

WAITOMO CAVES SCHOOL

PARENT/CAREGIVER INFORMATION HANDBOOK

Waitomo Caves School

Waitomo Caves School was founded in 1910.

The school is located within the Waitomo Caves Village. The school is attractively presented with spacious grounds and well maintained buildings. It is in a sound financial position.

The school is well resourced and is committed to helping children fulfil their educational potential and to develop character that will enable them to become full members of New Zealand's society.

Waitomo Caves School's ERO Report

Waitomo Caves School, a small rural school, is focused on improving student outcomes through a values driven culture and enhanced learning initiatives. The school's strategic priorities aim to reconnect with core values and build student learning capabilities, with a particular emphasis on accelerating learning for students who are below expected achievement levels.

Key strengths identified include:

- A collective commitment from staff and trustees to improving student outcomes.
- Clear plans and goals to raise student achievement.

Looking ahead, the school will prioritise:

- Strengthening its collective capacity to support student progress.
- Developing a meaningful, engaging local curriculum to better meet students' needs.

However, the report also highlights concerns about levels of student achievement. The recommendation is for the school to access support to address these achievement gaps, with ongoing evaluation to ensure continuous improvement.

This is currently happening with support from the Ministry of Education on the curriculum refresh.

Welcome to Waitomo Caves School

The staff of Waitomo Caves School aim to give your child the very best possible education and as much individual attention as possible. We are keen to work with the home in promoting the all round development of each pupil. We believe that educating children is a partnership, which is why we value regular discussions with parents/caregivers.

Classroom programmes reflect our school's emphasis on Reading, Writing and Mathematics. This is balanced, however, with a commitment to teaching in all curriculum areas, e.g. Science, Technology, Social Studies, Art & Craft, Physical Education, Information and Communication Technology, Music, Drama, Health and Te Reo.

This booklet attempts to answer some of the questions parents/caregivers ask when enrolling their children and it will also explain some of our school routines.

THE WAITOMO CAVES SCHOOL CHARTER AND ETHOS

A copy of the Waitomo Caves School Charter and Strategic Plan are available for viewing at the school. These important documents provide the basis for the educational direction and programme of work, which this school uses. Our School Curriculum Plan, Governance File, Board Policies and latest ERO report are also available for your perusal.

SCHOOL POLICIES

The School Policies are the guidelines from the Board of Trustees how the school is to operate. They result from a complex process of consultation between the parents/caregiver, staff and Board of Trustees. They are officially adopted by the full Board, which ensures that the policies are regularly reviewed and updated. Policies are available for viewing at school.

STRATEGIC PLAN 2025 -2027

Growing Your Glow - Te Whakatipu i to Uira



Enhance Student Learning.	Enrich an environment where students feel included, cared about, safe and secure.
<p>a) Strengthen our curriculum that:</p> <ul style="list-style-type: none">- utilises our unique local environment,- fosters whanaungatanga,- includes Structured Literacy and Mathematics.	<p>a) Prioritise individual and collective wellbeing.</p> <p>b) Nurture a supportive school culture.</p> <p>c) Create sustainable enviro-conscious practices to support holistic wellness.</p>

<p>b) Revitalise our connection with the Waitomo community to support teaching, learning, attendance and community engagement.</p>	
<p>Success is when our akonga and kaimahi feel valued, confident, and connected to learn in a way that helps them reach their potential.</p>	<p>Success is when our akonga GLOW with Gratitude, Leadership, Ownership and Wellbeing.</p>

Respectfulness	Kindness	Resilience	Cultural Connectedness
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CONTACT DETAILS

The school telephone number is (07) 878 7534, Mobile 027 391 0746
EOTC Mobile 022 625 9776
Email Address: office@waitomocaves.school.nz

The Principal is Mrs Tamae Dimond.
Email address: principal@waitomocaves.school.nz

WAITOMO CAVES SCHOOL AIMS

Curriculum

To ensure all children have access to programmes that enable them to experience success to the best of their ability, providing a good foundation in the essential skills from a balanced curriculum based on the National Curriculum Statements.

Maori

To develop respect for the diverse ethnic and cultural heritage of New Zealand and respect for the unique place of Maori in New Zealand.

Community Consultation. Support and Involvement

To keep the community informed, involved and interested in our school and promote a positive learning environment.

