

WAIPARA SCHOOL



being the best we can be

eke ka tiritiri o te moana

Waipara School is a well-resourced full primary school, nestled in the rolling hills of the Waipara Valley. Home to 41 children, our mission statement is 'being the best we can be'. Children come to school with positive attitudes and are ready to learn. Class sizes are small (We operate three literacy and numeracy classes in the mornings) and children receive good quality teaching and learning programmes and stimulating learning experiences in attractive and well-resourced classrooms.



Waipara School children have the very best of opportunities presented to them and these are seized with both hands by all involved. The fabulous fundraising body, our PTA, makes this possible for children by subsidising associated costs of most activities. Our BOT have recently joined the scheme whereby the MOE gives our school an allowance instead of requesting donations from parents for school activities. We are the cheapest school around. No child misses out in our school..



Our children have access to provided ICT equipment – one device per child per class! Outstanding! It means that the whole class can work off a device in a class lesson or use devices as a vehicle to learning. Modern learning at its best!

Most children achieve at or above expected areas for their learning in Mathematics and Literacy programmes. Inclusive support is provided for children with specific learning needs with the employment of very capable Teacher Aides.

Te Reo Maori and Tikanga Maori, celebrating our dual cultural heritage, are embraced in our classroom learning programmes.

We believe that each child should be able to come to school and feel safe. We have a zero tolerance to bullying and deal with every matter of this that is brought to our attention. Parents are kept fully informed of any serious issues that we deal with.

We are a great school. We have been described as a 'wee gem amongst the grapevines' and that our school has a 'nice feel'. We are well supported by our parent community and the wider community in all that we do. You will be pleased that you have made the decision to enrol your child in our school.

WAIPARA SCHOOL STRATEGIC PLAN

BEING THE BEST WE CAN BE

Ekea ka tiritiri o te moana

Vision

Waipara School strives to develop children who are confident, connected, actively involved life-long learners, who contribute positively to society.

We believe that each child's education is a partnership between the school, the family and the community; the provision of quality staff and resources is vital to successful education.

Strategic Goals

**CONNECTING WITH PEOPLE
CELEBRATING OUR PLACE
MEANINGFUL PARTNERSHIPS**

Student Achievement Target Reading

Student Achievement Target Writing

Student Achievement Target Mathematics

Deliver high quality teaching and learning programmes

Strengthen community relationships within and with our school

Build on and strengthen our Enviroschools work

Beautify our school grounds with native plantings to attract birds and native animals

Significantly increase interschool relationships with local schools, by sharing a learning partnership

We aim to provide a superior learning environment

We believe that a well-equipped school is better placed to provide high quality learning opportunities for children. In addition to being well supplied with basic materials for teaching all the school subjects, we have a range of equipment to facilitate teaching and learning and many of these items have been provided to the school with local funds.

The New Zealand curriculum specifies eight learning areas that are considered for general education. These broad groupings of knowledge that provide the framework for learning are:

- English
- Mathematics and Statistics
- Science
- Social Science - Including the Histories Curriculum
- The Arts
- Health and Physical Education
- Technology – including Digital Technologies
- Learning Languages

At Waipara School, the curriculum has been developed to cover each of the essential learning areas in the following way:

English

All strands of the English curriculum are explicitly taught. Teachers will empower children to:

- comprehend language through listening, reading and viewing
- express themselves with increasing confidence through speaking, writing and presenting

Mathematics and Statistics

All strands of the mathematics curriculum are explicitly taught. There is an emphasis on numeracy.



Health and Physical Education

All strands of this curriculum are explicitly taught. Planned and purposeful engagement in both PE and Health. The children have sporting opportunities with children in the Small Schools Cluster and the Kowai Cluster. Achievement at these events lead to representation at the Canterbury Events.

Science, Social Sciences, Technology, Digital Technology

These units are integrated where appropriate and taught as topic based and/or inquiry learning. Our local area is included in learning as the local area offers many learning opportunities.

