



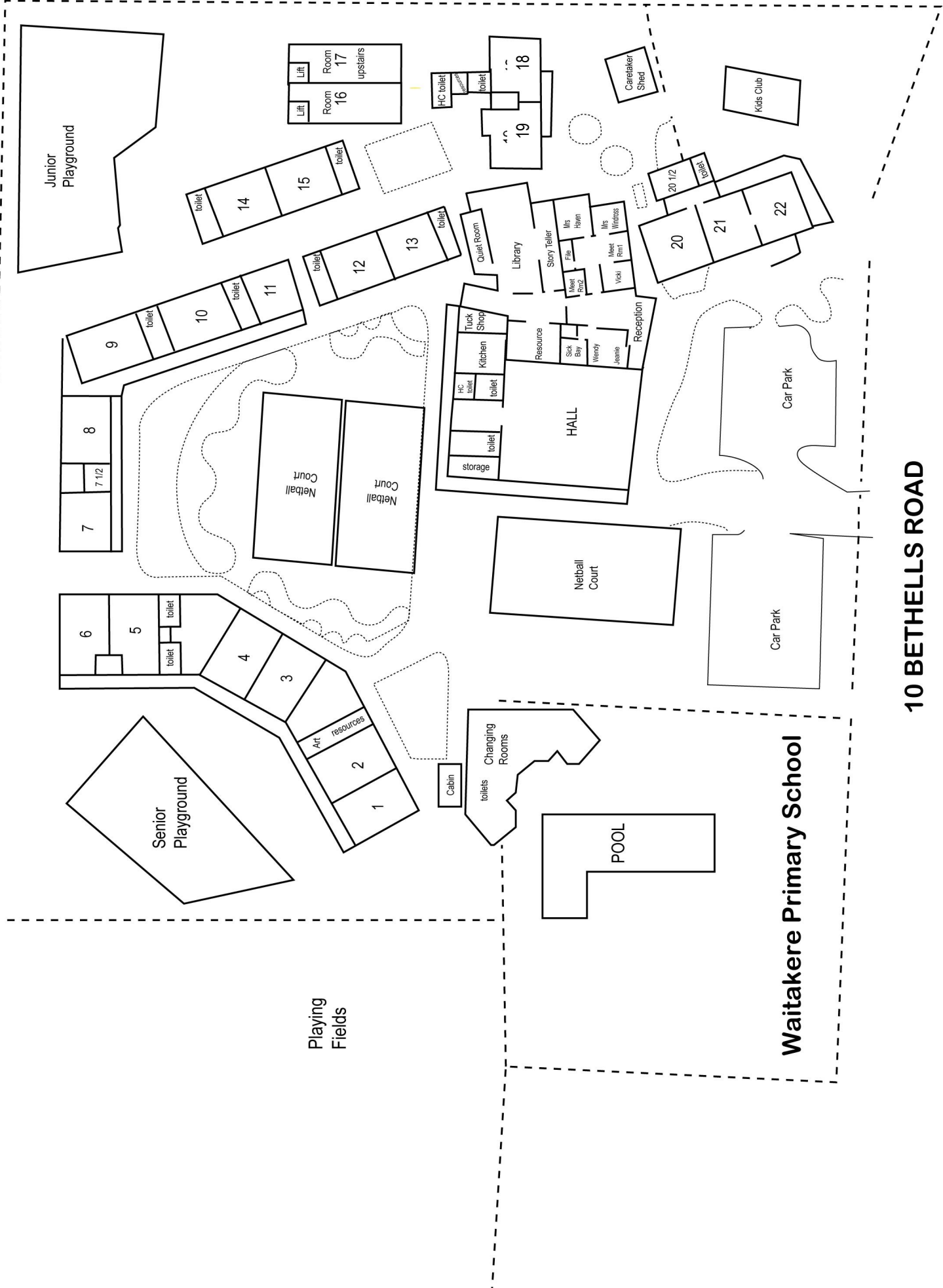
Waitākere PRIMARY SCHOOL

Not for ourselves alone • Ehara mō matou anake

Information Booklet

2024





10 BETHELLS ROAD

Waitakere Primary School

Playing Fields

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MISSION STATEMENT

Waitakere Primary is the centre of a supportive learning community where all aspire to achieve personal excellence.

The Charter

The Charter is a legal agreement between the Board of Trustees and the Minister of Education. It contains statements that protect and enhance education standards. By complying with these statements, schools ensure that all children have an education that is fair and challenging; one which encourages them to reach their full potential.

