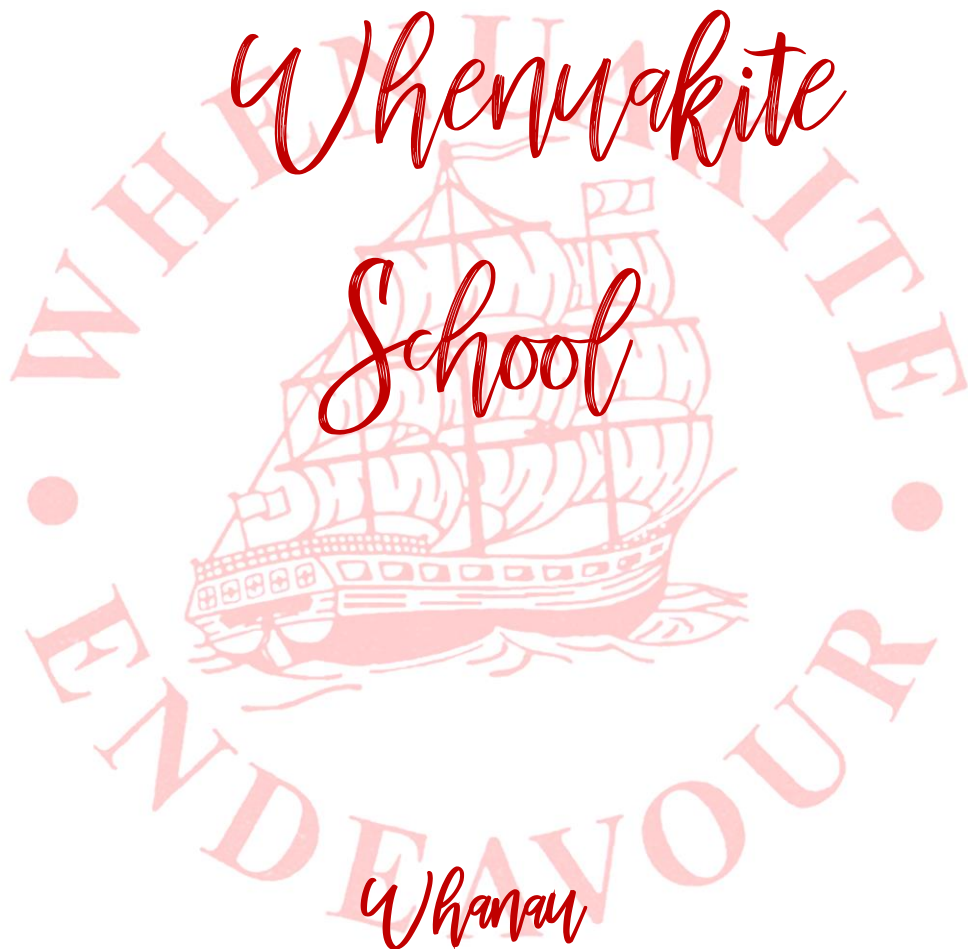


Welcome  
to

Whenuakite  
School



Whanau

Information Booklet

1055 Tairua Whitianga Road  
RD1  
Whitianga  
3591

T: (07) 8663860  
F: (07) 8663823  
E: [admin@school.nz](mailto:admin@school.nz)  
W: [www.whenuakite.school.nz](http://www.whenuakite.school.nz)

## Welcome from the Principal

Tena Koutou Katoa,

On behalf of the Board of Trustees and Team, I would like to welcome you to Whenuakite School. We are both proud, and honoured to have you join the Whenuakite Whanau. We trust that you and your family will have happy and positive relationship with our school.

At Whenuakite School we aim to support and guide each and every learner to reach their full potential. Teaching and learning programmes provide students with opportunities to achieve success in all areas of the national curriculum. Our dedicated teaching and support staff, work tirelessly to ensure we amazing children.

We have a supportive community who get in behind the school, our learners and the Teaching and Learning direction of the School.

This information booklet is intended to offer a general overview of how we do things at Whenuakite School. We trust that you will find it useful, along with our school website, and we are happy to respond to any questions or enquiries that you might have. If you wish to meet me, please contact the school office or email me for a time to suit. We look forward to working with you in supporting your child's learning.

Kind Regards

Eamonn Kelly  
PRINCIPAL

### Welcome from your New Entrant Teacher

It is with Great pleasure that I get to welcome you and your child to Room1 at Whenuakite School.

