

Find Out What Every Waitākiri Parent Needs to Know.....

We communicate to our parents and caregivers via..... Hero - Email - Facebook

1. **Hero-** latest updates, reminders, cancellations and urgent safety messages are just an app away. These are free for you on your smartphone, see below for instructions:

To access this please enter, <https://hero.linc-ed.com/parents/> for Hero login instructions.

'Hero' is our communication and reporting system. An online sharing platform with complementary smart app. Hero allows schools to customise an online environment that enables teachers, students, and families to *view and share content anytime, anywhere on any device*. The software is secure, easy to use and brings together all school-related information in one place.

With Hero, you have the ability to:

- read posts relating to your child's learning
- view information on your child's progress and goals
- view your child's account
- read school notices (including fortnightly newsletters) sent to the class or groups your child is part of



Please ensure you download the Hero app on your phone or other device before your child starts school. You will be able to access your child's information on their first full day of school. By default Hero will send push notifications to all devices where you have logged into the Hero app. Within the app you can choose to receive notifications via email. The Hero app will stay logged in for 15 continuous days.

2. **Email** – please make sure we have your current email address/es. If you change your email address/es don't forget to let us know!
3. **Facebook** – you don't need to be a member of facebook to see our updates – just go to our website www.waitakiri.school.nz and click on the blue 'f' at the top of the page. If you are a member of facebook make sure you like our page!



Please ensure you have added the Hero app to your phone/device, follow our facebook page and ensure your email address is correct before your child starts school.

Thank you 😊

Absences

When a child is going to be absent from school parents are asked to either

- telephone the school on 383 2736 **before** 8.55 am (a message can be left on the school's answer phone 24 hours a day)
- send an email to absences@waitakiri.school.nz
- text 027 202 3543 – with the child's name, room number and reason for absence

The school will make contact with home if a child is unaccounted for.

Children absent for more than 3 weeks at one time are required to be removed from the school roll unless there is written verification of a return to school date and an explanation for non-attendance e.g. medical certificate or travel details. When there are patterns of unjustified absence or lateness, this will be followed up with parents/caregivers by the Deputy Principal or Principal.

Under the Education Act 1989, Principal's approval is required for parents to take children out of school for 3 days or more. Please request this in writing by sending an e-mail to office@waitakiri.school.nz

Behaviour Management

We believe in learning together in a respectful environment. The school has a structured, positive approach to learning, both in the classroom and in the playground.

Waitākiri School responds to inappropriate behaviour at school with "Mucked up, Own up, Put it right, Move on". This process allows our children to have a consistent response from staff when they make poor decisions or 'muck up'. We are specific about how they have mucked up and then guide them through the steps so that they can move on.

Feel free to use the same language at home if it helps your child to take responsibility for his/her behaviour.



Bucket Filling

The purpose of "Bucket Filling" is to improve social & emotional learning. It is based on a simple concept where we each have an invisible bucket with the singular purpose of holding good thoughts and feelings about ourselves. The idea comes from the popular children's book 'Have You Filled a Bucket Today?' by Carol McCloud.

A bucket filler is someone who shows positive character traits (kind, considerate, caring, respectful). Bucket Fillers fill both their own and others' buckets when they do and say things that are kind, considerate, caring, and respectful. Conversely, if a person is unkind or hurtful, they are referred to as "Bucket Dippers". Like Bucket Fillers, Bucket Dippers dip into both their own bucket and others' buckets when they choose to be mean or hurtful to others. This simple yet profound concept teaches children that actions and words affect both ourselves and others.

Calendar

Upcoming school events can be found on our school website, on the home page or calendar.

Cellphones at school

Children that bring their cellphone to school need to hand them in to their teacher at 8.55am to be kept secure until 3pm. This is to ensure that children ask a teacher before contacting parents and to reduce the risk of any inappropriate use.

Change of details

It is essential that the school is notified immediately of any change of address, parents' place of work and/or telephone numbers. This also applies to emergency or additional contact numbers. Please email office@waitakiri.school.nz

CHOICES Room

This is our community room where parents can borrow parenting books and talk with other parents before and after school. There are some toys for pre-schoolers to play with while parents wait.

At lunchtimes from 12.30 - 1pm all children are welcome in the CHOICE room to draw. This is a popular place for children of all ages.

