



**WATERLEA  
SCHOOL**

*With Learning We Grow*

# Parent / Caregiver Handbook 2017





17 House Ave  
Mangere Bridge  
Auckland

Telephone 09 636 4233  
Or 09 636 4213  
Mobile 027 323 9368

Dear Parents and Caregivers

On behalf of the Waterlea School Community a very warm welcome to you, your child and your family. We hope your time with us is fruitful and happy.

From a foundation of providing a high quality education in a whanau setting we aim to make great learning happen by connecting with our community, culture, world and future while being guided by the values in the Waterlea Way:

Look after yourself  
Look after others  
Look after the environment  
Look after your learning.

We are proud of our children, their academic achievements, their sporting ability, their artistic flair, when they try their very best, learn from their mistakes and make the right choices. We support them to be great citizens.

We look forward to working with you in a very special partnership, where home and school work together to educate your child.

If you have any concerns or any praise we would love to hear from you.

Welcome again.

Margaret Palmer  
Principal

Email: [reception@waterlea.school.nz](mailto:reception@waterlea.school.nz)  
[margaret.palmer@waterlea.school.nz](mailto:margaret.palmer@waterlea.school.nz)

## THE ROLE OF THE BOARD OF TRUSTEES

Dear Parents,

On behalf of the Board I would like to welcome you and your children to Waterlea Primary School

The Board is the governing body of the school, elected every three years by parents. This means that it has been given legislative responsibility for setting the school's goals, objectives and policies. This is done in consultation with the community and follows parameters set by the Ministry of Education. Our school charter below summarises the direction the school is taking. More detail on the goals, objectives and policies can be viewed at the school office.

The staff, under the direction of the Principal, are responsible for the day-to-day running of the school. The Board enjoys a good and productive relationship with our staff.

As your elected representatives the Board's relationship with parents and the wider community is very important. We invite you to contact Board members, to discuss governance matters and welcome any suggestions you may have for improvement - [BOT@waterlea.school.nz](mailto:BOT@waterlea.school.nz). The Board and staff will endeavour to provide plenty of information through newsletters.

We hope your involvement with the school is very positive and productive for you and your children.

Yours sincerely

Andrew Dunning  
Board Chairperson  
[BOT@waterlea.school.nz](mailto:BOT@waterlea.school.nz)





# Waterlea School

**Naku te rourou nau te rourou ka ora ai te iwi**

*With your basket and my basket the people will live*

## **Vision**

**Great Learning Happens at Waterlea by connecting with our community, culture, world and future**

### **Values - Waterlea Way:**

- Look after yourself
- Look after others
- Look after the environment
- Look after your learning

### **Goals**

- To increase community productive partnerships*
- To improve cultural experiences and interactions*
- To deliver success for all students to be confident global learners*
- To create a community of digitally literate learners*

**Our Foundation:** High quality education in a whanau environment

## BOARD OF TRUSTEES

Chair    Andrew Dunning

Principal                                      Margaret Palmer

Staff Representative                      Andrea Jamieson

### Members and portfolios:

Marise Leggett – Admin and Maori.

Aaron Redgwell - Property

Mike Rippey – Curriculum

Steve Brading – Planning & Reporting

David Lynch - Planning & Reporting, Health & Safety, Employment

Clair Cummings – Health & Safety, Employment

Damon Crowe – Finance

Tui Ta'ufo'ou – Employment and Pacific Island Rep



## **An introduction and welcome to Waterlea Parent Teacher Association (PTA)**

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Welcome to Waterlea School. As a parent at Waterlea, you will be interested to know how you can contribute to your child's education and help out whenever you can by becoming involved with the PTA.

The PTA is a group of interested parents and teachers who take responsibility for organizing various activities to support the School. These activities include:

1. Community events may include our school festivals held bi-annually, family (whanau) days, garage sales and other activities which promote our community and family spirit
2. Support activities for the school such as providing dinner for teachers at the student led conferences, helping out at the Year 6 dine 'n dance, funding for additional school activities such as bus transport for excursions
3. Fundraising activities including family photos, children's art calendars, entertainment book sales, Yummy stickers

The PTA raises funds which are used to provide resources for the school which are not covered by other school funding. Funds raised over the last few years have been used for ICT equipment such as interactive whiteboard technology for classrooms, equipping our music and art room, transport for school excursions, safety matting for our outdoor play areas, uniforms for sports teams and sports equipment through the Yummy Sticker campaign.

The PTA also plays a key role in keeping parents informed and involving parents in supporting their children at the school. The PTA offers a great opportunity for both teachers and parents to enjoy a good understanding of each other. Everyone is welcome and any level of contribution is always appreciated.

Meetings are generally held once a month, dates and times are normally set at our first meeting at the beginning of the school year. Please check the dates in the calendar in the Waterlea Weekly – the school's newsletter. If you are interested in being a part of the PTA or would like to know more, please contact any of the following PTA members either by phone or email [waterleapta@gmail.com](mailto:waterleapta@gmail.com)

Remember, your child's education is important and with your support - together with the school, BOT and PTA - we all have the common goal of achieving the best for our children at Waterlea. It's also a fun and rewarding way of getting to know other parents and teachers at the school who share the same passion. Come on – give it a go and help support your school!

Thank you  
PTA

## A BRIEF HISTORY OF THE SCHOOL

**Waterlea School** is named after **Waterlea Farm**. The original Waterlea Farm's homestead still stands in Ambury Road.

