mi

**A picture containing text, colorful

Description automatically generated**

**Waipipi School**

**Information**

**Booklet**

**2024**

**A copy of this booklet and extra information about Waipipi School can be found at:**

[**www.waipipi.school.nz**](http://www.waipipi.school.nz)

**This booklet presents a summary of information regarding the running of the school.**

**It does not give great detail and therefore may not answer all your questions.**

**Should this be the case, please contact the school. As always, your enquiries are welcomed.**

There is mention of a school at Waipipi as early as 1865, but it was not until January 1874 that a permanent building was constructed. It is from this date that Waipipi School had its official beginnings.

For many years the roll was relatively stable, with Waipipi remaining a two teacher school. In 1938 a new school building was opened - the present Room 3 - and in 1974 Waipipi School celebrated its centenary.

During the late 1980s the school began to experience a period of rapid growth, and in 1988-1989 both grounds and buildings were extensively upgraded. Two new classrooms and a library were added at this time. In 1994 the administration block was remodelled, and a large resource room built. Further classrooms were added in 1995 and 1998, a children’s playground erected, and a large car parking area created.

The Waipipi community has changed in recent years, as farms have been subdivided into smaller blocks, many owned by people working outside the Waipipi area. Children attending the school come, not only from the local community, but from other rural areas and from Waiuku itself. While there are still a small number of children who are third and fourth generation pupils, many come from families new to the district.

The older residents in the area still regard this school as a community centre, attending school functions and using its facilities. There exists a strong positive relationship between home and school, and parental involvement is encouraged and appreciated.

**School Background Information**





**Waipipi students are successful learners who communicate confidently and interact positively with others.**

**School Vision**

**School Values**

**EXCELLENCE . RESPECT. COMMUNICATION.**

**HONESTY, SENSITIVITY. TOLERANCE**

**Waipipi School Board**

Chairperson/Presiding Member Vanessa Hornell

Hamish Kirkness

Ashleigh Henwood

Principal Michelle Brown

Staff Rep Colin Cochrane

**Principal** Mrs Michelle Brown

**Deputy Principal** Mrs Emma Heaford

**Assistant Principal** Mr Travis Miles

**Teachers**

Room 2 Travis Miles Year 2/3

Room 3 Mrs Rachel Johnson Year NE- Y1

Room 4 Emma Heaford/ Mr Chris Milne Year 8

Room 5 Miss Tarshia Jennings Year 5

Room 6 Michelle Brown/Chris Milne Year 7

Room 7 Mr Colin Cochrane Year 4

Room 8 Ms Kirsti Koopmans Year 6

Room 1 Extra programmes

**Support Staff**

Pam Turner Administration

Jasmine Shoemark Teacher Aide and Librarian

Kerri Neil Teacher Aide

Lynette Razak Teacher Aide

**Waipipi School**

**Staff**







**Our school app** can be downloaded from the App Store.

Keep in touch with school updates, newsletters and alerts.

Waipipi School

100 Creamery Road

RD3

Waiuku

Phone: 092358007

Email:

[admin@waipipi.school.nz](mailto:admin@waipipi.school.nz)

principal@waipipi.school.nz

**Waipipi School**

**Contact Details**

The safety, wellbeing and education of your child/ren is paramount at Waipipi School. Regular attendance is very important.

Please inform the school before 8:45am if your child will be absent from school that day. The school needs to ensure that all children are safe and accounted for.

**Student Absences**

**Appointments**

Appointments to speak with any staff member can be made to that person directly or through the school office at a mutually convenient time.

Before school and during school time is not the best time.

We are very keen to be available to parents, and we encourage you to contact us whenever you have concerns.

In 2024, school assemblies will run two times a term, on a Friday afternoon at approximately 1:45pm. Waipipi School runs two types of assemblies. Times and dates of these assemblies will be advertised in the school newsletter.

1. **Hui Kura:** an in-school meeting/assembly that is run by the senior Student Leadership Team.
2. **School Assemblies:**

Friday at 1:45pm in the SMILE room. (School Hall) Students receive certificates for showing school values and use of the New Zealand Curriculum’s key competencies. Students with gold cards (received for positive playground behaviour) are in the draw to receive a prize, which is drawn at assembly.

***Everyone is welcome to attend the school assembly. This will be advertised in the school newsletter’s event calendar.***

**Assemblies**

***We have an assertive behaviour programme running at Waipipi School.***

Our school rules are.

1. Be safe
2. Be responsible
3. Be respectful

**Rewards for positive behaviour at Waipipi School:**

Assembly and class certificates, letters home, newsletter contributions, praise, stickers, awards, class reward system, gold cards, principal awards.

**Gold Cards**: can be given out by teachers on duty for playground behaviour only. Gold cards then get put in an assembly raffle and a prize is drawn out.

**Behaviour not accepted at Waipipi School:**

Bullying, swearing, use of crude language, dropping rubbish, putdown, answering back, physical threatening behaviour, disrespect for school property, being in an out-of-bounds area, stealing, verbal dishonesty, disrespect for staff, not following directions the first time.

**In-Class Assertive Discipline System**

1st time Verbal Warning

2nd time Name in book plus *(Recorded in class behaviour book)*

3rd time Name in book plus x *(15 minutes time out of class)*

4th time Name in book plus xx *(Principal contacted)*

*Think sheet filled out*

**Behaviour**



Depending on the issues parents may be contacted and a meeting requested at any stage of the process.