School Description

This school is a full primary, situated in the foothills of the Waitakere Ranges, in a semi rural environment. The school is 25 minutes from the Auckland Central Business District and 15 minutes from Bethells Beach. It is within walking distance of Waitakere Township and the railway station.

Children attending our school come from Bethells Beach, the Waitakere Township or small farmlets around these two communities. The school roll is currently 510, with most families of European descent.

There are currently 22 classrooms and a number of resource areas which are used for small group teaching. There is a large hard court playing area, a playing field and two adventure playgrounds – one junior, one senior. Recently a landscaping programme has beautified the court area and provided additional all-weather play areas. The pool area is used by the wider community over the summer months.





There are currently 30 full time and part-time teachers at the school, including a non-teaching Principal and two Associate Principals who share teaching, leadership and management duties.

A number of teacher aides are employed to support staff and to assist with learning support programmes. A further three staff members work in the office. Our caretaker completes the team.



The school has an open-door policy, and parental involvement is encouraged. Waitakere has a strong tradition of support from families who work on the BOT, PTA, Sustainability Group, Runanga and Swimming Pool Committee as well as assisting with classroom and syndicate programmes and productions.



HOME – SCHOOL PARTNERSHIP

Reading With Your Child

Parents are encouraged to become fully involved in their child’s education. Very often junior classroom programmes can be supported at home by reading to, reading with, listening to and retelling stories with your child. These are all very important learning experiences.

As your child progresses through the school, it is important to continue this involvement. Research shows that reading to your children (up to age 14) ensures their vocabulary is enriched and comprehension consolidated. Children who are read to regularly develop a positive attitude to reading. The love of books is a powerful incentive for children to learn to read for themselves and to continue on as life long readers.

Parents who read to their children regularly, show an interest in books themselves and encourage their children to talk about their own books, are providing a valuable framework for success in their reading.

Homework

Teachers value the effort parents put into sharing different aspects of the class programme at home. This involvement helps develop a positive working relationship between home and school.

Our new home learning programme has two components:

- The compulsory home learning each night of reading and basic facts (taking up to 30 minutes)
- The Wave Challenges – these challenges provide a significant amount of meaningful, community-based home learning that may include many tasks your child is already involved in. The challenges have been tailored to meet each year level.

This programme is aligned with the New Zealand Curriculum’s vision of developing life long learners, the key competencies, and our school vision. It offers a wide range of enjoyable and interesting tasks involving the family as well as the child.

The Challenges have been recognised nationally and internationally and are now in place in over 50 New Zealand schools. Waitakere Primary acknowledges the success of Windsor Primary in the development of these challenges. For more information (including a podcast from Neill O’Reilly) visit the Windsor Primary website <http://www.windsor.school.nz>

Reporting to Parents

We hold an informal “Meet the Teachers Evening” in February each year. At the end of Term 1. Parent, student, teacher conferences are held. A written report summarising your child’s progress and achievement during the year is sent home at the end of Term 2 and 4. You are welcome to make an appointment to talk about you child’s learning throughout the year.

PARTNERSHIP PROTOCOL

At Waitakere Primary School we believe that education extends throughout life and is cumulative. It is not restricted to the hours of 9:00am to 3:00pm, when “school’s in”, but gained from all experiences that we have during our waking hours.

We also believe that meeting the educational needs during their school years involves a three-way partnership between the child, the family and the school. We have well established policies and procedures within the school and have an “open door” policy. We aim to further enhance the partnership between families and the school by suggesting the following protocol.

Families demonstrate their commitment to supporting the education of their child at Waitakere Primary School by:

- Ensuring that the child’s physical needs are met, providing them with a safe, secure home, a healthy diet and appropriate clothing, enabling them to attend school in a physical condition conducive to learning.
- Providing an environment in which the child’s social and emotional needs are met, fostering a positive self-image and the confidence to take advantage of the educational opportunities provided.
- Supporting the child’s teacher by assisting with homework and class programmes as necessary and providing the child with the equipment necessary for them to participate fully in the school programme.
- Fostering the values of respect honesty, trustworthiness and reliability.
- Maintaining open communication with the school, responding to newsletters, reports, requests for feedback and parent interviews.
- Respecting the integrity of the staff, Board of Trustees, families and students by treating them with respect and dignity in all interactions.
- Being loyal to the school by supporting its policies and procedures.
- Following established procedures to address any concerns or difficulties, ensuring these are resolved within the school, in a manner that protects the privacy of any individuals involved.