Adjoining the CHOICE room is the CHOICE Café. You can purchase coffee, hot chocolate, fluffies and milkshakes here before school. Line up outside the window to place your order. Concession cards are available. The café is staffed by a trained barista and supported by parent volunteers. Children are asked to stay outside the Learning Studios with their hot drinks.

Communication

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Learning posts combined with curriculum information will form an online report designed to build year-on-year so that over time you will have access to written posts, images, video, work samples, and helpful resources all in one place. Staff and students will be posting rich content to our Hero software. We are looking forward to sharing this with you, including you in your child's learning journey.

If you are not receiving notifications or would like assistance logging in please contact office@waitakiri.school.nz

Community Dental Care

The Community Dental Care facilities are located at Aranui High School, Shortland Street, Aranui. The Dental Care van comes to Waitākiri School twice each year. If your child requires dental care please phone 0800 846 983 to make an appointment.

Dogs at school

Dogs are not permitted to be on the school grounds before, during or after school. We have a special "dog park" on Burwood Road, between the pedestrian crossing and front gate. If you bring your dog to school please tie it up there.

Donations

We request donations from families each year. Donations are tax deductible. Children starting school during the year pay a reduced amount. This is a voluntary contribution that will be added to your child's Hero account.

Your contribution will enable us to provide activities greater than the government grants allows for. Donations will assist with additional resources to enhance learning programmes, extension and special needs programmes.

Annual donation:	One child	\$130.00
	Two or more children	\$200.00

We are conscious that lump sum payments can be a budget problem with some families. Many parents have a direct credit set up each week or fortnight with a small amount to cover costs. The parents who are using this service find it works well for them.

If you wish to make a payment via internet banking, our bank account number is 03 1700 0622075 025. State your child's family name and 'donation'.

Think to Drink: Drink to Think

At the beginning of 2019 a Health Education expert from Canterbury University came and talked to all the children about the importance of drinking water.

They all learnt that we need to drink water because.....

1. Water helps you think
2. Water helps your body to grow
3. Water helps you learn
4. Water helps you feel calm inside

Children are being encouraged to drink all of the water in their own bottle during the course of the day, as a minimum requirement. We ask that parents please provide a named drink bottle for children to use in their studio each day with water only.

EnviroSchool

Waitākiri is a GreenGold EnviroSchool

Projects undertaken by EnviroSchools have both environmental and educational outcomes that benefit the school and the wider community. By learning together in practical ways sustainability becomes an integral part of what we do throughout our schools and communities. Caring for our place and the whole planet becomes a living curriculum where we can be catalysts for change.

Health Matters

Children who are not well in the night or before school **should not** be sent to school. We do not have staff or facilities to care for sick children. When children become ill or are injured during the school day, parents are contacted and are asked to take the child home or to their doctor. If your child has been vomiting or had diarrhoea, they need to be away from school for **48 hours** from the time of their last symptom.

In the case of serious accidents, such as broken limbs, we try to contact parents urgently. We use the Ambulance Service to assist with first aid if needed. Our staff are trained in essential first aid. All head injuries are reported to a parent.

If your child suffers from any medical condition please advise the school office so we can work out a procedure to deal with any situation that may arise.

If your child needs to take medication during the day, this will be administered at the office. Parents MUST sign an authorisation form at the office before medication can be given. Inhalers also need to be kept at the office and will be administered as per instruction from

parents. While all care will be taken in administering medication and first aid, the final responsibility is the parents.

Health Nurse

Waitākiri School works alongside our local Public Health Nurse located at Burwood Hospital. Parents and caregivers can contact the health nurse and team for any health matters on 383 6877.

Hearing & Vision Tester

A Hearing & Vision tester employed by Canterbury District Health Board regularly visits school to test the hearing and vision of new entrant children and any others requiring follow up tests. If you would like to find out more about this, or ask for your child to be added to the list when they next visit, please contact the school office.

Home Learning

Home Learning will consist of reading for all children and basic sight words (called Fast Words) for juniors, and basic facts for Year 2 – 6. In addition, students from Year 4, 5 and 6 are encouraged to take up the Waitākiri REAL Challenges (see **REAL Challenges**).

Intermediate School Education

Waitākiri School is a contributing school for Chisnallwood, Shirley & Heaton Intermediate Schools. Year 6 children and their parents will be provided with information on intermediate schools prior to enrolment time.