The school opened as a relief school for Mangere Bridge on **5<sup>th</sup> September 1955** with four of the original six classrooms ready to be occupied. The opening roll was 78 pupils taught by three teachers, two of whom were relieving, and two student teachers from the Auckland Teachers' College. The original principal was **Mr Frank Thomas**.

In **1968** Waterlea School became a Contributing School (Years 1 to Years 6) to Manukau Intermediate, now known as Royal Oak Intermediate.

In **1959** the original School Hall was built at a cost of \$6,319 and is now Room 21 (Music Room), 22 (Art Room) and skyline offices. When roll numbers get high these are sometimes used as classrooms.

In **1961**, as a result of a competition, the school's motto was written by a pupil, Geoffrey Dale. The motto was ***"We shall be Worthy"***.

In **2005** the school celebrated 50 wonderful years of education.

In **2006**, in consultation with the current school community, the school's logo and motto were changed to reflect more of the current emphasis on learning. The school's motto is **"With Learning We Grow"**.

In **2006** the David Lange Memorial Hall was opened by the then Prime Minister Helen Clark.

In **2008** the Waterlea Way was introduced as a guide to how we are at Waterlea.

In **2012** the Waterlea Way was adopted as our values.

In **2014**, with community support, the Astro Turf became a feature on our school's foot print

The Waterlea community is a multi-cultural one where all cultures are valued.

The school has an enthusiastic and energetic P.T.A which provides a strong injection of extra funds and acts as a sounding board for reviews.

Waterlea is the host school for two Sir Keith Park School's satellite classes in Rooms 16 & 17.

We are a proud school encouraging and teaching our children to take responsibility for their behaviour, their learning, and their health. This all happens in a well-groomed, family friendly environment where we care for each other and celebrate achievement. We believe that **"With Learning We Grow"**.



## **School Office**

Open from 8.00 am to 4.00 pm each school day.

The phone number is 636-4233

The cellphone number is 027 323 9368

The email is [reception@waterlea.school.nz](mailto:reception@waterlea.school.nz)

Postal address is: 17 House Ave  
Mangere Bridge  
Auckland, 2022

## **Term Dates 2017**

<b>Term 1</b>	2nd February – 13 <sup>th</sup> April Holidays: Waitangi Day 6 <sup>th</sup> February,
<b>Term 2</b>	1st May- 7 <sup>th</sup> July Holiday: Queen’s Birthday 5 <sup>th</sup> June
<b>Term 3</b>	24 <sup>th</sup> July – 29 <sup>th</sup> September Teacher Only Day 1 <sup>st</sup> September
<b>Term 4</b>	16 <sup>th</sup> Oct – 19 <sup>th</sup> December Holiday: Labour Day 23 <sup>rd</sup> October

## **School Hours**

8.50am	School starts
10.30am-10.50am	Morning Tea
12.50pm – 1.50pm	Lunch
3.00pm	School finishes
4.00pm	Students are able to return to play in the grounds – NB there is no adult supervision provided by the school after 3.00pm

**Children are expected to be at school punctually, to be dressed in the schools uniform and to take pride in themselves, their work and their school.**





# Waterlea Staff

Margaret Palmer	Principal
Therese Bakker	Senior Deputy Principal
Andrea Jamieson	Junior Deputy Principal
Helen Smith	Year 1 Team Leader
Helen Wedde	Year 2 Team Leader
Bridget Kent	Years 3 & 4 Team Leader
Raewyn Leong	Years 5 & 6 Team Leader (Acting)
Christine Judd	Office Manager - Reception, Office, Accounts, School Fees
Stephanie Carter	Office Assistant - Reception, Office, Absences, Sick Bay, Enrolments/Pupil Records
Lyn Tocher	I.T technician
Anita Hundborg	Librarian
Shayne Johnson	Caretaker

## Teaching Staff:

Rm 1	Kimberly Nieborak
Rm 2	Megan Lundberg
Rm 3	Not open
Rm 4	Mark Bracey
Rm 5	Emma Dutton
Rm 6	Tulsi Ram
Rm 7	Shumin Liu
Rm 8	Raewyn Leong
Rm 9	Judy Edwards
Rm 10	Elizabeth Curtis
Rm 11	Budd De Silva
Rm 12	Stef Holland
Rm 13	Bridget Kent
Rm 14	Aroha Buchanan
Rm 16	Sharon Oliver-Tanoi
Rm 17	Carol Willard
Rm 18	Helen Wedde
Rm 19	Anna Rawlings-Blackmore
Rm 20	Jane McMaster
Rm 22	Helen Smith & Mosese Uhila
Te Reo	Pere Karaitiana

## Learning Support Team:

Andrea Stent, Bronwen Strugnell, Helen McCormick, Lisa Anania, Lisa Harrison, Ros Barriball, Stephanie Buncuga, Lie Anania-Matafai

Sir Keith Park Teacher Aides: Linda Stringer, Elisapeta Tuiloma

## Important Information for Parents

We have organised our information alphabetically so that you can quickly find any item of interest. If you can not find what you need please contact the office – thank you.

