

Whenuapai School

New Entrant Information Pack



Phone 4168779

14 Airport Road, Whenuapai, Auckland 0618

'Inspiring discovery and empowering learners'



Welcome to Whenuapai School

The partnership between home and school is crucial to ensuring a student's success.

A quality education is the key to your child's future. Together we have a powerful influence on how your child will picture themselves as learners and achievers for the future. We want children to look back at Whenuapai School and say that it prepared them well for a modern world. We need to set challenges and design pathways that makes learning powerful, meaningful and relevant. Whenuapai School looks to the future by building on the best of the past and incorporating this with the knowledge of the present. We also seek new ideas and carefully evaluate changes that will lead to a better tomorrow.

Transition to school can be a big step for some children. It can be challenging for children to concentrate, sit still, follow instructions and make new friends. Please keep this quote in mind, "All children learn but not in the same way and on the same day".

Carla Veldman

Deputy Principal

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Carli Michelsen

Junior Team Leader

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School Donations

Thank you for choosing to send your children to Whenuapai School next year. We are looking forward to 2019 being a year full of opportunities, experiences and learning adventures.

To aid us in providing your children with the best learning environment we depend on your school donations. Your donations go directly towards reading resources, computer software, mathematics equipment, photocopying and essential operations and materials for the learning process.

We would like to suggest a donation for 2019 of \$180 if you have one child at the school or \$330 if you have two or more. Your tax refund would be:

1 child	\$180 (tax refund \$60)
2+ children	\$330 (tax refund \$110)

It is of course only a suggestion and we would be pleased to receive any donation you care to offer – large or small.

In addition we would appreciate a further contribution by way of a donation to cover classroom consumables such as paints, coloured paper, string etc: classroom stationery to minimise the additional stationery each child requires; and ICT.

In 2019 we suggest that the classroom donation is:

Year 0-3: \$60 (tax refund \$20)

Year 4-8: \$90 (tax refund \$30)

To help us plan for next year, we would appreciate it if you would advise us how you intend to pay your donation by returning the form below. To make it as easy as possible we have a number of payment options available including lump sum, split payment over four terms, monthly payment and weekly payment.

We are happy to discuss options and/or assist with setting up an automatic payment.

Your donation to the school is tax deductible. Just download form IR526 from the Inland Revenue website and send it off to IRD with your donation receipts attached.

We appreciate your ongoing support and involvement in your child's education.

On-line payments:

Should you have any queries please contact Mr Tony Hitchcock by email at:

thitchcock@whenuapai.school.nz

Bank Account details: 12-3085-0494188-00

Reference: Students Name

Details: the activity (i.e. Donation)



Some tips for preparing your child for school

It would be helpful if your child could:

- Write his/her name or recognise it
- Listen to a story and talk about it. The greatest preparation a child can have for reading/writing learning is book experience.
- Recognise some letters possibly at least those in their own name
- Handle pencils/crayons. Be able to draw a simple picture.
- Recognise colours by name
- Count to ten
- Use scissors to cut simple shapes from paper
- Recognise basic shapes
- Be able to express their needs to the teacher
- Can put on and secure their own shoes
- Independently use the toilet



Handwriting

In Primary Schools, the aim of teaching handwriting is to teach each child to write legibly, fluently without strain, and with sufficient speed for all practical purposes.

In the Junior School, our main objectives are to help children establish the correct pencil grip, to begin letters at the correct point, and to form letters and numerals correctly with increasing speed and endurance.

If your child is keen to write, it is most helpful if they learn the correct letter formations. Attached is a copy of the lowercase and uppercase letters as a guide to use with your child. They are taken from the New Zealand Curriculum. Please remind your child to write words in lowercase letters rather than capitals. In addition we follow the Casey the Caterpillar programme. We have included some information about the language we use when forming letters.

Please encourage your child to hold their pencil correctly and to form letters consistently as “practice does not make perfect; it only makes permanent” like any habit, it is very difficult to change when it is well established.



