

NEW TO WAIPAWA SCHOOL??

This will get you started!



'ACTIVE IN LEARNING, ACTIVE IN LIFE'

6 Harker Street, Waipawa. 4210

Phone (06) 857 8761

Email: office@waipawa.school.nz Website: www.waipawa.school.nz

This document is intended for parents and whanau who have children who are ready to start school and/or parents and whanau who want to learn about Waipawa School.

Please note we have another document that is called 'The A to Z guide'. The A to Z guide is a comprehensive document around the day to day aspects of school life at Waipawa Primary School.

This document includes our current school direction and some frequently asked questions. We have broken this document into sections:

- 1. Who are we and what is our current focus?**
- 2. Our one page Strategic Plan**
- 3. Why Waipawa and how do I enrol my child?**

Frequently Asked Questions

- 1. What is there to know about Waipawa Primary School?**
- 2. How can I help my child do well at school?**

[Who are we and what is our current focus?](#)

As at the start of 2019 Waipawa Primary School had a roll of 232 students. We have seen a huge increase in our numbers. So much so that we will need to have an enrolment scheme in place before the end of 2019. Students are spread over 10 classrooms and it is anticipated that we will open an 11th classroom midway through the year. Classes are arranged according to numbers of students at particular year levels but most classes have 2 year levels in them, eg Yr 4, Yr 5.

Waipawa Primary School has a mix of refurbished classrooms and others that will be undergoing transformation in the next two years. We have space for 11 classrooms. In addition to the classrooms and administration block, there is a Maker Space Room and library (same space) and the Central Hawkes Bay Tech Centre which provides most of the Year 7 and 8 students in CHB with technology education. We also have a school hall and our resources are scattered

throughout the school to ensure we are maximising quality space for our students. The CHB Resource Teacher of Literacy (RTLIT) is hosted at Waipawa School and we also have 3 RTLB who use Waipawa School as their base when working in the area.

The school grounds are both extensive and aesthetically pleasing. We have a huge grassed area, a sealed court, an astroturf court, a huge playground, sandpit, a bike track and massive oak trees that provide shade and comfort on hot CHB days. We also own a block out the back that is used by the community for gardening. We hope to develop this further in the coming years. Our outside environment is a feature of the school and we hope to improve this even more over the next 5-10 years.

The School Administration block includes school offices, a medical room, staff room, principal office and offices for teachers and external agencies to work in. In 2018 we invested heavily in iPads and TV screens for the classrooms. The year 7/8 children also have access to traditional laptops. We use a google platform throughout the school and aim to be an apple school in the future.

We have done away with teaching teams or HUBs. We all work together, we are flexible in our approach to different school events and we work collaboratively across the school in many different forms

Although the Principal has overall responsibility for all areas, the senior leaders and other teachers have delegated responsibilities. There are many important roles within a school and we like to spread the leadership throughout so all teaching staff are contributing and having a chance to progress their leadership skills.

Waipawa School is the only school in Waipawa. Most of the students come from Waipawa but we have children from the surrounding country areas and Waipukurau attend our school. At present Waipawa School does not have an enrolment zone but is likely to in the near future.

The community has high expectations of the school. Our parents support the education their children are receiving. You will see in the one page strategic plan we have an emphasis on our community and strengthening home/school partnerships so throughout 2019 we will be able to better ascertain our future actions for improving this critical component of students learning.

On the one page strategic plan you will see that over the next three years we have an emphasis on 4 key areas - hauora (wellbeing), curriculum, community and growing teachers. In 2019 we will be looking to really drill down on

- improving wellbeing practices
- providing an integrated hands on authentic learning strategies across the curriculum
- strengthening numeracy and literacy through targeted professional learning opportunities and
- strengthening teacher practices through a personalised teacher improvement plans

These initiatives will improve the learning outcomes of all students and lead us on the right path to achieve our vision and kaupapa. To help us with the above we have been fortunate to secure two Professional Learning and Development contracts. These will focus on Numeracy and Digital Technologies.