### 1. Absences:

- a. When a child is to be absent from school, it is parents/ caregivers responsibility to let the school know - you can choose one of the following options:
  1. Send a note to school explaining the absence
  2. Ring Ph: 636 4233 (answer phone after hours)
  3. Txt 027 323 9368
  4. Email [reception@waterlea.school.nz](mailto:reception@waterlea.school.nz)
  5. Website [www.waterlea.school.nz](http://www.waterlea.school.nz)
  6. APP PT Calendar (parent teacher calendar)
- i. Please state the child's name, class, and either an M (medical) or a brief explanation for the absence e.g. Joe Bloggs Rm 1 M.
- ii. In all circumstances we require leaving and returning dates.
- iii. Unexplained absences are followed up – as this is time consuming we appreciate families informing us when an absence is going to happen – thank you.
- b. Procedure for adults taking children out of school early:
  - i. First report to the office to complete an **Early Release Form**.
  - ii. Give this form to the child's teacher.
  - iii. **No child will be released from the school grounds without an Early Release Form.**
  - iv. Children are permitted to go home for lunch if they have a signed note.
- c. Truancy: As truancy has a negative effect on children's learning we use a truancy service that follows up on long term unexplained absences.

### 2. Abuse:

It is the principal's and deputy principals' responsibility to notify the appropriate authorities, such as CYFs or the police, either if a child discloses or the staff suspect that a child is the subject of abuse

### 3. After / Before School Care:

The SKIDs Company runs before and after school child care and holiday programmes at the school. Contact details: Phone George on 6309350 or 021 2784462. Email: [waterlea@skids.co.nz](mailto:waterlea@skids.co.nz)

### 4. Assemblies:

- a. Parents are welcome to attend all assemblies which are held in the David Lange Memorial Hall. Dates are advertised in the "Waterlea Weekly" newsletter.
- b. To encourage leadership skills students from the senior school run assemblies.
- c. More formal assemblies celebrate special occasions. These events are generally advertised in the "Waterlea Weekly" newsletter.
- d. Teams may run weekly assemblies. The details for these are usually outlined in the team term newsletters

### 5. Assessment, Record Keeping and Evaluation:

- a. Assessment of student achievement is regular and on going.
- b. Children are encouraged to self assess their work and to set goals for the next steps in their learning.
- c. Teachers keep comprehensive records of individual student achievement. Assessment data is used to report to parents and is also analysed to see class and school trends. These trends are reported to the Board of Trustees and Ministry of Education. The BOT use the data analysis to make informed decisions to appropriately resource the school in order to improve student achievement.
- d. Evaluations of classroom programmes are used to improve future programmes.

6. Attached Units:  
Waterlea hosts, in Rooms 16 & 17, a special needs satellite unit for Sir Keith Park School. Where possible the students in this class are included in our activities
7. Bell Times:
- |                   |                   |
|-------------------|-------------------|
| a. Start:         | 8.50am – 10.30am  |
| b. Morning break: | 10.30am – 10.50am |
| c. Lunch:         | 12.50pm – 1.50pm  |
| d. Close:         | 3.00pm            |
8. Board of Trustees (BOT):
- The BOT are elected or co-opted members who represent our school's community.
  - The BOT's role is one of governance.
  - The BOT meet regularly. As these meetings are public meetings all parents/caregivers are welcome to attend. Meetings times are advertised in the "Waterlea Weekly" newsletters.
  - For more information about the BOT you could either contact a member directly, email BOT@waterlea.school.nz or access information from the School Trustees Association (STA) website <http://www.nzsta.org.nz/>
9. Charter:
- Strategic Plan: This plan is able to be viewed on request from the school's office. It was developed in consultation with the school's community members and contains our:
    - Vision (briefly describes the future direction of the school)
    - Values (expresses what we believe are most important for our learners to thrive)
    - Goals (our long term aims).
    - Annual Plan: Each year an annual operational plan is developed after reviewing the needs of the school.
10. Classroom Release Time:  
Classroom teachers are entitled to be released from their classes for the equivalent of 2 days per term to attend to administration tasks.
11. Class Placement:
- Teachers spend a lot of time considering the best class in which to place your child. There are many factors considered when placing students into classes ranging from combinations of students to Ministry of Education (MOE) funding. In all class placements the educational, social and pastoral needs of each child are our first consideration.
  - Generally this work is done at the start of the year however we may consider class placement according to the child's needs during the year.
  - If a child starts school after July they are considered as a Year 0. The following year they are considered Year 1. We make this judgement using both our professional judgement and the MOE guidelines.
  - Teachers plan induction activities in order that children make a smooth transition into their new classes.
12. Communication (productive partnerships between home and school are important to our learners):
- Wananga:
    - A 'get to know each other' type meeting to start the year when families and students share information with the teacher about the student and their home setting
  - Parent/ Caregivers Newsletters:
    - "Waterlea Weekly" - is produced each Wednesday in paper (given to eldest and only children) and electronic forms, to share information with you about what is happening here at school. **Please let the office know if you want an electronic Waterlea Weekly.**
    - The Waterlea Weekly is uploaded to the website every week. [www.waterlea.school.nz](http://www.waterlea.school.nz).
    - Both the BOT and the PTA use the Weekly as a way of communicating with families.
    - At the start of each term teachers and/or teams send home a newsletter with an outline of the terms activities.
    - In unforeseen circumstances notices may be sent home outside the above newsletters timeframes.

- c. Parent/ Caregivers Information Booklet: Each year a Parents' Information book is compiled with useful information.
- d. Where there is a need, parents will be contacted directly or by letter e.g. when a student is receiving extra support outside the classroom.
- e. Website: the majority of parent/ caregiver information is shared through the website.
- f. Parent and Teacher Calendar App (giving options for contacting the school's email; weekly newsletters; school calendar; fast notices). To access you need to use a smart phone and download Parent Teacher Calendar App from your App store; select region - Auckland; select school - Waterlea School.
- g. Teacher / family: We encourage all families to contact the class teacher first about any learning related concerns.

