

We welcome you to Wairakei School, and wish you a positive and happy association with our school.

The object of this Wairakei School A to Z is to provide a summary of information about the school, so that you may be more familiar with its day-to-day running. The information is of a general nature, and your enquiries on any matter are always welcome.

Telephone: **School Office** **351 8033**

Absences Text line **027 3665845**

Dental Services **0800-846983**

E-mail: office@wairakeichch.school.nz
absences@wairakeichch.school.nz

Facebook: www.facebook.com/WairakeiSchool/
Website: www.wairakeichch.school.nz

Absences from School

We request that parents / caregivers contact the school as soon as they know their child / children will not be attending. Please remember when informing the office of an absence include:

1. Child's name
2. Child's Learning Group (Otakaro, Wai-iti, or Wairere)
3. Reason for absence (e.g. sick)

All unexplained absences will be contacted by 9.30 am.

It is important that all children coming to school are punctual. All patterns of lateness and non-attendance will be viewed seriously.

If it is a continued absence over time, for example a family holiday, we need you to notify the office and your child's kaitiaki in writing / email, prior to the event. If you have any questions then please email office@wairakeichch.school.nz

Absences Text line: 027 3665845

Email: absences@wairakeichch.school.nz

You can still continue to ring the school on 351 8033 and leave a message as you may have done previously.



After School Care

The following after-school care programme operates in the area. Please note that the school is not connected with this programme.



After School Care Bryndwr operate an after school care programme in the Wairakei School hall every school day from 3pm to 6.00pm. Permanent or casual bookings are available.

Holiday programmes are also available.

Information can be found on their [website](#).

Contact details: info@yourafterschoolcare.co.nz; phone 352 2650 or 022 108 6839 for more information.

Animals

Because of the potential health problems from animals fouling the grounds, and the danger from unrestrained pets, we have a rule that no dogs are allowed in the grounds of Wairakei School unless having consent from the Principal. Signs are posted at the gates and we appreciate your cooperation in taking notice of these.

Behaviour Management

To ensure that all children play and learn in a safe and healthy environment, we encourage children to:

- Care for each other
- Speak politely
- Follow instructions
- Treat each other with respect

[Hauora Wairakei](#) is our Restorative Practice programme. At Wairakei School we believe that active inclusion and effective communication is key to establishing and maintaining calm, respectful and honest relationships.

Our Playground leadership system ensures that positive behaviours and attitudes are rewarded and celebrated.

Playground behaviours are monitored and support is given to children requiring assistance. Children volunteer to be 'Care Catchers'.

[Bullying Prevention and Response \(Ministry of Education, 2015\)](#)

[Bullying, a guide for Parents \(Ministry of Education, 2015\)](#)

[Cyber bullying \(Ministry of Education, 2015\)](#)

Bring Your Own Device (BYOD)

BYOD (Bring Your Own Device) is an established concept in which students bring their own device to school to assist their learning. During 2014, Wairakei School piloted a 1 to 1 BYOD programme using iPad devices. This pilot proved immensely successful to students learning and engagement. Extending this programme has allowed every child in Years 3 to 6 to take advantage of the unlimited potential to enhance and improve learning by opening new and different ways of learning.

Our preferred devices are iPad's and Chromebooks.

Our very informative [BYOD website](#) describes the programme which is recommended for Year 3 - 6 children (Wai-iti and Wairere Learning teams).

Below are some links to selected video's produced by the Ministry of Education about our BYOD programme and the effect on learning.

- Outcomes of the BYOD pilot - [video](#)
- Inclusive Classroom using BYOD - [video](#)
- Collaborative Learning - [video](#)
- Removing writing barriers with BYOD - [video](#)

Car Park

In the interests of child safety at the administration entrance, do not use the school car park to drop off or collect children either by car or on foot.

The car park should not be used by anyone other than staff between:

8.30 am to 9.15 am

2.45 pm to 3.15 pm

The **Middle Carpark** has been provided for staff vehicles and Ferndale student transport. It is not a pedestrian thoroughfare because of the movements of large vehicles transporting Ferndale students to and from school.

