



**Waikoikoi School - Little School Big Spirit!**

## Information for Parents



### **Mission Statement**

Waikoikoi School will provide a safe, stimulating environment where students actively engage in their learning.

*The aim of this booklet is to present a summary of information to better acquaint you with the general running of the school. Please feel free to contact the school with any queries you may have.*

## Important Information

**Phone:** (03) 207 6860  
**Email:** [office@waikoikoi.school.nz](mailto:office@waikoikoi.school.nz)  
**Website:** [www.waikoikoi.school.nz](http://www.waikoikoi.school.nz)

## Term Dates

Term One: 1<sup>th</sup> February - 12<sup>th</sup> April  
Term Two: 29<sup>th</sup> April - 5<sup>th</sup> July  
Term Three: 22<sup>th</sup> July - 27<sup>th</sup> September  
Term Four: 14<sup>th</sup> October - 15<sup>th</sup> December

Waitangi Day: Monday, 6<sup>th</sup> February  
Otago Anniversary Day: Monday, 25<sup>st</sup> March  
Kings Birthday: Monday, 3<sup>rd</sup> June  
Matariki: Friday 28<sup>th</sup> June  
Labour Day: Monday, 28<sup>th</sup> October

## Office Hours

Wendy Allan and Laura McPhail are our Office Managers and will be able to help you during the following office hours:  
Monday to Friday 9am- 3pm.



## School Day

<b>Session 1</b>	9.00am – 10.00am
<i>Fruit Break</i>	<i>10.00am - 10.10am</i>
<b>Session 2</b>	10.10am – 11.00am
<i>Morning Tea</i>	<i>11.00am – 11.25am</i>
<b>Session 3</b>	11.25am – 12.45pm
<i>Lunch</i>	<i>12.45pm – 1.45pm</i>
<b>Session 4</b>	1.45pm – 3.00pm

Students may enter the school grounds from 8.30am. It is important that all students are in the classrooms by 8.55am and ready for the day.

All students are required to sit and eat their lunch. This is supervised by the teacher on duty.

All students are required to be picked up or on the bus no later than 3.05pm, unless otherwise arranged with the Principal in advance.

## Our People

### Principal

Our Principal is Miss Jacqui Dillon.

She is happy to meet with you to discuss any aspects of school life. Jacqui has an open door policy, but asks all parents to make an appointment if you wish to have a discussion with her.

### Staff

Vanessa Rufford - Principal Release Teacher

Mel Taylor - Reliever

Vicki Crawford - Reliever

Wendy Allan and Laura McPhail - Office Managers

Jane Evans - Cleaner

Debbie Cruickshank - Bus Driver



## Board of Trustees

The School Board of Trustees is elected every three years. The last election was held in September 2022 and this Board will govern the school until September 2025.

Board members are very happy to discuss any issues of governance with parents/caregivers at any time.

### **Elected Board of Trustee Members are:**

Josh van Gool – *Presiding Member and Finance*

Mike Dynes – *Parent Rep (Property)*

William Kirk - *Parent Rep*

Jacqui Dillon - *Principal*

*Our staff are dedicated to achieving the highest professional standards to ensure the best learning experience for all students.*

## Home and School Committee

The aim of the Home and School Committee is to foster parent and teacher involvement in the school. The Home and School consists of a small committee, but all parents are welcome and encouraged to participate in the few meetings carried out each year.

The committee supports the school by running the only 2 fundraisers held annually. Firstly the Ambrose Golf Tournament which has been very successful since its inception 29 years ago, and secondly the West Otago Quiz night.

Upcoming meetings are advertised in the school newsletter.



## Clothing and Uniform

Here at Waikoikoi School children are not expected to wear a uniform each day. However, we do have a sports uniform which we do ask children to wear on occasions like the West Otago Athletics day, WCD Cross Country, Cultural Festival and other possible school outings.

We purchase these upon ordering from parent's request at Southern Workwear in Gore. You will be invoiced for these. We also have second hand uniforms available.

We also provide children with a bus vest which must be worn both to and from school and sometimes at out of school events. If the vest gets misplaced it is the families responsibility to replace.