BOARD OF TRUSTEES

The Board of Trustees is an elected body of parents who are responsible for the governance of the school. The Board has an important role ensuring that the needs of the children and their learning are paramount. Board meetings are open to the public and are held monthly. Notification of each meeting is advertised in the school newsletter. The Board Members are elected for three years and elections are held every eighteen months. Parents who may be interested in serving on the Board of Trustees are strongly urged to either come along to a Board Meeting or contact an existing Board Member or contact the school.

Board of Trustees:

Chairperson:	Wade Hansen
BOT Minutes:	Denise Haven
Co-Opted Members	Alex Jelas

Staff Representative:	Ashleigh Stewart
Principal:	Heather Atkinson

Board of Trustees:

Wade Hansen
Nick Bithell
Heather Irvine
Rhiannon Robertson
Sonja Lister
Carla Bonnici



Waitākere
PRIMARY SCHOOL
ORGANISATION 2024
Senior Leaders

Learning Support Coordinator: Joy Hay

Senior Syndicate: Syndicate Leader – Denise Haven

Year 7-8	Rhys Hodge (T/L)) Tribe	Room 18
Year 7-8	Nina Doogan) Tribe	Room 19
Year 7-8	Jessica Amani) Hive	Room 21
Year 7-8	Ashleigh Stewart / Natasha Williams) Hive	Room 22
Year 5-6	Lexi Lauchlan (T/L)) Pod	Room 1
Year 5-6	Kristy Senne) Pod	Room 2
Year 5-6	Jackie Still / Yolanda Brooking) Galaxy	Room 3
Year 5-6	James Grant) Galaxy	Room 4

Junior Syndicate: Syndicate Leader – Alex Jelas

Year 3-4	Monique Watt		Room 5
Year 3-4	Eriko Taingahue (T/L)		Room 6
Year 3-4	Jo Easto		Room 7
Year 3-4	Kura Wyatt) Ahuru	Room 9
Year 3-4	Ethan Davidson) Ahuru	Room 10
Year 2	Hayley Morris		Room 12
Year 2	Michaela Thompson		Room 13
Year 1/2	Tamara Marsh		Room 17
Year 1	Leigh Menzies		Room 16
Year N/E	Jennifer Chisholm) The Nest	Room 14
Year N/E	Rebecca Marshall (T/L)) The Nest	Room 15

Classroom Release: Genna Richardson, Natasha Williams

Team/Curriculum Leader Release: Yolanda Brooking

Learning Support: Jayne Kearney

Office Staff: Jo Williams, Jeanne Bailey, Wendy Tjaden

Caretaker: Roy Rich

Teacher Aides: Jo Battersby, Serena Balston, Nadia Gallaher, Stacey Larkin, Brenda Hendrix



PARENT TEACHER ASSOCIATION

Waitakere Primary School has an active PTA and would like to take this opportunity to invite new parents to join the group.

We are a small community and are always looking for people with ideas and skills who can help our school. Some of the fundraising ideas we have at the moment are school discos, sausage sizzles, calendars, quiz night – to mention a few. Any new ideas would be greatly appreciated.

We meet the second Tuesday of each month in the staff room at 7:30pm, so why not join us as we would love to see you there.

SUSTAINABILITY GROUP

Waitakere Sustainability group was formed because the school recognises that Environmental Education is an important component in the preparation of our children. Our community has developed a knowledge of the damages done globally, and locally there is a growing awareness that our community needs to protect, maintain and improve the quality of our environment.

The four key concepts in Environmental Education are

- ⇒ interdependence
- ⇒ sustainability
- ⇒ diversity
- ⇒ personal and social responsibility for action

For further information, please contact our school representative Leigh Menzies or email office@waitakereprimary.school.nz

SWIMMING POOL COMMITTEE

This group manages and maintains the pool over the summer holidays. The Board of Trustee representative on this committee is Alex Jelas.

Contacting the Pool Committee:

Alex Jelas ☎ 810 9607

TE RUNANGA

Haere mai ki Te Runanga o Te Kura o Waitakere

Te Runanga o Te Kura o Waitakere is a group of parents and teachers of Waitakere Primary School who work together supporting Te Reo Maori and Kaupapa Maori initiatives in our school.