13. Concerns and Complaints:

- a. Should you have a concern about your child the first point of contact should be the child's teacher. Make an appointment in a mutually acceptable time outside of normal class with the teacher to meet to discuss the concern.
- b. If the concern is not resolved then contact the deputy principal (DP Junior – Andrea Jamieson for Years 1-3; DP Senior – Therese Bakker for Years 4-6) for the area of the school your child is in or the principal.
- c. Please check the website for our Concerns procedures (under Information tab under Procedures heading)
- d. Concerns can be written to the BOT - BOT@waterlea.school.nz

14. Concert:

In odd years the different year levels produce a Performing Arts event that may take the form of a concert.

15. Consultation – we value the opportunity to hear the views of our community:

- a. Consultation is done through a variety of ways e.g. replies to surveys on-line, in weekly newsletters, open discussion at Whanau Days.
- b. The BOT and staff are required to consult with the community about several items which include Community Health (every 2 years) and issues relating to our Maori Community.

16. Contact Details:

- a. In case there is an emergency with your children it is important that the school has current telephone contact numbers for home, your place of work and also the contact details of a relative or friend who can be contacted should we not be able to contact you.
- b. At the start of each year the school will ask you to check that your contact details are current.
- c. Please update the school's file should your contact details change.

17. Curriculum:

- a. We take guidance from the world renowned New Zealand Curriculum to shape our curriculum which reflects the uniqueness of our school and local environment.
- b. Your class teacher will be able to answer any curriculum queries you may have.

18. Custody Orders:

- a. Should your child have a custody order from the courts please bring a copy to the office.
- b. The school will endeavour to comply with the directions in the court order.

19. Cycles:

- a. We encourage you to assess your child's cycling skills as being road worthy before you allow them to ride to school.
- b. Cyclists are to abide by the road safety rules.
- c. Cycles are not to be ridden in the school grounds between the hours of 8.00am and 4.00pm on school days. We ask that parents and toddlers also abide by these rules.
- d. All cyclists are responsible for their own bikes security – children are encouraged to bring locks and secure their bikes themselves.
- e. Once the bikes have been parked at school this area is out of bounds until the child needs to collect their bike on their way home.

20. Dental Therapist:
  - a. Our Dental Therapist is based at Viscount School. Ph 275 4791
  - b. The Kokako Mobile Dental Clinic visits the school on a cyclical basis. Any urgent concerns you can contact them on 839 0533
21. Duty:
  - a. Staff and parent volunteers wearing high viz vests supervise the playgrounds during break times.
  - b. Cool School Peer Mediators are trained to support the children to sort out any issues during break times. They also wearing high viz vests for easy identification. There is a mediator's station where children can go to get help from the mediators.
22. Education Outside the Classroom (EOTC):
  - a. Where possible, teachers plan authentic learning activities which may mean that the learning will occur outside the classroom and involve trips away from school. Parents are informed of all EOTC trips by the team and class newsletters. We assume that your child has permission to take part in any school trip unless you tell us otherwise.
  - b. For some trips your consent is required and forms will need to be completed and returned to school.
  - c. We need parents to support these trips. For popular trips get your name in early if you can help as sometimes adult number are limited.
  - d. Most trips incur a cost to cover the entrance fee or bus trip. Payments for trips must be received prior to the event. If you have difficulty making the commitment at the time, please do not hesitate to let the teacher, office staff or the principal know so other possible payment arrangements can be made.
  - e. As the school is already committed to the expenses of the trip, unfortunately we are unable to refund money for anyone not able to go on the day.
23. Emergency Procedures:
  - a. Each term the school practice drills for appropriate behaviour in the unlikely event of an emergency evacuation.
  - b. To be prepared for an emergency we ask you to keep the school informed of your current contact details.
  - c. We ask our families to consider reinforcing and duplicating at home those emergency drills we teach at school e.g. in the case of fire having an assembly place outside or insisting on the appropriate time for personal hygiene e.g. hand washing to prevent the spread of germs and reduce the likelihood of a pandemic emergency.
  - d. In the case of a Civil Defence emergency the school will be controlled by the Civil Defence personnel.
24. Enrolments:
  - a. Enrolment Scheme: The school's intake is controlled by the Ministry of Education Enrolment Scheme which dictates our school roll size and home zone. More details about the enrolment scheme can be sourced from the office.
  - b. All enrolments are completed at the office.
  - c. Children can not be admitted to classes without the appropriate paperwork being completed.
25. English for Speakers of Other Languages(ESOL):
  - a. As the school receives extra funding for the students who are from ESOL backgrounds we ask that you let us know when you are enrolling your child about the language/s used at home.
  - b. These funds are used to support children in need of assistance to further develop their English.
26. Funding
  - a. Our Decile Rating is 5. This rating is taken from national census data and reflects the socio-economic make up of our community. The rating controls our funding.
  - b. We receive both ESOL and Special Education Grants (SEG) which allows for the employment of teacher aides to assist and support programmes.
  - c. Each year the MOE calculate the number of teachers needed against the number of children attending. Then they inform the school of the number of Full Time Teachers they will fund. This funding affects class sizes and class level configuration.
  - d. The BOT fund extra teachers to support the classroom and learning support programmes.
  - e. Fundraising:

- i. The BOT are very active and successful in applying for external funding.
- ii. The school has a very active Parent Teachers Association (PTA) that raises funds to purchase extra equipment and support for programmes not funded by the government.
- iii. Every even year the PTA run very successful events to raise funds for a specific project.

27. Gifted and Talented (GATE).

- a. GATE students are identified through several tests, teacher nomination and parent nomination.
- b. Classroom teachers include a GATE component in each unit of work they plan.
- c. Very able students who qualify are able to attend the Gifted Kids Programme at the Waikowhai Intermediate School at a cost to the family.

