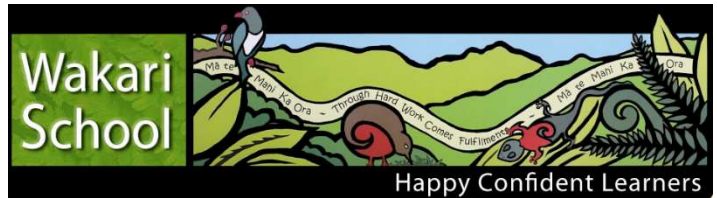




WAKARI SCHOOL ENROLMENT PACK





Now that your child is about to turn 5, the following information will help you to become familiar with procedures when starting Wakari School.

Our enrolment package contains:

- An information booklet (If you are a family new to the school)
- An enrolment form - both sides to be completed.
- Stationery order form listing stationery requirements, activity fee, paper and felt pen levies.
- ECE form to be completed.
- Lunch ordering information
- Safety, Shady School, Complaints and Cyber Safety Policies.

Please inquire at the school office if you would like any further information about the enrolment pack.

Please return the following forms and payment:

1. **Enrolment form** - We require copies of your child's **birth certificate or passport** as this is required by the Ministry of Education, and immunisation certificate.
2. **Stationery payments**
3. **Cyber Safety User Agreement** – pink form
4. **Fonterra Milk permission slip** – blue form
5. **ECE form** – beige form

The completed enrolment forms must be brought into the office at least one week prior to your child's first day at school.

On your child's first day, please call into the office before going up to the classroom so that Mr Smith, our Principal, can have a brief interview with both you and your child.

For the first two weeks the new entrants finish at 2 pm. Your child's teacher will discuss with you when the time is to be extended to 3pm.

During the interval (10.40-11.00) and lunch-times (12.30 – 1.30pm) junior children usually play in the north playground (the area in front of the junior classroom block). All children have their lunch outside the hall area, except on wet/cold days when they eat their lunch in their classrooms. Children remain seated until the lunch bell rings at 12.40 pm, or until they have finished their lunch.

There are always two teachers on duty in the playground to deal with any problems that may arise.

If you have any concerns, feel free to contact these people in this order:

1. The Class Teacher
2. The Syndicate Leader
3. The Principal

For more information on concerns and complaints, see the policy at the back of this booklet.

TABLE OF CONTENTS

School Donations.....	Page 4
Stationery list	Page 5
After School Care	Page 5
School Lunch list	Page 6
Sunsmart Policy	Page 7
Safety Policy	Pages 8-9
Cyber Safety Policy	Page 10
Concerns and Complaints Procedure	Page 11

SCHOOL DONATIONS AND OTHER PAYMENTS

DONATIONS:

Each year the Board of Trustees will request that each family makes a donation to the School.

You should note:

1. The payment of this donation is not compulsory. However, the School encourages you to do so, as your donations will enable the Board to provide additional services which directly benefit the pupils.
2. Payments can be made by **cash, cheque, EFTPOS, direct debit** or by **instalment**. Contact the school office if you wish to pay by direct debit or by instalment.
3. You can make a claim in your tax return for a third of the amount paid.

For every child who is not a fee-paying foreign student, the payment of a donation is not a prerequisite for enrolment or attendance at Wakari School.

		Full Year	Half Year	Qtr Year
Rates:	Eldest child	\$70.00	\$35.00	\$17.50
	Siblings (each)	\$35.00	\$17.50	

Example: If you have 2 children for the whole year, then the yearly cost is \$105.00

OTHER PAYMENTS:

Activity Fee

At the start of the year an activity fee is due. This covers the cost for your child/ren going on class trips or attending in-school activities such as performances by visiting drama groups. Attendance at these activities is beneficial to the children. *The activity fee is a separate payment from the school donation.*

Swimming fees

During term 1 and 4, the Junior and Middle Syndicates swim with JC Swim School. This incurs a cost of \$4.50 per lesson (with 8-10 lessons per term). Parents will receive a notice prior to the swimming block as to the cost. Senior Syndicate children swim in term 3 at Moana Pool. There is a small cost to cover entry and buses to the pool.

