



Waipipi School Information Booklet 2017

A copy of this booklet and extra information about Waipipi School can be found at:

www.waipipi.school.nz

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Waipipi School Production 2015

This booklet presents a summary of information regarding the running of the school.

It does not give great detail and therefore may not answer all your questions.

Should this be the case, please contact the school. As always, your enquiries are welcomed.

School Background Information



There is mention of a school at Waipipi as early as 1865, but it was not until January 1874 that a permanent building was constructed. It is from this date that Waipipi School had its official beginnings.

For many years the roll was relatively stable, with Waipipi remaining a two teacher school. In 1938 a new school building was opened - the present Room 3 - and in 1974 Waipipi School celebrated its centenary.

During the late 1980s the school began to experience a period of rapid growth, and in 1988-1989 both grounds and buildings were extensively upgraded. Two new classrooms and a library were added at this time. In 1994 the administration block was remodelled, and a large resource room built. Further classrooms were added in 1995 and 1998, a children's playground erected, and a large car parking area created.

The Waipipi community has changed in recent years, as farms have been subdivided into smaller blocks, many owned by people working outside the Waipipi area. Children attending the school come, not only from the local community, but from other rural areas and from Waiuku itself. While there are still a small number of children who are third and fourth generation pupils, many come from families new to the district.

The older residents in the area still regard this school as a community centre, attending school functions and using its facilities. There exists a strong positive relationship between home and school, and parental involvement is encouraged and appreciated.

School Vision

Waipipi students are successful learners who communicate confidently and interact positively with others.

School Values

EXCELLENCE . RESPECT. COMMUNICATION.

HONESTY, SENSITIVITY. TOLERANCE

Waipipi School Board of Trustees

Chairperson

Lisa Haycock

Peter Lucena

Ken Hopping

James Lohead Macmillan

Natasha Burrett

Principal

Michelle Brown

Staff Rep

Travis Miles

Waipipi School

Staff



Waipipi School

Contact Details

Student Absences

Appointments

Principal

Michelle Brown

Deputy Principal

Alison Milne

Assistant Principal

Travis Miles

Teachers

Room 4	Alison Milne	Year 7-8
Room 8	Claire Lyford	Year 7
Room 7	Travis Miles	Year 5-6
Room 6	Chris Milne	Year 4-5
Room 5	Emma Heaford	Year 3
Room 1	Colin Cochrane	Year 2
Room 2	Rosie Morton	Year 1-2
Room 3	Rachel Johnson	Year NE-Y1

Support Staff

Pam Turner	Secretary
Sheryll Donald	Teacher Aide
Kerri Neil	Teacher Aide

Address:

100 Creamery Road
RD3
Waiuku
2683

Phone/Fax

09 2358007

Email:

admin@waipipi.school.nz
principal@waipipi.school.nz

The safety, wellbeing and education of your child/ren is paramount at Waipipi School. Regular attendance is very important.

Please inform the school before 8:45am if your child will be absent from school that day. The school needs to ensure that all children are safe and accounted for.

Appointments to speak with any staff member can be made to that person directly or through the school office at a mutually convenient time.

Before school and during school time is not the best time.

We are very keen to be available to parents, and we encourage you to contact us whenever you have concerns.

Assemblies

In 2017 assemblies occur each fortnight on a Friday afternoon at approximately 1:45pm. Waipipi School runs two types of assemblies.

1. **School Assemblies:** Every second Friday in the SMILE room. (School Hall) Students receive certificates for showing school values and use of the New Zealand Curriculum's key competencies. Students with gold cards (received for positive playground behaviour) are in the draw to receive a prize which is drawn at assembly. The school sings songs and there may be guest speakers.
2. **Senior and Junior School Assemblies:** Every second Friday afternoon the junior and senior school will hold their own assembly. This assembly gives teachers and students to share work and give out a variety of certificates rewarding students for positive achievement and progress.

Everyone is welcome to attend both school and senior/junior assemblies.

Behaviour



We have an assertive behaviour programme running at Waipipi School.

Our school rules are.

1. Be safe
2. Be responsible
3. Be respectful

Rewards for positive behaviour at Waipipi School:

Assembly and class certificates, letters home, newsletter contributions, praise, stickers, awards, class reward system, gold cards, principal awards.

Gold Cards: can be given out by teachers on duty for playground behaviour only. Gold cards then get put in a weekly raffle and a prize is drawn out.

