrange annual check-up appointments for your children's teeth and arrange follow-up appointments as required. If your child needs attention between visits, please contact the school office for the mobile service phone number.

### **Hats – Sun Safety**

To promote being safe in the sun, students are required to wear a hat outside at all times in Terms 1 and 4, otherwise they must stay in shaded areas. Thank you.

Sun block is available in the first aid room if you forget to apply before school.

### **Homework**

Homework will be set where it is meaningful and relevant to an individual's learning needs. Expectations will vary from class to class. If you are uncertain of what is expected, please check with your child's teacher. (There will certainly be a focus on reading, spelling, basic facts... and problem solving/inquiry.)

### **Library/Information Centre**

Considerable time, money and effort goes in to maintaining our library resources. What a super resource it is. We have created some voracious readers at Waitoki School (Great to see!).

Students are encouraged to borrow books and your assistance in monitoring their treatment at home helps to keep repairs and replacements to a minimum. If books are damaged beyond repair or lost, the school may require some reimbursement.

### **Leaving school during school hours**

Once at school, students are expected to remain within the grounds. Parents/caregivers are asked to contact school either personally, by phone or note if you want your child to leave before 2.20pm. This enables the school to account for all students in case of emergency and promptly recognise absences of genuine concern.

### **Lost Property**

Students are encouraged to be responsible for their own belongings, however, named items are more likely to be returned to their owners. Found property is collected and held near the hall – students and parents can access as necessary to seek missing items. At the end of each term any unclaimed items are donated to charity.

### **Lunches**

Healthy food choices are encouraged. Students are given approximately 15 minutes to eat, during which time they are expected to remain seated either inside or outside (depending on the weather).

Currently you can order lunch on a Friday through ezlunch ([www.ezlunch.co.nz](http://www.ezlunch.co.nz)). The supplier is Pita Pit Helensville. The menu is included in the welcome pack.

### **Newsletters**

Newsletters are a key form of communication between school and parents/caregivers. These are issued as required, usually fortnightly to keep families informed of school events, timetables, achievements and opportunities, and often include permission slips that require returning. If you have more than one child at the school, newsletters are given to the eldest

child. Please check with your child regularly to ensure you are receiving newsletters promptly. If you give us an email address at the time of enrolment, you will also receive the newsletter and occasional notices by email. They are also available on our website.

### **Parking**

Parking is available at the front of school or in the car park area at any time. For safety reasons, we request that parents/caregivers **DO NOT** park opposite the school, on the other side of the road when dropping off children.

The bus bay may only be used for parking outside of bus times (Bus times: 7.45–8.00am and 2.00pm – 2.30 pm Monday to Friday.)

### **Physical Education Dress Code**

In the interest of freedom of movement and hygiene, a pair of shorts and a T-shirt are preferred clothing for taking part in physical education (particularly for senior students).

### **Religious instruction**

'Optional' religious instruction based on the national 'Churches Education Commission' programme is offered to students on Fridays during the lunch period 12.25pm – 12.55pm (subject to availability of trained volunteer teachers). Parents need to advise the office if they would like the child to attend (more information supplied in this enrolment pack.)

### **Year 7 and 8**

The Waitoki School Year 7 and 8 class continues to focus on implementing curriculum requirements and is individualised to meet each students' learning needs. At this level skill that will serve students well during their secondary school years continue to be focused upon, including:

- self motivated learning
- digital learning – 1-1 devices
- research skills
- problem solving strategies
- time management
- continuing building of resiliency
- increased individual responsibilities

Our Year 7 and 8's attend a Technology programme held at Kaipara College (subsidised by caregivers). Here they have the opportunity to learn a wider range of skills e.g. through woodwork, sewing, cooking, electronics.

Particularly at this level student have the opportunity to learn another language and there is a beginning focus on careers – skills, potential and pathways.

Feedback from various secondary schools and parents indicate that past Year 8 students from Waitoki have been notable for their work ethic and attitude on entering secondary school. Please ask for an appointment with Miss Chelsea Brown (Teacher – Year 7 and 8) or Mr Chris Neison (Principal) to discuss the Year 7 and 8 learning curriculum and how we can assist in meeting your child's learning needs.