Camp fees

Year 5 and 6 children have the opportunity to attend camps at Waiora and Iona respectively. Year 5 camp runs over 3 days and costs \$70. Year 6 camp runs for 5 days and costs \$100. The camps are subsidised by the school through sausage lunches on Fridays.

SCHOOL BANK Account: Westpac **03-0905-0905218-00**

Stationery List 2017

Name: _____ New Entrant

	Quantity	Full Year	Term 2	Term 3	Term 4
Stationery Pack	1	\$20.00	\$20.00	\$20.00	\$15.00
Reading Eggs <small>Online literacy programme</small>	1	\$28.00	\$21.00	\$14.00	\$7.00
Storypark <small>Online blog of your child's learning</small>	1	\$12.00	\$9.00	\$6.00	\$3.00
Resource fee* <small>(Used by teacher to purchase felts, pencils, etc)</small>	1	\$20.00	\$15.00	\$10.00	\$5.00
Activity fee* <small>(This fee covers the cost of trips and shows for the whole year. This does NOT include camps and swimming fees)</small>	1	\$35.00	\$26.25	\$17.50	\$8.75
Total		\$115.00	\$91.25 <small>(cash - \$91.20)</small>	\$67.50	\$38.75 <small>(cash - \$38.70)</small>
DONATION (Eldest child)		\$70.00	\$70.00	\$35.00	\$35.00
DONATION (Sibling)		\$35.00	\$35.00	\$17.50	\$17.50

* The Resource fee provides the teacher with funds to purchase coloured pens, pencils, paper and card. These levies are reduced as the school year passes. The activity fee covers the costs of ALL class trips and shows. However this does not include Year 4-6 camps or swimming lessons. If your child starts part way through the year, the payment equals the column in the term your child starts. For example, if your child starts in term 3, the total owing comes to \$71.00.

Stationery packs contain all that your child requires. These packs are pre-made by our stationery provider, prices are very competitive, and you support your school at the same time!

EFTPOS available (NO credit cards)

After School Care [Magic Childcare]

Where does the After School Programme run?
In the Wakari School Hall

When does the programme run?
From 3pm to 5.30pm

How much does it cost?
That depends on whether you qualify for the OSCAR subsidy

More information?
Phone **425 0772** or **021 840 716**.

Wakari School Lunch Orders 2017

CHILDREN WHO HAVE LUNCH AT SCHOOL WILL NOT BE PERMITTED TO LEAVE THE SCHOOL GROUNDS AT LUNCH TIME UNLESS A NOTE HAS BEEN RECEIVED BY THE CLASS TEACHER REQUESTING SPECIFIC PERMISSION.

Monday & Tuesday:

'Easy Lunches' provides fun, nutritious high quality lunches to children. There are two sizes available:

Small: **\$5.00** – contains sandwich/pizza bun, dessert, fruit, muffin and bag of popcorn.

Large: **\$6.00** – same as above but has an extra sandwich or bun

Orders to be taken in office by 9am.

Wednesday

The following are available from Wakari Diary:

Pie - **\$1.50**

Order at the school hall by 9am. Lunches can be collected at the school hall at 12.30pm.

Thursday

Chinese meals from Wakari Fish Supply are as follows:

1. Chicken fried rice - **\$5.00**
2. Vegetable fried rice - **\$4.00**

Subway: School orders are done ONLINE at <http://www.subwayexpress.co.nz/> and must be ordered by 9am.

Fried rice orders taken in the office from 8.30 – 8.55am. Please place your order in an envelope with your child's name, room number and order on the outside.

Friday

BBQ Sausage/Bread/Tomato Sauce **\$2.00 each***

Orders will be taken in the hall from 8.30 - 8.55am.