Please do not use this entrance for entry to the school.

Civil Defence Emergency

In the event of a Civil Defence emergency, your child(ren) will be kept at school under supervision until collected by parents, or others nominated on your updated contact details provided on Linc-Ed, our student management and learning system.

Class and Year Level Classification

- Children are placed in the next class after spending one year at the previous class level.
- Children who start school in Term 1 will be considered carefully for their placement for the following year. Generally these children will be classified as Year One and then Year Two in the following year. Consideration will take into account the following:
 - Emotional and social development
 - Academic development
 - Consultation with parents and caregivers
- In some cases these children may be classified as Year One/Two and a final decision made at the end of the following year. Where our organization allows, this decision may be delayed until Year 3.
- Children who start in after 1st May will generally be classified as Year Zero then Year One for the following year. Consultation is always undertaken with parents and teachers before any decision is made.
- There may occasionally be children who will be placed in a different level at times other than the beginning of the year. These will include children who have arrived from other countries, children with special needs or abilities or children who have been ill. Each case will be considered fully, following consultation with the parents.

- On occasions, to make room for new children entering school, it may be necessary to move children through to another class during the year. Where this is necessary parents will be informed either by telephone or letter and invited to come in to discuss the reasons for the move through.
- The Principal will make the final decision on all placements, promotion and classification of children.

Clothing

Please label all clothing including shoes. School bags also need the child's name inside.

Communication

Wairakei School uses Hail (school online publishing tool) and Linc-Ed (an online web based communication tool) as important forms of communication with parents and caregivers. When a child enrolls at Wairakei School, parents are asked for their email address and cell phone number. These are the tools by which we reach you with newsletters, notices, text messages, etc.

SCHOOL CONTACTING PARENTS

In the event of an emergency, it is important that parents can be contacted. We must be able to make telephone contact should the need arise.

Please check that details about your telephone numbers and your current emergency contact person are recorded correctly in the office. Advise us of any changes immediately.

Cyber Safety

Our cyber safety policies and practices are currently under review. A copy of the current technology and internet agreement form can be [viewed here](#).

Cycles (and scooters) at School

Cycles at School

Cycle helmets are compulsory, and bicycles brought to school must be **locked** in the bike shed. Helmets should be left attached to the cycle in the enclosure, or hung on classroom bag hook. We do not recommend that children under Year 3 be allowed to cycle to school on their own.

Scooters at School

Scooters brought to school must be placed in the racks in the bike shed area. This area has a gate which is locked as a deterrent for would be thieves.

Cycle and Scooter Safety

Cycles and scooters must be walked across the road, using the pedestrian crossing and walked in front of the shops. There is definitely **No Riding In and Out of the School Gates** at any time, and cycles or scooters are not to be ridden in the school grounds after 8.30 am or before 3.15 pm on weekdays.

Dental Clinic

The Dental Service visits the school in a mobile van on a part-time basis. Please ring 0800-846983 for any school/pre-school enquiries.

The following are eligible for dental benefits:

- All New Zealand citizens; this includes citizens of Tokelau, Niue, and the Cook Islands.
- Anyone who has come to New Zealand with the intention and ability to stay for at least two years, and whose passport contains a New Zealand residence stamp. The children of eligible parents are also eligible.
- Overseas students studying in N.Z. under Bilateral Aid programmes or Official Development Assistance programmes under the Ministry of Foreign Affairs and Trade.
- The children of N.Z. citizens who have returned temporarily to N.Z., eg on leave.
- Visitors from the United Kingdom and Australia who qualify for immediate necessary care under reciprocal health agreements.

Enrolments

New Enrolments are always welcome

Parents with New Entrants (Year 0/1) are encouraged to visit the school on several occasions with their child, so that there is an easy transition to school. These visits normally begin about a month before the child turns five.

Please ring the school for an initial appointment at which time our Principal, Shane Buckner will give you a tour of the school and answer any of your questions. Also during this time the necessary forms can be attended to and enrolments completed. ***A copy of the immunisation certificate and birth certificate or Passport is a requirement for five year old enrolments.***

Once you have pre-enrolled your child, you will receive newsletters etc to keep you up to date with what is happening in the school.