Letter / Shapes

	open mouth		tall stick		short stick
	hanging stick		tunnel leaf		gate - close it
	twig		feeler		possum tail
	grasshopper legs		twirly vine		small sloping sticks
	half tunnel		snake shape		ladybug spot

a open mouth short stick

c open mouth

e twig, open mouth

g open mouth, possum tail

i short stick, spot

k tall stick, grasshopper legs

m short stick, tunnel, tunnel

o wide open mouth

q open mouth, hanging stick, sloping stick

s Sammy snake

u gumnut cup, short stick

w sloping stick, sloping stick,
Sloping stick, sloping stick

y gumnut cup, possum tail

b tall stick, gate - close it

d open mouth, tall stick

f feeler, twig

h tall stick, tunnel

j possum tail, spot

l tall stick

n short stick, tunnel

p hanging stick, gate-close it

r short stick, half tunnel

t short stick, twig

v sloping stick

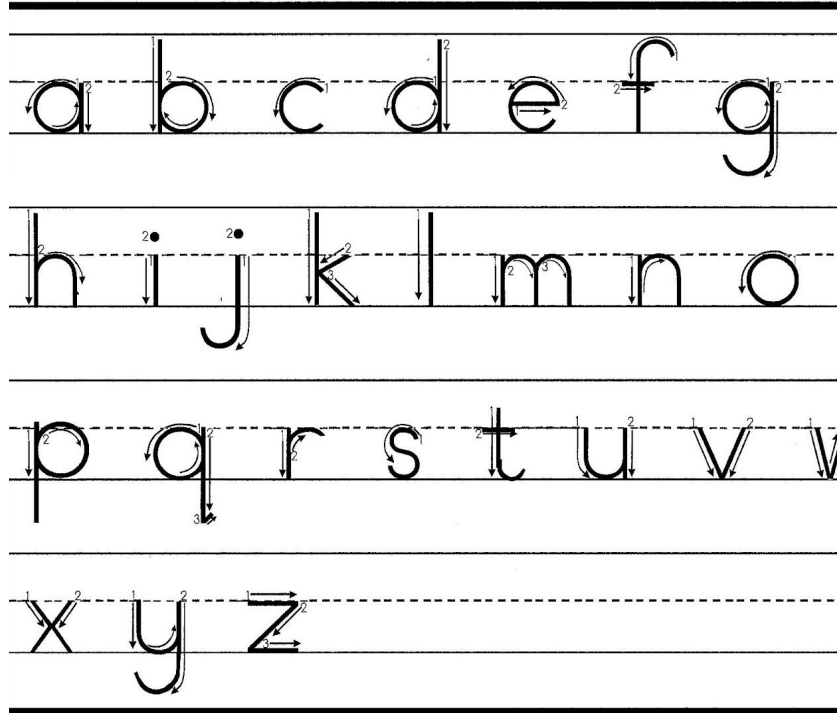
x sloping stick, sloping stick
crossed

z twig, sloping stick, twig

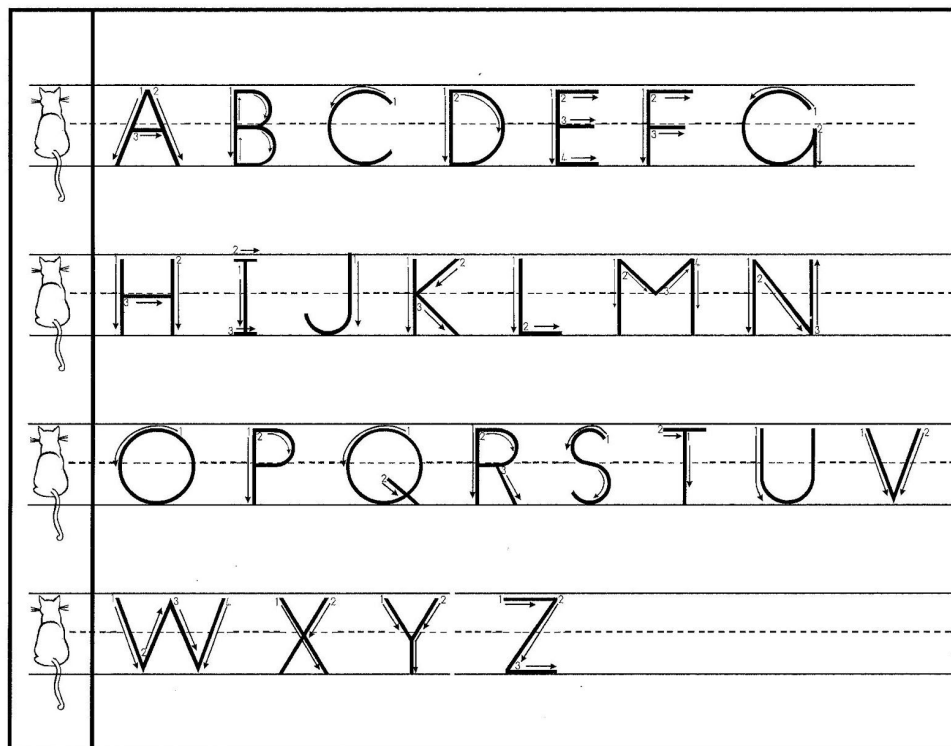


Beginning Points and Directions of Movement

Lower Case



Upper Case





Uniform Price List 2019

Our school uniform is available online on the Argyle Schoolwear website.
www.argyleonline.co.nz/shop/auckland/whenuapai-school

	Recommended quantity	Price
Year 0-6 Polo	2-3	\$33.00
Year 7-8 Polo	2-3	\$39.00
Skort	1-2	\$39.00
Shorts	1-2	\$30.00
Fleece	1	\$59.00
Bucket Hat	1	\$14.00
Cap	1	\$12.00



Uniform Standards

Rationale:

- Appropriate clothing enables students to participate safely in the full range of activities typical in a school day.
- Considered choices support positive health and hygiene practices.
- Pride and presentation of students presents a positive image of the School and the high standards it upholds.

Standards:

1. Safety:

- Jewellery: a watch and plain ear studs may be worn as part of our uniform. Jewellery can easily get caught in a myriad of ways resulting in injury.
- Black sandals or shoes. Footwear with heels will compromise safety during break times and during physical education and as such do not form part of our uniform. For the same reason sandals must have a heel strap.