Personnel

To be a good employer and to promote high levels of staff performance in relation to the school's strategic intent and goals through a professional growth cycle.

Finance

To reflect the school's strategic goals and priorities in the use of funds.

Property

To ensure that buildings, facilities and equipment are well presented, maintained and developed, and that the school environment is clean and safe.

School Self Review

To maintain an ongoing programme of self review to gauge how well we are achieving our objectives, and to decide future priorities.

WAITOMO CAVES SCHOOL

- * Maintains contact with the school's community
- * Recognises that the total education of the child is a shared responsibility of the parent and the school
- * Develops a caring child with a strong sense of personal worth and esteem
- * Provides well balanced and challenging programmes so that each child will achieve his/her potential
- * Provides the physical opportunities which enable each child to develop physically, socially and mentally, to his/her fullest potential
- * Provides an attractive learning environment which is stimulating and challenging
- * Provides a learning environment that accepts differences in culture, gender and religion
- * Establishes values which encourage individualism, cooperation and promote self esteem
- * Equips children with practical information and communication skills that will enable them to embrace technologies of the future
- * Encourages children to have enquiring minds that will help them cope with an ever changing life

School Amenities

Classrooms:

There are three practical and comfortable rooms incorporating good natural light and sunshine. There is electric heating in all rooms. These facilities provide the base for an effective innovative learning environment.

Library:

Books and materials are classified using a simplified Dewey Decimal System and children are taught to use the various systems as part of their library experience to enable information to be readily found. Each class has regular sessions during the week in the library. The cataloguing system is processed electronically. The library is added to regularly with new releases. The school library can only service certain needs for the pupils. Parents/Caregivers are strongly encouraged to introduce their children to the Public Library, as such membership gives the child an extra source of books and audio visual material to enjoy.

Playing Fields and Grounds

The school is set in an environment of trees and hedges and is beautified by thoughtful plantings. The playing field allows the school and community an ideal recreational facility. A good balance of grass and sealed area offers the opportunity to participate in a wide variety of activities. We also make use of the Waitomo Caves Domain when a larger space is required.

Swimming Pool

The school's pool is used for daily swimming during class hours. During Term 1 an extensive daily swimming programme is put in place. The pool is complete with changing facilities, all enclosed within a secure perimeter fence. The community may be able to use this facility after school hours and in the weekend during the swimming season at a small cost dependent on support from volunteers and the Board of Trustees.

Sport

An extensive range of sports equipment is available. The school participates in combined sports days with other district schools. Students are encouraged to take the opportunity to participate in weekly and Saturday competitions in soccer, netball and rugby. Hockey is offered during the week from May until August. Basketball and miniball is also offered after the winter sports season. Touch is available during term 4. Specialist coaches assist with our sports programmes, alongside support from parent volunteers.

Information Technology

The school is equipped with modern iPads, chromebooks, laptops, printers, scanners and software. All devices in school are networked to the internet.

WAITOMO CAVES SCHOOL ORGANISATION

The Waitomo Caves School Board of Trustees consists of elected parent representatives and the Principal. The term of office is for three years. The Board may at any time co-opt up to four members for either the whole term of office or to utilise a person's skills and experience for a particular purpose.

The Charter guides the Board and staff - a document required by the Ministry of Education as a framework, and 'personalised' by various inputs from the community. A copy of the Charter is available from the school office, and on display in the school foyer.

The Board is responsible for the maintenance and development of the school's facilities and is the employer of the school's Principal. The day to day running of the school, internal organisation of classes and teaching programmes, are the responsibility of the Principal and staff.

The Board of Trustees meets 8 to 10 times a year and reports on a regular basis to the community. Minutes of the meetings are kept at the office and are available for viewing. Board of Trustees meetings are open to the public and summaries are advertised in the school newsletter.

Trustees welcome approaches from parents/caregivers who wish to express either concern or appreciation.

Board of Trustees

Presiding Member	Ms Aquarius Macpherson Heta	Principal	Mrs Tamae Dimond
Staff Representative	Mrs Alannah Batger		
Trustees	Ms Talitha Poole, Ms Monica Clark		

Board Meetings: *(Parents/Caregivers are reminded that meetings are open to the public)*
The Board of Trustees usually meet in the Principal's Office, twice a term around 2.30pm. However, these dates are subject to change and will be advertised in the school newsletter.