28. Head lice:

- a. We encourage all families to regularly check their children's hair for lice.
- b. When head lice are found on a child at school the family is notified.
- c. A letter is sent to the home of all the children in that class informing parents that head lice have been found.

29. Homework:

- a. Children may be required to practice work they have covered during the daily instruction.
- b. You may enjoy reading your child's library book together
- c. We ask you to encourage your child to be responsible for returning any of their homework material e.g. home readers to school the next day or within the specified time frame.

30. Internet Safety:

- a. The school has an internet safety watchdog to screen objectionable material.
- b. Children are taught what to do should the watchdog fail to screen objectionable material.
- c. At enrolment parents are asked to fill in an internet policy user form.

31. Interruptions to instructions:

- a. We value quality learning time and work hard to reduce interruptions.
- b. If you need to see your child's teacher for any length of time please make an appointment as teachers need to be with their classes during tuition time.
- c. We love the way you come to school to collect your children but have found that accompanying toddlers can disrupt the class and create some clean up work for the teacher once school is over. So when collecting your child at the end of the day please wait outside the class until the teacher has signalled that the children are dismissed.
- d. When collecting children after school please be mindful of the noise from both adult conversations and any toddlers playing on equipment outside classrooms as classes are still in progress.

32. Late Pick-up:

- a. It is expected that students will vacate the site by 3.15 and no later than 3.30pm.
- b. While waiting to be collected by families, for safety reasons, students are to wait behind the red lines inside the school gates
- c. Students who have not been collected:
  - i. Students are asked to come to the office where an adult will contact the family.
  - ii. The wellbeing of these students is considered and maybe offered food, drink and compassion.
  - iii. At no time will a student be abandoned however once the office closes at 4.00pm, if a student is still not picked up and there is no response from any of the family's contacts the office staff will:
    - 1. Make arrangements with any staff remaining at school to stay with the student
    - 2. Contact the police and CYFs for advice.

33. Library:

- a. We really value the place our library plays in our school and this is reflected in the funding of a librarian.
- b. Children are encouraged to take library books home.
- c. We encourage families to engage with their children by taking an active interest in the library books being brought home.
- d. As books are very expensive a charge is made where books are lost or damaged.

- e. Bookworm club operates once a term at 2.30pm for families with pre-schoolers wanting to enjoy our library.
- f. We encourage families to join the local Mangere Bridge Library. To do this check out the pre-enrolment on line at [www.manukau-library.govt.nz](http://www.manukau-library.govt.nz). Or visit the library with 2 copies of your identity e.g. proof of your address on a services account e.g. power supply bill and a current driver licence or passport.

34. Life Choices:

- a. The Churches Education Commission run weekly sessions in the Life Focus Programme for children in Years 5 & 6 at lunchtime on Monday.
- b. Parents have to notify the school if they want their child to attend.

35. Lost Property:

- a. To assist with the return of lost property we ask all families to clearly name each item of clothing.
- b. Named items are returned to their owners. Unnamed items are stored in the Library foyer and are regularly put out on display for children to claim.
- c. At the end of each term unnamed clothing is disposed of.

36. Lunches

- a. Children are encouraged to wash their hands before eating.
- b. Rubbish management. All rubbish associated with morning tea and lunch must be taken home including citrus skins and excluding other food scraps. Food scraps are put in our worm farm bins.
- c. In the interest of reducing the spread of communicable diseases children are not to share food or drinks.
- d. We discourage fruit and flavoured drinks and aim to be a water only school.
- e. EZLunches:
  - i. Can be ordered on line [www.ezlunch.co.nz](http://www.ezlunch.co.nz)
  - ii. Deliver lunches on Mondays, Wednesdays & Thursdays
  - iii. Class monitors collect lunches from the DLM Hall

37. Milk in Schools:

- a. On Monday, Tuesday and Wednesday milk is delivered to classrooms in time for the morning tea break.
- b. Children wanting milk let their teacher know and so the right amount of milk is delivered to the room.

38. Money and Valuables:

- a. If a child needs to have any money or valuables (including cell phones) at school the item must be named and taken to the office before school and collected at the end of the school day.
- b. Any child bringing such items to school and not following the above instructions will be asked to take the item to the office where it will be named and stored until an adult collects it.

39. National Administration Goals (NAGs)- these are the Ministry of Education's National Achievement Goals

- a. There are 8 NAGS each outlining separate requirements:
  - i. NAG 1 - Curriculum
  - ii. NAG 2 - Planning and Reporting; NAG 2 A National Standards
  - iii. NAG 3 – Personnel
  - iv. NAG 4 – Finance and Property
  - v. NAG 5 – Health and Safety
  - vi. NAG 6 - Administration
  - vii. NAG 7 - Annual Charter Update
  - viii. NAG 8 - Analysis of Variance / Performance
- b. Generally BOT members take leadership of one NAG each with NAG 4 being divided into both Finance and Property.
- c. Waterlea School has developed essential policies, systems, procedures and documentation to comply with each NAG.