Late arrivals to school

Children who arrive late to school (after the 8.55am music) need to sign in on the iPad at the office giving a reason for their lateness and collecting a late slip which they take to their teacher. Parents may need to assist younger children into the school grounds as the school is fenced and they may not be able to reach the latch on the gate. When there are patterns of children arriving late, this will be followed up with parents/caregivers by the Deputy Principal or Principal.

Learning Assistant Support

The school uses a considerable amount of its operational grant to provide in class support for children. This Learning Assistant support is allocated according to need. Programmes are for a finite period of time and have measurable outcomes.

Learning Celebrations (Assembly)

Every second week during the term Learning Celebrations are held on a Friday at 10am. All parents and family members are welcome to attend. Dates for these are on our school calendar on our website.

Learning Outside The Classroom (LOTC)

Teachers take children on visits to support learning programmes.

1. It is a requirement that all private motor vehicles used for the transportation of pupils have a current WOF, registration and shoulder seat belts for each child.
2. Children under 8 years must sit in an approved booster seat.
3. Buses are chartered when necessary.

Parents who assist with supervision on class trips are asked to not bring preschoolers. The adult:child ratio is applied to achieve safe management of the children in groups and so children can be focused on the activities to achieve the aims of the trip.

School camps are included in the Year 5 & 6 programme.

Learning Teams

We have six learning teams – Windsor, Burwood, Ōtākaro, Travis, Ruru and Korimako. Each

learning team is under the leadership of a team leader. Photos of staff in each learning team, along with their email address, can be found under "Our Team" on our school website.

Leaving the school grounds

If parents come to take children from school between 8.55am and 3pm, they must advise the home group teacher and sign out at the office on the iPad. Children are not permitted to leave the school grounds during the school day for any reason without permission from a teacher. Children are not allowed to enter neighbour's properties to collect balls or to climb over any fences around the school.

Library

Our well-resourced library is open during the day, including lunchtime, for children to borrow books, read and do research. Our library is staffed by an experienced librarian who is supported by student librarians.

Windsor and Burwood children are able to borrow two books at a time. These are issued for two weeks. All other children can have two books issued for four weeks. It is compulsory for every child to use a library bag to carry books to and from school. These can be purchased at the school office or supplied from home. Lost or damaged books are charged for at replacement cost. There is no charge for overdue books, however further books may not be issued until they are returned.

Lost Property

There is a lost property collection point in the CHOICES Room. We cannot stress enough that uniform and belongings must be named. Unclaimed and un-named clothing will be used as needed by the school at the end of each term.

Lost property will be returned to its owner if it is named.

Lunch Service - There are two lunch options:

Subway on Mondays

Subway orders are available on the mykindo.co.nz up to 9am Monday for delivery of Subway that day. Subway will be delivered to the school by 1pm on a Monday and children collect their lunch from the office.

Sushi on Thursdays

Sushi orders are available on the mykindo.co.nz up to 9am Thursday for delivery of Sushi that day. Sushi will be delivered to the school by 12.30pm on a Thursday and children collect their lunch from the office.

New entrant children

A welcome meeting (Mihi Whakatau) for parents and children is usually held just prior to the first child in their home group starting school. This meeting will introduce parents to the home group teacher, Deputy Principals and Principal. Suggestions for preparing to start school and the class programme will be outlined.

Parents will be given a letter regarding school visit dates for their child. Parents leave their children for the visits. Most children like to wear their school uniform; however this is not compulsory for the visits.

Newsletter

A school newsletter is sent to parents and caregivers via Hero fortnightly on a Wednesday and is also available to view on the school website. Please take the time to read important information about school events each week. If you do not have access to the internet, please let your child's teacher know and we will send a paper copy home. A copy is also available to read in the CHOICES room.

OSCAR (Out of School Care)

Enrolment forms are available at OSCAR or email the administrator Amanda Murray at amanda.murray@waitakiri.school.nz. For bookings and further information please contact Amanda by email or on 027 655 8104 or download an enrolment form from our website.

Morning OSCAR operates from 7.30am – 8.30am, and afternoon OSCAR operates from 3.00pm – 6.00pm. OSCAR is Ministry of Social Development approved which means parents can access the Work and Income OSCAR Subsidy. For queries please contact Amanda.

OSCAR encourages internet banking. The OSCAR bank account number is:

03 1700 0622075 026. When making a payment online please state your child's name and 'OSCAR'. OSCAR also has a school holiday programme. The holiday programme brochure is available week 5 each term. Contact Amanda to book.