ROOM	CLASS	TEACHER
Kauri	Yrs 5-8	Mr Julian Dimond

Kowhai Yrs 1-4 Mrs Magda Jordan

Administrator/Teacher Aide	Miss Kinneir Groube
Cleaner/Teacher Aide	Mrs Alannah Batger
Dental Nurse	Mobile Clinic Team 0800 TALK TEETH (0800 825 583)
Public Health Nurse	Ms Sue Whaitiri
Bus Driver (GO Bus)	Mr Peter Mead

SCHOOL HOURS

8.00 am	Non bus students may enter the school grounds
8.20 am	Bus arrives
8.30 am	School begins
10.00 - 10.30 am	Morning interval
12.10 - 12.55 pm	Lunch break
2.30 pm	End of school, classes' dismissed, home time, bus check and bus departure

GENERAL INFORMATION

ABSENCES

Waitomo Caves School operates a system of phoned absence notice rather than the customary written note on a child's return to school.

If your child is to be absent, please phone the school office (878-7534) or text (027 391 0746) between 8.00am and 9.00am. Alternatively you can report an absence through the Waitomo Caves School Skool Loop app. Absences will be checked against the classroom list and parents/caregivers of non reported absences will be contacted by phone and/or text. Where a child is absent for more than one day, it is important that the parents/caregivers inform the school each morning of the absence.

Should it be necessary for a child to leave the school during the day, please ensure the office administrator or Principal are advised of this before the child leaves.

ACCIDENT/SICK CHILDREN

From time to time children, unfortunately, sustain injuries in the course of their play. Minor injuries are treated and the child usually returns to class when it is certain there are no ill effects. When it is felt advisable, parents/caregivers are contacted and requested to collect the child. This would be in the case of more serious injuries, when perhaps a visit to a medical centre may be advised or when the child is obviously unwell through sickness and should be at home. The school's policy is to contact parents/caregivers and advise of any injuries sustained unless they are of a minor nature.

If parents/caregivers are unavailable the EMERGENCY CONTACT PERSON will be notified. Where no one can be contacted, the school will take all reasonable care of the child at school and contact a doctor if necessary.

Medication is not given unless requested in writing by the parents/caregivers. (Parents/Caregivers must supply any medication given). Panadol is available at school, but parent approval will be sought on the annual consent form.

A list is kept of allergy sufferers, so please notify the school if your child suffers from any allergies.

BOOK CLUB SCHOLASTIC NZ LTD

Scholastic Books arrive in the school approximately six times per year. These books give parents/caregivers an opportunity to buy books of good literary standard and a suitable reading level for their children. A brochure and an order form are sent home. Orders must be placed by the date stipulated via bank transfers or cash. Orders can also be placed via Skool Loop. There is usually a three or four week period between the ordering and receipt of books.

CELL PHONES

No cell phones are to be in any child's possession at school. If your child requires their cell phone for afterschool please discuss this procedure with the Principal.

CLOTHING

It is very important that all items of clothing are named. Named items are soon returned to their owner. At the end of each term all unclaimed items are washed and donated to charity. Please encourage and support your children to dress appropriately in relation to each season.

CONCERNS AND COMPLAINT

From time to time parents/caregivers have concerns about things that have happened at school or they think has happened at school. These concerns are best dealt with quickly and not left to fester. The following guidelines are best for a speedy outcome and the complaints procedure will be adhered to.

1. Matters of complaint or concern can be discussed with the class teacher, Principal, and/or Board.
2. If it is about a child, an appointment should be made with the class teacher to discuss the problem. If the outcome is unsatisfactory then the matter should be discussed with the school Principal. If the matter is still unresolved or the parent is still not satisfied a letter should be written to the Presiding Member.
3. If the complaint is a whole school matter, then the Principal should be approached in the first instance and a letter to the Presiding Member, if it is felt that the complaint or concern has not been satisfactorily dealt with or explained.

DENTAL NURSE & HEALTH NURSE

Our pupils are treated by a team in the Mobile School Dental Clinic. Routine appointments are made annually where parents/caregivers are contacted by the Mobile Clinic. The contact number is 0800 TALK TEETH (0800 825 583).

The Public Health Nurse keeps in close contact with the school's needs.

The Public Health Nurse is involved in the school by working with families, and networking with social and health agencies in our community.