In addition to our curriculum Waipawa Primary School participates in the CHB schools sports competitions and occasionally Hastings or Hawkes Bay competitions. Waipawa children participate in a wide variety of sports and we have fantastic support from parents that enables us to do this. Waipawa Primary School is also represented in the performing arts. We have dance groups who compete regionally and nationally, a kapa haka extension group as well as kapa haka throughout the school (via our house competition), a choir, two school bands and music lessons being provided onsite by an outside agency. With our development of the our school curriculum in 2018 and particularly our conceptual themes we know that the Arts curriculum will become more of a feature in the classroom programme.

We have a number of ways in which to communicate with our parents and community. The school has a recently refurbished web site (www.waipawa.school.nz) and this is a portal to information about Waipawa Primary School. We also have a School app, a school Facebook page and many classes also use the learning tool Seesaw. All offer something slightly different. A quick view of the term calendar highlights all that is being offered for the students from school camps to sporting events to reporting timelines so parents are kept well informed of what is coming up in a very busy year. Teachers also use Seesaw pages to keep parents up to date with what is happening specifically in their classrooms.

We are also changing our Student Management System in 2019 so this may be another tool we use or it may replace some of the existing tools we currently use.

2018 was a big year of change for Waipawa Primary School. A new principal was appointed and throughout the year there has been a turnover of staff with 4 new teachers to the school. The principal, with the BOT, staff, children and parents have developed a new strategic plan that will provide a clear and realistic direction forward for the next 3 years. In 2018 our school roll climbed steadily throughout the year to be at 224 at the end of 2018. We are developing a Waipawa Curriculum and made changes to many facets of how the school operates. In 2019 we will look to make refinements and further changes to ensure our learners are getting the best education and experiences possible and that all involved in Waipawa School are living the vision of being - Active in learning, Active in Life.

The next page is our one page summary of our Strategic Direction 2019 - 2021. Should you want more information related to this please request our School Charter or arrange a time to meet with the principal.

Why Waipawa?

Waipawa Primary School is the only primary school in Waipawa and we have a skilled, talented, enthusiastic and committed team of teachers, teacher aides and support staff. We aim to provide a broad, rich and student centred learning programme where all learners reach their potential and experience success.

Our vision of **Active in Learning, Active in Life** captures what Waipawa is all about. Our kaupapa or purpose that sits underneath is

At Waipawa School we help learners to prepare themselves for anything.

*Being **Active in Learning** means our children crave learning that is hands on, authentic and relevant to their life, now and in the future.*

*Being **Active in Learning** means our children learn about the full curriculum, themselves, their hauora and others.*

*Being **Active in Life** means that our children make a positive impact on themselves, to our local and global community and environment.*

Waipawa learners are empowered to explore their strengths and push their limits.

They are inspired to learn and act positively and courageously in all aspects of their lives.

Waipawa students are involved in a lot of hands on practical learning and experiences to not only support their learning but to create the memories so important in childhood.

We strive to provide our learners with the very best opportunities and innovative programmes and resources to support their learning. What happens in schools now is probably quite different from what it was like when you were there. Why not come in and see us in action?

What if I'm not sure Waipawa School is the right school for my child?

Then come and have a chat and tour of the school. We'll take you through some classes and spend some time in a class. Come and learn about what school is like and who we are. It's a big deal having a child start school and we really want you to feel like you have made the right decision for your child.

When do I enrol my child at Waipawa School?

- Once you have decided that Waipawa School is the school for you, it is a great time to enrol. The sooner the better.
- Enrolling your child at least 6 months to 1 year before their 5th birthday, is recommended. By having your family's details, Waipawa School can help guide you through getting your

child ready for school. There are many opportunities to ensure the transition to school for your child is successful

How do I enrol my child?

- Our school office has enrolment forms waiting and our school office is open between 8am and 4pm for you to pop in and collect the forms or fill them out.
- When you have completed the enrolment form you must provide the following documents:
 - * Birth certificate or passport
 - * Immunisation certificate (*this is in back of your Wellchild book or ask your family doctor for a copy*)
- Please have the following information ready to help you fill in the form:
 - * Your contact details
 - * The contact details for an emergency contact person
 - * Any medical information including your doctor's contact details

Any legal documents can also be shared at this time (eg, custody or access agreements that we should be aware of)

Please remember to update your contact details with our school office once we have your enrolment form so we can keep in touch.

What to expect next?