Entrances to School

There are four entrances into Wairakei School. Three are off Wairakei Road and one off Saffron Street behind the Christchurch Chinese Church. The Saffron Street entrance is the safest place for dropping off children.



The middle Wairakei Road entrance is used as a car park for teachers and a pick up and set down area for taxis bringing our multi disabled Students to the Ferndale Satellite Unit. Parking in the school grounds is for staff and service vehicles only – **please do not use these car parks as drop off points.**

As parents it is our responsibility to ensure children get to and from school safely. The school provides a controlled crossing at the Greens Road lights from 8.30 – 8.50 am and 3.00 – 3.15 pm daily and we encourage all parents and children to use this

crossing. Wairakei Road is a busy road and it is important we get our children to and from school safely.

ERO (Education Review Office)

Education Review Office reports are available to view at www.ero.govt.nz. A copy of Wairakei's latest ERO Report (2017) can be found here.

First Aid

In the case of more serious accidents or illness, immediate first aid will be given and parents contacted. Should parents not be available, it is important that we have the name of an **Emergency Contact**, a friend or relative, with whom contact can be made.

In emergencies, if parents cannot be contacted at once, the school will take the necessary steps (e.g. take the child to family doctor or Greers Road Medical Centre).

Please note:

- Children requiring medication during the day – parents will need to complete a "Request to Administer Medication" form (available at the office). All medicine brought to school should be handed in at the office for safekeeping.
- It is very important that you advise the school if your children have allergies or reactions to stings etc. that might affect their health.
- If your child suffers from asthma and needs an inhaler, please ensure they have this with them at all times, or arrange for a spare inhaler to be kept at the school office.

Hearing / Vision

Hearing and Vision specialists visit the school once a term to conduct tests for New Entrant children. Parents and the school are advised of any remedial action. If you wish your child to have a hearing/vision test other than as a New Entrant, contact either your child's kaitiaki or ring the Child & Family Health Division on 337-7773.

Homework / Home Learning

Home learning is an extension of the school programme and supports, enhances, and consolidates teaching and learning. It provides a positive link between home and school. As a general rule, all children in the Otakaro team are asked to read their book(s) as part of a regular daily routine. Other children are encouraged to read for continued enjoyment daily, while also being given opportunities to develop their interests and social awareness through inquiry based activities as an extension of the regular school programme.

Our school policy states:

Teachers:

- outline expectations, routines, and suggested time requirements for home learning to students and parents at the start of the year
- outlines and monitors the use of digital technology in home learning

- set home learning that reflects students' individual needs and changing ages and stages, and reinforces teaching and learning
- set home learning which considers the key competencies of the New Zealand Curriculum, namely, managing self, relating to others, participating and contributing, thinking, and using language, symbols, and texts
- monitor home learning and provide constructive feedback to students and parents
- ensure students understand their home learning tasks and can work independently, where possible
- communicate home learning concerns to parents.

Students:

- are responsible for their own home learning
- understand their home learning tasks and work as independently as possible.

Parents:

- encourage and support their children
- provide feedback to the child and the teacher
- communicate with the teacher if their child is unable to complete the home learning, or if family or other circumstances take priority.

Hours

- School is open for students from 8.30 am. **Please note** that students are **not** supervised before 8.30 am. Please ensure your child is at school on time so they are ready to start their learning session at 8.50am.
- 8:50am **Learning session 1**
10:40am Morning Tea
11:00am **Learning session 2**
12:00pm Lunch, eat and short play
12:30pm **Learning session 3**
1:30pm Second play
2:00pm **Learning session 4**
3:00pm School finishes
- During all breaks two staff members are rostered on duty. They wear a fluoro vest to be easily visible to children.
- As New Entrants, some children find the hours too long. Generally the first few days are shortened until 1:30pm, but at all time communication between home and school helps us to make the right decision for your child starting school. We are flexible to the needs of the child and parents.