Behaviour not accepted at Waipipi School:

Bullying, swearing, use of crude language, dropping rubbish, putdown, answering back, physical threatening behaviour, disrespect for school property, being in an out-of-bounds area, stealing, verbal dishonesty, disrespect for staff, not following directions the first time.

In-Class Assertive Discipline System

- | | |
|----------------------|--|
| 1 st time | Verbal Warning |
| 2 nd time | Name in book plus (Recorded in class behaviour book) |
| 3 rd time | Name in book plus x (15 minutes time out of class) |
| 4 th time | Name in book plus xx (Principal contacted) |

Think sheet filled out

Behaviour Continued

Depending on the issues parents may be contacted and a meeting requested at any stage of the process.

Playground Assertive Discipline

Students who break the school rules will be given time out of the playground. They will be issued a time out card outlining what rule was broken and the duration of time out. The students will sit in a designated place for the time required.

This will be recorded by the teacher on duty.

Board of Trustees

Waipipi School is governed by a board comprising of up to five elected people from the community with the addition of the principal and a staff representative.

Other members may be co-opted on by the board. A new board is elected every three years.

The board is entrusted to work on behalf of all stakeholders and is accountable for the school's performance. It emphasises strategic leadership, sets the vision for the school, and ensures that it complies with legal and policy requirements. Policies are set at the governance level and outline clear delegations to the principal.

Our Board of Trustees meet every month in the school staffroom. Advance notice of meetings is found in the school newsletter. All parents are welcome to attend, but have a non-speaking role.

Buses

Waipipi School's buses are provided by Murphy's Buses. There are two bus runs: the town bus and the country bus. Further information about buses can be found under the transport section of this booklet.

For times, route information and eligibility, please contact the school office.

Please let the school office know in advance if your child/ren are not to be on the bus that day.

Book Club

This is a means of obtaining good quality books at a reduced cost. Children are regularly supplied with an illustrated list to take home. Requirements are marked on an order form. This is then returned to school by a notified date with the payment for the books requested. Books ordered through the book club earn "bonus points" for the school, which are used to buy additional library books.

Please note there is no compulsion to buy these books.

Calf Club



Calf Club is held annually at Waipipi School near the end of Term 3 or beginning of Term 4. Students can bring a calf, lamb, goat or chicken to the day.

Other events include all the traditional elements of the day such as sand saucers and flower arrangements. One of the highlights of the day is the Year 8 cake auction.

Careers Education

Waipipi School aims to develop students who will be equipped for lifelong learning and living in a world where change is the norm.

Career Education at Waipipi School will provide students with self-awareness of others and the ability to identify a range of opportunities beyond school and thus make informed choices.

A specific Year 7-8 programme will be implemented each year.

Children with "Xtra" Abilities

Children with special abilities are identified through school wide data collection and classroom programmes. Waipipi School provides support for these children in liaison with support agencies and parents. Students may be withdrawn from class for extension programmes which will be wide-ranging and include all aspects of a child's development. i.e. .physical, academic, aesthetic, social and leadership etc.

Children with "Xtra" Needs

Children with special needs require extra assistance, adapted programmes and resources to improve their learning opportunities. Children with extra needs are identified through school wide data collection and classroom programmes. Waipipi School provides support for these children in liaison with support agencies and parents. Teacher aide support is given to identified children, as required. to build independence.

Choir

Children have the opportunity to participate in school choirs performing at the Waiuku Music Festival and the World Vision Kids for Kids show. These do not happen every year.

At times there are other community or school events at which a group of children may be asked to sing.

Camps

Camps

Most students at Waipipi School have a school camp each year:

Junior School: Day trips around the local area.

Middle School: An overnight stay.

Senior School: Half a week-week camp.

The venue is decided each year.

Class Trips

At various stages of the year classes may elect to go on a class trip to allow for learning to extend to real life situations beyond the classroom.

Parents' help on such excursions are greatly appreciated. You will be informed by note or newsletter if your child/ren will be leaving the school. Written parental permission is always required before a child can go on a trip.

Clothing /uniform

Students wear a school uniform. Black shorts or trousers for boys and black skirt, shorts or pants for girls. This is complimented by a sky blue polo shirt and polar fleece jacket. School uniforms can be purchased from Pam at the school office. Black items should be purchased elsewhere. Junior students are encouraged to keep an extra set of clothes in their bag in case of accidents.