Pack In, Pack Out (lunch & morning tea)

As Waitākiri is an Enviro school we expect **all** children and adults to take home their food rubbish. We call this “**Pack In, Pack out.**” There are no rubbish bins in the playground.

We encourage all children to have “Nood Food”. That is, food not wrapped in plastic or packets.

If a child brings food wrappers to school they will go home in their lunch box along with any food scraps and empty yoghurt pottles. We hope this will enable parents to see just what their child is eating.

We suggest you buy the large containers of yoghurt and put a small amount into a container with a screw lid if you wish your child to have yoghurt for lunch, and likewise for items like chips, popcorn, crackers. Small resealable bags are also ideal and can be used time and time again. Please name all containers so we can return them to their owner.

We appreciate your support as we work towards a sustainable environment and also thank Fresh Choice Parklands for their donation of eco-friendly lunchboxes to our new entrant children. Included in this information is a sheet with some lunch ideas.

Parent Concerns

Our aim is to work co-operatively to resolve any problem.

If you have a concern please follow the following steps.

1. Please arrange a discussion with the home group teacher. Explain clearly the concerns felt and discuss how these concerns could be overcome. Arrange a follow-up meeting at a later date to review progress, if necessary.
2. If a concern is still felt please make an appointment with:
Deputy Principal Mrs Jacqui Malham
Deputy Principal Miss Dianna Reynolds

The concern and steps taken will be discussed further with the teacher involved.

3. If you feel the matter has not been resolved, please make an appointment with the Principal's PA to meet with the Principal, who will also check all earlier action taken and work with all parties concerned to reach a satisfactory solution.

Parking at school

NO parking is permitted on the school grounds unless a mobility card is displayed, on the broken yellow lines outside school, over driveways or on any bus stops. Please adhere to the parking restrictions and be considerate to our neighbours when parking at school.

Drop Off Zone

At the front of school we encourage use of the 3 minute drop off zone/pickup zone between the hours of 8.15am – 8.55am and 2.30pm – 3.30pm, Monday to Friday. This is very successful and convenient for parents who do not need to come into the school. If you need to come into the school and stay longer than 3 minutes we ask that you **DO NOT PARK** within the 3 minute zone. The City Council and Police regularly monitor these areas. Tickets may be issued to offending vehicles.

Pastoral Care & Learning Support

A variety of in school support, providing support to students in consultation with parents/caregivers and outside agencies is available. Depending on the child's need these agencies include: Public Health Nurse, Hearing & Vision Tester, Community Dental, MOE Speech/Language Therapist, Resource Teacher Learning and Behaviour (RTLB), Methodist Mission Mentors, Mana Ake Mentors, STAND.

Please talk in the first instance to your child's home teacher if you have concerns for your child. You are welcome also to contact Dianna Reynolds, Deputy Principal.

Payment for activities

To enhance the learning opportunities for your child, teachers plan experiences and activities that may include performing artists (story tellers, dancers and musicians), visits to places beyond the school (see LOTC) or costs for specialist instructors (such as swimming).

The costs for these activities are to be met by parents. An invoice for payment for activities is available to view on your child's Hero account. You will need to install the Hero app first.)

We are conscious that lump sum payments can be a budget problem with some families. Many parents have a direct credit set up each week or fortnight with a small amount to cover costs. The parents who are using this service find it works well for them.

If you wish to make a payment via internet banking, our bank account number is 03 1700 0622075 025. State your child's family name and the name of the activity. Eftpos facilities are available at the office. Cash payments can also be made into the drop box in the foyer outside the school office.

Placement of students at the beginning of the year

Guidelines:

1. Early in term 4 there will be a notice in the newsletter inviting parents/caregivers to email if they have any information that would help in placing their child/ren for the following year.
2. In November, after consultation with teachers, the Senior Leadership Team draw up home groups for the following year.
3. A range of criteria including age, intellectual, emotional and social development and positive or negative peer relationships will be considered. We aim to ensure children are placed with at least one good friend, when home groups are formed from one year to the next.
4. No changes will be undertaken during the year unless there are extraordinary circumstances and parents and staff both agree on the change.

Play, Eat, Learn

We all know that food, and particularly nutritious food, enhances our ability to think and to act. With a traditional timetable, children would eat and feed their bodies with energy that was used up while playing. By the time they returned to the class for learning, children often felt tired and lethargic as they had used up their fuel when playing.