Her role includes the following:

- * Child health surveillance in schools and early childhood centres
- * New Entrant health assessments including identifying immunisation status
- * Identifying health concerns and referring to the appropriate service or agency (this includes Health Camp)
- * Assisting with health promotion and resources both in the school and community
- * Being available to any family/whanau who wishes to discuss any health problem

The vision and hearing technician, Mrs Vicki Dixon, visits biannually to carry out vision and

hearing testing to all New Entrants, Year 7 students and any child for whom there is a teacher or parent concern.

DEODORANT

Children are advised to use their deodorants before school so they are not required to bring them to school.

DISCIPLINE

The aim of the school is to encourage self discipline and children are encouraged, at every opportunity, to develop forethought with regard to actions and possible subsequent outcomes. Both school and classroom climates are influential in developing acceptable standards of behaviour. Pupils are aware of these behaviour standards and the attitudes that are desirable. Poor attitudes and behaviour are seen as problems concerning both school and home. For this reason it is school policy to contact parents/caregivers when there is concern.

GOING HOME AFTER SCHOOL

Children are to go directly home after school unless they have permission to go elsewhere. A note, phone call or text would be appreciated to let us know where they are meant to be.

LEARNING CONFERENCES AND REPORTING TO PARENTS/CAREGIVERS

Teachers are available at any stage of the year for an interview to discuss pupil progress. For such meetings it is helpful to arrange a time out of school hours when the teacher can give you his/her undivided attention.

Scheduled Learning Conferences are held in Terms 1 and 3. Two weeks prior parents/caregivers will be communicated with via a pink note for availability.

Early Term 1 and 3 Learning Conferences

Year 1 to 4 parents/caregivers and teachers have learning discussions.

Year 5 students and up participate in Learning Conferences with their teacher(s), parent(s)/caregiver(s), where learning goals and next steps are established.

Parents/Caregivers are informed of reading, writing and maths levels and what they can do at home to support their children's learning and progress.

Mid Year - Interim Progress Report

Reports are sent home to parents/caregivers. Students will receive a written report on their progress and achievements.

End of Year - Student Report

Reports are sent home to parents/caregivers. An account of the child's progress and achievements reached up to the end of the year are reported on. Any extra curricular events are also listed and celebrated.

LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school grounds during school hours unless supervised by a teacher.

LUNCHESES

All children are supervised during the eating of lunch. They are encouraged to eat the food that has been provided and take leftovers and food packaging home. They are encouraged to drink water after eating. Kai Ora, Ka Ako:Healthy School Lunches are provided for children at lunchtime. We also have Weet-bix and milk available for students who have not had breakfast or do not have enough morning tea. We encourage students to let supervising staff know when they need more food or are still hungry.

Under our Sun Safe Policy children are required to wear sun hats or will be asked to sit in the shade during the lunch break. Children are provided with one school hat to wear during Term 1 and 4.

MONEY AT SCHOOL

All money sent to school should be sent in a clearly named envelope. If money is ever required at school, notes, invoices or pink slips will be sent home.

NEWSLETTERS

Newsletters are sent home fortnightly on a Friday, or if necessary, more regularly. The oldest member of your family attending school will receive the newsletter to take home. Check their school bag fortnightly on Fridays. The newsletters are numbered by weeks and terms so that you can keep track of them. It is wise to keep a file of newsletters for future reference. The newsletter can be accessed on the Skool Loop app.

NO HURTING

Waitomo Caves School is a no hurting place. This means that teasing, bullying, and physical violence against others is unacceptable.

NO SECRETS

Waitomo Caves School has no secrets. If you have issues about anything happening at school, please contact the teacher concerned in the first instance and then the Principal if the concerns continue. We are sincere in our wish that your child is happy at school every day. Put downs and bullying are unacceptable, and we will take action to prevent this sort of behaviour. Please let us know if your child is sad going home from our school.

PARENT/CAREGIVER HELPERS

We encourage the help of our parents/caregivers in our school. If you have a special interest or strength that you could share with the children, we would love to hear about it. Throughout the year we often ask for help with various school activities, and we very much appreciate the help that we receive. Some of these activities include help in classrooms, EOTC (Education Outside the Classroom), sports coaching, Golden Time, library help and the use of any other skills that you might have to offer. There are many opportunities for parents/caregivers to be involved in our school and we hope that you will. Please complete a Police Vetting form held at the school office.