Clothing

continued

As part of our sun safe policy, it is compulsory for all children to wear the school sunhats when outside at school during terms 1 and 4. These hats are available from the school office.

Parents who name their children's clothing have a much greater chance of relocating mislaid items, and save staff many hours of wasted time.

Make-up and jewellery, other than watches and small ear studs, are inappropriate during school hours.

There is no compulsory footwear however we recommend shoes that are suitable for school activities and that look tidy.

Complaints Procedure

1
a

Caregiver has a concern about something happening at Waipipi School.

1
b

Caregiver asks for a meeting with the child's teacher. Concern/s discussed with the teacher

After an agreed period of time, eg: two weeks if action is unsuccessful or problem has resurfaced

2

Matter unresolved or has resurfaced

Make an appointment and discuss with principal

Matter resolved to the satisfaction of either parties- either concluded or an understanding in place for future action.

3

Matter unresolved:

Complaint put in writing and addressed to the chairperson of the Board of Trustees.

Board Complaints Procedure is followed for handling complaints

After an agreed period of time, eg: two weeks if action is unsuccessful or problem has resurfaced.

Matter resolved to the satisfaction of both parties: either concluded or an understanding in place for the future

Parent Procedure

1. Keep calm and talk to the teacher first.
2. Arrange a meeting at a mutually agreed time and discuss your concerns.
3. Write down what was decided during your conversation.
4. The principal will meet parents at any stage in the process, but will recommend that parents talk with the staff member involved first.
5. All parties to a complaint may bring a support person to any meeting where the issue is to be discussed.

Computers

Waipipi School endeavours to provide high quality computers for each classroom along with other technology to assist teaching and learning. Students and parents are required to sign a Digital Technology Agreement on enrolment to the school. We run desktops, laptops, tablets and chrome books.

Dental Services

A diagnostic dental van visits our school during the year.

If any dental work is required parents are asked to take their students to View Road Dental Clinic for treatment. The dental clinic is open school holidays. Ph 2365180 for an appointment.

Educational Services

The school maintains contact with, and utilises where necessary, a variety of outside specialist agencies or services.

1. The Public Health Nurse
2. The Specialist Education Service
3. The School Library Service
4. The Waiuku Resource Teachers for Learning and Behaviour
5. Health Camp
6. The Children and Young Persons Service
7. The Franklin C.W.S.A. Group
8. Dental Nurse at View Road School
9. Education Resource Centres
10. Hearing and Vision Tests

Emergency Closing of the School

In the event of such extraordinary conditions as flooding, high winds, no water, sewage problems, or fire, necessitating the emergency closing of the school, you will be notified by phone if possible.

Where it proves impossible to notify parents and/or emergency contacts (as stated by you) children will remain in the care of the principal and staff.

Enrolments

Birth certificates are required when all new pupils are enrolled. Details of health problems or allergies need to be given to the school. We also require the following: immunisation details, the name of every child's family doctor, permission to contact the doctor in an emergency, emergency contact numbers, a full address and phone numbers. This information shall be completed on the enrolment form.

Pre-enrolment visits are encouraged. If you have a new entrant beginning school, please organise some pre-school visits well before the enrolment date. The principal and or available staff member would be delighted to show you around our school.

When you enrol your child you will be given information about our school and how things work. We will also give you any other information that will help make your time at Wainini School a positive experience.

Fees/Donations

Commonly known as "school fees" these are in fact a voluntary donation from each family paid early in the year. The rate is set in December each year and the community is notified.

Other activity fees are charged during the year to pay for class trips, outings, camps and for performances. Advance notice is given through the school newsletters.

Fees/Donations Continued

Separate fees are charged for Year 7-8 technology/manual at View Road School.
Please note the school does not have EFTPOS facilities.

First Aid Treatment

Should your child have an accident at school, the staff will attend to the problem. If it is felt that a doctor's advice is necessary you will be contacted immediately if at all possible.

Please advise the class teacher if your child needs to take any form of medical prescription during the school day.

Pain relief such as Panadol is not given by staff to children unless we receive specific permission.

Health

While regular attendance is very important there will be times when your child/ren will be unwell. At this time please consider whether they should be at school.

Vomiting and/or diarrhoea:

If your child has vomiting or diarrhoea it is important that they stay away from school for 24 hours after the last incident.

Measles: At least four days from appearance of rash until recovery.

Chicken Pox: Until the blisters have formed dry scabs.

