

# A-Z Information

## Absences

Please ring (07) 374 8035 and advise the school before 9 a.m. if your child is unable to attend school for any reason. A phone call or a note must cover all absences from school.

Please request from the Principal in writing if children are to be absent for reasons other than sickness. If your child is absent for more than 20 days in succession without explanation, we are required by law to remove them from the school roll.

## Outside provider

Permission from the Principal must be gained before a child can attend an out of school educational provider otherwise the child will be marked truant.

## Assemblies

Whole school assemblies are held weekly every Friday at 9.15a.m. and are led by the children. Caregivers and friends of the school are very welcome and encouraged to attend.

## Certificates

Certificates are awarded to individual students at assemblies. Certificates reward the effort of every student in the school and are specific to each child.

## Attendance

Staff are at school for much longer than the hours that the school is open, however we cannot accept responsibility for children before 8.30a.m. or after 3.30p.m. (excluding approved Bus students on a register who are supervised by duty teachers).

## Changes to your normal routine

If for any reason your child is going to be late, collected early, picked up by people unknown to our staff, changes in travel arrangements or any other differences in usual procedure,

please let your child's teacher know or main office so we can support your child if necessary. When it is necessary to uplift your child during school hours please communicate this in advance.



## Classroom Placement

### Rationale

A school's primary task is to ensure that all students are experiencing successful outcomes. Placement of students into a new class each year requires careful consideration of the academic, social, physical and emotional development of each and every child, in conjunction with school wide logistics.

### Guidelines

- \* The Board of Trustees recognises that placement of students into classes is the professional task of the Principal and teaching staff.
- \* Individual student learning needs will be catered for within their age group, however, if it is in the best interests of the child the school will be flexible and allow students to be grouped as per identified need.



- \* Parents are invited each year to write to the Principal on any specific academic, social or emotional considerations they believe the school should consider prior to placing students in classes for the following year. The school will consider these, however, all final decisions will be determined by the Principal and leadership team.

### *Community Hall*

The school has a community hall which is used often during school hours for school activities. The hall is available for hireage from outside groups. Please contact the school office for information and bookings.

### *Concerns/Complaints*

If parents have any concerns they are to approach the classroom teacher in the first instance to resolve any misunderstandings or have concerns addressed. If there are still concerns please refer to our concerns or complaints policy, a copy of which may be obtained from the school office.

### *Contacting Staff*

If you need to contact staff about non-urgent matters, please do so before or after school. All staff have a school email address. Please see your classroom teacher for this email or alternatively check our staff contact web page.

Office staff are available most of the time; the answerphone is cleared regularly if you need to leave a message.

### *Cultural Activities*

Students have many opportunities to become involved in a wide range of activities. Students who wish may become involved in more specialised groups. We have a performance group which performs each year at our local Tuwharetoa Festival.

Other cultural and dramatic groups operate throughout the year depending upon student interest and teacher strengths.

### *Cyber Safety*

The school has an 'Acceptable Use of the Internet Policy' designed to protect Students and prevent the access to undesirable websites. Parents/ caregivers/guardian's sign the WPS School 'Responsible Use Agreement' on enrolment.

### *Donations*

School donations are a vital component of our school budget. Your donations are used to fund extra resources, equipment and opportunities for all students which would not otherwise be possible when prioritising the allocation of our Operations Grant.



### *Extracurricular Activities*

During the year there are events that are held out of regular school hours. It is desirable that you make themselves available for these events as they are considered to be part of the whole school culture. Advance notice is always provided through the school newsletter and website.

### *Health*

Should your child have some illness or allergy which the school should know about, please ensure that staff are notified. Please inform the office if your child requires medication during





the day. Prescribed medication require consent signed by the parents/caregivers/guardian .

### **Medication**

It is essential that any child receiving special medication for allergies or chronic medical conditions has medication clearly labeled in the school medical room for emergency use. Signed consent must be completed should you require our staff to give medication. The medication must be handed in at the school office at all times. No medication is to be kept in a student's bag.

### **Dental Health**

Our school Dental service is based at Taupo Hospital. The dental team will also bring the mobile clinic to complete dental checks.

### **Public Health Nurse/ Hearing and Vision**

The role is to follow up the health concerns of children and visit homes when necessary. The Health Nurse may also be involved in some of the health programmes introduced in our school.

## **Information and Technology (ICT)**

### **Rationale**

We believe that digital technology as an educational tool is extremely important for information gathering and communication. Our goal is to make educational material accessible to all. By signing our enrolment students gain access to the Internet, and parental permission is implied, granted and agreed to, abiding by the 'Responsible Use Agreement' as verified by Board of Trustees.

Any requests to be removed from digital technology access must be completed in writing to the Principal.

### **Expectations**

While every effort will be made to supervise Internet use there may be times when restrictions will need to be in place. Students will be given guidelines on how to access required information; however, the school cannot accept liability for children who do not follow the set procedures. The school will not be held responsible for any damage users suffer, including loss of data, nor for the accuracy or suitability of information found.