PHYSICAL EDUCATION

As Physical Education is part of the curriculum and school programme all of our pupils will participate unless there is a sound medical reason for not taking part. In this case contact from parents/caregivers will be required.

A set of school t-shirts with our school emblem on them will be distributed and worn for sporting and cultural activities on the day of the event, to be washed and dried and returned promptly within two days.

PINK NOTICES

When pink notices come home, these need to be addressed, actioned and sent back to school the next day. Even if your answer is 'no' we still require this indicated and returned to school. If the notice requires transport and you have indicated 'yes', expect that you are required unless contacted by school staff in charge of the event.

SCHOOL BUS

In the event of a bus breakdown the following procedure applies:

1. Notify the school in all cases. Ph 878-7534 or 027 391 0746
2. The school in turn will contact parents/caregivers who will be advised of the procedure for getting children to school or home.

SCHOOL GROUNDS

Pupils are permitted to use the school grounds outside school hours (and after 3.30pm) provided they are supervised by a parent/caregiver, and they care for the facilities provided.

SCHOOL SWIMMING POOL

The school swimming pool is available for a set cost to school families outside of school hours during the swimming season, when there is enough parent/caregiver help to complete the necessary maintenance. This is approved by the Board of Trustees. Sensible rules for maintaining appropriate water levels are displayed on the pool gate. A key is available through the school along with the rules for pool use.

SCHOOL UNIFORMS

School provides a bucket hat for all children. It is compulsory this hat is worn during Term 1 and 4, no hat no play.

Sports uniforms are provided for teams such as soccer, miniball, basketball, hockey and netball. During inter-school sports days children are given school sports tops to wear for the event on the day. These need to be washed, dried and returned promptly within two days.

STATIONERY

At the beginning of the year pupils are issued with the stationery they require. An approximate fee of \$30.00 per child per year is charged and this covers all stationery requirements for the year. All stationery money should be sent to school in a named and sealed envelope or deposited by bank transfer into the designated school account.

SWEETS AND FIZZ AT SCHOOL

No sweets, including chewing gum and chocolates, are to be brought to school. No fizzy drinks are to be brought to school. Fruit watches, chicks, oddities, strings etc., are not recommended for school.

SWIMMING

During the swimming season all students have daily swimming lessons in our pool. All pupils are expected to participate and parents/caregivers are asked to send along a note to the class teacher if they wish to have their child excused for health reasons.

TECHNOLOGY

Year 7 and 8 pupils have technology instruction at the Otorohanga South School. They are transported into town at 12:30 pm on Tuesday afternoons and return by 2:50 pm.

THE PRIVACY ACT

During the time your child is at school some personal information about your child and your family will need to be collected and held at the school. Only personal information necessary for administrative purposes and to assess any special educational or health and welfare needs that the school is entitled to be aware of is collected.

The information is held at Waitomo Caves School, Hotel Access Road, Waitomo Caves, and is accessible only by authorised staff and Board members. Any time you may request access to the information and you may request correction of the information.

Waitomo Caves School adheres to the provisions of the Privacy Act 2020 and has a Privacy Code of Practice.

In the case of a complaint or a suspected breach of the Act you should contact the Principal as the School's Privacy Officer or you are entitled to complain to The Privacy Commissioner, P.O. Box 10094, Wellington.

TOYS AND VALUABLES AT SCHOOL

Teachers do not encourage the bringing of toys and valuable items to school. At times it is appropriate to have these things at school for a morning talk or a class study of some sort. In this instance the item must be returned home as soon as it has been displayed. Teachers cannot be held responsible for the safe keeping of such items.

INFORMATION FOR NEW ENTRANT PARENTS/CAREGIVERS

STARTING SCHOOL

Starting school is an important milestone in a child's life. It is a major event for parents/caregivers too. It is important that both you and your child are well prepared for this step.

BEFORE STARTING

You can make your child's transition to school easier if he or she knows how to do the following things.

DOES YOUR CHILD:

- * Know how to speak clearly and thoughtfully?
- * Know his or her name and address well enough to repeat if necessary? (Please have these written inside your child's bag).
- * Know the safest way to and from school if walking or have been through the procedure for bus pupils?
- * Put away play things after using them?
- * Take off and put on outer clothing without assistance?
- * Put on his or her own shoes and if necessary know how to tie them?
- * Know how to use a handkerchief or tissue and always have one?
- * Know how to wash hands and remember to flush the toilet without assistance. If a boy, know how to use a urinal.