Once we have received your child's fully completed enrolment form then we can decide how we can best transition your child to school:

- Our transition process is very flexible and we work with you on this so what is written below can be tailored to suit you and your child's needs
- Every Friday morning is a transition morning. Children can come to the Friday transition morning as many times as you like. Some children come 3 times, others for a full term, others for a couple of terms. It is really about what suits you and your child best.
- The Friday session lasts from 8:50am (start of the school day) to 12:40pm (start of lunch). But again we are flexible with this - just talk to the teacher about it.
- During these visits your child will get to know their classmates, their teacher, other staff and where all the important places in school are and start to get an idea of how it all works. We want your child to feel as though they belong by the time they start school
- During these visits parents are welcome to stay in the classroom or alternatively you may leave school and pop back for pick-up time. We are flexible.

What can I do with my child before they start school?

Every child starts school with their own interests and strengths which makes our New Entrant rooms at Waipawa School dynamic and interesting places to be. However if you are looking for tips and things to encourage your child to try, before starting school, some ideas include:

- Counting, counting, counting!
Adding counting into everyday life is a great way to get children ready for their maths learning.
- Recognising their name.
This helps children to be independent quickly if they can recognise their name in and around the classroom.
- Writing their name.
This is always helpful for starting school. If you are starting this with your child, we encourage you to use the little letters throughout their name.
- Reading stories to your child.
This helps your child to grow an interest for books and grows their oral language.
- Discussing shapes and colours.
- Independence is key.
For example, try encouraging your child to use the toilet on their own, use zippers and buttons successfully and putting away their toys when they are finished.
- Being Social
A wonderful part of school is making new friends. Helping your child develop sharing skills so they can give and take turns and encouraging children to use manners are great things to practice.

Frequently Asked Questions

What is there to know about Waipawa Primary School?

1. Who works at Waipawa and what is their role?

We have many people who work at Waipawa Primary School - teachers, teacher aides and support staff (office staff, caretaker, cleaner). When getting started at Waipawa these people are the ones to know:

- | | |
|----------------------------------|----------------------------|
| - Paul Jamieson: | Principal |
| - Sue England: | Office Manager |
| - Kathy Fletcher: | Sometimes is in the office |
| - Tania Elworthy: | Year 0/1 teacher in room 7 |
| - Gabrielle Vallely: | Year 0/1 teacher in room 1 |
| - Stacey Mabey and Karena Finch: | Assistant Principals |

2. What are the school hours?

The School Hours are:

8:50am - 10:40am	Morning Learning Block
10:40am - 11:00am	Morning Tea
11:00am - 12:40pm	Middle Learning Block
12:40pm - 1:30pm	Lunchtime
1:30pm - 2:55pm	Afternoon Learning Block

Please try and have your child arrive at school between 8:30am and 8:50am.

3. Is there before and after school care available?

Yes and No. There is no before school care at Waipawa School or in Waipawa. Waipawa School also does not run an after school programme here on site BUT Scallywags do provide after school care for children at their site on Watts Street. Scallywags bring down a minibus to school at the end of the school day to collect the children and take them back. You can contact Scallywags on 8587404 for more information.

4. What do I do if my child is absent 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 class
3. Reason for absence (e.g. sick)

All unexplained absences will be contacted by 9.30 am.

The school office will attempt to contact Parents/Guardians of children whose absence has not been explained. However, in some cases this can prove difficult so please do your best to notify the school office.

You can let the school know by:

Absences Text line:	0279545654
Email:	office@waipawa.school.nz
SchoolAPP Search:	Waipawa School App in the App Store or Play Store

You can still continue to ring the school on (06) 8578761 and leave a message.

5. Where do I drop my child off in the morning?

There is the main entrance where families either drop their children off or walk them through. There is an entrance off Harker Street. At drop off and pick up times this is a busy road and finding a park right outside the school can sometimes be difficult. Please be patient and careful at this time. The carpark at school is just for staff.

6. What should I do if my child has a medical condition?

It is really important that you let the office know, fill out the required forms and let your child's teacher know. Please inform us of any medical condition as soon as possible.

7. Should I tell the school if family matters arise or things are changing at home?

Yes! Your child's teacher needs to know immediately and depending on circumstances so will other staff members. Please don't hesitate to let us know these things.