Students will be responsible for their own good behaviour on the digital network. When students are online they are representing the school therefore the school's high standard of behaviour is expected to be upheld.

Students must never:

- \* publicise any personal contact details
- \* use obscene, abusive or harassing language or imagery

### **Consequences**

Access is a privilege not a right. This implies responsibility and the privilege will be revoked if abused.

Users should not expect that content stored on school digital resources will be private and may be reviewed by staff to ensure that the procedures are being adhered to.

## **Learning Support**

### **Homework**

Each learning community decides on its homework expectations and informs you at the beginning of each year. Please encourage your child to make an independent effort with homework through praise and encouragement.

### **Learning Programmes**

The key focus for learning takes place in learning environments with individual work, in groups and as a whole class. While our classes are multi-structural teachers cater for individual need through regular



assessment across the curriculum, planning teaching and learning experiences that enable your child to work at their own level.

### *Professional Development*

To ensure quality-learning programmes, it is important that staff continually reflect, inform and improve their practice. Our teachers are involved in individual and collective professional development.

Relief teachers are employed in classrooms to allow teachers to attend professional development or have non-contact time to prepare for the implementation of new ideas.

### *Library*

Available are a good range of books suitable for all students. We encourage your child to bring library books home to read to become a more proficient reader.

### *Lost Property*

You are welcome to come and look through the lost property for missing clothing. It is essential that all school uniforms are named.

### *Lunches*

It is essential that all children have a healthy morning tea and lunch.

### *Money*

When children bring payment of any kind, please send it in a sealed envelope with the child's name, room number and the reason for the money clearly labelled on the outside of the envelope. This envelope should then be given to the class teacher.

### *Newsletters*

School newsletters are emailed each Tuesday. Abbreviated printed copies are available for those who do not receive email.

The newsletter is one of our most important communication links.

### *Parent Assistance*

We welcome parent involvement in the classroom and team programmes throughout the school as we see this as a valuable link between the home and school for parents and children alike.

If you are available to assist in any way please see your child's teacher, or the team leaders concerned. The school is very grateful to parents who provide assistance to the school in a variety of ways. These include:

- \* **Library Assistance** – This involves repairs and maintenance of books and library equipment, assisting students with library skills, choice of books and reading to groups.

- \* **Working Bees** – Parents working at making equipment, charts, poem cards, large books, mathematics equipment and other interesting projects are part of this scheme.

- \* **Transporting Students** – from time to time students may go on field trips or to sporting or cultural events. Parents are invited to assist with these important activities.
- \* **Skills** – You may have a particular skill or expertise in an area and wish to share this with us. Please do let us know, we value your contribution.



### *Pet Day*

This is an integral part of our school, contributing to the special character of our rural school, and is held first Saturday in November. It is an event all children are expected to participate in all the associated learning activities.





## Photographer

Each year, a photographer visits to take individual, class, group, team photographs. You will be advised of these times.

## Reporting to Parents

Teachers are always happy to talk to parents and caregivers about their child's progress. Please be aware that before and after school times are busy times for teachers, and sometimes you may need to make an appointment. All teachers have an email contact address if this is a more convenient method of communication.

### Reporting to parents schedule

- \* **Term One**  
Parent Information Evening (February)  
Goal setting meeting (March)
- \* **Term Two**  
Written Report (June)
- \* **Term Three**  
Parent Teacher meetings. (August)
- \* **Term Four**  
Written Report (December)

### Our Maori and Pacific Island Community

In line with Ministry guidelines we report to the parents/caregivers of Maori and Pacific Island children on improving achievement for Maori and Pacific Island pupils.

### Parent Information Evenings

From time to time we will hold parent information evenings to inform/consult with parents. Open days are also scheduled throughout the year.

## School Uniform

Years 1 – 6

- \* Navy Blue with gold trim polo shirt
- \* Navy long sleeved polar fleece
- \* School Hoodie
- \* Navy bucket hat

Uniform price lists and retailer information are available from the school office. Please note that the school hoodie is only sold through the school office.

## Senior School Camp

Year 5 & 6 will attend an overnight school camp during the year. Details will be provided to parents outlining the camp details and cost prior to the camp. Other year groups may attend a overnight camp with approval from Board of Trustees.

## Snow Alert

During the winter months should students have to be sent home early because of heavy snow, parents of bus children will be notified through the procedures that are organized by the bus controller.

### Adverse weather procedures Before School:

- \* Drivers/operators will arrange a system to gather information about their routes and make recommendations to the bus controller



- \* Their decision will be to:
  - \* run as usual
  - \* delay the bus or
  - \* cancel the bus for the day
- \* This decision is relayed to Taupo Nui-a-Tia College bus controller who will liaise with the other schools (and radio stations if necessary) with the decision and the information.
- \* The Bus Controller will activate the route phone tree if necessary to pass on the decision.
- \* Or you will be notified by our website system and newsletter system.