The Arts

The skills and processes of The Arts – Music, Visual Arts, Dance and Drama – are explicitly taught and reinforced. Creativity is encouraged.

Literacy and Numeracy are at the heart of our curriculum and will continue to be major priorities for our school. In 2024 we will operate 3 Literacy/Numeracy classes in the morning ensuring small classes for maximum learning.

Teaching Staff 2024

Our staff are a balance of experienced and beginning teachers:

- Mrs Yvonne Blair *Principal, Teaching Yrs 6-8 Numeracy and Literacy*
- Mrs Jenni Adam *Junior Teacher Yrs 0-4*
- Mrs Pauline White *Senior Teacher Yrs 4-8*
- Mrs Rebecca Blyth *Part time teacher across both classes*

Support Staff

Mrs Wendy Lyall – Teacher Aide

Mrs Chris Dickie - Teacher Aide

Mrs Shane Kumar - Teacher Aide

Mrs [Rachael McLeod](#) Learning Support Coordinator

Ms Julie Green Rt Lit (ResourceTeacher - Literacy)

Mrs Julie Kirkbright – Cleaner

Mrs Ursula Cole – Administrative Assistant

Wayne Powell - Caretaker



Board of Trustees

The Board of Trustees is responsible for the governance of the school. It consists of up to 5 elected members, 1 staff representative, the Principal and can also include up to 4 co-opted members if necessary. Meetings are open to the public and you will be warmly welcomed. These are usually held on the 3rd week of the month. Copies of minutes hang on our school noticeboard. Elections are held every eighteen months.

Chairperson	Deb Dellaway
Finance	James Hoban
Property	-
Health and Safety	Vicky Trethowen
Principal	Yvonne Blair
Staff Representative	Jenni Adam

Parent Teacher Association (PTA)

Waipara School is very fortunate in having a dedicated, hardworking team who coordinate fundraising and social activities. Every family is considered to be a member and the committee will contact you on occasions when they need your support.

President	Grant Cooper
Vice President	-
Secretary	Nicole Hurinui
Treasurer	Deb Delaway-Curtis
Member	Richard Northover

The Waipara School PTA is on Facebook and parents are encouraged to join and follow the page.

Enrolling at Waipara School

We welcome new enrolments into our school.

New Entrants

Children may start school on their fifth birthday. Parents are encouraged to make an appointment to visit our school about four weeks before your child's birthday, bringing a copy of the birth certificate and a copy of your child's immunisation status (you need to ask for a copy of this from your doctor).

You will be given an enrolment form to complete. Visits to the classroom will be organised at that time and will be based on the needs of your child. We have a Waipara School New Entrant Readiness for School Information pack available through the office.

Transfers from other Schools

When the necessary enrolment forms have been completed, your child will be placed in one of our two classrooms, depending on their age and Year level. This will be confirmed when records from the previous school are received.

When filling in the enrolment form, emergency contacts are essential. The school office MUST have the home telephone number, employment numbers for each working parent/caregiver, and the number for an alternative adult. We must also be advised of any medical conditions / allergies your child may suffer from, so that a procedure can be worked on to accommodate any situation which could arise with your child.

The School Day

8:55 - 9:00 a.m Come into class ready to learn

9:00 - 10.30 Learning Time

10:30 - 11.00 Play then eat (Eat at 10:50)

11:00 - 12:30 Learning time

12:30 - 1:15 Play then Eat (Eat at 1:00)

1:15 - 3:00 Learning Time

3:00 Home time

Children may enter the school grounds after 8.30am and are encouraged to leave the grounds after school by 3:30pm.



Attendance

Regular attendance is vital to good progress and all absences impact on children's learning. Whenever your child is absent from school, please ring and notify us on the first day of the absence and each day thereafter.

NB: The school telephone is manned from 8.00 a.m. There is an answering machine to take earlier messages.

Classes

We have two classrooms in our school, into which your child may be placed. Kanuka is the senior classroom Yrs 4-8, and Tarata Yrs 0-4. We have a Teacher Aide in both classrooms in the mornings. The Principal also teaches in the mornings Monday - Thursday.

