

Welcome to Waituna Creek School



Parent Information 2022

GENERAL INFORMATION

School Address: 178 Waituna School Road, RD 8 Waimate, 7978

School Telephone: (03) 689 7438

Website: www.waitunacreek.school.nz

Email: office@waitunacreek.school.nz

School Hours: 9:00 am - 3:00 pm

Morning Interval	10:40am - 11:00am
Lunch Break	12:00pm - 12:40pm
Afternoon Break	1:50pm - 2:00pm

The official hours that children can be present at Waituna Creek School are between 8:10 am - 3:30 pm. We discourage children from being at school outside these hours unless prior arrangements have been made with the Principal. We can not guarantee active supervision outside these times. PLEASE DO NOT EMAIL THE OFFICE, OR STAFF, ANY CHANGES TO BUS ARRANGEMENTS AFTER MIDDAY. Please phone and leave a message regarding any changes to after school bus travel or pick up. Messages are checked before the bus leaves.

2022 TEACHING STAFF

Principal: Mrs Bronwyn Lawrie

Ruru Room NE-Y3: Mrs Rochelle Macmillan (Mon - Wed) Mrs Bronwyn Lawrie (Thurs - Fri)

Piwakawaka/Kereru Room Y4-8: Mrs Moragh Sutherland

BOARD OF TRUSTEES

A Board of Trustees who has been elected by parents and caregivers and consists of five elected Members, the Principal and a Staff Representative governs the school. Elections are held triennially. Meetings are held at school at 7:30pm once a month and dates are published in the school newsletter and school website. These are open meetings and all parents are welcome to attend.

PARENT TEACHER ASSOCIATION (PTA)

Our amazing PTA organise fundraising opportunities throughout the year to support the school, and assist with arranging special school activities such as Pet Day. They are always happy to have new members. If you are interested in joining our PTA please contact our office and we will put you in touch with the current Chairperson or other member.

ENROLMENT

Children are entitled to start school on the day of their fifth birthday. It is desirable that your child has familiarisation visits prior to starting school. Please contact the school at least four weeks before your child is due to start school so that pre-school visits can be arranged.

We have a very thorough transition programme that is tailored to your child's needs. We work with you and your Early Childhood provider to ensure that this transition is smooth and meets your child's needs. When you enrol your child you will be asked to fill in forms and provide other information such as a birth certificate, immunisation record, and the B4 school check sheet.

If you are enrolling an older student who has attended school elsewhere there will be a standard enrolment form to complete and we will discuss how a transition to Waituna Creek will work for your child. We will contact your child's previous school teacher and principal to gather learning records to enable us to best meet your child's needs before they start school.

ABSENCE

Parents are required to give a written, telephoned explanation of any absence from school. Parents occasionally ask to have children away from school for one reason or another. Whilst teachers are not legally entitled to authorise this there are times when these situations are necessary and parents are trusted to use their discretion. If absent for three or more days we will require a Doctor's letter outlining the reason.

ACCIDENT OR ILLNESS AT SCHOOL

Minor ailments will be treated at school. If it is more serious, we will ring you and have you collect your child to take to the Doctor or Hospital. Therefore, it is important, when you enrol your child, to let us know your private telephone number, and also an emergency number, for us to ring if you are away.

If an accident occurs that requires immediate medical attention we will phone an ambulance first, then parents/caregivers or emergency contacts.

If your child has been vomiting or had diarrhoea our policy states that they do not attend school for 48 hours after the last episode of the above.

If your child or family contacts test positive for Covid-19 you will be required to follow the current Ministry of Health and Ministry of Education guidelines.

Please notify the school if children have medicine to take during the school day, or if children develop health problems that may occasionally require the giving of a particular form of treatment. Medication should be handed to the office on arrival at school in the morning with instructions for dosage. It is not to be kept in school bags.

It is important we are kept up to date with any major changes in your child's health.

HEALTH NURSE

The Public Health Nurse, Kate Balfour, visits the school approximately once a month. She can be contacted on (03) 687 2320 if you require advice or guidance on health matters. The Health Department conducts regular Vision & Hearing Testing. You will be contacted if your child has any problems with hearing or vision that may affect their learning.

DENTAL TREATMENT

The Mobile Dental Unit visits the school every year. Children will be seen either on a six monthly or annual basis.

BUS

Please contact the office for details on the most up to date bus route. Our school bus run is carried out by Ritchies.

BUS EXPECTATIONS

1. Pupils will not be allowed to board or get off moving buses.
2. Pupils should not be permitted to interfere with the driver's vision or control of the bus.
3. On leaving the bus, pupils should wait on the side of the road until the vehicle has moved off, so that they may have a clear view of the road before crossing.
4. Pupils must not leave the bus between their homes and their school, and vice versa without parental permission given to school.
5. While awaiting the arrival of the bus after school, pupils must wait in an orderly manner inside the school gates.
6. Children must sit in their designated seats at all times on the bus and behave in an orderly manner while travelling. No moving designated seats unless the Principal notes it down on the seating plan.
7. No food to be eaten on the bus.