Children collect their order from the BBQ by the Hall at lunchtime, or from the hall kitchen if it is cold or wet. Sausage funds go directly into our Camp Account.

NOTE: All lunches must be ordered through the school and be paid for at time of ordering. **EFTPOS not available for lunch orders**, as the lunches are independently supplied.

NO FIZZY AND LOLLY POLICY

Wakari School encourages healthy eating habits and from 2005 we have adopted a “no fizzy no lolly” policy within the school grounds. Therefore children will not be able to purchase fizzy drinks with their lunch orders.

Wakari School Board of Trustees

SUNSMART PROCEDURE

Revised: December 2015

PURPOSE

To increase student and community awareness of skin cancer, and practical ways of protecting the skin during the summer months.

This Sunsmart Procedure will apply during Terms 1 and 4 (especially between 11am and 4pm) However, from the beginning of September UVR levels are increasing; therefore sun protection should be used in September when children are outdoors for extended periods (e.g. sports days). During the winter months, sun protection is unnecessary, however appropriate precautions should be taken regardless of the time of year.

OBJECTIVES

Section 1.

When enrolling their child parents will be:

1. Informed of the Wakari School Sunsmart Procedure.
2. Required to ensure that their child has a 'Sunsmart' sun hat at school during terms one and four. A sun hat can be brought from home - the Cancer Society Sunsmart policy advises hats should be wide brimmed or bucket style with a minimum 6cm brim. We recommend hats should have a tie under the neck, to avoid it flying off while the children are active.
3. Encouraged to provide SPF30+ broad spectrum, water resistant sunscreen in their child's bag during summer months.
4. Asked to give permission for sunscreen provided by the school to be used on their child (for example during activities of longer duration and/or higher risk such as school camps, beach activities, sports days).
5. Encouraged to role model Sunsmart behaviour by wearing an appropriate hat when helping with outdoor activities.

Section 2

As part of general skin protection strategies the school will:

1. Consider sun protection issues, including the availability of shade when planning outdoor activities. Outdoor activities are planned for early in the day whenever possible to minimize the time outdoors between 11am and 4pm.
2. Encourage children to eat their lunch and play in the shade.
3. Require children to wear hats when they are outside at school. Children without their own hat will be required to wear a hat from the spare hat provision or they will be made to stay in the shaded areas.
4. Provide SPF30+ broad spectrum, water resistant sunscreen for staff and children's use.
5. Continue to develop further shade areas around the school.
6. Encourage staff to act as role models by practicing Sunsmart behaviours.
7. Regularly publicise and reinforce the Sunsmart Procedure, for example, through newsletters, parent meetings, and student and teacher activities.
8. Encourage children to wear clothing that protects the skin from the sun (e.g. sleeves and collars).

Section 3

As part of ongoing education programmes the school will:

1. Incorporate into classroom programmes ongoing teaching opportunities highlighting skin care issues and in particular the dangers of melanoma and its prevention.
2. Regularly reinforce the Sunsmart Procedure in a positive way through newsletters and student and teacher activities.

Wakari School Board of Trustees

SAFETY POLICY

16 August 1995

PURPOSE

To provide guidelines to be used by staff, parents, board and children to ensure that the highest standard of safety is maintained for all those who attend Wakari School.

OBJECTIVES

1 Safety in travelling to and from School:

a) *Use of cycles, skateboards and scooters*

The use of bikes, skateboards and scooters to travel to and from school is not allowed.

b) *Supervision of children crossing roads in the vicinity of the School*

The Helensburgh Road crossing is supervised by parents and teachers rostered before and after school. Shetland Street must be crossed at the crossing opposite the school's rear gate, rather than at the corner with Helensburgh Road. Parents are rostered to supervise at 3pm.

c) *Entry to and exiting from the school grounds*

For pedestrians this must be through the pedestrian gates, not the vehicle entrance.