Please note: These are only guidelines. Some children may not be able to manage all of these skills until they are older.

HOW YOU CAN HELP

Talk to your child about starting school, where he or she will meet old and new friends, play games, sing, make things and start to learn to read and write.

Send your child to school on time each and every day, or have them ready for the bus.

Buy clothes that are easy for them to manage. Remember the swimming season is a time when your child will need to dress independently.

Label clearly all possessions that your child will be bringing to school. Clothing, bags, lunch boxes, etc. (Include the surname and the initial).

Prepare a swimming bag that will hold both towel and togs and has a pull string at the top.

Try a 'school lunch' at home. Observe the size of lunch your child needs.

HEALTH NEEDS

Have you kept up with your child's:

- * Immunisation?
- * Hearing and eyesight checks?
- * Dental treatment?

Our Public Health Nurse pays regular visits to the school, and is available to talk to you about all aspects of your child's health and development. This is a free confidential service. The Public Health Nurse can be contacted through the school or by phoning 07 876 7351.

PRE-ENTRY VISITS

Waitomo Caves School has a Kick-Start to School programme (see pamphlet).

Parents/Caregivers are encouraged to enrol their children in this class about six months before their fifth birthday. We encourage parents/caregivers and the children to participate in these

classes before they turn five so that they become familiar with the teacher and other pupils. These classes are also designed to give children a sense of security.

ON THE FIRST DAY

Enrolment Requirements

You will find an enrolment and health form in your information pack. Please complete them and bring to school. We need to sight and copy your child's birth certificate and it is important to provide us with an emergency contact number.

Settling in

Stay with your child for about half an hour if you wish. Most children have been orientated to the class during their preschool visits but if you feel that leaving your child is going to be upsetting, please talk about it with the teacher. Go with your child before school to assist them as they remember which room is theirs and where their things belong.

New Entrant Interview

In order to get to know your child quickly the teacher will make time after the first month or so to talk to you about your child and how he or she is settling in.

SAFETY ON THE ROAD

Be sure that your child knows how to conduct him/herself while waiting for the bus or walking to school. Here are some good safety rules to teach your child:

- Always look both ways before crossing the road.
- Walk smartly across the road, do not run.
- Walk on rural roads facing oncoming traffic.
- Don't step out from between parked vehicles.
- Play games in safe places away from the road.
- Be aware of the bus rules.

EARLY READING AND WRITING

For a child to learn to read and write they must have experiences which are natural and joyful. These special skills will develop in the same relaxed way that your child has already learnt when they began to walk and talk.

Your child will enjoy reading and writing. You as parents/caregivers will be able to help a great deal by praising each little step that they make, all the time encouraging them to 'have a go'.

READING

Set aside a regular time each night to read to your child. The bedtime story is a most healthy way to ensure a healthy attitude to reading. Make this time enjoyable and free from tension.

Most nights your child will bring home a book for you to share together. Listen to your child read. If he or she is at the beginning stages of reading, help him or her point to the words.

WRITING

In written language we encourage children to become independent writers from the beginning. The children are asked to attempt to write stories regardless of their letter or word knowledge. All approximations are accepted and correct letters and words are modelled by the teacher.

If your child wants to write at home, first encourage him or her to write independently.

You can help your child to learn by:

- * Showing that you enjoy reading and writing yourself.
- * Being seen reading and writing (especially if you are a father and you have sons!)
- * Taking your children to the Public Library.
- * Reading signs and other text you come across in daily life.
- * Taking an interest in what your child is doing.
- * Praising your child for all his/her efforts and attempts.

WAITOMO CAVES SCHOOL OFFERS YOUR CHILD:

- * Experienced and caring teachers who know children and can identify their needs.
- * A school which has access to and uses educational support services from outside the school.
- * An open door policy which involves parents/caregivers as part of the class programme.
- * Devices at all class levels including access to the Internet.
- * Up to date learning resources, equipment and a well stocked library.
- * A swimming pool.
- * Involvement in out of school sport, e.g. hockey, netball, rugby etc.
- * A playground which offers a wide variety of challenges which include tennis, netball courts, sandpit, sports field, an adventure playground, and a climbing frame.
- * Regular contact with other schools for sporting and cultural exchanges.