Kapa Haka

Kapa Haka is taken for every child in the school, and these are held in Learning teams on a Friday morning. Our Kapahaka Ropu is a group of children who choose to be in this specialist group. All Maori children are encouraged to be in the ropu, but it is open to all

cultures within the school. We have our very experienced tutors (Kaiako) who come into our school to work with all these groups. Our Kapahaka ropu have opportunities to celebrate and share their learning through school performances and also perform outside of school at other venues and festivals. We are currently holders of the Tuhono Trophy.

Library

At Wairakei School, we are transitioning our library while the renovations are taking place. We have been very fortunate to have the Christchurch City Council Mobile Library visit our school a number of times each term during 2017 while the redevelopment is taking place.

When our library has been relocated and up and running again, children may borrow books during class visits, or at other times:

- First Lunch (12.15-12.30 pm)
- Second Lunch (1:30pm - 2:00pm)

Parents can be of help to teachers by seeing that children return books on time and supplying a library bag. Library bags are for sale in the office. We greatly appreciate the help given by parents in many library duties.

Linc-Ed

Here at Wairakei School we have implemented the real time, online reporting system, [Linc-Ed](#).

After a successful trial with a pilot group in 2016, from the beginning of 2017 it has gone "live" for all students. Our aim has been to implement a robust system that allows teachers, parents and students to access learning information via the internet in a secure, easy and useful way. We have tried to make the system as straightforward as possible so that all parents and whanau can access and use the application without being a computer expert.



The report is designed to build year on year so that you have access to comments, assessments, images and helpful resources all in one place. You have a username and password for the site so that you can logon and if you have two or more children, the same login will enable you to access all of your children.

You can visit your Linc-Ed site by clicking on this [link](#) or the link on our school website. From here you'll be asked for your username and password. You will also receive email notifications as soon as something has been uploaded to your child's profile.

Lost Property

A considerable quantity of unclaimed and unnamed clothing builds up at the school. This is kept in a box in the office foyer, and parents and children are asked to check this from time to time.

Please assist by naming all garments and your child's other belongings clearly. Don't forget belts, towels and swimming togs, and any other items which are taken to school. If they are labelled with your child's name, we can return them to the owner.

Children should not bring valuable personal property to school. Sometimes teachers are asked to take care of valuables and they are willing to do this, although they cannot be held responsible for any loss. It is wise for parents to extend personal insurance policies to cover clothing and property while at school. This is especially important for bicycles.

Lunch / Lunch Ordering

Most children bring their lunches to school. No child is allowed to leave the school grounds at lunchtime to buy food from local shops.

A system is established so that children can order lunches from Monday to Friday. Available at the moment fresh each day from SushiYa is:

6x pack SUSHI (Chicken or Tuna)	\$5.00
Sushi Roll (Chicken or Tuna)	\$3.50
Rice Ball (Teriyaki chicken)	\$2.50

Parents are kept informed through newsletters and notices of any changes to the products and the prices. It is important that orders are placed at the office **before** school commences.

Money

We want our children to experience the benefits of a varied and interesting curriculum. Every term the children will go on an outing or view a performance at the school relating to the current curriculum.

There is an **Activity contribution of \$25 per year** for these experiences and these are subsidised by the Board of Trustees. The activity contribution is payable **at the beginning** of the school year.

There is also an annual Google fee of \$5.00 per child for our maintenance of a safe online learning environment and your child's google account.

The following table outlines the total cost (excluding uniform) for a child to attend Wairakei School. **All activity costs** are subsidised by either grant funding applied for, or Board contributions.

We have found that a large number of families like to have this information at the beginning of the year so that they can budget for specific items or pay a small weekly amount by Direct Credit to the school bank account.

Invoices / receipts will be sent out at the beginning of each term outlining the costs as below.