40. National Education Guidelines (NEGs)
  - a. Together the NAGs, NEGs and National Curriculum Statement form the National Education Guidelines.
  - b. For more information visit <http://www.tki.org.nz/>
41. Open Days:

During the year and in particular on Whanau Days families are invited to join us at school to view students' work and take part in the planned activities.
42. Out of Bounds Areas:
  - a. For the children's safety there are some areas that are out of bounds.
  - b. In some circumstances the areas are marked by red warning markings and in others children are instructed of these areas.
  - c. Staff car park is to be used for staff and Sir Keith Park School visitors only.
43. Parent Helpers:
  - a. We welcome parents or whanau members who have time to share. We usually have a list of jobs that need doing both in and out of the classroom.
  - b. If you or members of your whanau do have spare time we would love to hear from you, just let your child's teacher or those in the office know of your availability.
44. Pedestrian Crossing/Cars:
  - a. All children crossing Muir Avenue are expected to use the crossing, which is patrolled from 8.30-8.45am and 3.00-3.10pm.
  - b. To assist with the smooth running of traffic outside the school we have a fast drop off zone in front of the school. This is for those families just dropping children off and going. For those families who want to come in with their children we ask that you park further down the road.
  - c. If you collect your child by car please observe the safety of all children.
  - d. Remember the school car park is for staff and Sir Keith Park School visitors only.
  - e. Parking is not permitted on the yellow lines as this hampers the road patrollers' visibility and is a danger to children crossing.
  - f. Should there be red cones marking off a parking area please do not park in these as these may be reserving a space for a bus for a pending trip.
  - g. Parents collecting New Entrants who do not come inside the gate are encouraged to wait right outside the gate and not in the car or on the other side of the road.
  - h. For safety reasons all children waiting for their families to collect them after school must wait behind the red in bounds markings until their families arrive.
45. Peer Mediation:
  - a. The school runs "Cool Schools" a peer mediation programme.
  - b. Year 6 students are trained as peer mediators to resolve minor playground disputes by non violent means and assisting their peers to find appropriate solutions.
  - c. Peer mediators are easily identified in the playground by their high viz vests.
  - d. All children are taught to solve their problems by using non violent means. If they are unable to solve their problem by themselves they are encouraged to seek the assistance of the "Cool School" mediators.
46. Parent Teachers Association (PTA):
  - a. The PTA meet regularly to plan fund raising activities, discuss schooling issues and act as a sounding board consultation group for the school.
  - b. All families are invited to be represented on the PTA.
  - c. For more details please contact Therese Bakker our Staff rep.
47. Policies:
  - a. Policies and procedures have been developed after consultation of the school's community or direction from the MOE and government legislation.
  - b. Give guidelines to follow on a number of essential areas.
  - c. Are reviewed for their currency on a regular cycle.
  - d. Copies of all the school's policies are available at the office and on the website.



48. Preparing Your Child for School:

- a. Pre school children are invited to three visits before they start school so that they know their way around and have some idea of what to do. These visits help build confidence and develop a sense of security. We encourage families to bring their children to school out of hours for a play in the grounds to build up some familiarity with the setting.
- b. Parents are welcome to stay on the first day of school. Some children are quite happy for parents to go after two or three minutes while others need a little longer.
- c. Please notify the school if your child has any health problems or if there are any emotional problems at home. These often cause the child to act in a way that is out of character for them, and if reasons are known allowances can be made.
- d. Some other considerations:
  - i. If buying shoes choose those which are able to fasten and unfasten easily by your child.
  - ii. Make your child aware of ways to keep themselves safe as they go to and from school.
  - iii. Get your child to help you label all their personal items with their name.
  - iv. Pack enough for morning tea and lunch.
- e. It is an advantage for children to know:
  - i. The letters of the alphabet
  - ii. How to write their own names
  - iii. The numbers at least to 10.
  - iv. Some basic sight words – is, I, am, to, and, the, look etc.
- f. We encourage you to keep reading lots of stories to and with them.
- g. Ask any questions you might have – the only silly question there is, is the one you do not ask – we welcome your queries.

49. Public Health Nurse:

- a. The Public Health Nurse makes regular checks on any child staff refer to the nurse.
- b. When there is a need the nurse will follow up with the child's family.

50. Public Use of Grounds/ Hall:

- a. Children are welcome to play in the grounds after school after 4.00pm as long as they treat the grounds with respect.
- b. The school's community are welcome to use the grounds out of school hours. We ask that users treat the grounds with respect.
- c. Should you note any significant vandalism that is a safety issue please contact the local police on 250 0500 or Chubb Security (our security firm) on 09 3022 999 or 111 if you consider the situation as an emergency.
- d. Hall: The David Lange Memorial Hall is available for use outside of school hours. Requests for the use of the hall are made through the office.
- e. Where outside groups have been given permission to use our grounds respectfully we ask that they be left to get on with their activity without anyone interfering.

51. Reading Recovery:

- a. The BOT funds Reading Recovery, an enhancement programme, for identified junior students.
- b. A trained teacher tutors reading skills in a one on one setting for approximately 30 minutes each day.
- c. Families of the students on the Reading Recovery Programme are expected to support their children by practicing identified reading activities at home.

52. Reporting: The several levels of reporting undertaken include the following:

- a. To Parents
  - i. Both written reports and student led conferences inform families of individual children's progress.
  - ii. Parents/ caregivers are able to discuss their child's progress using both the written report and the child's work as evidence of that progress.
- b. To BOT
  - i. There are several reports tabled at the regular meetings and include:
    1. The principal's report which gives progress made on the annual and strategic plan goals.
    2. Specific curriculum reporting which informs the BOT on the progress of special activities.

