

Whenuapai School

New Entrant Information Pack 2025



'Inspiring discovery and empowering learners'

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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 make 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".

Stephanie Wise

Team Leader Year 0-1

stephaniew@whenuapai.school.nz



2025 School Donations

Thank you for choosing to send your children to Whenuapai School. We're excited about the opportunities, experiences, and learning adventures 2025 will bring.

Whenuapai School relies on three main funding sources. The first is the operational grant from the Ministry of Education, which covers general operations and property maintenance. However, this funding often falls short of what's needed to maintain the high standards we all expect.

The other key sources are donations from our generous Whānau and fundraising efforts.

Donations help fund:

- Additional teachers, relief staff, and teacher aides beyond Ministry allocations
- Extra teaching and learning resources like reading materials, math equipment, and ICT devices (e.g., iPads, computers, software)
- Subsidised trips and student activities
- Library books
- Maintenance of our bike fleet and track

Without these whānau donations, many of these vital aspects of school life would not be possible. Thank you to everyone who supports our kura through your donations and generosity.

The school donation for 2025 is: \$220 per child.

Acknowledgments for your support:

- **Early payment incentive:** Pay in full during Term 1 to receive a 10% discount, reducing the donation to \$198 per child.
- **Termly Prize Draw:** Families who pay the full donation go into a termly draw to win one child's donation back. One winner is drawn in the last week of each term.
- **End of Year Prize Draw:** All families who make a donation (full or partial) are entered into a draw for a \$100 grocery voucher at the end of Term 4.

Tax credit - Don't forget you can claim a tax credit for one-third of your donation. For a \$220 donation, you can receive \$73 back, making the net cost \$147. To claim, complete form IR526 from the IRD website and attach your donation receipt.

Payment options:

- Payments can be made online via MyKindo - [Please click here](#).
- For online payments:
 - **Bank Account:** 12-3085-0494188-00
 - **Reference:** Students Name
 - **Details:** the activity (i.e. Donation)

We offer flexible payment plans, including lump sums, termly, monthly, or weekly payments. If you'd like assistance or to set up an automatic payment, please contact us at accounts@whenuapai.school.nz.

Please contact accounts@whenuapai.school.nz if you have any questions.

Thank you for your continued support. Your contribution makes a real difference in your child's education.

Ngā mihi nui,
Whenuapai School Board



Thank you for your donation!



Uniform Price List 2025

Our school uniform is available to purchase online via Argyle Schoolwear:

www.argyleonline.co.nz/shop/auckland/whenuapai-school

Item	Recommended Quantity	Price
Year 0-6 Polo Shirt	2-3	\$40.00
Year 7-8 Polo Shirt	2-3	\$46.50
Skort	1-2	\$46.00
Shorts	1-2	\$38.00
Fleece Jacket	1	\$63.00
Bucket Hat	1	\$18.50
Cap	1	\$16.00

Year 5-8 Sports Uniform Compulsory for all students in Years 7-8.

Sports Shirt (with logo)	1	\$41.00
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Please note:

- Sizing stock is available in the School Office for students to try on.
- Hats are compulsory in Term 1 and Term 4.
- Any plain navy shorts, skorts and hats may be worn.
- While mufti rain jackets can be worn in winter/bad weather, the school fleece jacket is compulsory. Hoodies, sweatshirts and other mufti items are not to be worn.
- Sports uniform is **only to be worn** for PE classes, sports days, and athletic events. Outside of these occasions, students must wear the correct school uniform.
- Our Friends of Whenuapai (FOW) team holds regular second-hand uniform sales. Sale dates will be advertised in advance via the school newsletter and school app.

Uniform Shop – Argyle Schoolwear

Argyle Schoolwear now has a retail shop where you can purchase our school uniform in person.

You can continue to purchase your uniform online through Argyle Online, but the retail store offers an alternative option for a full shopping experience.

📍 Location: Unit 4 / 91 Central Park Drive, Henderson

Appointments Recommended:

To book a fitting, visit our school page on Argyle Online and click 'Book a Fitting'.

- ♦ Limited parking is available in front of the store.



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 present a positive image of the School and the high standards it upholds.

Standards:

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.
- A range of footwear is permitted, except jandals and slides, as children can easily trip over with these. Gumboots may only be worn to and from the classroom and not inside.

Health and Hygiene

- Plain hair bands. Students with mid – long hair are encouraged to tie their 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/scarf).

Pride

- All students must wear the appropriate sports uniform when representing the school.
- Under shirts must be tucked in and not visible.
- Boys: Navy shorts or trousers with a Whenuapai logo polo 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 a Whenuapai School polo shirt. Please note: Year 7 and 8 students wear a blue polo shirt. Whenuapai School polar fleece sweatshirt.
- Make-up is not to be worn at school.



Year 0-1 Stationery List for 2025 (Terms 1 & 2)

Quantity	WS Book Names	OfficeMax books are also known as:
2	WS Exercise Book 1B2	OfficeMax 1B2 JWB Junior Writing
4	WS Junior Literacy 1 Tahī	Warwick My Writing Book 1
2	Task Book 24 Leaves	Warwick Project Book (Literacy)
1	1A8 Exercise Book	Warwick 1A8 Exercise Book (Poem and home learning)
1	WS Exercise Book 1H5 with Margins 36	OfficeMax 1H5 JMB Maths Book 10mm Quad with Margin
7	HB Pencils	
1	Vivid	
5	Whiteboard Pens (Blue or Black)	
2	Highlighters - one blue and one yellow * these specific colours are used to edit writing	
3	Glue Sticks	

Additional Information:

- Stationery packs are available for purchase online from [Warehouse Stationery](#) or via your HERO App.
- If purchasing from another supplier, please ensure you select the exact books listed, as each has been chosen for a specific purpose.
- Please ensure all books and your child's book bag (provided by the school) are clearly named.
 - There is no need to name stationery items such as pencils, pens, glue sticks, and highlighters, as these are collected and shared among all students.
- Bring all stationery to school on the first day.
- Please note: some items may need to be replenished during the year.