The Principal, Tamae Dimond and her staff invite you to visit our school

HELPING WITH HANDWRITING AT HOME

Upper Case Letters

A B C D E F
G H I J K L
M N O P Q R
S T U V W
X Y Z

Lower Case Letters

a b c d e f g
h i j k l m n
o p q r s t u
v w x y z
1 2 3 4 5 6 7 8 9 0

BEGINNING POINTS AND DIRECTIONS OF MOVEMENT

Start at the dot (.) then follow the numbered arrows.

ORDER OF INSTRUCTION

To make instruction easier we teach the letters in this order

Basic
Movement

Letters

l i j v v w w x z

n n m h k r

u u y

b p r

a a d g g (f s)

o o e c

HELP WITH READING AT HOME

HOME TUTORING PROCEDURE

FOR CORRECT READING

1. We should praise when children read a sentence correctly.
2. We should praise when children correct themselves after a mistake.
3. We should praise when children get a word correct after we have prompted them.

FOR PROBLEM READING

We should wait to give children a chance to solve the problem

IF THE MISTAKE DOES
NOT MAKE SENSE

We should prompt with clues about the meaning of the story

e.g. we should ask a question.

IF THE MISTAKE
DOES MAKE SENSE

We should prompt with clues about the way the word looks.

e.g. we should ask about one part that is wrong.

IF THE CHILD SAYS
NOTHING

We should ask the child to go back to the beginning of the sentence again.

IF THE WORD IS NOT CORRECT
AFTER TWO PROMPTS

We should say: "The word is _____".

Please Note:

These procedures are suitable for use with children who are gaining some independence in reading.

For beginning readers please consult with the classroom teacher.

When the child makes a mistake that does not make sense

1. **Wait** - let the child solve it if he can. **Then:**
2. Ask one or two questions about the story to help him to think about the meaning. **Then:**
3. To keep the story going, tell the child the word if it is still not correct.

When the child comes to an unknown word and says nothing

1. **Wait** - let him think about the story. **Then:**
2. Suggest that the child go back to the beginning of the sentence. **Then:**
3. Ask him to think of a word which begins the same way as the unknown word and makes sense in the sentence. **Then:**
4. Tell the child the word if he still does not recognise it.

When the child makes a mistake that does not really change the meaning of the sentence

1. A child may lose confidence if you try to correct every mistake he makes. You will have to judge whether or not a particular mistake really matters and whether or not the child will lose confidence if you try to help him to correct it. **Then:**
2. You may decide to let him carry on reading or you may decide to stop the child and help him to correct the mistake. If so:
 - (a) ask the child to think about the way the word looks. For example, does the word begin the same way as other words which he knows? Are there any parts in the word which the child already knows? **Then:**
 - (b) Tell him the word if he has not corrected it after two attempts.

When the story is too hard (the child makes more than five mistakes in 50 words)

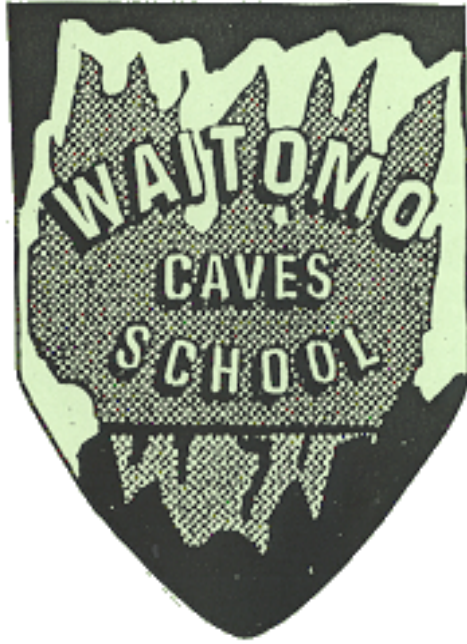
Read it to the child and talk about it together or leave it and try another easier story.

When the child is not very interested in the story

Read the first few pages to him and talk about the story together, or help him to find a more interesting story.

When the story is too long

Read every second page (or chapter) to the child, so that he reads a page (or chapter), then you read one to him, and so on, or help him find a shorter story.



**THANK YOU FOR BEING
PART OF OUR SCHOOL
COMMUNITY**