My name is Jan Collins and I feel very privileged to be able to start your child on their learning journey as a five year old at Whenuakite School. Exciting times being 5. So much to learn and so many new experiences for you and your child. I will endeavour to ensure the transition to school goes smoothly and is a WONDERFUL experience for all. (home & school working together)

Our class is all about having fun while we learn and we sure do this. We have a blend of play based learning and a more structured literacy & numeracy programme catering for everyone's needs. Children are nurtured to be the best they can be and encouraged to give everything a go, to become risk takers and in control of their learning.

We closely follow the Key Competencies to develop the "whole child" and to grow our students into independent life long learners with inquiring minds.

I believe in open communication and welcome your input and questions. I look forward to working with you and your child.

**Jan Collins**  
**Room 1 – New Entrants**

# Our School

Whenuakite School is a U3 School with between 130 and 145 pupils, Years 1 to 8. The community and BOT have worked hard to ensure the school is well resourced and has excellent facilities.

The school provides a place where children are challenged, achieve academic excellence and develop respect for themselves and others. Children are encouraged to take responsibility for their own learning and there is a focus on individual needs, abilities and talents, and developing independence. Children enjoy coming to school, they know their rights and responsibilities, they are challenged and supported in their learning, they are accepted for whom they are and they learn to get on with other people.

Our aim is for children to leave school with an appreciation of the values and skills that will help them to succeed in society.

## Where we are

Whenuakite School is located on S.H. 25, twenty-seven kilometres south of Whitianga, inland from local, well known Coromandel beaches. The school is surrounded by farmland and lifestyle blocks and there is an excellent early childhood learning centre across the road.

## Our Vision and Mission

In 2018, the School, through a Community Survey, student voice and teacher discussions, reviewed and implemented a New Motto, Vision and Values.

### Motto:

Takakawe i nga wa katoa – At all times we will Endeavour

### Vision:

Te akonga o Whenuakite will endeavour for all round personal hauora and success.

## Our Values

The **beliefs we value** most and wish to promote are:

**K** Kindness  
**I** Innovation  
**T** Trustworthiness  
**E** Enthusiasm

**Our children strive to be K.I.T.E Kids.**

# Our Teaching and Learning

The New Zealand Curriculum consists of eight Learning Areas. We naturally have a focus on Literacy and Numeracy but the Arts, Health and Physical Activity, plus the topic study areas, are all important and are also well covered. The Key Competencies are also a central part of the Curriculum and are part of everything that happens at school.

## How Learning and Teaching Happens at Whenuakite School.

We know that good teaching happens when children are **engaged** in their work, **know what they are learning** about, and **know how to learn**. Quality learning is more likely to follow if we see ourselves as learners and if we work to develop a culture of **students and teachers learning together**.

We have **high expectations** for all and we also **teach to the abilities of the children ie (individualised learning)**.

Some key factors in this are:

- Knowing the child well.
- Knowing what the child's prior knowledge is.
- Knowing what motivates the child's desire to learn.
- Knowing the child's parents or caregivers and liaising closely with them.

Quality teaching occurs as a result of **what teachers know, can do and care about**. If we use information about pupils' needs to guide our professional development and reflect on the effectiveness of our teaching, we will continually become better teachers with high levels of self-motivation.

At Whenuakite School we find that children learn best when they have a **positive relationship** with their teacher, when the classroom environment is **effectively managed, well resourced and organised, learning is fun and challenging**, the classroom culture is **safe and calm** and where everyone has a sense of **ownership and belonging**. Developing and maintaining this type of class and school culture is a daily activity, where the Key Competencies are central.

Most children take time to learn new things and often the learning will only happen effectively when the children are **ready to learn**. If children are given opportunity to learn by **observing, listening, reading, doing**, as well as **sharing** with others and **teaching others**, they will experience greater success. From when children first begin school they need to **learn about how their brain learns** and how they can use this understanding to become better learners. If they learn to reflect on their learning they will know that some things (particularly in literacy and numeracy) can take a long time and a lot of effort to be learnt and some things need to be reviewed regularly so that the learning becomes permanent or deeper.

The greater the creative opportunities that children have to:

- make and create their own meaning,
- use their imagination,
- to delight in their curiosity and senses,
- to develop aesthetic awareness..... the greater the probability that they will develop into successful learners for life.

Essentially, our learning programmes are **child centred**, and our aim is to make learning **fun, relevant, interesting and challenging**. Children are expected to **do their personal best** but in their areas of strength, every child should also have opportunities to aspire to **excellence**.