	Year 6	Year 5	Year 4	Year 3	Year 2	Year 1
Extra-Curricular Charge Subsidised trips, experiences etc.	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Google Admin fee (Hapara)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Swimming Programme 10 x lessons (Term 4)	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Year 6 Camp (Okains Bay) (Term 1)	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year 5 Camp (Taumutu) (Term 1)	\$0.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00
Year 4 Camp (Blue Skies) (Term 1)	\$0.00	\$0.00	\$110.00	\$0.00	\$0.00	\$0.00
Year 6 Leavers Dinner (Term 4)	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Stationery approx	\$26.00	\$26.00	\$35.00	\$35.00	\$52.00	\$52.00
Chch Y5 & 6 Inter Schools Winter Sports Programme (Term 2 & 3)	\$65.00	\$65.00	\$0.00	\$0.00	\$0.00	\$0.00
School Donation \$80 / \$150 per family	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Mathletics subscription	\$17.00	\$17.00	\$17.00	\$17.00	optional	optional
Total	\$363.00	\$353.00	\$312.00	\$202.00	\$202.00	\$202.00

Direct Credit payments can be made at any time during the year.

ASB 12-3149-0248972-00

Please put Child's name as reference.

Thank you

Board guidelines around payment of activity fees are as follows:

- Due to their cost, swimming lessons and camp fees must be paid in advance.
- If any parent or caregiver has concerns or difficulties with payment of student activity fees, they should contact the Principal in confidence. There is no need for any child to miss out on school activities due to an inability to pay.
- The Board of Trustees reserves the right to enforce collection of unpaid student activity fees.

Music

Interest in and appreciation of **music** is fostered at Wairakei School, not only as a worthwhile activity but also as an aid to all-round development.

The Board of Trustees employs specialist music teachers to teach performance music skills in choirs and a variety of musical instruments. Instrumental and choral groups have a special place.

These teachers co-ordinate a programme of individual tuition for children in violin, keyboard, piano, guitar, drums, recorder, flute and clarinet, as well as opportunities to be part of instrumental groups and choirs.

Violin and flute tuition taken by the Itinerant Music Teachers is available to small groups of Year 4 to 6 children before school.

The school is a member of the North West Music Association which holds an annual festival at the Aurora Centre at Burnside High School. The school choir, comprising interested children in Year 5 & 6, may also take part in the Christchurch Music Festival held in Term 4. Children taking part wear the supplied choir uniform.

Newsletters

All our newsletters are uploaded to the [school website](#). These are produced on the odd week of each term. Special newsletters are also produced when required.

All newsletters are emailed to the email addresses listed as contacts.

They are also uploaded to our [Facebook page](#).

Outdoor Education

There will be opportunities during the year for educational visits arising from and enhancing children's learning within the school. It is also part of our policy to give Year 4, 5 & 6 children the experience of a camp. Parent help for this is required and always appreciated. All parent helps for camps are Police vetted. This is usually done at the end of the preceding year when camp helpers have been identified.

Currently the camps are all held in Term 1 of each year and are as follows:

Year 4: Blue Skies, Kaiapoi - 2 night / 3 day urban camp

Year 5: Ngati Moki Marae, Taumutu - 2 night / 3 day noho marae experience

Year 6: Okains Bay Campground, Banks Peninsula - 3 night / 4 day tenting experience

Parent Helpers

Wairakei School likes to involve parents in classroom programmes where this is appropriate.

In the Otakaro Learning Team especially, parents can assist in a variety of ways - helping during the busy periods, making equipment, providing transport, and sharing particular skills.

If you are asked to help, please remember that what happens in the classroom is confidential and an individual child's progress should be discussed **only** with school staff.

Many parents assist us greatly with sports programmes, library administration (book repairs, cataloguing, shelving, etc.). If you wish to become involved in any way, please contact the school. Parents assisting at the school will need to sign-in on the VisTab in the office foyer on arrival and departure.

The school policy on Parent involvement can be seen on our [Schooldocs website](#).

Photographs

A class photograph is available each year, along with individual photographs. Correct uniform is to be worn.

Policies

<http://wairakeichch.schooldocs.co.nz/>

Click the link above to be taken to Wairakei's School Docs website. This website contains all policies surrounding the school.

The username is "wairakei" and the password is "chch".

