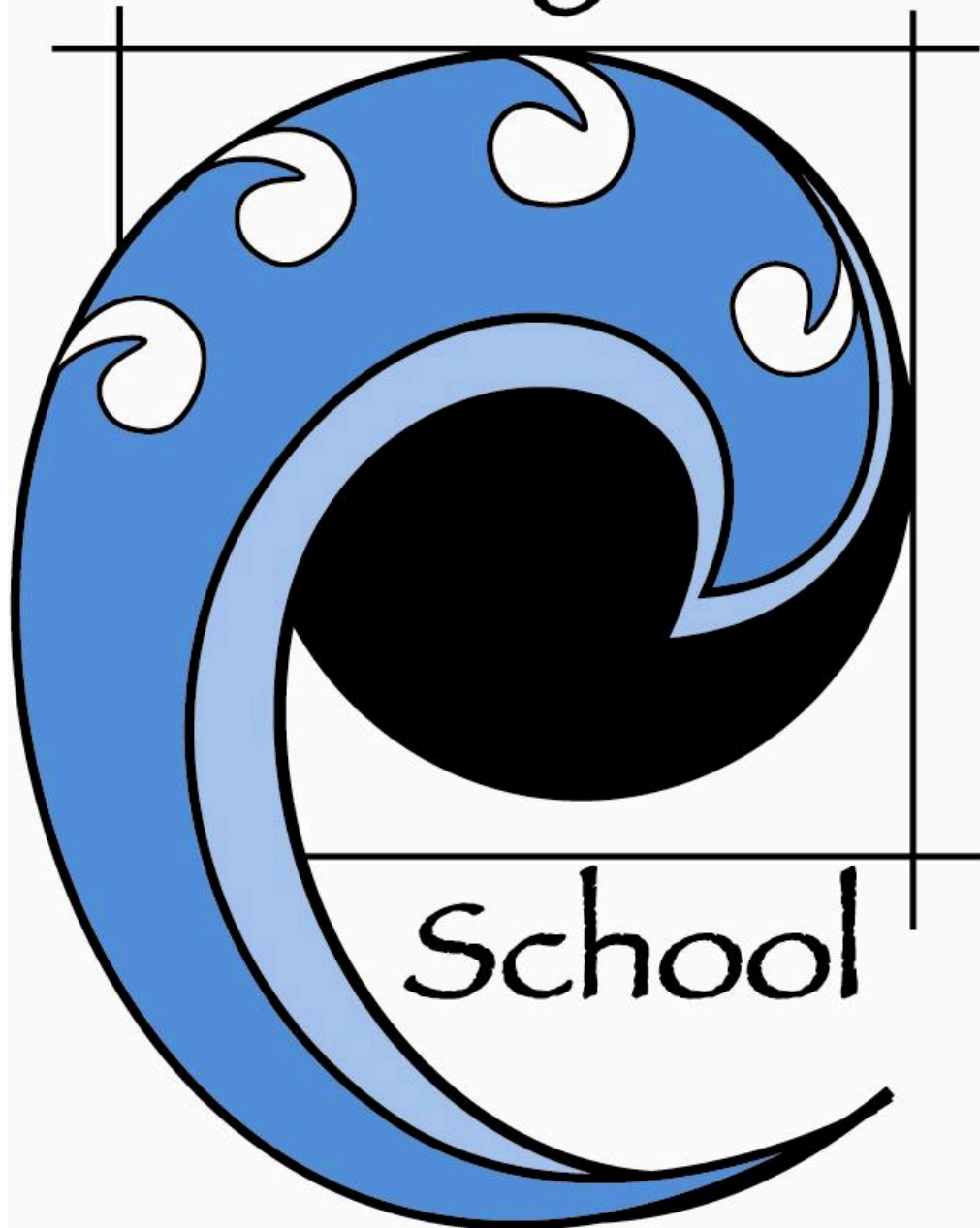


Waverley Park



School

INFORMATION BOOK

Living the Learning

“Ora i te Akoranga”

Nau mai haere mai - welcome to Waverley Park School

Waverley Park School is a contributing school catering for the needs of new entrants to year six pupils. The school has served this community well since opening in 1954; current staff-members take pride in ensuring that the education offered to your child continues to be of the highest calibre.

This information book is intended to provide families with an understanding of the ways in which our school functions. Should you require further information, please contact the school.

Similarly, should you at any time have any concerns about your child, do not hesitate to get in contact with us. As, doubtless, you do too: we much prefer to deal with issues at the "just wondering about it stage" rather than waiting until they become major problems.

Thank you for entrusting Waverley Park School with the primary education of your child. We are confident that you have made a wise decision - we look forward to working with you.

Kerry Hawkins
Principal.