Lunches

Lunch may be ordered and paid for online from Kells Kitchen on the last Thursday of each month. On Friday the order will be collected and handed out to the children for their Friday lunch. Please choose healthy options that do not include fizzy drinks, icecreams and similar items.

Bus

We currently do not operate a bus service. Children, who would be eligible to catch the bus, are paid a Conveyancing Allowance to transport their children to school.

Bicycles

Children who ride their bicycles to school must be responsible in terms of safety. *Helmets are compulsory.* The Board of Trustees support the Police recommendation that 'Children under the age of 9 years are often not able to cycle safely on roads' and discourage the use of cycles under this age, unless accompanied by an adult.

Leaving School Grounds *(during school hours)*

Unless children obtain prior permission from the Principal, they must remain at school from the time of their arrival until dismissal in the afternoon.

Emergency Procedures

To ensure staff and pupils have a safe environment and emergency procedures that maintain occupant safety, Waipara School has adopted an Emergency Management Plan which prescribes the action to be taken by staff and pupils in times of emergency. School fire and earthquake drills are held once a term while class teachers are responsible for the practice of frequent response drills with their own pupils. In the case of an emergency, your child/ren would be cared for by staff until they are collected by yourself or an adult of your approval. A copy of Waipara School's Emergency Management Plan is available in the office for your perusal.

CHILDREN'S HEALTH and WELLBEING

School Uniform

Waipara School has a compulsory school uniform. The uniform colours are maroon and navy. The uniform consists of a maroon sweatshirt/polar fleece, navy shorts or skirt, maroon polo shirt with logo and navy socks. Garments, with the school logo, can be sourced from the school office. Payment for uniform items needs to be made to the Waipara School BOT and their bank account details are: 03 1582 0014553 000. Sensible shoes or sandals are to be worn. (No jandals) A burgundy or navy wide brimmed hat must be worn when children are outside in Terms One and Four. Slippers may be worn in the classrooms in the winter time, as can a maroon or navy skivvy or thermal under the polo shirt. Polo shirts and polar fleeces are available for purchase from the school office. The navy extras may be sourced from Postie, The Warehouse, K-Mart, Farmers. Jewellery, makeup and nail polish are not to be worn at school. Please ask to see the school uniform policy if unsure. Please make sure all items of clothing are named.

Setting Standards

In all areas of school life, academic and social, we encourage children to be caring for others and their environment, showing respect, integrity and compassion. We set guidelines for such things as behaviour, work habits, presentation of work and learning outcomes. These expectations help children to reach the best possible level of achievement – being the best we can be. Certificates, trophies and other awards are given to mark particular achievements. Standards of behaviour are generally very high and comment has been made on the good manners, behaviour and general demeanour of our children. The children are friendly, co-operative and appreciative of the efforts made on their behalf by the school and the community.

Rewards and Consequences

We operate a positive reinforcement system which helps to build healthy attitudes and children's self-esteem. Merit certificates, trophies and stickers are awarded whenever appropriate. For behavioural breaches, there may be the occasional detention given where the child is required to stay in class and complete an activity set by the teacher or take time out on the step. Please be assured you would be contacted immediately if concerns arise.

First Aid / Medications

Children receiving minor injuries at school will be treated by staff as are those who feel unwell. Parents are advised if medical attention is needed or the child is too unwell to remain at school. Children who have to receive prescription medicines should hand these to their teacher to be given under supervision. Written permission must be given by parents before this will happen. Medication needs to be clearly labelled with the appropriate directions. All staff have a current First Aid certificate.

NB: The school always reserves the right to call an ambulance or send the child to a medical practitioner at its discretion. Parents/caregivers will be notified of this as well as any serious injuries or knocks to the head. It is important to keep the school informed of any medical matters likely to affect school life. These include sight and hearing defects, asthma, allergies, medication etc.