2. Health and Hygiene

- Plain hair bands. Students with mid - long hair are encouraged to tie hair back. This may reduce the spread of head lice in classrooms. Students attending Technology at Taupaki are required to wear their hair tied back for health and safety reasons. Teachers may require students to tie their hair back if students are preparing food or are involved in an activity where it is deemed appropriate.
- A school hat is compulsory in Terms 1 and 4.
- Additional items of warmth in the winter may be worn (gloves, hat, and scarf). These need to be plain and in navy or black.

3. Pride

- All students must wear the appropriate sport uniform when representing the school.
- Under shirts must be tucked in and not visible.
- Boys: Navy drill shorts or trousers with Whenuapai School polo, round neck or V neck shirt. Please note: Year 7 and 8 students wear a blue polo shirt. Whenuapai School polar fleece sweatshirt.
- Girls: Navy skort, shorts or trousers with Whenuapai School polo, round neck or V neck shirt. Please note: Year 7 and 8 students wear a blue polo shirt. Whenuapai School polar fleece sweatshirt.
- Make-up, including nail polish is not to be worn at school.



Years 0-1 Stationery List for Terms 1-2 2019

Books can be purchased online from Office Max, or should you purchase from Warehouse Stationery please provide them with the school name as part of their Support Your School programme.

We encourage you to cover the exercise books and please name all books. All other stationery items will be collected by the classroom teacher.

<u>Quantity</u>	
1	JPB
2	LWB - 14mm ruled
5	Project Books
1	UB
1	UA4
4	Whiteboard markers -black/blue
8	HB pencils
4	Glue Sticks 40g
1	Home reading book bag

- All New entrant Students need to purchase the following from our School Office

1	Clear A4 Filefast Folder	\$3.00
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*Payment of \$40 for 3P Online Learning Packages (Reading Eggs/Reading Express and Mathseeds) to be paid online at www.mykindo.co.nz or at the School Office.