Since 2004 we have:

- ⇒ Supported Kapa Haka with costumes and equipment,
- ⇒ Hosted a very special Matariki (Maori New Year) evening celebration at the school
- ⇒ Co-ordinated a native plant landscaping plan for the school grounds – implementation is ongoing.
- ⇒ Been an on-going source of advice and support for the school and its whanau.

We have a co-opted representative on the Board of Trustees and our work is supported by the Board and the school itself. The most recent ERO report made particular mention of Te Runanga, saying the partnership is a special feature of our school that could provide a model for other schools.

All families of Waitakere Primary School who are interested in the development of quality Te Reo and Tikanga Maori programmes for our children are warmly invited to join us. We meet regularly at the school and also at social events we organise.

For further information, please contact:

Wade Hansen, Board of Trustees Representative -
office@waitakereprimary.school.nz



GENERAL INFORMATION

Parent Help

We welcome parent involvement in the classroom and team programmes throughout the school as we see this as a valuable link between the home and school for parents and children alike. If you are available to assist in any way please see your child's teacher, or the team leaders concerned.

Stationery

A stationery list will be sent home with the school report at the end of the year. Lists are available on our web page. Stationery needs to be purchased, named and brought to the school ready for the first day of the school year. The office will also stock a small supply of stationery during the school year for purchase between 8.30am-9:00am daily. All stationery may be purchased through school supplies on line <http://www.myschool.co.nz/>

New Entrant book packs and stationery can be purchased from the school office. Library bags and home bags are essential. Felt pens are shared within the classroom and therefore essential. For more information please contact the office.

Vision & Hearing Tests

These free tests are for myopia and colour vision per eyes and audiometry and tympanometry for the ears. Your permission needs to be given for these tests to be carried out. You will only be contacted if there is a problem, no treatment will occur unless your permission has been given. If you would like more information see the leaflet attached.

Enrolment Scheme

Waitakere Primary has had an enrolment scheme since 2009. All children who live within the home zone shall be entitled to enrol at the school. For more details please ask at the school office or check our web page for a copy of the map and enrolment scheme. <http://www.waitakereprimary.school.nz/pdf/zoning.pdf>

Absences

We ask parents to phone, text or email the school before 9:00am to inform us if your child is absent from school for any reason. For safety reasons, if children arrive at school after 9:00am parents need to escort them to the office before taking them to their classroom to ensure the administration staff are aware they are at school. If your child does not arrive at school and we have not been informed a call and text will be made to check their whereabouts.

Assemblies

School assemblies are an invaluable opportunity to share and celebrate successes. We hold syndicate assemblies fortnightly on a Thursday afternoon. We also hold two special award assemblies, these are formal assemblies twice a term. Parents are welcome to attend all assemblies.

Cell Phones

Cell phones are to be turned off and not used at school. The cell phone must be kept in the student's schoolbag or at the office at all times whilst at school.

Lost Property

We dispose of a vast amount of unnamed good quality clothing each term. Please ensure that all your child's clothing and other belongings are clearly named, so they can be returned to you. Lost property is stored in the school; please enquire at the office if you wish to look through it for lost items. Lost property is shown to the children at the end of term before being donated to charity if not claimed.

Communication—Skool Loop

Please download the Skool Loop App and sign up, this is our primary communication tool. Please ensure that you sign up to the correct groups for your child. E.G. The year group, classroom, bus group if your child catches the bus, kapa haka or sports teams relevant to your child. It is through this app that you will receive the school newsletter, log student absences, book parent interviews and see the school calendar.



TRAVEL

Buses

There are two bus routes which service our school. Please contact the school office to check if your child is eligible to travel on the bus as the buses are only for the children who live on the bus route – No ‘extras’ will be allowed on the bus. The children on the buses are looked after by our bus wardens who are trained by our Police Education Officer. To ensure our children’s safety, cars are not to be parked in the bus bays between 8:30am and 9:15am or between 2:30pm and 3:45pm. Children traveling on the buses will be asked to sign a code of conduct agreement.

Wairere Road Bus – starts at approximately 8:30am picking up children on Wairere Road and Duffys Road on left side, the bus turns at Jonkers/Horseman Road. It then proceeds down Wairere Road arriving at school at approximately 8:55am. The bus leaves the school for the return trip by 3:10pm and then returns for our Bethells children.

Bethells Beach Bus – leaves the beach at 8:00 and proceeds to school. Most children are picked up as the bus travels to school at major meeting places such as the fire station, Te Aute Ridge Road East & West, Tasman View Road and the bottom of Te Henga Road. The bus reaches school at approximately 8:30am. The bus leaves the school for the return trip by 3:40pm.