Our aim for Whenuakite children is for children to be **confident users** of literacy and mathematics, **confident thinkers**, able to **self-manage, relate to others** successfully, have a **sense of belonging** and a **desire to participate and contribute**.

## **Special Needs and Abilities**

We will identify children with special learning needs and children with special learning abilities.

Children with special learning needs will be supported and given quality learning experiences. Currently MOE and SE resources fail to always fully provide the teacher support required to adequately meet diverse needs. We fundraise in order to ensure special learning needs are adequately met.

Children with special learning abilities and talents are given rich and varied opportunities of extension and challenge.

All children have opportunities to develop leadership skills and to be involved in extracurricular activities, sports, cultural events and 'education outside the classroom' activities.

## *Reinforcing the Curriculum*

There are a wide variety of interesting activities that support the Curriculum but are not covered by the 8 Learning Areas.

### **E.O.T.C. (Education Outside the Classroom)**

Trips, visits and camps are an integral part of school life and occur throughout the year. We try to make good use of our superb local natural environment. The Marine Reserve, Bush Reserves, Kiwi Zone and other unique features are utilised as much as possible.

Guidelines describing more about EOTC are attached.

### **Waterwise Sailing**

From 2002 Whenuakite has its own Waterwise programme. Children from Year 5 have the opportunity to learn to sail. Sailing takes place in Terms 1 & 4.

We encourage parents to train as instructors and rely on them to help deliver the programme. Instructors and families can use the 4 Walker 8 yachts and rescue boat outside school hours.

### **Agriculture Day (Pet Day)**

This is a Traditional Rural Event where children with Calves, Kids and Lambs, compete for cups and ribbons in rearing and leading. About 30 children per year enter their pets. Pets are chosen by mid Term 3, children keep a Pet Diary and the Pet Day is always in Term 3 (September). This is largely 'an out of school' activity so children rely on support and guidance from parents to keep motivated and to do their best.

Children who do not live on farms are often able to 'adopt' a farm animal and experience the Agriculture Day experience, then leave the pet on the farm where it belongs.

Local people with farming knowledge judge the pets and cups and ribbons are awarded.

### **Spring Festival**

This whole school activity is a 'flower show/craft /creativity day' and is held in early November. Teachers will send home guidelines about how the day runs and what is required.

On the day children make their creations in the morning and have them ready to display by mid-day. The displays are judged by their peers then the displays are opened up for the community to view. Everything is packed up after viewing and children with parents present are able to go home a little earlier than usual.

### **WHENUAKITE SCHOOL ORGANISATION - 2019**

PRINCIPAL:	Eamonn Kelly	
DEPUTY PRINCIPAL	Michael Ewing (Rm 6)	
ASSOCIATE PRINCIPAL	Nicola Riedinger (Rm 2)	
TEACHERS:	Jan Collins	Rm 1 - NE
	Nicola Riedinger	Rm 2 - Yr 1/2
	Jennifer Spyve	Rm 3 - Yr 2/3
	Margaret Gibson	Rm 4 - Yr 4/5
	Anna Major	Rm 5 - Yr 5/6
	Michael Ewing	Rm 6 - Yr 7 - 8
SENCO (Special Educational Needs Co-ordinator)	Nicola Riedinger	
OFFICE MANAGER:	Donna McKay	
LEARNING ASSISTANTS:	Jo Lloyd	
	Corinne Fojutowski	
	Karin Gillespie	
LIBRARIAN:	Julia Rhodes	
CARETAKER:	Mathew Barnes	

### **BOARD OF TRUSTEES**

CHAIRPERSON	Roger Harwood Crystal McGovern Dawn Thurgood Blair Fraser Rochelle Palmer
STAFF REP:	Michael Ewing
PRINCIPAL:	Eamonn Kelly

# A to Z of Whenuakite School

## **ABSENCES / ATTENDANCE**

The Education Act regulations state that no child shall be absent from school without sufficient reason. A note signed by a parent stating reasons for a child's absence should be sent to school when the pupil returns. Alternatively the school can be telephoned email the school on [admin@whenuakite.school.nz](mailto:admin@whenuakite.school.nz)

It helps a child settle to their daily routine to be well in time for the school day, which starts at 9.00am. We'd appreciate if children were not at school before 8.15 am.

## **ASSEMBLIES**

School assemblies are usually held every Friday afternoon at 2.15 p.m. Each class is rostered to lead the assembly and share their learning. We welcome all parents and whanau to celebrate this with our learners.