8. Is there a school newsletter, website or facebook? How does the school communicate with parents?

School newsletters are printed and handed to all children every Wednesday. We also have a school website, a school facebook page and a Waipawa School app that can be downloaded from the app store or play store. Teachers will have set up their own systems for communicating with parents so please ask your child's teacher about this.

9. What do we do about stationery?

Stationery items are available for purchase from the school. A stationery list and/or packs are issued at the beginning of the school year or when your child begins school. We do not make a profit from stationery sales.

10. Does Waipawa have school groups or houses? Do I have to buy a t-shirt?

Students and staff are placed in a House upon their arrival at Waipawa; Ward (green), Ngarimu (red), Upham (blue) Elliott (yellow). There are various competitions throughout the year that the children participate in. After each competition a shield is awarded and at the end of the year a house cup is awarded to the house with the most points. We ask that students wear a t-shirt that is their house colour on competition days but this is not compulsory.

11. What sort of digital technology do you have at school? What can I expect my child to be doing? How will I know they are safe? Will I have to buy my child a device?

We have devices throughout the school but the number of devices in each class differs. In the new entrant rooms we don't have devices (apart from the teacher's devices). In the year 2 and 3 classes there are between 4-6 iPads. In the year 4-6 classes there are 12-15 iPads and in the year 7/8 classes there is a mix of iPads and laptops.

Digital devices are there to support learning. We want our children to create and not just consume. Teachers will begin each year and revisit regularly an appropriate cybersafety programme to ensure your child is safe when using digital devices. No you will not have to buy a device for your child.

12. What should I pack for my child's lunch?

We encourage children to have healthy lunches. This helps concentration and energy levels throughout the day. Advice from health experts tell us a lunchbox should always include, at least 2 pieces of fruit (fresh, dried or tinned), at least 1 serve of dairy food such as yoghurt or cheese, at least 3-4 serves carbohydrate-rich foods such as bread, crispbread, rice crackers/wafers, grain and fruit based bars, pasta, etc.

Children are able to order lunches on Tuesday, Wednesday, Thursday and Friday. Please see the office for more details.

13. If I am available to help out in any way what should I do?

Just let your child's teacher know. We value parent help so please just talk to the teacher about it and when you are available.

14. Is there a swimming pool at school?

No we do not use our school pool anymore. As of 2019 we now use the Waipawa and Districts Centennial Memorial Pool. This is a wonderful facility and our children are very lucky to have access to this facility. It is a 400 metre walk for our students. We swim for parts of term 1 and term 4 and it is weather dependent on when we start and finish swimming. We value water safety and swimming at Waipawa so it is important that when the pool is open your child is bringing their swimming gear to school every day.

15. What happens with school trips?

All class trips or visits are discussed with the Principal before arrangements are made or finalised. All excursions outside of the immediate Waipawa district require the completion of a trip/visit/camp safety management form, a copy of which will be filed. Permission slips from parents/guardians are required for trips involving payment by students or movement beyond the Waipawa area. When classes are visiting areas within the Waipawa area, teachers are required to inform parents of this before the excursion.

16. Is there is a school uniform. What do I need and where can I get it? What about sun hats?

All children are required to wear the designated Waipawa School uniform consistent with the school's uniform policy. The Waipawa School uniform (polar fleece and polo shirt can only be purchased from Pressed 4 Time in Waipukurau). At times we have a range of second hand uniforms here at school Sunhats are to be worn in Term 1 until Easter and Term 4 from Labour Weekend at morning interval, lunchtime, P.E. and Education Outside the Classroom activities. It is critical that these hats and uniform are clearly named.

17. What are the School values?

The Waipawa Primary School Values are:

- We care about ourselves
- We care about each other
- We care about our environment
- We care about our community

Our Expectations that sit underneath our school values are:

We care about ourselves:

- We make good choices, show perseverance and know how to bounce back
- We challenge ourselves and aim to be better than before

We care about each other:

- We are kind to others
- We work and play together and find ways to solve problems

We care about our environment:

- We respect our school
- We are responsible for our actions

We care about our community:

- We respect everyone
- We look to pay it forward

18. What about assemblies? When do they happen and am I allowed to attend?

We have 3 different types of assemblies at school - Monday Assemblies, School Assemblies and a House Assembly. We start our week with an assembly and we use this assembly to welcome everyone back and to set the week up. Teachers give messages, we acknowledge birthdays and celebrate any Waipawa Wonder cards. School assemblies take place twice a term usually in week 4 and 8. These happen on a Friday at 9:00am and everyone is allowed to attend. House assemblies take place once or twice a term and we are flexible when these happen.