Bicycles & Walkers

Bicycles may be ridden to school by children who are 10 years of age or older, providing the bike is road worthy and the cyclist is wearing a correctly fitting helmet. Bicycles are stored in a bike rack during school hours and are not to be ridden in the school grounds. Cyclists ‘walk’ their bikes with the supervised ‘walkers’ until they have crossed under Waitakere Road after school. Walkers on the walking school bus will be asked to sign a code of conduct agreement.

Parking

Due to limited parking and for safety reasons, we ask that all parents park outside the school grounds when visiting the school. We remind you that the Bus Bay needs to be kept clear between 8:30 and 9:15am and 2:30 and 3:45pm. Parents who park across the road from the school are strongly urged to escort their child across the road using the crossing provided, rather than letting them cross themselves. Parking before and after school is available on the bottom field in dry conditions, accessed via Anzac Valley Road. The staff car park is reserved for staff. The gate to the car park will be closed from 2.50 –3.10 daily. A stop, drop and drive facility outside the Anzac Valley Road entrance has been constructed as part of the travel-wise programme.

PROGRAMMES

Special Programmes

Parents are notified of any special programmes which involve their child being withdrawn from the classroom programme at any time. We have learning support programmes for students requiring extra assistance in a variety of different areas, as well as extension and enrichment programmes for the more able students.

Camps

Education Outside The Classroom, such as school camps and other visits, provide a variety of opportunities for learning, personal growth and social development, not possible within the classroom. Each year different outdoor education experiences are provided for all our students. These take the form of school day trips for Year 1-4 students (with an overnight stay for the Year 3-4s). Students in Year 5-8 attend school camps each year. Parents are most welcome to share this vital part of their child's educational experience.

Speeches

We have an annual Speech Competition within the school for all Year 5-8 students. This generally takes place during Term 2. Winners of these events represent our school in the North West Zone Speech Competitions.



DRESS CODE FOR STUDENTS

What your child wears to school must be appropriate for school.

Clothing should be:

Cared for, clean and in good repair.

Suitable for school, including PE lessons, with torso and shoulders well covered.

Free of offensive messages or symbols.

Please Remember:

Hoods/hats may not be worn in class.

Nose rings or other forms of facial piercing, including tongue piercing are not allowed. If the ears are pierced, only studs are permitted to be worn at school for health and safety reasons.

Undergarments should not be showing.

No see-through clothing.

Students wearing clothing considered inappropriate may be issued with suitable clothes for the day and a note sent home to parents.

For safety reasons, students are required to wear shoes to Taupaki Technology lessons.

At all times the Principal reserves judgement on what's deemed appropriate clothing and will advise where necessary.

Classes have a timetabled library period and the library is open every lunchtime.

Newsletters

School newsletters are posted on Skool Loop fortnightly on Wednesdays. The newsletter is our most important communication link as it keeps families informed about upcoming school events, children's successes and any concerns we have. It is very important that parents check their school loop for the newsletter each Wednesday. Alternatively check our web page www.waitakereprimary.school.nz as the newsletter will be loaded on it each fortnight.

Sick Bay

Children who are unwell at school or suffer minor injuries are treated by trained staff members in the school sick bay and logged in our accident book. Parents are informed of any serious injury and are contacted if a doctor or hospital visit is advised. For this reason it is imperative that the school has up-to-date emergency contact details for all children on file. We also ask that children who are unwell are not sent to school as they are unable to learn and may pass infection to other children and staff members. Working parents need to make alternative care arrangements for their children in case of ill health. If medicines are required to be administered during school hours, please contact the office to fill out a permission form.

Sun Protection

All students are required to wear a suitable sunhat during the hours of 9:00am and 3:00pm during Term 1 and 4. The hat must have a wide brim that shades the ears, face and back of the neck and sunsafe clothing which covers the shoulders is also required. The BOT have a "Sun Safe" policy and are trying to provide more shaded playing areas as part of our property development plans.

Police Vetting

We now require all parents who have unsupervised access to students e.g. camp helpers, sports coaches, parents helping out on class trips to be police vetted. Parents who have unsupervised access to students for more than 30 minutes when helping out in classrooms will also need to be vetted. This vetting procedure involves producing 1 form of ID which has a photo of you, (Passport or Drivers licence), and signing a consent form allowing the vetting process. This ID needs to be witnessed by our school office staff. This vet lasts for 3 months and needs to be redone for subsequent events. As the turnaround for these vets is a minimum of 20 days, we need your documentation at least a month before. A copy of our Police Vetting Policy and Procedures is available at our school office.