Changing the order to playing first and then eating has shown in international studies to improve children's ability to pay attention in classrooms. With the 'Play' first, children eat more, drink more and have improved readiness to learn. They are not so inclined to rush their food to get out to

play. By having the learning immediately following eating children are more attentive, calm and ready to learn.

Children at Waitākiri eat their morning tea at 10.50am before they return to the studios to learn at 11.00am and then eat their lunch at 1.10pm before returning to their studios at 1.30pm.

Children are also having a healthy snack (see below) during the first block (between 9.00am and 10.40am) as it is a long time for some children who have had breakfast early in the morning to last until 10.50am.

Healthy Snack

A high carbohydrate snack between breakfast and morning tea can help learning. A mid-morning snack of one slice of wholemeal bread with a spread of marmite, vegemite, peanut butter or butter has been shown to improve cognition and attention in children. We would like to encourage as many parents as possible to include a slice of wholemeal bread with one of these spreads in their child's lunchbox so the children can use this as their healthy snack to be eaten in their brain food break.

Policies & Procedures

To view our Policies and Procedures look under "General Information" on the school website. When policies are up for review parents are notified in the newsletter and asked for feedback.

Privacy Act

All information relating to families and pupils of Waitākiri School is confidential under the Privacy Act. No information will be given to other agencies without permission of the persons concerned.

Privacy and Information Technology

During your child's time at Waitākiri School, they will be involved in activities where children may be included in photographs and videos, as well as being involved in activities using e-mail and the internet.

- **E-mail:** Year 5 & 6 students are issued a managed school email address for learning use only.
- **Internet:** Our system is set up to block unsuitable sites. However, there is always potential for such protection to not be fool proof. A staff member is present when children are using the internet. Children are not allowed on devices at school after 3pm.
- **BYOD:** Year 3 – 6 students can 'Bring Your Own Device' for learning at school. Information is on our website and your child's teacher will assist them and you with this.
- **Publication of school activities:** Children's learning, photographs of children or movies may appear on our school website, Facebook and in articles in the school newsletter. Some will be on secure websites and others will be publicly available.
- **Newspaper Articles:** Children's photographs and first names only may be published in a newspaper.

You will be asked to read and agree to Cybersafety Agreement & Expectations that will be in force while your child is at our school upon enrolment.

Promotion through the school

The Ministry of Education's policy on the classification of pupils in New Zealand is one of social promotion – children moving through the school with pupils of the same age. Most Year 1 children with birthdays from January – end Term 1 will be promoted to Year 2 at the start of the following year. Generally at the start of each subsequent year the child will move to the next year level.

PTA (Parent Teacher Association)

Waitākiri School has an active parent/caregiver group who have an interest in helping the Principal, teachers and the Board of Trustees. They assist the school financially by fundraising

and with tasks that support the school. The group meets twice a term in the evening. Please look out for dates of meetings in the newsletter and on our website calendar. If you would like to know more about the committee, please email waitakirischoolpta@gmail.com. Please like their facebook page "Waitākiri School PTA" to be kept up to date with events.

REAL Challenges

Year 4, 5 and 6 are encouraged to take up the Waitākiri REAL CHOICES Challenges. These challenges include learning opportunities in the arts, physical activities, numeracy and literacy, service to others and the community, and service in school. Further information is available on our website under 'Our Learning'.

Reading Recovery

We fund specially trained teachers to provide Reading Recovery. It is an intensive reading and writing intervention provided to particularly low progress 6 year olds identified through screening tests. Parents will be contacted if their child is selected for Reading Recovery.

Reporting to parents

Our reporting system, Hero allows you to be involved in your child's learning journey. Our aim is to have a robust system that allows teachers, parents and students to access learning in an online environment that is secure, easy, and effective. Just login to your Hero account/app to access your child's report/s (see the 'Important Message' page at the front of this booklet)

Hero allows teachers to share learning anytime, anywhere which can be viewed on any device. The report is designed to build year on year so that over time you will have access to comments, assessments, images, video and helpful resources all in one place. Reports show your child's achievement against curriculum level expectations, what they are currently learning to do and next steps in reading, writing and maths. Also included on the report is a general comment written by the home group teacher.