## **BEHAVIOUR GUIDELINE**

We have a school wide behaviour guideline which aims at developing shared ownership and responsibility for behaviour. This articulates that each learner, parent and team member have Rights, as well as Responsibilities.

It is a goal of the school is to work with whanau to ensure any inappropriate behaviour is acted upon in a respectful and constructive manner. If inappropriate behaviour is ongoing or serious, parents are notified, with a possible meeting scheduled. Serious misconduct can lead to suspension and expulsion. The Board of Trustees will get involved at this stage. All Ministry of Education guidelines are strictly adhered to. We appreciate parents supporting the schools stance on inappropriate behaviour.

## **BOARD OF TRUSTEES**

The Board of this school consists of four members elected every three years by parents of the school, the principal and a staff representative. It has the power to co-opt other members if it chooses.

We have a committed and hard-working Board in the past who have achieved a lot. Please give your full support to them.

The Board meets monthly. Parents are able to attend these meetings if they so desire. As a courtesy however, informing the Chairperson of intending participation would assist with meeting procedures. Parents may be asked to leave a meeting should a sensitive matter need to be discussed. Board Minutes are also available at the school office.

The Board is not responsible for the day to day management of the school and concerns in this area should be referred to the teaching staff and principal. Only when your concerns have not been resolved should there be reference to the Board. Elected members serve for three years.

## **BOOK CLUB**

The school encourages children to purchase from the ABC, Lucky, Arrow and Star Book Clubs. They are inexpensive by today's standards and fulfil a very useful purpose. The school receives a small commission on sales. All children are given an information sheet and order form.

**Cheques should be made out to Scholastic NZ.**

## **CALF CLUB**

This is a special feature of a country school and an important community event. This is held in the middle of September, in Term 3, during the week. Children are encouraged to rear a calf, lamb, goat or chicken or to bring a pet for the Pet Section.

## **CAMPS**

The BOT has made it policy that all pupils, from Year 3 will have one major camp each year. The length of camp depends on the age of the children. These camps encourage pupil development and achievement and have related themes such as aquatics. Fundraising is often needed as camps costs can vary, depending on type of camp being organised. Ideas for fundraising are welcome.

We are fortunate to have staff that are keen on outdoor education and a supportive crew of parents. Camp is a great way to get involved.

## **Charter**

The Charter is the document which defines how our school will plan for continuous and sustained improvement. The Charter describes the Board's long term (strategic) goals for student achievement. It flows through to the Annual Plan which has specific goals and actions to achieve this year.

A copy of the Charter can be found on our website or requested at the office.

## **CLASS TRIPS**

As part of class programmes, visits are sometimes undertaken by classes or syndicates. When trips involve parents driving children to and from venues cars must be roadworthy, the driver licensed and children in seat belts not lap belts. Some trips will use a bus. These are valuable extensions of children's understanding of themselves and of the world they live in, often lead to stimulating follow up work and offer a "hands on" approach to learning. The cost of these is on a pay as you go basis. All trip money needs to go through your child's teacher.

We aim that no less than six weeks' notice will be given as notification for upcoming trips.

Please be aware that for some events, Police Vetting may be required.

## **Adult – Student Ratio's**

To ensure that all children are safe we must adhere to strict Ratio's. These are:

- 1 Adult to 4 Children on / near water, in the bush or rugged country
- 2 Adult to 6 Children for all other trips.

If we are unable to meet the ratio for trips, these will have to be cancelled.

## **COMMON DISEASES**

Please refer to supplied handout.



## COMMUNITY USE OF THE GROUNDS

Our grounds and facilities are open for use of the community; at their own risk, for children and families to play. No vehicles or animals are to be in the grounds at any time unless on school business.

People using the school grounds outside of school hours, do so at their own risk.

## COMPUTERS / ICT / eLearning / BYOD

Computers are an integral part of our programme. We are endeavouring to expand pupils' knowledge and experience in this field and all children will develop computer literacy as they move through the school. Devices are seen as a tool for learning and will be utilised when / if required.

A Device and BYOD Agreement will be required prior to enrolment at Whenuakite School.

## CONCERNS

The following process should be followed if a parent or caregiver wishes to share their concern in regard to their child's education, or other aspect of school.