BUS RULES MISDEMEANOURS

If a misdemeanour is minor the driver will warn the pupil and notify the Principal of the incident. The Principal will use discretion for further action. If misbehaviour still persists the Principal is to notify parents and discuss the problem and rectify.

CLOTHING

School uniform is optional, however we ask that Waituna Creek School Sports Tops are worn by all students when on school trips. These can be purchased from the school office for \$31. We encourage children to be appropriately dressed at school as physical activity and art are incorporated daily into our teaching.

There is also the option of purchasing a hooded sweatshirt with the Waituna Creek Logo on it at the cost of \$55.40.

Waituna Creek sun-hats are to be worn in Term 1 and 4. They may also be required in Term 3 depending on weather. Hats can be purchased at the school office for \$18.

Labelling clothing helps avoid loss and we strongly encourage parents to do so as it makes returning clothing to the correct owners much easier.

We encourage new entrants to pack a change of clothes for the first few weeks in case of accidents.

LUNCHES

Children sit and eat for 15 - 20 minutes before they can move off and play, otherwise younger children 'forget' to eat their lunches. Children may have their lunch heated in the pie warmer during Terms 2/3. Items of food must be suitably wrapped or contained and labelled clearly with a felt pen. Subway is available every second Tuesday. Order forms are available from the office.

EMERGENCY CLOSURE OF THE SCHOOL

In the event of extraordinary conditions such as flooding, snow, high winds etc, necessitating the closure of the school you will be notified by telephone, Skool Loop App, and the Waituna Creek School Facebook page. The Principal and the Chairperson of the Board of Trustees will make the decision jointly.

STATIONERY

We have a small supply of stationery at school however we encourage you to buy your own supplies at the beginning of the year as we are unable to match the "Back to School" deals. We have a stationery list for each of the classrooms that you will get on enrolment, or at the beginning of the year before school starts. New Entrants stationery packs are available from the office if required.

SCHOLASTIC BOOK CLUB

The children have the opportunity to purchase Scholastic Book Club books every term at very reasonable prices. Leaflets will be sent home with your child and due back dates are advertised on the school calendar in skool loop and in the school newsletter. There is no obligation to purchase these books.

TELEPHONE CALLS TO SCHOOL

The best time to contact teaching staff is before 8:55am, during morning break (10:40 - 11:00am), during the lunch hour (12:00 - 12:40pm), or after 3:00pm. Our Administrator, Rachel O'Donnell, is in the office in the mornings, otherwise an answer machine is available for you to leave a message and will be checked at break times.

REPORTING TO PARENTS

Parents are invited to discuss their child's progress at any time throughout the school year, and this is particularly desirable if problems begin to appear. If you would like to meet your child's teacher please ring the office and make an appointment to see him/her.

Our reporting cycle is as follows:

- ❖ In Term 1 we meet and set the year's goals with parents and caregivers
- ❖ Celebration of Learning is held during Terms 2 and 4 or when deemed necessary.
- ❖ A written report is sent home at the end of Term 2 and 4.

SWIMMING LESSONS

We hold two blocks of one week of swimming lessons. The first block is in Term 1 and then in Term 4. We travel to the Norman Kirk Memorial Pool in Waimate via parent cars, in the school bus, or Waituna Creek Community Van.

COMBINED SPORTS

Waituna Creek School joins with other rural schools for the Swimming Sports, Cross Country and Athletics. It is expected that all children participate in these events. Following these events we combine with the town schools for District Sports for the above events. Children have to reach a certain standard and be a certain age to participate in the District Sports. The Swimming Sports are held at the Norman Kirk Pool, Waimate, and Athletics are at Waimate High School Sports Field, and the Cross Country races are held at Knottingley Park, Waimate.

SKOOL LOOP APP

Please download the SKOOL LOOP APP to your smartphone as we use this for important notices and notifications. It also contains our school calendar and a link to our latest newsletter. Absences can also be advised via the skool loop app.

HAVE YOU DOWNLOADED OUR SCHOOL APP YET?

NEVER MISS IMPORTANT SCHOOL INFORMATION AGAIN!



- * Events
- * Notices
- * Notifications
- * Absentee
- * Newsletters
- * Permission Slips



Simple free download:
In the Play Store and App Store search 'Skool Loop NZ' and choose our school once installed.

Make sure you “allow” notifications from this app.

Once you have the App downloaded please go into the ‘Notices’ tab, choose the drop down menu and tick ‘General’, your child’s class, and ‘Bus’ to ensure you get all applicable notifications.

POLICIES AND PROCEDURES

You are able to read all our Policies and Procedures available on the SchoolDocs website: <https://waitunacreek.schooldocs.co.nz/>. Username “waitunacreek” and password “school7978”. For any queries please do not hesitate to contact the school.