### During School Hours:

- \* Route concerns are relayed to the driver/operator in the first instance, then the bus controller.
- \* The driver operator will contact the controller with a recommendation urgently.
- \* When a decision is made the controller will inform the Taupo Nui-a-Tia College bus controller who will liaise with

the other schools (and radio stations if necessary) with the decision and information.

- \* We will text all parents of School bus students.
- \* Students can only be sent home early if contact has been made with the family (or their nominated alternative) concerned.
- \* Note: Principals are not permitted by law to send students home during normal school hours without notifying the caregivers. Therefore it is essential that all families make an arrangement, which the schools know about, if the family is unable to be contacted.
- \* Buses shall not leave from this school until authority has been given by the Principal or a nominated authority should the Principal not be present.
- \* If no phone calls or TXT's are received the buses will operate as usual. Please do not overload the phone system.

### *Sporting Activities*

Students have opportunities to participate in a wide range of sporting activities. All have involvement regularly as part of the Physical Education and Sports programme. There are additional opportunities for students wishing to become involved in after-school activities throughout the year.

The following are offered at various times: cricket, rugby, netball, soccer, hockey, basketball, volleyball, cross country, athletics, golf, touch rugby and swimming safety, with many outside competitions available.

### *Swimming*

The AC Baths pool is used for teaching class swimming. Children travel to the swimming pool in buses. Each child will receive 2 weeks of full instruction from a trained swimming instructor. There is a small fee attached to the school activity fee at the beginning of the

year to cover the buses.

### *Sports Waikato*

All our students benefit from belonging to this association that caters for sporting and other extra curricular activities. Senior pupils participate in a range of sporting activities competing against other schools. In some codes children are selected as members of representative team to compete in regional finals.

### *Stationery*

Stationery lists are available on our website or from the office. Stationery needs to be purchased, named and brought to the school ready for the first day of the school year.

For more information please contact the office.

### *Student Safety*

#### *Accident or illness at school*

If your child suffers an accident or becomes unwell while at school you will be informed promptly with a request to collect your child. You may collect your child from the sick bay via the office. If we are unable to contact you or the backup person and medical help is required, the school will make the necessary arrangements with the local Doctor, and continue to try to contact you as soon as possible.

Caregivers will be contacted if there has been a head injury.

#### *Road Safety*

All parents and children are required to use the crossing outside the school whenever crossing the road.

At 3p.m. there is a patrolled crossing supervised by a teacher, which everyone crossing must use.





There is a 40km speed limit in place outside the school from 8.45a.m. to 9.15a.m. and 2.45p.m. to 3.15p.m. on school days.

### ***Road Wardens***

Selected Year 6 students are rostered on to man the school crossing at 2.55 to 3.10p.m. daily. Staff supervise the procedure after school. The students are trained by the Police Education Officer. All users of the crossing wait behind the marked lines on the footpath until wardens tell them they may cross.

### ***Health and Safety***

In the interest of health and safety we request that the following items not be brought to school: glass containers, knives, sweets, chewing gum, fizzy drinks, jewellery, toys, money, perfumes, deodorants, make-up, matches/lighters, spray cans, mock guns

### ***Sun Protection***

All students are required to wear an approved sunhat during the hours of 11a.m. and 3p.m. during Term 1 and 4.



The hat must have a wide brim that shades the ears, face and back of the neck. The Board have a "Sun Safe" policy and provide shaded playing areas as part of our property development plans.

## ***Travel***

### ***Buses***

There are multiple bus routes which service our school. Please contact the school office to check if your child is eligible to travel on the bus as the buses are only for the children who live on the bus route.

The children on the buses are looked after by our bus wardens who are trained by our Bus Coordinator. To ensure our children's safety, cars are not to be parked in the bus bays between 7.50a.m. and 8.30a.m. or between 3.15p.m. and 4p.m.

Details of the bus routes can be found on our school website.

### ***Bicycles***

Bicycles may be ridden to school by children who have parental permission, providing the bike is road worthy and the cyclist is wearing a correctly fitting helmet. Bicycles are stored in a bike rack during school hours and are not to be ridden in the school grounds.

### ***Parking***

Due to limited parking and for safety reasons, we ask that all parents park outside the school grounds when visiting the school.

Parents who park across the road from the school are strongly urged to escort their child across the road using the crossing provided, rather than letting them cross themselves.

The staff car park is reserved for staff.



### *Valuable Items*

### *Notes*

These are best left at home in case they get broken or go missing. While we try to ensure the safety of such items we cannot be responsible for them. Money should not be brought to school unless specifically required for school.

### *Visitors Book*

For emergency and security reasons, any visitors to the school need to sign 'in and out' of the visitor's book which is held in the school office.