Ringworm: Nil, if under treatment

Headlice: Nil, if under treatment.

(Please check your child/ren's head on a regular basis!)

Please ring your doctor for further information. If your child/ren becomes unwell at school they will be placed in the school's sick bay and you will be contacted straight away.

Homework

Homework at Waipipi School is voluntary as many students lead busy lives outside school and are involved in extra curricula activities. It is important to communicate with your child's teacher as to whether you want your child to do homework.

All homework is consolidation, research or opportunity for extension if the child desires. However, if difficulties arise it is better that the homework be left and sorted out with the teacher the following day.

Junior School homework usually consists of reading or worksheet activities. Getting your child to engage in regular reading and learning basic facts is important.

Hours

	Buses arrive
8:25am	Morning classes begin
9:30-9:45am	Interval 1
10:45am-11am	Interval 2
12.00 - 1.00pm	Lunch
2.30pm	School finishes

Hours Continued

2.35pm First Bus leaves to drop off country children

3:10pm Second bus leaves dropping students off in town

We prefer children not to be at school before 8.00am, nor to stay at school after 2.50pm, as teachers are busy preparing class activities and are unable to provide supervision. (Unless travelling on the town bus)

All children need to be in class by 8:25am every day ready to begin that day's activities.

Learning Languages

Specific Te Reo is taught every day by the classroom teachers and we utilise community help.

The senior school are also given the chance to learn a second language which is selected by the class teacher in consultation with the principal, students and parents.

Internet

All students with signed Digital Technology Agreements have access to the school internet. Class teacher permission must be sought first.

BYOD- if your child would like to bring their own device to school- please discuss this with the class teacher. A contract shall need to be signed.

Kapa Haka

Our school has a Kapa Haka group. Any child can join this group. The Kapa Haka group practises and performs in front of the school in assemblies and special functions.

Lost Property

We try to return misplaced articles as they are found or at the end of the day, but they tend to accumulate. Naming of clothing is a great help to us. You are welcome to check the Lost Property Bin, situated on the porch outside the back of the office, if something belonging to your child has gone missing.

Lunches

Bought lunches are available through the school on Fridays only. A selection of food items is available, the range and cost being notified by newsletter each term.

Children wishing to order a bought lunch should bring the correct change to school in an envelope, with the order clearly written on the outside. Orders are taken to the classroom and need to be in by 8.25am each Friday.

Any offers of help are gratefully accepted to collect the lunches from town.

We also occasionally have sausage sizzles, using the school's gas barbeque, usually as a fund raising venture. Sausage sizzles are notified in advance through the weekly newsletter

Money

The school **does not** run an EFTPOS system so it is necessary to pay any monies by cash or cheque. All money brought to school by the children should be in a sealed envelope with name and purpose on the front and given to their class teacher. Large sums of money should be given to Pam in the office.

Music Lessons

Music lessons are run by outside contractors.

For information about music teachers, instruments and costs please see Pam at the office.

Newsletters

A school newsletter is sent home on **Monday** each week on the basis of one per family, and given to the eldest child in each family to deliver.

Newsletters are designed to keep you well informed of coming events, school policy, pupil and staff achievements, and matters concerning the everyday running of our school. As such, they are an important means of communication between school and home.

Parents should check school bags daily, not only for the weekly newsletter, but for other notes or class notices.

Please let us know if you are not receiving your weekly school newsletter. They are numbered sequentially to help you keep track of them.

School newsletters are also found at: www.waipipi.school.nz

Office Hours

Pam Turner is in charge of our school office, and is available from 8.00am until 2.30pm.

If parents have non-urgent messages for staff it is best to leave a name and number for the staff member to ring you back when convenient.

We like to be available. If you have any queries or concerns, please give us a call or email.

Parent Involvement

There are many occasions when parents are able to help out with activities at school, and teachers and children appreciate the assistance which is received.

Help is often asked for on sports days, Gala Day, class trips, P.T.A. ventures, camps and Calf Club Day in October.

The school has a well-supported parent tutoring programme through where parents assist individual children with their learning.

There is a strong commitment at this school to keeping parents informed, through frequent newsletters and the school website, of all that is going on. From time to time the board also organises special consultation evenings where parents assist in writing policies, and are invited to share their ideas as to the direction in which the school should be heading.

All assistance and involvement parents can offer is encouraged, welcomed, and appreciated.



Parent and Teacher Fundraising

Fund-raising meetings are held each term, and are advertised in newsletters.