Within four weeks of a new entrant child starting school, their home group teacher will contact parents/caregivers to organize a time to meet to share information about the child and discuss their start to school. This is an important part in starting to build a relationship between families and school that will develop further over the time the child is at Waitākiri. The child attends the learning conference too.

Scholastic Bookclub NZ Ltd

Several times during the year children take home an order form for books supplied by Scholastic N.Z. Ltd. If you wish to order, put the money and order form in a **named** envelope to the drop box outside the office by the due date.

School banking

Each Friday morning, in the CHOICES room, ANZ bank visits the school to collect school banking from students. Two Student Councilors are trained to help with the banking.

School photos

Each year class and individual photos are taken in by Heritage Photographic Studios. Windsor Studio photos are taken when the home groups are full at the end of the year. Every second year (even years) family photos are taken.

Sending payments to school

When sending a payment with your children please place in the drop-box in the foyer outside the school office. If you send cash to school, please have money in a sealed envelope with the following information:

- your child's name
- home group

- what the payment is for

Please ensure you include the correct money. All money will be applied to your account, no change can be given.

Shady school

Waitākiri School has a Shady School Policy to try to ensure that while children are attending school they are protected from skin damage caused by the harmful ultraviolet rays of the sun, which can lead to serious skin cancer in later life. The policy is implemented during terms 1 and 4. As part of the general skin protection strategies sunscreen is provided in learning studios for children to use. They need to put this on themselves. It is compulsory for children to wear the school sun hat which protects the face, neck and ears when children are outside (i.e. break, lunch, sport, trips and other outdoor activities). Children sit in a designated shade area if they do not have a hat.

Smokefree school

The Smokefree Environments Amendment Act 2003, directs that all buildings and grounds of Waitākiri School are smokefree 24 hours a day, seven days a week (with no exemptions). The Act applies to anyone on the school grounds including staff, children, visiting parents and caregivers, contractors and people hiring or using the school facilities outside of school hours.

Sport

Children at Waitākiri School have the option to participate in a wide variety of sports. Depending on the interest and the age of children and availability of coaches and managers, the following sports may be offered.

Winter Terms 2 and 3

Hagley Sport – Netball, Soccer, Hockey
 Future Ferns Netball
 School, Zone and Canterbury Cross Country
 Basketball
 Jump Jam
 Dance Crew

Summer Terms 1 and 4

School, Zone and Canterbury Athletics
 Rawhiti Touch Rugby
 Minijammers Basketball at Cowles Stadium
 Cricket
 Jammers Basketball
 School, Zone and Canterbury Swimming
 School, Zone and Canterbury Athletics
 Triathlon
 Duathlon
 Jump Jam
 Dance Crew

We also promote and encourage participation in local sporting events such as Weetbix Tryathlon, McDonalds Duathlon, Summer Starter and City to Surf.

As events start at a different time each year it is important that parents/caregivers and children read the newsletter and/or notices on Hero for information about sign up.

Stationery

At the start of each school year and for children who start during the year, parents purchase stationery requirements on-line through OfficeMax. This is ordered from www.myschool.co.nz

An information brochure about how to do this is included in this pack. Please ensure you have this for your child's first school visit.

During the year replacement stationery requirements are available from the school office between 8.30am – 3.30pm daily. You will be notified by your child's teacher when they require more stationery. This needs to be paid for at the time of purchase.

REAL Support room

Our REAL Support room is a place where children can go if they are struggling to learn in their learning space; where they can go for support before school, play time and lunch time and where parents can find additional support for their children. The REAL Support room is to help children who might be struggling socially or emotionally and who need extra support. As children gain confidence or show that they have or are developing good friendships they will be encouraged out into the playground and into the normal play and lunch time activities.

Swimming

Children have a series of swimming lessons each year either in term 1 and 4 in our heated school pool with a qualified swimming instructor. Parents need to cover the cost of these lessons. An information letter will be sent home with your child prior to swimming. The cost will be added to your child's account. The cost of these lessons is subsidised by the PTA.

Toys at school

Children are discouraged from bringing toys to school unless for a special purpose. The school is not responsible for the loss of children's property.

Travel to and from school

Road Patrol:

We have a Road Patrol team who are trained by the Police Education Officer and are on duty before and after school each school day. All children who need to cross the road **MUST USE** the pedestrian crossing where there is one.