Thank you to the PTA who have kindly subsidised this cost for each student. This has allowed us to set the price at \$40.



Bus Route Information

We hope these documents will help to answer most of your questions about the bus system.

The collection points along the routes are dependent on traffic, so it is difficult to give timings along each route. We suggest that students are brought to school on the day of their first ride home, and catch the bus home. It is recommended that parents come to school for 3.00pm on this day and follow the bus home. In this way timings for drop off and collection points can be worked out in person with the bus driver.

Although we work with Ritchies to provide the most reliable service that we can, we can not guarantee the arrival time of any bus. There may be occasions where circumstances beyond our control result in the bus failing to arrive. All parents are advised to work out a contingency plan to cover this eventuality. Having said that, we do try to work with Ritchies and parents to send a replacement bus as quickly as possible, however this can take time to reach the students.

Responsibility for students who travel on the bus

Before students board the bus on their journey from home to school, they are the responsibility of their parents / caregivers. After they board the bus, they are the responsibility of the Bus Company. When they disembark at school they become the responsibility of the school.

Before they board the bus for the journey home and the students are on the school grounds, they are the responsibility of the school. After they board the bus, they are the responsibility of the Bus Company. As they leave the bus, they become the responsibility of their parents / caregivers.

It is the parent's responsibility to inform us if their child is going to be taking the school bus, by filling out the electronic form 'Bus Change Alert' which is located on the front page of the Whenuapai School Website. Any changes need to be made on this form prior to 1:30 pm, so information can be gathered as to who is catching the bus that day.

Students need to ensure their name is ticked off on the Bus List sheet, by a Bus Monitor, before they enter the bus each afternoon. If the School has not been informed that a student is catching the bus, and their name is not written on the sheet, then they will not be able to take the bus that day. If this occurs their parents will be called and asked to pick them up from School.



Route description:

Morning Run 8:20 am Depart Kauri Road Straight Kauri Road Right Kingsway Road Right Ferry Parade Left The Terrace Right Kingsway Road Right Kauri Road Left Puriri Road Left Waimarie Road Right Punga Road Right Karaka Road Right Totara Road Right Waimarie Road Right Punga Road Right Karaka Road Left Totara Road Left Brigham Creek Road Left Airport Road 8:40 am Drop off Whenuapai Primary	Afternoon Run 2:55 pm Depart Whenuapai Primary Exit Bus Bay Right onto Airport Road Right Brigham Creek Road Right Totara Road Right Waimarie Road Right Punga Road Right Karaka Road Right Totara Road Right Waimarie Road Left Puriri Road Right Kauri Road Left Kingsway Road Right Ferry Parade Left The Terrace Right Kingsway Road Left Kauri Road 3:15 pm Last Drop off bus stop on Kauri Road
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Ritchies North Shore Depot are our School Bus provider

www.ritchies.co.nz

This Enrolment pack includes a Bus Route Map which has been given to us by Ritchies as a guide.



Behavioural expectations of students on the School bus

When boarding the bus

- Stand well back from road and line up in a single file.
- Wait until the bus has come to a complete stop before getting your name ticked off the Bus List and then approaching and boarding.
- Use the handrails and safety measure when it is wet and boarding the bus.
- Older students are to help the younger students to ensure safety, if necessary.

Use designated stops

- It is the responsibility of students to disembark and board at their correct stop.

Whilst on the bus

- When I am seated passenger, I will remain in my seat for whole journey.
- I will not eat on the bus or throw anything inside or out of the bus.
- If I am a standing passenger, I will stand quietly and not push or move around the bus.
- I will respect other students and their property at all times (this includes pushing, verbal or physical abuse, or any other behaviour that may distract the driver).
- I will respect the property of the bus operator at all times (eg. Refraining from standing on seats or vandalising the vehicle in any way).
- I will not engage in any behaviour that could put the driver or other students at risk.
- I will observe the requirements and instructions of the bus driver and the teacher/s responsible for bus duty at all times.
- I understand that any damage I cause to the bus will result in my caregiver being billed for the cost of repairs.