19. Are there school fees to be paid?

No we don't have school fees and we don't ask for a donation - though you're welcome to give one!

20. Is there a school PTA?

Yes there is but it is called Whanau and Friends. They are a small but very hard working and effective team who make a big difference. If you would like to part of Whanau and Friends please get in touch with the office and they will provide more details.

21. Is there an enrolment zone in place?

Currently there is no enrolment zone in place but as our roll has significantly increased over the last year it is highly likely we will have an enrolment zone in place at the beginning of 2020.

Frequently Asked Questions

How can I help my child do well at school?

1. How will I know my child is making good progress at the right level?

You and your child will meet the teacher in a formal learning conference at least twice a year. At this conference you will discuss and look through evidence of your child's learning. This conference and evidence will give you a clear picture of how well your child is doing, what their next steps are and what progress has or has not been made. Twice a year your child will receive a written report. These reports differ slightly but they will both tell you clearly how well your child is doing, what their attitude is like and how much progress they have made. There will also be information related to the school values.

2. What sort of information does the teacher or school have that can show me how well my child is doing?

You will see a snapshot of evidence that clearly illustrates how well your child is doing. You will see evidence around the rooms, in your child's books, on Seesaw and through learning stories. However, all learning is not always done on paper so it is important to talk with the teacher and trust their professional judgement. This is the most valid and reliable way to ensure you are getting accurate information.

3. What will my child learn next?

Next steps are evident in many forms. They are part of the language used at Waipawa Primary School and you will see next steps and /or goals in, children's books, on walls, on SeeSaw and in everyday conversation. Children have goals that they are working towards but also next steps that may be big or small. These goals and/or next steps are decided by teacher, children themselves, peers or a combination.

4. How will the teacher know my child is learning to the best of her/his ability?

At Waipawa all teachers value and understand the importance of establishing and maintaining quality relationships with all children. This means teachers and other staff get to know the children really well and understand each child's strengths and weaknesses. Through this quality relationship teachers learn what children are capable of, what motivates them, what their triggers are, what their strengths are and what areas of improvement are needed. The teacher will also be able to tell you if there are any particular areas of concern. You should also alert the teacher to any concerns about the child at home.

5. Will my child get on well with others?

We are great sized school, big enough for children to experience diversity but small enough that we can all know each other. Our children learn to get on with others. For some children this is quite natural and for others we need to explicitly teach the skills of 'getting along' with other children. There are lots of opportunities and activities for children to practice and learn the skills and attitudes required to get along with different people.

6. How will I know my child is safe and not being bullied?

We don't tolerate bullying! If there are problems we deal with it quickly. Please notify your child's teacher if you suspect your child is being bullied.

7. How can I help if my child has a problem?

It is important that you go to your child's teacher. We need to work together so please talk to the teacher if you are concerned no matter how minor the incident or incidents may seem.

8. If I have a concern how do I raise it with my child's teacher or the school?

Contact and/or arrange to meet with the child's teacher or Principal. You may like to write down the circumstances so you know what to say when you talk to the teacher, or Principal. Think about what you would like to happen, so you can tell the teacher or the school what you expect. Please remember that the school is here to work with you and not against you and find an outcome that is fair to everyone.

9. What standard of behaviour should I expect my child to experience at school?

A high standard of behaviour where the Waipawa values are visible. We are an Incredible Years (IY) school. This programme provides great support and processes for teachers to use with students. Our aim is to change both the behaviour and thinking of the child. At Waipawa the

Incredible Years (IY) approach to behaviour management is central to how we support our learners to be successful. IY is a relationship based, proactive and positive approach to creating effective learning environments for students. It is grounded in over 25 years of research and practice.

Other Important Details:

Email	office@waipawa.school.nz
Telephone	06 8578761
Address:	6 Harker Street, Waipawa
Website	www.waipawa.school.nz
School App	Search: NZSchoolApps in the App Store or Play Store