Dental Service

Dental Therapists share their time between West Auckland clinics. They may Dental Nurses may be contacted at Don Buck school clinic by phoning 832 8410. Appointments may be made to see them between 8.30am and 4:00pm. Therapists work through school holidays and the clinic is only closed for three weeks around Christmas. The mobile therapists are still visiting our school for screening and will send appointments home if there is any work needed. No treatment will start unless your permission has been given. If you have a concern please do not hesitate to contact the Dental Therapist.

School Donations For 2024

To maintain the high standard of teaching, which is a feature of our school, it is necessary to request a school donation from every family to supplement the Ministry of Education grant we receive. The school donation for 2024 will be used for extra teacher aides and purchasing ICT equipment.

The School Donation for 2024 has been set at \$240 for one child and \$160 for subsequent children, for example for:

2 children the school donation would be \$400

3 children the school donation would be \$560

Enrolment Scheme

Waitakere Primary has had an enrolment scheme since 2009. All children who live within the home zone shall be entitled to enrol at the school. For more details please ask at the school office or check our web page for a copy of the map and enrolment scheme. <http://www.waitakereprimary.school.nz/pdf/zoning.pdf>

Road Safety

All parents and children are required to use the pedestrian crossing outside the school whenever crossing the road. At 3:00pm there is a patrolled crossing supervised by a teacher, which everyone crossing must use. Children who walk to the Waitakere township are accompanied by trained road wardens and supervised by a teacher until they have crossed Waitakere Road using the underpass.

There is a 40km speed limit in place outside the school from 8.45am to 9.15am and 2:45pm to 3:15pm on school days.

Student Safety

In the interest of health and safety we request that the following items not be brought to school: glass containers, knives, sweets, chewing gum, fizzy drinks, jewellery, toys, money, walkman/discman, i-pod, perfumes, make-up, matches/lighters, spray cans, mock guns.

Technology

The Year 7 & 8 students attend technology classes at Taupaki School. Year 8 students attend each Friday during Terms 1 and 2 and Year 7 students attend each Friday during Term 3 and 4. Lessons cover food, fabric, electronics and hard materials technology every year. A school bus takes the students to the Taupaki Technology Centre for these classes, leaving school at 9:00am and returning at 2:30pm. Any student missing the bus will stay at Waitakere Primary School for the day unless a parent can transport them to the school.

Sport

In addition to our regular fitness and physical education lessons, a variety of different sports are available to students. We have a number of netball, swimming, basketball, touch and other teams, which represent the school. We play a variety of sports against other schools and have annual swimming, cross country, athletics and fun sports days. Senior students have opportunities to join teams which participate in the North West Zone competitions.

Swimming Pool

The school pool is used for teaching class swimming during the summer months. Generally, senior classes swim in the first part of the day and junior classes swim in the afternoon. Community use of the pool is available for families who purchase a pool key for the season. Pool keys are available from the school office at the end of Term 4 and are only able to be used by the purchasing families. The swimming pool committee manages the pool for the school over the holiday period.

Duty of Care

Whilst at school your child is in our duty of care. This means we are responsible for keeping them safe. We supervise them at playtimes and students are not permitted in classrooms without a teacher present. Our duty of care starts at 8.15am (students will not be allowed in classrooms until the teacher is in the room) and end at 3.30pm – we have bus children who we supervise till 3.30pm and then our staff are involved in meetings. You are welcome to use our grounds outside these hours - our junior and senior playground are popular places, but you must provide supervision.

We have before and after school care available at our school. Please ask at the office for more information about these services.

Visitors to school

When you visit our school during school hours you will be required to sign in at our office and read our Health and Safety Guide. You will be given a visitors badge that must be worn for the duration of your visit –this is a requirement between the hours of 9.15 and 2.45pm. The badge is to be returned to the office as you sign out. If you are picking your child up please come to the office and we will call them over, while you sign them out.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY



Mural painted by our Year 5 to 8 students 2006 - has pride of place on the side of our hall

Contact Details

Waitakere Primary School
10 Bethells Road
Waitakere

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Mobile 027 610 9607

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Email office@waitakereprimary.school.nz

Web www.waitakereprimary.school.nz