2 Absence of pupils from School:

In the event of a child being unable to attend school, parent or guardian notifies the school office prior to commencement of school by telephoning or sending a note with a sibling. Any un-notified absence is checked by phoning home.

3 Closure of School for safety reasons

The principal, in consultation with the chairperson of board, may close the school in event of snow, ice, fire, or loss of essential services (such as power, water or sewage) if considered there is significant risk to pupils and staff. This would normally be broadcast on the local radio stations before school.

4 School Grounds

a Playgrounds are supervised by teachers at morning break and at lunch time.

b Playing areas, playground and sports equipment are checked for safety at least once a term by the caretaker, and repaired as necessary.

c Sand-pit sand is replaced as necessary because of fouling. Woodchips are replenished as necessary.

d Out of bounds areas are specified.

5 School Buildings

a Buildings are maintained in accordance with relevant regulations and by-laws.

b All fire exits are clearly marked and free from obstruction.

c The School has an evacuation plan.

d Furniture and furnishings are checked for safety at least once a term, and repaired or replaced as necessary.

e Adequate first-aid facilities are provided, including a sick-room, a first-aid kit requirements, and an adequate record system for injuries and accidents.

f Adequate provision is made for the safe storage of hazardous materials within the School.

6 Out-of-School Activities

a There is adequate supervision of children and equipment while on any official out-of-school activity. The following adult/pupil ratios apply when the activity involves risks greater than would normally be anticipated within the school environs:

Y1 - Y3 1 : 6

Y4 – Y6 1 : 8

When children travel as a group by bus to a central city venue (to, for example, a dramatic performance at the College of Education or a class visit to a museum) then the principal may authorise a higher adult/pupil ratio.

- b Teachers and/or parents are familiar with, or receive training, related to any equipment they may be supervising.
- c First-aid equipment and expertise are provided on out-of-school activities as appropriate.
- d Any parent transporting children is required to hold a valid drivers licence, and the vehicle must have a current Warrant of Fitness, registration and seat belts for all people in the car.

7 Pupil Education

- a The School adheres to the Health and Safety curriculum.
- b In addition, the following areas are covered in teaching
 - water safety (life-saving skills)
 - road safety
 - basic first-aid (optional for Year 6 students)
 - personal hygiene and health preventative measures (including washing, sun protection, cold protection).

8 Staff Issues

- a All reasonable measures are taken to ensure staff safety.
- b All staff have a current Emergency First Aid Certificate which is updated as part of our Professional development programme.
- c Continuing education on evacuation and safety procedures is provided.

EFFECTIVENESS REVIEW

- 1 This policy will be reviewed by the board in accordance with its self-review guidelines and timetable.
- 2 The board will make its review report available to parents and staff.

CYBER SAFETY POLICY

August 2006

Purpose:

To provide Internet access, so staff and students can:

- become effective and safe users of the Internet and electronic mail.
- extend their awareness and knowledge of the Internet.
- become motivated, responsible users of the Internet.