**Please ensure all uniforms are clearly named.**

Appropriate footwear for fitness is also required on a daily basis. Also students will need a change of clothes in their bag during the winter months as they can inevitably get muddy playing outside.

Brimmed Sunhats are also compulsory during terms one and four, as we are an accredited Sunsmart school. These are supplied by the school.

*Our 'Little School Big Spirit' motto is something we strive to achieve for all our Tamariki*



# How We Communicate

## Circulating Information

### Newsletters

These are published on a Thursday every fortnight unless otherwise notified. This is sent to all families by email and in the whatsapp group. It is also published on our website.

### Whatsapp

We use an app called Whatsapp, which you can download onto your phone, and this is how we get messages out quickly to everyone. This is the fastest way to contact all our school families, so we use this frequently. We have a parent group so please ensure that you are a member.

### School Mobile Phone

We have a school mobile that we also contact parents on if we need to. You are also welcome to contact the school via text on this phone, especially if you have an absence or a change to bus routines for your child. Please add the number to your contacts on your phone **027 207 1767**.

### Assembly

School Assembly is usually held twice a term. Specific dates and times are advertised on our upcoming events in the newsletter.

### Reach Out

From time to time, problems can arise which require our attention. It is important to us that these are resolved in an effective manner. If you ever have a concern, we invite you to reach out to us by making an appointment to meet.



*We believe our students will grow by developing the strategies, skills and knowledge to become lifelong learners*

# Your Child's Safety

## Attendance

It is compulsory for your child to attend school each day unless they are sick or absent for a justified reason. The school policy outlines justified reasons for absence.

If your child is away from school there are three ways to notify us.

- Contact the school office on 207 6860 before 9:30am
- Send a text or whatsapp to the school mobile 027 207 1767 before 9:30am

## Truant Behaviour

Lateness is considered truant behaviour. The Truancy Officer will be contacted if students are repeatedly late or absent without a justified reason.

## Bus Transport

Go Bus operates the Waikoikoi School Bus run. You will need to contact them prior to enrolment, to see if your child can get the bus.

All students are accounted for at the end of the day by the Teacher. It is very important that you let the school know before 2:30pm if your child is not travelling on the afternoon bus.

# General Information

## Stationery

At the start of each year, teachers hand out stationery to the children from our stocks here at Waikoikoi School. This includes all books, pencils, pens etc that they will need. We then continue to provide them with stationery as needed each term. This is provided by the school.

## Library

All students are encouraged to make full use of the school library. They will visit the library once a fortnight to issue and return books. We like to teach the children how to use and respect a library and the books within it. If your child loses or damages a book, you may be invoiced for replacement costs.

## Lunches

Here at Waikoikoi School we are very fortunate to take part in the Ka Ora, Ka Ako - Lunch in Schools programme, which runs alongside our Breakfast In Schools programme.





So your children are provided with a nutritious lunch every day, which means you only need to send something for morning tea, fruit break and a drink bottle.

## School Photos

Photographs are taken annually, usually at the beginning of term four. Notification of this will be via the newsletter. Your child will be in a class photo, whole school photo and an individual photo will be taken unless you ask to not have it done.

You are under no obligation to purchase these photos, but if you do wish to order, you can do so directly with the photographer who provides order forms.

## Technology

Our school has one to one devices for all students. We work on the Google suite platform and believe keeping up with current technology is important. However, using pencil and paper is still a priority here at Waikoikoi School.

## Enrolments

What to do to enrol your child:

- Contact School on 207 6860
- Arrange to visit school/classes
- Pick up an enrolment package
- You will be asked to provide a copy of your child's birth certificate and immunisation certificate
- You will need to fill out enrolment forms prior to starting, including emergency contacts, so please give this some thought.
- Arrange school visits, usually 4 prior to start date (new entrant)
- Agree on a start date with teacher and Principal
- Start your child's schooling journey



## Preparation for School

It would be helpful if your child has the following skills before coming to school:

- Can spell their name
- Has independent toilet habits
- Can dress themselves and tie shoelaces
- Has some basic number and letter knowledge

It may be helpful to send along a spare set of clothing to be kept in the child's bag in the event of an accident.