A publication explaining schooldocs can be found [here](#) on our website.

Public Health Nurse

The Public Health Nurses no longer carry out a 5-year old general health check on every child, but are happy to do so if you have reasons for a referral through the school. The Health Nurse is available for any concerns on 3836877, Ext. 99623.

Road Safety

At Wairakei we are very conscious of road safety. Please help endorse this by always using the controlled crossing when delivering or collecting your children from school.

Do not double park or park on the yellow lines. These are very obvious in Saffron Street by the back entrance. We regularly ask parking enforcement officers and the Police to support us with this.

School Donations

To assist with the purchase of school supplies, not traditionally provided for in the Ministry of Education's funding formula, each family is asked to contribute \$80 per child per year or \$150 for 2 or more children.

We rely heavily on these donations to maintain the quality of programmes that we believe are essential to provide quality educational opportunities for **ALL** of our students. The donation is eligible for a tax rebate of 33%. See the office for the form or go to [IRD website](#) for the latest ir-526 form.

Statements are not sent out but you can check your account at any time through your [Linc-Ed login](#).

Sickness (becoming sick at School) / Injuries

From time to time accidents occur, in spite of careful supervision by our staff. Most

problems are minor, and a friendly word or quick visit to the sick bay is often enough.

If children become unwell at school, a decision is made as to their return home or a rest in the sick bay. If they need to go home or require medical attention, you or your emergency contact person will be notified.

Signing In and Signing Out (leaving the school grounds)

Children are not permitted to leave the school grounds unless directly supervised by teachers or parents.

The Principal or teacher should be informed if there is a need to take pupils from school during the day. Should a person unknown to us be required to pick up a pupil, then it is **very** important that they identify themselves to a staff member and ensure that the child is signed out at the school office. The school has very clear obligations in these cases.

Smokefree Policy

Wairakei School operates a smoke-free policy in line with Government legislation, and no smoking by visitors or staff is permitted anywhere in the school buildings or in the school grounds at any time.

Speech Language

Problems are referred to the speech/language clinic by teachers. If you have any concerns please see your child's Kaitiaki.

Sport

Sport is regarded as an important aspect of general development. Wairakei School children are involved in the Christchurch Primary Schools' North West Zone annual events, usually from Year 5 upwards. Year 5 and 6 children also take part in the Christchurch Primary Schools' Winter Sports Competition, which include soccer, rugby, hockey, basketball and netball disciplines.

When your children are representing Wairakei School, they will be issued with appropriate sports uniform, or a school tracksuit. We want to be proud of our teams. Jerseys and shirts are supplied for netball, rugby, hockey and soccer teams, shorts for rugby, hockey and soccer teams, and skirts for netball teams. There is a \$20 refundable bond applied to the sports uniform to ensure that they are accounted for.

Sports Uniform:

Netball:

Senior Sports top
Netball skirt (provided by the school)
Sports shoes

Hockey:

Senior Sports top
Blue shorts
Sports shoes

Soccer:

Senior Sports top

Rugby:

Rugby Jersey (provided by the school)

Blue shorts
Sports shoes

Blue shorts
Sports shoes

Basketball:

Basketball Top
Blue Shorts
Sports shoes

Mouthguards are compulsory for hockey and rugby. Shin Pads and mouthguards are optional for other disciplines, but highly recommended. Sweatshirts and trackpants are useful for travel to and from games.

Staff 2017

Principal: Mr Shane Buckner

Deputy Principal: Mr Simon Adkins

Deputy Principal/SENCO: Mrs Bronwyn Harding

Otakaro Learning Community - Year 1 & 2

Mrs Ollivia Nancekivell - Team Leader

Ms Lisa Wilson

Mrs Jenny Pringle

Miss Maria Rockell

Mrs Sue Williams

Ms Janice Yeh

Mrs Cathy Dean

Wai-iti Learning Community - Year 3 & 4

Miss Alice Harris - Team Leader

Miss Lisa Grieve

Mr Simon Adkins

Mrs Vikki Wood

Ms Janice Yeh

Wairere Learning Community - Year 5 & 6

Mrs Shelly Jackson - Team Leader

Miss Millie Hume

Mr Jon Mokotupu

Mrs Jacqui Porter

Mrs Bronwyn Harding

Release Teachers

Mrs Philippa Brocklehurst (Music Teacher)