The PTA provides an important contact area between staff and parents and meetings give an excellent opportunity for new parents to become known, and involved in the school if they wish.

Photocopier

The school's machine is available for use by the community at a cost of 25 cents per A4 copy.

Please see Pam at the office.

Religious Instruction

Our school has a strong value base. Our values are: excellence, respect, confidence, sensitivity, tolerance and honesty.

We do not run Religious Education classes.

School Reports

Our formal reporting structure incorporates both interviews and written reports.

1. In February we hold a fun evening where students, parents and teachers can get to know one another. During this evening teachers can share how their class works and expectations with parents. It is a great time to get to know your child/ren's teacher.
2. In March, parent interviews are held, at which goals are set for the coming year. Parents are strongly urged to attend.
3. We encourage parents to meet at least once before the end of term 2 to discuss your child's progress.
4. At the end of Term 2 a written report is sent home which outlines your child/ren's academic and social achievements and needs.
5. We encourage parents to meet at least once before the middle of Term 4 to discuss your child's progress.
6. The second written report is sent home at the end of Term 4. This report will also state the next year's teacher and class.

It is important for all parents to feel able to contact the school at any time if you have concerns about your child's progress.

Smoking

Smoking is not permitted anywhere within the school grounds. Thank you for your assistance with this.

Stationery

A stationery list is given out at the beginning of each year. Parents can purchase school stationery from the school office.

During the year a supply of essential stationery is held at the school.

Notes are sent home requesting money for extra supplies of stationery as needed during the year.

Swimming

Students are expected to have their togs each day in Term One. Learning to swim is an integral part of the Physical Education programme at school.

It is helpful to name all togs and towels and uniform as things can often get confusing when kids are getting changed.

Swimming Pool



Theme Days

Transport

School Trips

As per our school EOTC Policy: Children 7 years and under may only travel in cars if they are in approved car restraints.

The school pool usually operates from early November until Easter. All children are expected to take part in class swimming lessons unless a note has been provided.

Our pool is also available for use by school families during out of school hours, including holidays and weekends. Keys may be hired from our office at a cost of \$45.

Keys are only hired on the understanding that **adult** supervision will be provided at all times, that the rights and safety of other users, especially little ones, will be respected, and that the gate will be securely locked after use.

Every couple of weeks Waipipi School runs a “Themed Day” where the students can dress up, bring wheels to school and generally have extra fun in their playtimes.

Buses

The use of the bus service is a privilege, not a right. Children are regularly reminded of this and are asked to remain seated for the entire journey and to keep noise at a reasonable level.

Children are similarly reminded by staff of the importance of safe behaviour on and around buses, especially when crossing the road after being dropped off. We are keen for children to be met off the bus by parents, but stress the importance of parents waiting on the same side as the bus stop. Several accidents have occurred where children have run across the road without looking because they have seen parents waiting on the far side.

Pupils who travel to school by bus must not return home by other means without first letting their teacher or the bus duty teacher know.

There is no charge for “eligible” pupils. There is a modest fee for those pupils not subsidised under the Government’s criteria. Any queries regarding eligibility for bus transport, and the fees schedule, should be directed to the office.

Concerns relating to bus behaviour should be expressed in the first instance to the deputy principal, who is responsible for this area.

Cars

There is a car park outside the front of the school for parents to drop off and pick up their children. In fine weather conditions the students will be lined up on the tennis courts beside the car park by 2:30pm.

Buses are used where possible for transporting children on school trips.

When cars are used, every child must wear a seat-belt, cars must have current W.O.F. and registration, and drivers- a full licence.

Transport Continued

Bikes

Parents need to be sure their children are competent cyclists before allowing them to come to school by bicycle. All children riding bikes to and from school must wear helmets.

Wet Day Procedures

School Day

Students work a normal day at school regardless of whether it is raining or not. Some parts of the day may be altered such as PE and outside playtimes.

After School

Bus students are lined up under the shelter by the school changing sheds.

Students who normally travel home by car will wait for parents in Room 2.

Valuables

As teachers cannot be responsible for the custody of valuable articles, children are advised not to bring them to school. There is no school insurance to cover loss of phones, watches and other valuables.

Pupils are asked not to wear jewellery other than watches or ear studs to school. Toys should be left at home.

Year Book

Mrs Brown (along with staff and student assistance) creates a Year Book that covers the events of the current year. The 2016 year book is featured on our website.