3. Finance report which gives an up to date report of the monthly spending.
  4. Property report which updates the current property developments.
  5. Periodic employment related reports e.g. EEO, Privacy
- c. To Ministry of Education (MOE)
- i. Each year the BOT must submit:
    1. the variances for the past annual plan
    2. the results of the schools results against the National Standards
    3. the new year's annual plan including the school's targets for that year
    4. a set of audited annual accounts from the previous year
- d. Education Review Office (ERO):
- i. ERO do an audit on the school's performance on a regular basis.
  - ii. You may like to visit the Education Review Office Website to view our latest ERO School Report
53. Relievers:
- a. Relievers are employed when teachers are absent due to classroom release, sickness and professional development.
  - b. Team Leaders are released on a regular basis to perform their leadership tasks. To give continuity to the classroom programme the replacement teacher is generally the same teacher each week.
  - c. In the rare case when teacher replacements are not available the class is shared with other classes.
54. Rubbish:
- a. Students are asked to take home all rubbish including citrus fruits they bring to school.
  - b. Recycling – food scraps are disposed of in the worm farm – except citrus fruits.
55. School Donations:
- a. The BOT set the school donations at \$180 a year per family. Arrangements can be made through the office to pay in one lump sum or pay at \$45 a term. This can be done by eftpos or cash at the office or on-line – bank account details are on the donation notice.
  - b. A \$20.00 discount is given from the school if the donations are paid before the 31st March.
  - c. School donations can be claimed as a tax rebate.
  - d. Paper Plus update: At the beginning of the year for the month of February you are able to pay your donation and classroom supplies through Paper Plus when you purchase your stationery .
56. Searching and Confiscation of Property:
- a. Parents, students and the public can expect that our school environment is a place where both ownership of property is respected and will be free from drugs, weapons, alcohol and cyber-bullying. The school has procedures for searching for and confiscating items (that may include something stored on a device) in a student's possession. These procedures can be found on request from the office. The searching and confiscation occur only when staff consider:
    - i. Harm may result
    - ii. may endanger the safety of others
    - iii. may be detrimentally affect the learning environment (have a negative or disruptive effect)
    - iv. Theft is suspected.
  - b. The decision to search or confiscate items is to be made on reasonable grounds. "Reasonable grounds" is understood to be:
    - i. acting on a believable report
    - ii. considered common-sense assessment of the facts
    - iii. oral inquires to gather objective material
    - iv. credible factors sufficient to form a reasonable belief.
    - v. the context and the nature of the item need to be considered e.g. be based on specific information about a student, but should not be based only on the student's past conduct or stereotypes/generalisations)
57. Security
- a. The school is closed between the hours of after sunset and 8.00am each day. Any trespassers found during this time may be prosecuted
  - b. The school is monitored by Chubb Security phone: 3022999 after school hours.

- c. As we all have vested interest in the school we ask that if you find anything untoward you contact the security or police and let the school know once we reopen for duty or by leaving a message on our answer phone.

58. Sick Bay

- a. If a child becomes unwell at school they are sent to the sick bay and their family is notified
- b. First Aid:
  - i. The school employs qualified first aiders who manage the sickbay until 3pm.
  - ii. For minor first aid cases families are not notified.
  - iii. For those accidents that are more serious the incident is recorded in the first aid record book and families are notified. Therefore it is necessary for the school to have the contact details for home, your place of work and another person who can be contacted if we are unable to contact you (an emergency contact who can collect your child).
  - iv. In very serious cases or where the parent cannot be contacted the child will be taken to the Onehunga Accident and Medical Centre or to Middlemore Hospital.
  - v. In the case of serious accidents Work Safe will be notified and will investigate.
- c. Administration of Prescribed Medicines.
  - i. If your child needs to take prescribed medicines you are required to complete an Authority to Administer Medication form at the office.
  - ii. Medicines are to be left at the office with clear instructions for their administration - this includes inhalers.
  - iii. A record is kept of all medicines administered by the staff.
  - iv. The school is not responsible for the collection of any medicines and their currency.

59. Sport and Physical Education (PE):

- a. PE is part of the curriculum and is a regular class activity. This includes swimming. It is expected that all children will take part in all PE activities. Should there be a valid reason for your child not to be taking part then please write and let the teacher know and include a reason.
- b. Although there is not a PE uniform all children taking part in PE are asked to be dressed appropriately for the type of activity e.g. they may be asked to remove shoes or polofleeces.
- c. A range of sports activities are catered for during the lunch break. These may include organised large games e.g. touch rugby, softball and netball. Sometimes during the lunch breaks coaches are preparing teams for interschool competitions. These interschool sporting events occur throughout the year and depend on the season and local interest.
- d. Sports Coaching: We welcome parents to assist with sports coaching at lunch times. Please contact the office if you are keen.
- e. Some sporting codes utilise the school grounds outside of school hours and generally our students are invited to take part.

60. Stationery:

- a. We have an arrangement with Paper Plus Onehunga for the purchase of children's stationery. Paper Plus give us points which we can spend for the school.
- b. Stationery lists are available from the office for families wishing to buy their stationery elsewhere.
- c. From time to time your child may bring a request to purchase an item that needs replacing.

61. Student Duties:

As part of building citizenship competencies of participating and contributing students are encouraged to do duties and be monitors within their class and school (e.g. peer mediators, road patrollers, rubbish collection and librarians). This helps build their capability and to assist with the smooth running of the school.

62. Student Management:

- a. Everyone is asked to behave using the following the Waterlea Way which set the parameters for our behaviour standards:
  - i. Look after yourself
  - ii. Look after others
  - iii. Look after the environment.
  - iv. Look after your learning

When children do not follow these and property is damaged a charge for the repair to the property will be made.