<b>Step</b>	<b>Process</b>
<b>1</b>	Where possible level by communicating with the person whose actions have given rise to the complaint. (i.e. class teacher if concerns over child)
<b>2</b>	If after a direct approach to the person whose actions have given rise to the complaint the problem remains unresolved, then contact with the person who is directly responsible for the complainant is made. This would be a Deputy Principal (Senior School) and Deputy Principal (Junior School) for a complaint about a staff member or student.
<b>3</b>	If the complaint can be resolved at that point the Head of Faculty or Head of School will take appropriate action (if any) as required. The Deputy Principal (Senior School) and Associate Principal (Junior School) may report to the Principal on the resolution of the complaint and actions taken if deemed necessary.
<b>4</b>	If the matter remains unresolved after contact with the Deputy Principal (Senior School) and Deputy Principal (Junior School) then a written complaint may be made to the Principal when making an appointment to meet. This may be taken away for discussion with the Senior Leadership Team.
<b>5</b>	If the matter remains unresolved after contact with the Principal then a written complaint may be made to the Chairperson of the Board of Trustees.
<b>6</b>	A complaint against the Principal or if the concern has not been addressed, a complaint should be addressed to the Board Chairperson.
<b>7</b>	Where an initial concern is considered <u>serious</u> the complainant should lodge a complaint directly in writing to the Principal.

## CYCLING

As our school is next to a busy main road, cycling is recommended only for pupils in Year 5 and over, unless supervised by parents. It is compulsory that all cyclists wear approved safety helmets.

## EDUCATIONAL SERVICES

The school maintains contact with and utilises where necessary, a variety of outside specialised agencies. These include:

- Department of Health (Public Health Nurse)
- School Library Service
- Education Advisers

- Speech Therapist
- RTLB – Resource Teacher of Learning and Behaviour – for children with moderate needs.
- RTLit – Resource Teacher of Literacy.
- Group Specialist Education
- As specialist help is hard to come by we encourage parent support for these services. Please contact us if you'd like to access these services.

## **E-MAIL**

Our e-mail address is [admin@whenuakite.school.nz](mailto:admin@whenuakite.school.nz)

## **DONATION / FUNDRAISING / OTHER FEES**

These are set by the Board each year. They are currently:  
 Annual School Donation                      \$40.00 per child

There may also be school trips throughout the year, which be notified as soon as possible.

Our fundraising Committee help minimise costs by contributing to the school.

If your child enters School part way through the year, adjustments are made to the fees accordingly.

## **FIRST AID**

Should a child suffer an accident at school he/she will be attended to and if it is felt a doctor's advice is necessary then parents will be contacted immediately. If parents cannot be contacted the child will be taken to the Mercury Bay Medical Centre, or an ambulance will be called. Please advise the school if pupils need to take any medication during the day. This is especially important for asthmatics or children with allergies. Be aware also that we are not entitled to give pupils any medication without prior permission of the caregiver. **It is crucial that the school is aware of student health issues.**

## **FUNDRAISING COMMITTEE**

This is a great opportunity for parents to work with the staff for the benefit of the school community. It is of great assistance and the school by organised social events and fundraising activities. Our main fundraiser is the Cooks Beach Gala which is held January 04 each year. The Fundraising Committee works in close liaison with the staff and Board of Trustees and is a vibrant organisation that allows parents to be active within the school.

## **HATS**

Please provide your child with a hat in summer (Terms 1 & 4). The school provides sunscreen. Children who don't have a sunhat will have to play in shady areas.

## **HOME HELPERS / PARENT HELPERS**

If you have a particular talent or would just like to "muck in" around the school – you are always welcome. Please contact your class teacher if you are interested to get involved. Please no young children if you are volunteering.

We like to have parents assisting at school. Teachers may also require parent help for some extracurricular activities.

## **HOMEWORK**

At times it is necessary for children to get practice, or consolidate skills taught or to prepare for work in the future. It is very beneficial for pupils to read each day. Often children need to learn

spelling and basic facts in maths. If you have any worries about your child and homework, see the teacher concerned. At the senior level, homework is set according to individual teachers. In the junior classes, reading will be sent home Monday to Thursday and Poetry Books and or publishing folders on Friday. Please support your child's progress by making this an enjoyable time.

## **INTERVIEWS**

At times parents may feel they need to seek clarification for things that are done or happen at school. Staff are happy to see parents to discuss pupils in their care. Contact the school to arrange a suitable time. If you are still concerned after seeing the teacher, please contact a Senior Leader.

Tuesday and Wednesday afternoons are not a suitable time for us because of staff and syndicate meetings.

## **JEWELLERY**

The school policy is that no make up or jewellery other than ear studs and watches are worn.

## **LIBRARY**

The library is an excellent resource and all children are encouraged to take books out. Children may take out two books at a time. They are issued for two weeks. Please ensure your children return books on time. Book bags are purchased when children start school. These must be used to protect books. Our Librarian, Julia Rhodes looks after the library.