Choose how you contact us:

Post: 55 Eden Crescent Invercargill 9810

Telephone: 03 217 9332

E-mail: admin@waverleypark.school.nz

Facebook: <https://www.facebook.com/waverleyparkschool/>

Cell: 022 317 9332

School App Skool Loop (available on app store or Play Store for free)

Pay online: ASB: 12 3154 0103559 00

✓ ABSENCES

Your child's safety and well-being is paramount. If your child is absent from school, please inform the school office before 8.50am each day via any of the contacts on the previous page **OR** download the free "School Loop app" to your device. (Information on how to download the app is included in this enrolment pack)

✓ BICYCLES



We prefer that pupils in years one to three not to cycle to school – the safety issues for this age group are enormous. All pupils biking to school are expected to know and obey the road rules. **The wearing of helmets is compulsory.** Although sheltered bike stands are provided, please encourage your cyclist to bring and use a bike lock as our stands are not under surveillance.

✓ BOARD OF TRUSTEES (BOT)

The Board of Trustees is the school's governing body. Trustee elections are held for the three year term on an eighteen-month staggered elections basis. Board meetings are held normally monthly: 7.00pm on a Monday towards the end of the month. These are open to the public and are advertised in the school newsletter a week in advance.

✓ CLOTHING

Please ensure that your child's clothing is clearly named. This makes the reuniting of items and owner less of a challenge. *(Approximately three bags of unclaimed clothing are donated to charity at the end of each term = one a month!)*

✓ CONCERNS

There will be times when you have concerns about aspects of your child's education and there will be times when error or confusion arises. On these occasions, it is vital that you direct your concern to the school. We want to know about and alleviate your concerns. In short, if you like what is happening, tell your friends and neighbours. *If you do not like what is happening, tell us.*

✓ CONTACT DETAILS - OURS



Phone 03 217 9332



Text 022 3179332



Email admin@waverleypark.school.nz



or any of the **Messenger, Skool Loop, Seesaw, MUSAC Edge** apps:



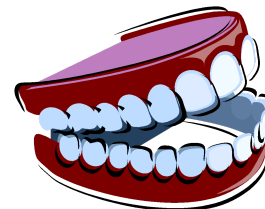
we don't mind how you keep in touch

✓ CONTACT DETAILS - YOURS

Should you change address, telephone number, or emergency contact information – even temporarily – **please keep the school informed**. Accurate information is vital in the event of an emergency.

✓ DENTAL SERVICE

Should your child require urgent treatment, contact Southern Health Dental Service 214 5774.



✓ DISCIPLINE

Waverley Park School requires every individual to take responsibility for their actions. To this end, an assertive discipline programme runs at this school. Parents and caregivers will be contacted should lingering concerns develop in relation to the behaviour of their “cherished and dearest”. Conversely, do not hesitate to contact us if you have concerns.

✓ DUTY STAFF

During morning intervals and lunchtimes, designated teachers are on playground duty – patrolling play areas and buildings. There are also staff designated to supervise detention, road patrol teams, and to provide first aid for the injured, the distressed, and, on occasion, the merely upset.

✓ EMERGENCY DRILLS

Emergency procedures are practiced each term. Should you be in the school at such time, you are expected to follow staff instructions and comply with the relevant procedural practice. Please attach yourself to the nearest class or staff member. Evacuation routes are marked on plans beside exits from all rooms. The assembly point is the middle of the playing fields.



✓ ENROLLING YOUR CHILD

This is a relatively painless procedure and may be completed on any day up to and including your scholar's first day at Waverley Park. Should you wish to complete the paperwork prior to the big day, contact the school office (217 9332) to arrange a time to do so. Please bring your five-year-old's birth certificate and immunization record certificate. Parents and caregivers are welcome to tour the school at any time. Pre-school visits are encouraged for all; new entrants especially.

✓ FACEBOOK

Yes – we're there too: <https://www.facebook.com/waverleyparkschool/>

✓ HEALTH PERSONNEL

Our Public Health Nurse visits the school on a monthly basis. If you have any relevant issues to be addressed, please contact the school office.

✓ HOMEWORK



Homework should be a positive experience both for those who complete it and those who supervise it. In general it should allow existing skills and learning to be practiced. Homework will include reading (by your child; with your child; and / or to your child). It may also include practicing basic maths, spelling, or handwriting; completing school work or a relevant set task (e.g: finding out about a current affairs issue or a discussion with you).

Homework will not include worksheets to merely keep your scholar busy – kids already lead busy lives – and it most definitely should not generate in-home warfare. See your child's teacher if homework is a battle at your house.

✓ HOURS OF OPENING

Pupils are not permitted in the grounds before 8.20am and they must have vacated the grounds by 3.40pm. (They are most welcome to return to play after they have checked in at home). The rest of the day is organized as follows:

08.50 – 09.10	aerobic activity and administration
09.10 – 10.40	instruction - ninety minutes
10.40 – 11.00	interval - twenty minutes
11.00 – 12.30	instruction - ninety minutes
12.30 – 13.30	lunch – sixty minutes
13.30 – 15.00	instruction - ninety minutes

✓ LOST PROPERTY

Lost property is stored until the end of each term. Generally, items are unnamed. You are encouraged to fossick in our lost property store for your beloved's missing wardrobe items.