# Health and Wellbeing

## Administering Medication

If your child has medication ie. inhaler, that must be administered at school, please let the teacher know and we will give you the appropriate documentation to complete. The school will take all reasonable steps to ensure your child's health needs are met.

## Illness During the School Day

If your child becomes unwell during the day, you will be contacted, or one of your emergency contacts, and request that you collect your child. All care will be taken to look after your child until you get to school, but it is important to note that the school is unable to provide constant supervision of your child for any length of time. We appreciate you ensuring that your child is collected as soon as possible for this reason.

Please keep children at home if they are unwell, school is not the place for them to be. We will send children home if we feel this is in the best interest of the child's health and wellbeing. We have a 48 hour policy of keeping children at home until after the last episode of vomiting or diarrhoea. This is to ensure the wellness of the other children and staff at school.

Please ensure you have notified the people you have nominated as your emergency contacts so they are aware they are likely to be phoned. We will ask you to update these details at the beginning of each school year.

## Extreme Emergency

In the event of an extreme emergency, the school will in the first instance call 111 and then immediately notify the parent/caregiver.

## Minor Accidents

First Aid trained staff will administer simple first aid to your child for minor accidents. These will be recorded in a register. If a head injury, you will be contacted to inform you of this immediately.

## Public Health Nurse

Our local Health Nurse visits regularly and is available to meet and discuss any health issues with you. The Principal or teacher may also refer health issues to the Health Nurse.

## Hearing and Vision Therapist

The Vision and Hearing Therapist will visit the school twice a year to assess the hearing and vision of all new entrant children. She may also assess the hearing /and or vision of other students in the school where a concern has been expressed by a teacher or parent. This service is diagnosis only. Follow up appointments will be the parent/caregivers responsibility.

## Dental Therapist

After enrolment, your child will receive appointments from Balclutha Oral Health to attend the Dental bus which visits Tapanui twice yearly.

## Final Information

### Sports Activator

Three times a term we have a specialist teacher of sport join us (sports activator). Students will need appropriate clothing and shoes for sport on these days.

### Launchpad (formerly Bible In Schools)

Waikoikoi School provides one half hour session per week of Launchpad instruction. On enrolment you will be offered an opt in form for your child to take part in these value based lessons.

### Lucky Bookclub

Twice a term your child will receive a Lucky Bookclub brochure to bring home. There is no obligation to purchase, but if you do the school receives reward points which they can use to purchase new library books and resources.

### Emergency Closure

Parents will be contacted if the school is closed due to weather conditions, or similar. You will be contacted through Whatsapp and we ask you to respond that you have received the message. School closures will also be announced on Hokonui at about 7:30am.

### Homework

Children are expected to read each night; these books will be at an easy level for your child. No set homework is sent home by the teachers. Homework is a partnership between school and home.

### Pet Day

This is generally held at the end of October or start of November every second year. All children enter a pet of some kind. This is a



fantastic event where grandparents, parents and children celebrate the special rural aspect of Waikoikoi School.

*Waikoikoi School has a commitment to being an innovative place for learning, leading the way in education.*

## High Quality Learning

### School Charter

The main function of the Board of Trustees is to develop the Charter in consultation with the school community. The following information outlines our vision, values and strategic goals.

### Mission

Waikoikoi School will provide a safe and stimulating environment where students actively engage in their learning.

### Vision

Waikoikoi School students will be lifelong learners who are positive in their own identity, are community minded and globally connected. They are committed to their own learning through using strong communication and collaborative skills.

### Values

Waikoikoi School students will be:

- Respectful and responsible towards themselves, others and the environment
- Honest and reliable and kind
- Accepting and inclusive of others
- Persevering and resilient
- Willing
- Happy
- Have fun
- Take risks

### Strategic Goals

1. **ACHIEVEMENT** - Improve outcomes for all students and accelerating progress of students performing below expectations.
2. **LEARNING COMMUNITY** - Develop the community of learning at Waikoikoi School.
3. **WELLBEING** - Ensure learners are safe - socially, emotionally and digitally.





Come and visit us at any time. Just  
phone 207 6860 to make an  
appointment.

*Visit us on the Web*

*Check us out on Facebook*

*We send young people out into the world  
feeling empowered, standing tall and with a  
well-rounded education that they know has  
prepared them for their future*