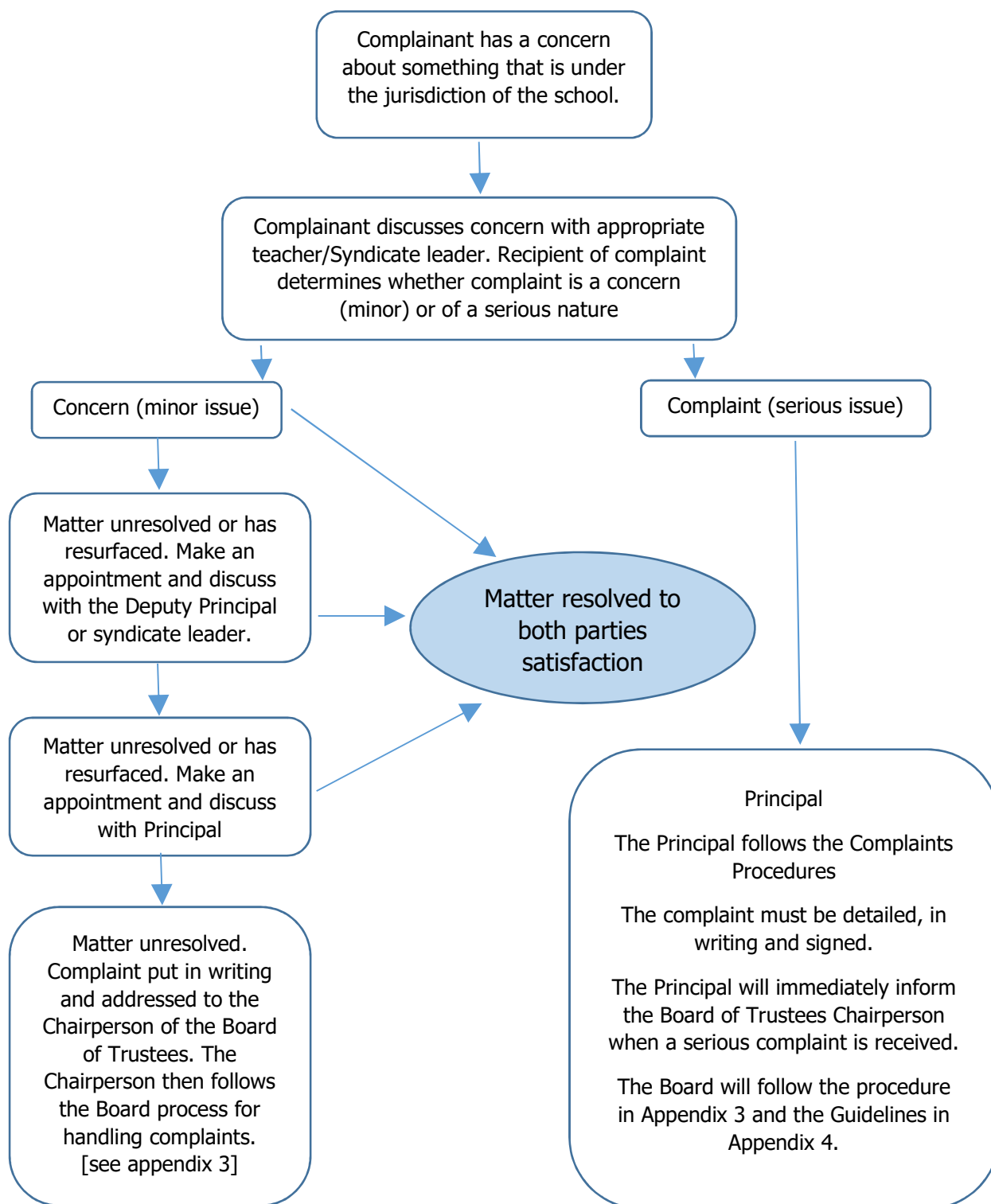
Guidelines:

1. Use of Internet facilities for children at this School is strictly for educational purposes.
2. Children and parents/caregivers must sign the **Wakari School Cyber Safety User Agreement** indicating they are aware of Wakari School rules concerning the use of the Internet, before use of this resource may be granted. This agreement will be kept on file by the school.
3. There is a published set of **Procedural Guidelines for Cyber Safety** to list the School's protocols.

EFFECTIVENESS REVIEW

1. This policy will be reviewed by the board in accordance with its self-review guidelines and timetable.
2. The board will make its review report available to parents and staff.

Concerns and Complaints Procedure



Notes

1. While minor issues may be able to be discussed in a quick informal chat with a staff member, the preferred option is to arrange a time to discuss the matter in order that both parties give the matter proper attention.
2. If the complaints procedure has not been followed the Board will normally return any letter of complaint to the writer and ask that they follow the procedure first.
3. All parties to a complaint may bring a support person to any meeting where the issue is to be discussed.

YOUR NOTES