Dental Nurses

The Dental Nurse visits Waipara School in a purpose built dental truck, once a year. You will be notified by newsletter when it is due on site. If your child needs dental care, you will be required to transport your child to Amberley. If your child needs dental care at other times, you need to phone 3146 866 and your call will be transferred to where the Dental Nurses are working at that time.

Health Assessments

We have regular contact with the Public Health Nurse who checks on children's health and is available to give guidance to parents. Periodic checks on children's sight and hearing are carried out by the Vision and Hearing tester. If these checks reveal a need for treatment, parents are advised.

Sun Sense

Waipara School has a Shady School Policy and SunSmart Accreditation. The policy states that children must wear wide brimmed hats and use a SPF 50+ broad spectrum water resistant sunscreen during outdoor activities in the high risk months of Term 1 and Term 4 and wear clothing that protects the skin from harmful sun's rays. Sunscreen is provided in all classrooms. The SunSmart Accreditation acknowledges that we are teaching the children important sun safety behaviours and knowledge.

Lost Property

The naming of all school clothing is most helpful to both children and staff. Forgotten clothing is kept in a box in the corridor, outside the library. Valuable items (special toys, presents, etc) are not to be brought to school. A child must take full responsibility for any loss or damage to these items.

COMMUNICATION

Newsletters

A fortnightly newsletter is sent out on a Thursday to keep you informed about school activities, meetings and other functions. If you have any information you would like the community to hear about, please inform the school by Wednesday.

Website

Waipara School has a website that can be accessed through www.waipara.school.nz. The website is a wonderful place to read information about the school. Children's work done at school may be viewed on the Hero App.

Assembly

Assemblies, to which all parents are warmly invited, are held mid term and end of term in the Harakeke classroom in the afternoon. These assemblies give children an opportunity to share their work for the week, sing and dance and receive achievement awards. Assemblies are organised and run by the Kanuka children.

Reporting to Parents

In 2024 we are moving to real time reporting through the Hero app. There will be the opportunity for an interview at the end of Term 1 and Term 3, and any other time at the request of the teacher or parent. Please feel free to phone for an appointment. Parents with new entrant children will meet with our junior teacher after 6 weeks of school.

Homework

Home Learning

At Waipara School we do not set formal home learning.

We encourage our students to be active outside school hours, and our parents to help their children by:

- encouraging reading for pleasure and information
- listening to them talk about things that interest them
- engaging with what they're doing at school
- encouraging them to be physically active
- giving them the opportunity to help at home.

This reinforces learning done at school and covers a wide variety of curriculum areas.

Parental Support

There are many occasions where parents are able to help with school activities and teachers recognise and are grateful for the support they receive at these times. If you would like to help within the classroom, please contact your child's class teacher. There is double value in this sort of work. Children are enthusiastic about parents taking an interest in their learning and react most positively to this. Parents gain a first hand experience of their children in the class situation and this development of understanding is extremely valuable.

In forging a partnership between home and school for the benefit of your children, please ensure that:

- reading bags are returned each day
- your child has a healthy lunch and play lunch (please note sweets are not encouraged – chewing gum and bubble gum are banned)
- encouragement – look for the things he/she can do now rather than always mention those yet to be accomplished
- join in with school activities – you may even find you enjoy them
- keep the school informed of any changes which may affect the education of your child
- attend our fortnightly assembly
- log onto our school website and Seesaw and follow what the children have been doing in class
- come along to school and see what has been happening, admire work, etc. and don't forget to sign in and out at the office, as the current WorkSafe Legislation deems that you do!

Policies

In 2024 school policies can be found on school docs.

Website: waipara.schooldocs.co.nz

Username: waipara

Password: stars

FINANCIAL

Stationery

This can be bought through the office. Please ask your classroom teacher for a class list.

Scholastic Book Club

Twice a term, children may bring home a book selection sheet with an opportunity to order these books. The books are usually good value and the school earns bonus points to buy stock for the library. These books can now be directly purchased and paid by you online.

Fundraising

The Government provides the school with money for buying basic materials; however this is far short of the amount needed to run a modern and innovative learning environment. Waipara School does not have school fees, therefore we depend on fundraising to keep our resources up to date and we would ask you to support our P.T.A. 's fundraising ventures through the year. Remember, all efforts are for the benefit of your children.