Getting off the bus

- If seated, do not stand to get off the bus until the bus has come to a complete stop and the driver has signalled that you have arrived at your stop, or destination. Only at this point may you stand and get off the bus.
- Get off the bus in an orderly manner (no pushing or shoving).
- Do not cross the road in front of the bus; wait until the bus has moved away and it is safe to do so. Use crossings or traffic lights if available.



Categories for unsafe or inappropriate behaviour and consequences of such behaviour

To ensure that all students who act in an unsafe or inappropriate behaviour on buses are dealt with fairly and consistently, misbehaviour has been divided into the following categories:

1. Low level safety risk and nuisance behaviour

This includes behaviour which may be irritating, unpleasant but not physically dangerous behaviours:

- Eating or drinking on the bus
- Littering
- Spitting
- Using offensive language

Result: Initially a warning will be given. However, repeated offences may lead to a ban on the student travelling for up to 5 school days.

2. Mid level safety risk and inappropriate behaviour

This includes behaviours where there may be some physical danger to individuals:

- Distracting the driver by persistent noise
- Allowing any part of their body to protrude from the bus
- Harassing and bullying other passengers
- Stopping others from disembarking at their stop
- Verbally threatening the driver
- Climbing over seats

Result: No warnings given and will lead to a ban on the student travelling for up to 5 school days.

3. High level safety risk and dangerous behaviour

This includes behaviours, which are very dangerous to individuals, or very destructive:

- Throwing objects inside or out of the bus that have the potential to cause harm or damage
- Fighting
- Making or damaging bus property
- Repeated occurrences of dangerous behaviours



Result: No warnings given, immediate 5 school day ban applied while decisions are made by the operator about the duration of a longer term ban on school bus travel and possible police action.

4. Highly dangerous life threatening behaviour

- This includes highly dangerous behaviours
- Physically attacking the driver or other passengers
- Pushing students out through the doors and windows
- Interfering with the safe mechanical operation of the bus
- Threatening physical harm with a dangerous weapon

Result: No warning given, immediate ban applied while decisions are made by the operator about the duration of a longer term ban on school bus travel and possible police action.

These penalties reflect the seriousness of the misbehaviour. If the students are banned from using the services, parents and caregivers must make alternative travel arrangements and meet any costs of that transport.

Dental Service

The Dental Service for our School is provided by Westgate Clinic, phone number 832-2116 and Enrolments for the Dental Service can be done online via the ARDS public website www.ards.co.nz.



Key Contacts

Senior Leadership

Principal - Raewyn Matthys-Morris: rmatthys-morris@whenuapai.school.nz

Deputy Principal - Carla Veldman: cveldman@whenuapai.school.nz

Co-ordinator of Special Needs and Student Well Being (SENCO) - Sharron Buer:
sharronb@whenuapai.school.nz

Team Leader

Year 0 - 1 - Carli Michelsen: carlim@whenuapai.school.nz

Year 2-3 - Paige Chelley: paigec@whenuapai.school.nz

Year 4 - Jessica Powell: jessicap@whenuapai.school.nz

Year 5 - 6 - Chris Groen: chrisg@whenuapai.school.nz

Year 7 - 8 - Karl Ganda: karlg@whenuapai.school.nz

Office Staff

Administration Manager - Tony Hitchcock: thitchcock@whenuapai.school.nz

Principal's PA - Jo wright: jwright@whenuapai.school.nz

Receptionist - Sera Terrazas: office@whenuapai.school.nz

Board of Trustees: wsbot@whenuapai.school.nz

Parent-Teacher Association: pta.whenuapai@gmail.com

Skids After School Care: Whenuapai@skids.co.nz

Policies and Procedures

Follow the instructions below to access the Whenuapai School Policies and Procedures:

- www.schooldocs.co.nz
- Type the school name
- Username: whenuapai
- Password: airport