- b. Each class develops a Class Treaty to:
  - i. Clarify expectations / consequences
  - ii. Decide on behaviours that earn / lose ticks towards Happy Hour.
- c. Happy Hour:
  - i. Teams organise hour long fun activities on a Friday approx every 4 weeks (at no cost to children) to reward children who have kept the agreed rules / expectations
  - ii. Senior School children must earn enough ticks to attend.
  - iii. Non-attendees are supervised and spend time thinking about ways they could get to future Happy Hour.
  - iv. Happy Hour Chances
    - 1. Each child begins with 4 Chances.
    - 2. Chances can be lost for not making sensible choices.
    - 3. When 3 Chances have been lost parents are contacted
    - 4. The loss of 4 Chances results in no Happy Hour, a lunch time withdrawn from the playground and a Think Sheet is completed.
- d. Awahi Programme
  - i. Is designed to target the development of positive social skills.
  - ii. Staff in the Awahi Team plan activities to support the schools values that have a classroom and school-wide focus
  - iii. Children trying hard to comply are rewarded with Awahi certificates.
- e. Time Out / Buddy Classes:
  - i. When a student has difficulty following their own classroom rules they may spend time in a time out space within the classroom.
  - ii. If this does not alter behaviour they are asked to go to their buddy class to fill out a "thinking sheet". Junior classes exchange with other junior classes, middle school exchange with middle school classes and senior classes exchange with junior classes.
  - iii. At the most convenient time the buddy teacher will assess whether the student is ready to return to their room.
  - iv. When they are ready the buddy teacher will support the student in returning to their room.
- f. Playground:
  - i. The staff provide a range of engaging activities for the children.
  - ii. Should a child need time out from the playground, space is provided for them to consider their actions before they return to the playground. This is managed at the discretion of the duty teacher and done in the interest of child safety.
  - iii. The peer mediators assist children to manage their own issues.
- g. Extreme Behaviour:
  - i. Parents are informed and asked to support any interventions put in place.
  - ii. Referrals are made to the Resource Teacher Learning and Behaviour service (RTLb).
  - iii. Support agencies may be notified
  - iv. Should a student's behaviour be extreme then the MOE guidelines on Stand Downs, Suspensions and Exclusions are exercised.

### 63. Sun Smart

- a. Students are encouraged to wear hats – compulsory in terms 1 & 4.
- b. Children are encouraged to play in shady in bounds areas.
- c. Sun screen is available in each classroom
- d. Through our health programme children are encouraged to be sun smart.
- e. Water fountains are available for students to use and children are permitted to have a water only drink bottle on their desks

### 64. 2017 Terms and Holidays :

- a. Term 1 Tuesday 2<sup>nd</sup> February – Thursday 13<sup>th</sup> April
- b. Term 2 Monday 1<sup>st</sup> May- Friday 7<sup>th</sup> July
- c. Term 3 Monday 24<sup>th</sup> July – Friday 29<sup>th</sup> September
- d. Term 4 Monday 16<sup>th</sup> October – Tuesday 19<sup>th</sup> December

**e. 2017 Holidays**

Waitangi day Monday 6th Feb  
Good Friday 14<sup>th</sup> April  
Easter Monday 17<sup>th</sup> April  
Queen's Birthday Monday 5<sup>th</sup> June  
Labour Day Monday 23<sup>rd</sup> October

Teacher Only Days – occasionally through the year TODs are organised for staff to have some Professional Development. When these occur the school informs families well ahead of time of the date. This date is usually a Friday or Monday so that families could make use of a longer break. TOD 2017 is on 1<sup>st</sup> September.

65. Toys and Games:

- a. The bringing of toys and games is discouraged. Should they arrive at school they will be stored, with the child's name attached, at the office. The child will be instructed to ask an adult from home to collect the item.
- b. When items are brought to school for sharing with the class they are stored for safe keeping until the end of the day.

66. Transition:

- a. Early Childhood: the Junior Team Leader and the Junior Deputy Principal and will assist with the transition to school
- b. Intermediate: the Senior School Team Leader and Deputy Principal will assist with the transition to intermediate school.

67. Treaty of Waitangi:

- a. The Treaty of Waitangi, as the principle founding document of our land, gives us guidance for the way we conduct ourselves.
- b. Is one of the principles of the NZ Curriculum.

68. Uniforms:

- a. The school has a uniform.
- b. Uniform items can be purchased at **The Warehouse -Airport branch in Mangere.**
- c. Please name your child's uniform.
- d. Should for any reason your child not be able to wear our uniform please send a note to the teacher.

69. Vandalism:

- a. From time to time we suffer at the hands of vandals. If you should come across anyone mistreating our property please contact those named in the Security Section of this handbook.

70. Vision and Hearing:

- a. Tests are done on all new entrant children who have not already been checked at pre-school, and on referrals from families or the class teacher.
- b. Should there be a need a follow-up is done.

71. Visitors to the School:

- a. All visitors are asked to register their presence in the Visitors' Register at the office before progressing through the school.

72. Volunteers:

- a. We value the work of our parent/ whanau volunteers as without their help trips and visits could not go ahead and lots of work would not get done. If you have time you might like to let the class teacher know you are a willing helper.
- b. Should a task require a volunteer to be in the school for long periods of time they may be screened as per the Vulnerable Children Act.

73. Water Only:

- a. Please make sure your children do not bring flavoured drinks to school as we are a 'Water Only' school.

74. Wet Days:

- a. We do not close early on wet days.
- b. At breaks the children remain inside exercising the competencies of self-management and are under the care of monitors and staff on duty.
- c. The children are asked to remove outside shoes when there are muddy conditions.