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 2.50pm on this day and follow the bus home. 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 Form**' on the school website www.whenuapai.school.nz/bus-info/student-bus-changes-form, emailing the school office on office@whenuapai.school.nz or calling 09 416 8779 to inform reception. Any changes need to be made prior to 2.30pm, 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	Afternoon Run
<p>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</p>	<p>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</p>

Ritchies North Shore Depot are our School Bus provider: www.ritchies.co.nz



Behavioural expectations of students on the School bus

- Stand well back from the 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 measures 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 a seated passenger, I will remain in my seat for the 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.

Please ensure you complete the School Bus Code of Conduct!



Dental Service

The Dental Service for our School is provided by Westgate Clinic, phone number 09 832-2116 and enrolments for the Dental Service can be done online via the ARDS public website www.ards.co.nz.

Policies and Procedures:

Follow the instructions below to access the school's Policies and Procedures:

- www.schooldocs.co.nz
- Type the school name to find Whenuapai School
- Username: whenuapai
- Password: airport

Friends of Whenuapai (FOW)

We would like to invite you to become involved with our amazing Friends of Whenuapai team. We are always in need of reliable, interested people to help volunteer their time, talent, other interests and/or ideas. In doing so, you will be making a valuable contribution to our school.

We appreciate any time that you are able to give, once a month, once a term or even once a year, it is all appreciated.

Please join our Facebook page - Whenuapai Primary School Parents and Caregivers Page: <https://www.facebook.com/groups/222730558276603>

Team Reach App

The team also uses an app to keep in contact with our parent volunteers and put the call out for helpers. If you are interested in helping out please use the following link and passcode:

Team Reach - <http://www.teamreach.com/> Passcode - FOW22

You can also email the team at: pta@whenuapai.school.nz



KEY CONTACTS

Senior Leadership

Position	Name	E-mail
Principal	Adam Cels	acels@whenuapai.school.nz
Deputy Principal (Senior Campus)	Molly Fletcher	mfletcher@whenuapai.school.nz
Assistant Principal (Senior Campus)	Olivia Mead	oliviam@whenuapai.school.nz
Deputy Principal (Home Campus)	Rebecca Archer	rebecca@whenuapai.school.nz
Assistant Principal (Home Campus)	Jill Mackenzie	lsc@whenuapai.school.nz

Other Key Contacts

Position	Name	E-mail
Year 0/1 - Kea Team Leader	Stephanie Wise	stephaniew@whenuapai.school.nz
Learning Support Coordinator	Jill Mackenzie	lsc@whenuapai.school.nz
HOD Sport	Greg Berry	gregb@whenuapai.school.nz
Administration Manager	Jo Wright	accounts@whenuapai.school.nz
Office Administrator	Simone Turnbull	office@whenuapai.school.nz
School Board (Presiding Member)	Paul Matenga	wsbot@whenuapai.school.nz
Friends of Whenuapai (Parent-led fundraising and event organising group)	Friends of Whenuapai (FOW) Also referred to as the PTA	pta@whenuapai.school.nz Team Reach - App for parent helpers Install instructions: TeamReach (http://www.teamreach.com/) Enter code: FOW22
sKids Before and After School Care	sKids	whenuapai@skids.co.nz Onsite Mobile – 021 174 8473 (during onsite hours)
Whenuapai After School Care (Defence Children only)	WASC	Contact details available through RNZAF Base Auckland



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 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, 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

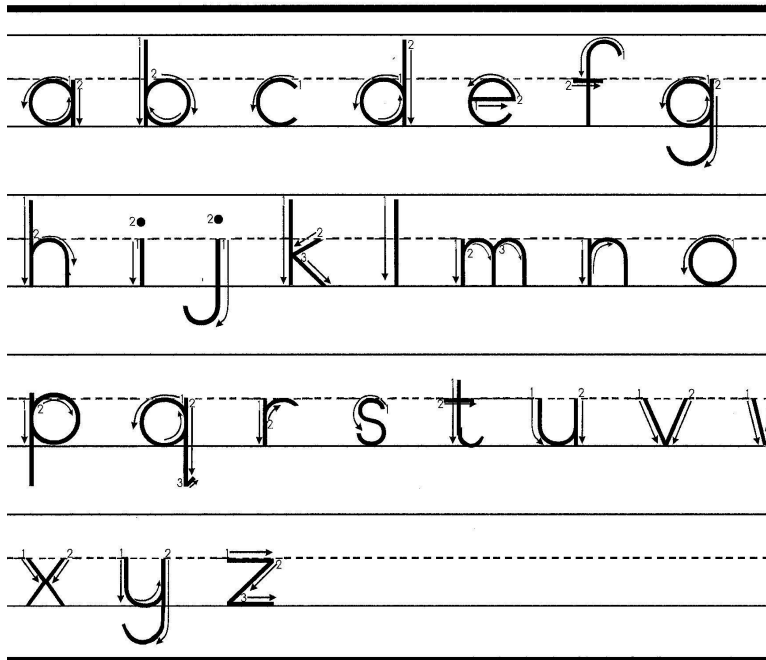
x sloping stick, sloping stick Sloping crossed

z twig, sloping stick, twig



Beginning Points and Directions of Movement

Lower Case



Upper Case