## **LOST PROPERTY**

All clothing and footwear should be named. Parents are welcome to check in the lost property box by Room 6. Unclaimed clothing will be given to charitable organisations at the end of term.

## **TECHNOLOGY**

Each week, the Year 7 & 8 pupils go by bus to Mercury Bay Area School for tuition in aspects of technology. Suitable footwear is essential. All children must return to school by bus unless an exemption is applied for by the parent and a pass is issued.

## **NEWSLETTERS**

A school newsletter is sent home weekly. They are written to inform parents of school matters. They can also be used by local clubs and organisations. They are written mostly on Mondays and whenever else it's necessary. Check bags on Monday. They are also available on our website. In the case of split families a request needs to be made to receive a newsletter.

## **SPECIAL NEEDS**

We have a Special Education Needs coordinator (SENCO) who will co ordinate help for students assessed to have special needs. In 2016 this is Lynne Green.

## **PHYSICAL EDUCATION**

The school expects all children to participate in Phys Ed lessons. Children should bring appropriate clothing to school – e.g. shorts if children are playing on the field at lunchtimes / for sports etc. If you wish your child excused for health reasons, a note is required (this includes swimming).

## **POLICE VETTING**

Under Part 3 of the [Vulnerable Children Act 2014](#), all children's workers must be police vetted as part of a safety check. A children's worker is anyone whose work involves regular or overnight contact with children, takes place without parents or guardians being present, and is paid or

undertaken as part of an educational or training course. A police vet must be obtained before the children's worker starts work.

Police vets must be renewed every three years.

## **POLICIES**

As part of the Board's responsibility they institute policies which are binding on parents/pupils/staff of the school. As the situation demands, these policies are implemented/amended to meet the changing needs of the school. Parents are welcome to view any School Policy.

## **RESOURCES**

The school is always on the lookout for sources of paper, card and other material such as newspapers, magazines, material and wool. If you could help in that area please do so. We are thankful for these resources.

## **SCHOOL FACILITIES**

The school and grounds are the responsibility of the Board of Trustees. The community is welcome to use the outside facilities and to assume some responsibility in ensuring it is cared for. Contact the principal if you wish to use facilities.

## **SCHOOL OFFICE HOURS**

School commences at 9.00a.m. and finishes at 3.00 p.m. We like the children to be at school by 8.45 am so they have time to organise themselves before school.

Office Opens:	8:30am
School Starts:	9:00am
Morning Tea	10.40 - 11.00 a.m.
Lunch:	12.30 - 1.30 p.m.
School Ends:	2:55pm
Office Closes:	3:00pm

## **SPECIAL EVENTS**

Our school may take part in a range of events, from fun, learning or for charity.

## **SPORTS**

Parents are actively encouraged to have their children play some form of sport. Parental coaching is done in soccer at our school at present. Local clubs coach rugby, dance, soccer sailing and other sports. They do a very worthwhile and appreciated job in providing out of school sport for those children who are interested. We participate in regular area interschool days and special tournaments also.

## **STATIONERY**

A stationery list is supplied at the end of each school year with requirements for the commencement of the following year.

The school holds stocks of the most commonly used stationery, but particularly specialty items required by new entrants. These are sold to pupils, as they are required. Any profit goes into school funds.

## **SYNDICATES**

Our school operates in two syndicates – Junior and Senior. Teachers in these syndicates meet and plan together. Syndicate leaders are Nicola Riedinger (Junior) and Michael Ewing (Senior). As Senior Leaders they can also be approached should you have any concerns about your children; after seeing your child's teacher.

### **TELEPHONE**

Our phone number is 07 866 3860

### **VALUABLES**

As we cannot be responsible for the custody of valuable articles, pupils are advised not to bring them to school. Children should not have money at school unless for some specific reason. Children are responsible for their own toys if they bring them to school.

Cell phones need to be turned off during school hours. If your child needs to contact someone urgently they do so at the office.

### **VISITORS**

All visitors to School must report to the office upon arrival. They will be asked to read the Health and Safety Notice and sign in. Before leaving they must sign out. This includes parents or whanau dropping off supplies or lunches.

### **WEBSITE**

Our website is [www.whenuakite.school.nz](http://www.whenuakite.school.nz). As well as administrative details, weekly school newsletters, syndicate letters, a calendar of events and photos are included. This is a great site should you have mislaid information. Different classes use Seesaw to keep you up to date with daily happenings in the classes.