Mrs Marilyn Edlin (Maths Intervention)

Mrs Catherine Parkes (Environmental Education)

Support Staff

Mrs Cindy Bearman

Ms Debbie Brennan

Mrs Jenny Hey

Mrs InSuk Park

Ms Katrina Pethig

Mrs Barbara Vogel
Ms Megan Watson

Admin Staff

Mrs Yvonne Stills (Principal's PA)
Mrs Lee Ruffles (Receptionist)
Mr Brian Shakespeare (Caretaker)

OFFICE HOURS

Our Receptionist is available between 8:15am and 11:30am.
Our Principal's PA is available between 8.30 am –3.30 pm Monday to Friday.
The Principal's PA is able to assist with most enquiries when information about the school is required.

Stationery and Stationery Lists

A stationery list is provided when your child starts school or at the end of each year when you are notified of your child's new learning team. You may purchase your stationery at any supplier, however the school has an online system with Office max. Details are attached to the stationery forms. The school receives a donation from each order.

<https://www.myschool.co.nz/>

Covering school books: It is optional whether or not you cover your child's books.

Sunsmart

As part of our **SUNSMART Policy** we require that all children wear a named sunhat (bucket style, Legionnaires or brimmed) that protects the head, ears, face and neck during Terms 1 and 4. Sunscreen 30+ pump pack is available in classrooms. Staff are role models and wear hats whilst on duty.

Support Services

Our school has access to a large number of support services, both statutory and voluntary, which are available to contribute towards your children's education or indeed any problems you may be having related directly or indirectly to the education process.

Because we have access to many agencies, listed below are a few of the most likely to be used:

[Resource Teacher of Learning and Behaviour](#)

[Public Health Nurse](#)

Psychological Service – [Special Education](#)

Advisers in Curriculum areas

[Te Ora Hou Otautahi - Attendance Services](#)

Oranga Tamariki - [MVCOT](#)

Ministry of Education School Advisors

Hearing and Vision Testing

[NZ Police](#) - Community constable
- Education Officer
- Youth Aid Officer

Swimming

A swimming programme is available as part of the School's Health & Physical Education Curriculum. Children travel by bus to Jellie Park pool to receive quality swimming instruction. We usually book our two week intensive during the end of term 4 just prior to the summer swimming season.

There is a cost to families for this swimming programme. Through grant sponsorship, we have been able to retain this cost at **\$40 for the 10 lessons**. This includes the transport.

Unless there is a medical reason why they should not swim, ***ALL*** children are expected to participate. A note to the kaitiaki is required if your child/children cannot participate in the swimming programme.

Targeted Learning Needs

Wairakei School is aware of the value of difference and the need to break down any barriers so all children can access learning.

The school recognises it has a responsibility to encourage children to achieve their potential on an individual basis irrespective of age, gender and ethnicity, economic or social background.

Feel assured that the school will contact parents if unusual or significant issues which affect the child's learning become apparent at school. Staff would appreciate knowing of any significant changes in the home that could also impact on your child's learning.

Wairakei School recognises and caters for students who are gifted and high ability learners. Referrals to the programmes are flexibly applied through identification by parents, students, academic record, classroom teacher and outside agencies. Programmes cover Art Extension, ICT, Inquiry, Problem Solving and Maths.