Road Safety:

Please discuss with your children about being particularly careful when crossing roads when coming to and from school. If your child scoots/walks by themselves, please teach them to look both ways before crossing any road and use the pedestrian crossing where available. Drivers please slow down and look out for children before and after school. We encourage children to do the right thing for their safety, please continue this when walking with your child.

The speed limit outside of school each morning and afternoon is 40km/hr.

Bicycles:

The police recommend children younger than 9 years old do not ride their bicycles to school unless accompanied by an adult. Bicycles are stored in the secure compound by the back courts during the school day. We advise bicycle locks be used. Children and adults must walk their bicycles in the school grounds and outside of school on the footpath, especially when there are pedestrians. Helmets are compulsory.

Safe Cycling Training is a part of the school programme for Year 6 children, as we recognise many will be cycling to Intermediate.

Uniform

School uniform is compulsory. Children who do not wear school uniform will need to have a note from their parents explaining why. **Please ensure all items of clothing are labeled so lost items can be returned to their owner.**

Most items are unisex and can be worn summer or winter. The sun hat is a compulsory item for

terms 1 & 4. There are also winter beanies & hair scrunchies which are available to purchase from the office.

Please find information about ordering our school uniform in the brochure with this pack, and also on our school website. Ordering of the school uniform is done online. Orders made by 12noon Tuesday will be delivered to school on Wednesday and given to your child. If you have any questions please do not hesitate to contact the school office.

Use of school grounds outside of school hours

Families are welcome to use the grounds and school facilities out of school hours. We recommend that children come in groups or have an adult with them. It is expected that behaviour will be sensible from all who use the school grounds.

On school days, children and adults are expected to clear the grounds at 3.15pm and not return to the school before 5.30pm. Music will play to alert people that it is 3.15pm. If children are not collected by 3.15pm they are to come to the school office and parents will be contacted. The grounds are electronically monitored 24 hours a day.

Values

When Waitākiri School was established in 2014 the Board of Trustees and leadership team consulted with the community to find out what parents wanted for their children. The question was asked, "What are the qualities and attributes a Waitākiri School student should embody?"

The response led to the identification of the REAL CHOICES values. In 2015 we refined the values and motto of our school to:

Waitākiri School, a place of REAL Heroes!

This means children who:

Respect self, others and the environment

Encourage others

Achieve to the best of their ability, and are...

Lifelong learners

Children who display these values are REAL Heroes!

Staff planning learning experiences for children want to make sure they have *REAL Heroes* making *REAL CHOICES*. This means considering and planning for:

Community involvement where ever possible,

Hauora (well-being): learning experiences that will enhance the well-being of our children,

Opportunity: children will be given opportunity to lead their learning and become confident, connected, actively involved lifelong learners

Innovation: children will be given the opportunity to innovate through their inquiries and research into areas of interest

Collaboration and creativity: children will be encouraged to collaborate to solve problems, inquire into their world and communicate with others, they will be encouraged to think critically, creatively and use metacognitive processes to make sense of their world

Enjoyment: children learn best when they are in a challenging and supportive learning culture- where they are enjoying learning

Sustainability: the future of our world depends on sustainable practices. Waitākiri children will be encouraged to show respect for the environment. Waitākiri School is an Enviroschool.

A school of REAL Heroes making REAL CHOICES means children will have a say in their learning. At times they will have choice about what they are learning, where they learn, who they learn with and they will be involved in decision making about how their learning space and their school is run. This drives our curriculum, culture and school development. They will make REAL CHOICES!

We encourage our families to use the REAL Hero concept at home with their children.

Visitors

ALL visitors are required to report to the school office when visiting. Visitors must sign in and out using the electronic iPad "VisTab" and wear the printed visitors label when on site. Please remember to sign out when you leave.

Wheels at school (bikes, scooters, skateboards, ripsticks, etc)

Children are encouraged to bring their wheels to school – scooters, skateboards or ripsticks and ride them in the designated areas only. Designated areas are the alps, scooter track and the back courts (see the map over the page). Children are not allowed to use their bikes during the school day.

ALL wheels must be walked into school from the school gates to the storage areas. If a child is found to be riding their wheels anywhere other than the designated area, their wheels will be taken to the office for the day and they can collect them after school.

All children on wheels will be required to wear helmets at school when riding in the designated areas. This is for the safety of our children. We also recommend that parents require their children to wear helmets when going to and from school. Additional protective clothing such as knee, elbow and wrist pads is encouraged but optional. Please name all equipment.