✓ MONEY

Need to pay us? Online banking Waverley Park School 12 3154 0103559 00

All money sent to school should be the correct amount and in a sealed and clearly labeled envelope which should be placed in the "money box" attached to the wall in the office.



✓ NEWSLETTERS

Except for when the principal has had a particularly harrowing week, newsletters are published every Friday of the school year. The newsletter is intended to keep families informed of all aspects of school life. Please make sure you read them. You are welcome to use the newsletter to advertise events etc. Any notices you wish to insert need to be provided to the school office by noon on Thursdays. Contact the office if you'd like newsletters e-mailed directly to you; or check them out on the school Facebook page. <https://www.facebook.com/waverleyparkschool/> or via the [Skool Loop app](#)

✓ **PARENT ASSISTANCE**

One of our most valuable resources is the parent body of the school. Apart from providing us with the pupils upon whom we practice our profession, parents provide vital assistance on trips and camps; with sports teams; in the library; in the classroom; on the Board of Trustees and in the Waverley Park Parents Association. All volunteers are gleefully welcomed.

✓ **PLAYGROUND**

The Board of Trustees is committed to providing a safe, enjoyable and interesting playground environment. Consequently, our grounds are open to the public outside of school hours. However, after school, we do insist that all pupils "report in" at home before returning to use the playground after school. This helps ensure families' knowledge of pupil whereabouts and safety.

We do ask that everyone using the grounds respects the work undertaken by the Board and its staff and helps us to maintain this first class environment. Use of the grounds out of school hours is a privilege and we reserve the right to exclude individuals who do not treat school property with respect.

✓ **REPORTING TO PARENTS**

Schools are obliged to report on pupil progress to parents twice a year. Waverley Park reports to parents three times during the year.

<u>Term 1</u>	classroom programme information sharing goal-setting interviews
<u>Term 2</u>	mid-year reports & interviews
<u>Term 4</u>	end of year reports sent home

However; we encourage you to keep in touch with your child's teacher during the year. We continually monitor and assess your child and we are happy to share our information at any time. *Don't wait for the next formal report if you need to know something now.*

✓ **SCHOOL "FEES"**

The paying of school fees cannot be made compulsory by any state primary school - so we don't ask for them. We won't ask you for an annual donation either.

✓ **SCHOOL LUNCHES**

We are currently providing "Free Lunches in Schools" courtesy of the government. Your child will be supplied with lunch everyday. You have the option to opt your child out if you do not want them to participate. Please also let us know if your child has any food allergies that we need to be aware of.

Please provide morning tea and brain break, plus a water bottle each day.

If your child is not participating in the "Free Lunches in Schools" then we are still providing a heat up service. Please send food from home wrapped in tinfoil, with name and room and 10 cents attached per item. There is a box in the office area for heat ups.

✓ SCHOOL UNIFORM

The school has a uniform which is compulsory for all students. The uniform is available from [Uniform NZ](#). A range of options are available at reasonable cost. Shorts and polo shirts are compulsory for all students representing the school in sports.

✓ SPORTS

The school willingly fields teams in a variety of sports. Whether to enter a team or not depends on two simple factors: are there enough players? Is there a coach? In today's schools, most teachers do simply not have the time or freedom to coach a team over an extended block of time. Consequently, we are dependent on parents, caregivers and friends of the school to take up the coaching role. If you are willing and available, watch the school newsletters for our cries of help - and then promptly come to the rescue.

✓ STATIONERY

The school does not stock stationery for resale. Next year's stationery list is included with the end of year reports in December. Families can then take advantage of the best deals available.

✓ SWIMMING

Swimming is part of the curriculum and all city schools are allocated blocks of time at Splash Palace. The cost of the programme is heavily subsidized by the Invercargill Licensing Trust - each child gets eight sessions over a two-week block – and we always need your assistance with supervision of can-hardly-wait-to-swimmers, lost-my-toggers, and the occasional can't-undress-myselfer.

✓ SUN SAFE

The wearing of appropriate sun protection is strongly encouraged at this school. Please equip your offspring with suitable clothing, sun block, sun glasses etc.

✓ WET DAYS

Yes - we do occasionally have them! Pupils are permitted to play outside on wet days (it is a personal responsibility thing) as long as they have appropriate wet weather clothing.



If your offspring is something of a mud-lark or aquanaut, please ensure that you send along a suitable change of clothing – not a lot of sympathy is extended to the soggy should they complain that they are wet and cold after playing outside in Arctic conditions.