Money at School

Should children be required to bring money to school, it is to please place the money in an envelope labelled with name, class, amount and what the money's for. Money should be handed to the class teacher at the beginning of the school day. We are trying to keep money on the property to a minimum where possible.

Damage to School Property

Where damage to buildings or equipment results from children's breaking of rules of care and good behaviour, then they may be asked to pay for, or contribute to the cost of repairs.

EDUCATIONAL PROGRAMMES

Learning Support

We have the task of meeting the education needs of children with widely differing abilities. We aim to provide for these children's needs in a variety of ways, including –

- individualised and small group programmes with the assistance of a Teacher Aide, where appropriate
- learning centres where children work individually or with a partner
- research projects where children develop a range of study skills and activities such as participation in music festivals, debating, speech competitions and sporting tournaments.

All children with Special Needs are mainstreamed and included in our classrooms. In this way they learn to socialise and the other children learn to accept peers with disabilities. Our staff liaise closely with the RTLB (Resource Teacher of Learning and Behaviour), RTLiteracy (Resource Teacher of Literacy) and LSC (Learning Support Coordinator) which enables us to provide for our children's individual needs.

Library

The school has a well-stocked library and children may borrow books. The library is always open to the children and they are encouraged to use the facility as much as possible.

The skills of researching through library use are developed as fully as possible, as is the development of reading for pleasure as a leisure time pursuit. Please take an interest in the books your child brings home and help us by ensuring they are well cared for and returned. Where books are damaged or lost, we may ask parents to assist with the cost of replacement. We encourage our school families to join the Hurunui Library in Amberley.



Physical Education

This is a compulsory part of the school curriculum for all classes. We recognise physical fitness as being important in the development of a sense of well-being. Programmes include fitness activities, gymnastics, ball skills, athletics, swimming and dancing. If your child is unable to participate in the PE class, please send a note of explanation with your child.

Sports / Educational Visits

Sporting skill development is addressed during our PE programme. Due to the fact that we are a small school, we consider it vital that the children are given every opportunity to interact with pupils from other schools. One of the ways we cater for this is to participate in sports events throughout the year including swimming, winter sports tournament, cross country, athletics etc. Our school is a part of the Kowai sporting cluster, which includes Amberley, Sefton, Leithfield, Omihi and Broomfield Schools.

From time to time we enrich the children's experiences and provide new learning environments by taking them on visits to places of special interest. Notices are always sent home in the newsletter advising you of these special occasions and maybe asking for your help with transport. Without your generous support, we would be unable to provide these opportunities for our pupils.

Outdoor Education

Field trips and an annual school camp are incorporated into our programme bringing reality to learning. We design our programme to inculcate an awareness of the beauty of our country, a respect for conservation and a lasting awareness of bush, mountain and camp safety.

The annual Kanuka camp will be organised taking into account – the environment, facilities available, needs of children, skills and experience of staff, finance/financial resources of families, and safety procedures applicable to the activities chosen. Parents are always required for supervision at camp and their contribution is highly valued. A school camp is a highly enjoyable experience.

Technology Programme

Manual training subjects – Food and Materials Technology for Year 7 and Year 8 children, are catered for at Hurunui College, Hawarden. The pupils travel by bus every Monday, for the morning, in Terms One, Two, Three and Four. There is a cost to families for materials used at Manual. Children need to wear closed in shoes for the Materials Technology sessions, for safety reasons.

Religious Education

On Friday mornings from 9-9.30am each class has a half an hour Religious Education/Values programme, run by volunteers in our community. This programme is inter-denominational with the Religious Education teachers working from the official Religious Instruction Guidelines. Children may opt into this programme at the beginning of each year. Children not in Religious Education are given other work to do and are monitored by a teacher.

If you have any questions about what is (or isn't) in this information booklet, do not hesitate to ask.

Thank you for your interest and support. We look forward to working with you in the years ahead.