### ***Extra-curricular activities***

In addition to the core curriculum areas, Waitoki School offers a further range of learning opportunities through activities run with the support of the wider school community.

### **EOTC – Education Outside the Classroom**

Waitoki School students enjoy a wide range of outdoor/outside the classroom learning opportunities. In addition to physical education programming, including water safety and swimming in the on site pool during summer, students participate in national health awareness programmes, e.g. Jump Rope for Heart; Police supervised bicycle safety training; trips out of the classroom to visit sites of special interest or curriculum relevance; and annual class camps to a range of locations.

The exact nature of these additional activities depends on the learning needs, opportunity and programmes/resources available. Parent/caregiver help is a vital ingredient in making these learning experiences so successful. Thank you.

### **Electives Programme**

For a period of four/five weeks during Term three, teachers, parents and other community members co-ordinate to offer all students a wide variety of elective options. This programme encompasses a wide range of learning options from cooking, woodwork and crafts, to multi media work, drama and specialist sports. For most of the electives there will be a small charge. Electives are held for 1 ¼ hours on Wednesday afternoons, followed by a Sharing Afternoon as a finale. If you have a particular talent, interest or the time available, please do not hesitate to become involved in this worthwhile programme.

### **Ag (Agricultural) Day**

In keeping with its rural environment Waitoki School includes an annual Ag Day in the calendar. Held in October, “Ag Day” involves all of the students preparing classroom displays of innovative arts and crafts. They can also rear a calf, lamb or goat for judging on such aspects as grooming, leading and calling. Ag Day animals are subject to specific rules (which can be obtained through the school) all place-getters of school events go on to take part in the South Kaipara Group Day (Inter-school competition) and regional A & P shows. In recent years the school has also provided day old chicks for children to rear and display as an Ag Day alternative.

### **Interschool Visits**

Our school is part of the Kaipara Schools group, comprising of: Waimauku, Woodhill, Parakai, Waioneke, Helensville and Kaukapakapa. Annual group fixtures are held for swimming, triathlon, cross-country and athletics enabling our students to test themselves against their peers. The top achievers in these events often go on to larger regional competitions. Other encounters are organised as opportunities allow, eg. chess competitions and problem solving.

### **Parent/Caregiver Help**

There are many ways that parents and caregivers can contribute to the school and directly influence the facilities and learning opportunities available to their children.

If you have time to spare and would like to assist at school in some way, please do not hesitate to contact the school through a teacher, the principal or the school office. Parents can assist with many tasks inside and outside of the classroom, including some that can be done at home.

### ***Friends of Waitoki School***

The support of parents and the community through fundraising is critical to the ongoing high level of education and facilities provided at Waitoki School. An active group of parents arrange fundraising meetings as required to organise events such as a High Tea, occasional gala/country fair days and other activities throughout each school year. Many hands make light work and newcomers are always welcome to join in and contribute their time, services or expertise in whatever way they are able. Fundraising meetings and contributions are notified through the school newsletter.

### ***Working Bees – Feel the Buzzzz***

Working bees are occasionally held to manage certain property and maintenance tasks. A great way to meet other committed parents and do something positive for your school that will directly benefit your children. Working bees are often combined with a lunch or morning tea provided by other parents. The works involved can be big or small and are generally outlined beforehand through the school newsletter.

### **Board of Trustees**

The Waitoki School Board of Trustees is elected by the school community every three years. The board is responsible for the overall governance and direction of the school as determined in conjunction with the principal and staff.

Board of Trustee meetings are held in the staff room, and meeting dates and times (usually 7.00pm) are notified in the school newsletter. Parents and members of the public are welcome to attend. Should visitors require speaking rights please contact a member of the board in advance of the meeting.

You can contact board members at any time to provide feedback about the school and its direction, however for issues related to day-to-day operations of the school and teaching matters, please talk to one of the teaching staff, or the Principal.