Term Dates

2017 Term Dates

Term 1	Tuesday 31 January to Thursday 13 April
Term 2	Monday 1 May to Friday 7 July
Term 3	Monday 24 July to Friday 29 September
Term 4	Monday 16 October to Friday 15 December



STATUTORY HOLIDAYS DURING TERM TIME

Waitangi Day	6 February
Queen's Birthday	5 June (Monday)
Labour Day	23 October (Monday)
Show Day	17 November (Friday)

School term dates 2018 (aligned across the Community of Learning)

Term	Start Date	End Date	Term Holidays /Notes
One	Monday 29 Jan	Friday 13 April	6 Feb - Waitangi Day, 30 March, 2 & 3 April - Easter
Two	Monday 30 April	Friday 6 July	1 June - Teacher Only Day 4 June - Queen's Birthday
Three	Monday 23 July	Friday 28 September	
Four	Monday 15 October	Friday 14 December	22 October - Labour Day, 16 Nov - Canterbury Anniversary

Suggested Future Term Dates can be found at:

<http://www.education.govt.nz/ministry-of-education/school-terms-and-holidays/>

Uniform

All children are required to wear the correct school uniform.

Section 72 of the Education Act 1989 gives a Board of Trustees powers to make 'any by-laws the board thinks necessary or desirable for the control and management of the school'.

Girls Summer

Blue/white gingham dress
or Navy culottes
Navy & Red Polo shirt (logo)
Navy sweatshirt (logo)
Navy socks
Sensible footwear

Boys Summer

Navy & Red Polo shirt (logo)
Navy shorts (mid length)
Navy sweatshirt (logo)
Navy socks
Sensible footwear

Girls Winter

Anderson tartan pinafore (Optional)
Navy & Red Polo shirt (logo)
Navy sweatshirt (logo)
Navy Trackpants
Navy socks or tights
Sensible footwear
Winter navy ½ zip polar fleece (Opt)

Boys Winter

Navy track pants and/or navy shorts
Red skivvy or Navy & Red Polo shirt
Navy sweatshirt (logo)
Navy socks
Sensible footwear
Winter navy ½ zip polar fleece (Opt)

NOTE:

- The Navy & Red Polo shirt is supplied to the school direct by Hurrells. The shirts can only be bought from the school. The cost is \$21.
- We realise that occasional one-off situations will occur when a child cannot wear the uniform. Parents are requested to provide the kaitiaki with a note in these instances.

- A child who is not wearing the approved uniform will not be permitted to participate in activities offered outside of the curriculum such as trips and some sporting activities.

SUPPLIERS OF UNIFORM:

Mainland Uniforms 511 Wairakei Road

Second hand uniform is available from the office. We encourage the naming of school uniform to assist with prompt returns.

Footwear

Footwear is to match conditions. Navy or black school shoes or closed-toe sandals are recommended. Jandals are not considered suitable footwear for school. Under no circumstances may dirty footwear be worn, or taken into classrooms.

Hair

Hair past shoulder length should be tied back.

Jewellery

Only necklaces of religious or cultural significance may be worn, but these are to be worn under the clothing and not on the outer layer. Bracelets, anklets and rings are not to be worn.

Earrings

Only plain blue, white, silver or gold studs are permitted.

Nail polish is not to be worn to school.

Hats

Brimmed hats will be worn outside from morning tea until the end of the school day every day during Term 1 and Term 4. Caps are not acceptable. Children without hats will play in designated areas only. Parents will be contacted if children continually arrive without hats.

Visits to school by Parents

Before school (8.30-8.50am) is a particularly busy time for teaching staff and is not a suitable time for in-depth parent/teacher interviews or discussions. It is advisable to contact the School (phone 351-8033) or email the kaitiaki directly to arrange an appointment if you have anything you wish to discuss.

Zone

As of 2017, Wairakei School is a “school of choice”. We do not have a zone and can accept any enrolments who want to attend our absolutely brilliant school.

As part of our school redevelopment, the Board of Trustees has had discussions with our local neighbouring schools in order to develop a zone that will enable those in our area to attend the local school. The suggested zone is up for community consultation during the latter half of 2017.

Our zone will ensure safe site access to all children, because our proposal recognises existing walkways and traffic-planning to support sensible pedestrian and traffic movements to and from our site. We have identified and considered the many walkways that exist within our local catchment. These allow children to safely move through our proposed zone, and allow them to walk safely to and from Wairakei School.

Our zone will support our school's viability long-term, with a roll of just over 300, large enough to protect the Ministry of Education's significant property-investment.