**Playground Assertive Discipline**

Students who break the school rules will be given time out of the playground. They will be issued a time out card outlining what rule was broken and the duration of time out. The students will sit in a designated place for the time required.

This will be recorded by the teacher on duty.

**Behaviour Continued**

Waipipi School is governed by a board comprising of up to five elected people from the community with the addition of the principal and a staff representative.

Other members may be co-opted on by the board. A new board is elected every three years.

The board is entrusted to work on behalf of all stakeholders and is accountable for the school’s performance. It emphasises strategic leadership, sets the vision for the school, and ensures that it complies with legal and policy requirements. Policies are set at the governance level and outline clear delegations to the principal.

Our school board meets every month in the school staffroom. Advance notice of meetings is found in the school newsletter. All parents are welcome to attend, but have a non-speaking role.

**School Board**

Waipipi School’s buses are provided by Murphy’s Buses. There are two bus runs: the town bus and the country bus. Further information about buses can be found under the transport section of this booklet.

For times, route information and eligibility, please contact the school office.

Please let the school office know in advance if your child/ren are not to be on the bus that day.

**Buses**

This is a means of obtaining good quality books at a reduced cost. Children are regularly supplied with an illustrated list to take home.

Books can be ordered online at scholastic.co.nz/LOOP

***Please note there is no compulsion to buy these books.***

**Book Club**

Calf Club is held annually at Waipipi School near the end of Term 3 or beginning of Term 4. Students can bring a calf, lamb, goat, or chicken to the day.

Other events include all the traditional elements of the day such as sand saucers and flower arrangements.

**Calf Club**



Waipipi School aims to develop students who will be equipped for lifelong learning and living in a world where change is the norm.

Career Education at Waipipi School will provide students with self-awareness of others and the ability to identify a range of opportunities beyond school and thus make informed choices.

A specific Year 7-8 programme is implemented each year.

**Careers Education**

Children with special abilities are identified through school wide data collection and classroom programmes. Waipipi School provides support for these children in liaison with support agencies and parents. Students may be withdrawn from class for extension programmes which will be wide-ranging and include all aspects of a child’s development. i.e. physical, academic, aesthetic, social and leadership etc.

**Children with**

**“Xtra” Abilities**

Children with extra needs require extra assistance, adapted programmes and resources to improve their learning opportunities. Children with extra needs are identified through school wide data collection and classroom programmes. Waipipi School provides support for these children in liaison with support agencies and parents.

**Children with**

**“Xtra” Needs**

Children have the opportunity to participate in school choirs performing at the Franklin Music Festival and the APPA Choir. These do not happen every year.

At times there are other community or school events at which a group of children may be asked to sing.

**Choir**

**Camps**

Most students at Waipipi School have a school camp each year:

Junior School: Day trips around the local area.

Middle School: An overnight stay or a “Big Day Out”

Senior School: One -two-night camp

The venue is decided each year.

**Camps**

**Class Trips**

At various stages of the year classes may elect to go on a class trip to allow for learning to extend to real life situations beyond the classroom.

Parents’ help on such excursions are greatly appreciated. You will be informed by note or newsletter if your child/ren will be leaving the school. Written parental permission is always required before a child can go on a trip.

Students wear a school uniform. Black shorts or trousers for boys and black skirt, shorts, or pants for girls. This is complimented by a sky-blue polo shirt and polar fleece jacket. School uniforms can be purchased from Pam at the school office. Black items should be purchased elsewhere. Junior students are encouraged to keep an extra set of clothes in their bag in case of accidents.

**Clothing /uniform**

As part of our sun safe policy, it is compulsory for all children to wear the school sunhats when outside at school during terms 1 and 4. These hats are available from the school office.

Parents who name their children’s clothing have a much greater chance of relocating mislaid items and save staff many hours of wasted time.

Make-up and jewellery, other than watches and small ear studs, are inappropriate during school hours.

There is no compulsory footwear however we recommend shoes that are suitable for school activities and that look tidy.

**Clothing**

**continued**

**Concerns**

### Raising Concerns

Where appropriate, we try to deal with concerns and complaints informally in the first instance. If you would like to raise a concern with us, please follow the steps below. If you believe your concern cannot be resolved informally, it may be appropriate to make a formal complaint.

**1. Raise the concern with the right person**

In all instances, you may have a support person to help you raise a concern or make a complaint.

If you approach a board member with your concerns, you will be asked to follow the actions below and the board member will inform the principal and board chair.

If several people share a concern, the process is the same. You could nominate a group representative to approach the school, and it may be appropriate for the group and the school to use a mediator.

* If you have a **general concern** **about the school or its programmes**, discuss it with the person involved or with a member of the management team or the principal.
* If you have a **particular concern about a staff member or a school activity**, contact the person involved to discuss the matter privately. We ask that you make this direct approach as soon as possible.

If you do not wish to approach the person involved, contact a member of the management team or the principal to discuss your concern. The principal or management team member may communicate with the person involved.

* If you have a **concern about your own child or one of our other students**, contact the student's class teacher or the principal to discuss the matter. The school monitors, records, and responds appropriately to any concerns about a student's safety and welfare.

If your concern relates to another student, you must not approach that student or their parents/caregivers/whānau directly. Speak to their teacher or the principal.

* If you have a concern about another **parent, caregiver, or member of the school community** on a school-related matter, raise this with the principal.
* If the matter concerns the **principal** and you have not first resolved it by discussion, or you feel uncomfortable directly approaching the principal, contact the board chair.
* If the matter concerns a **board member**, contact the board chair, or deputy chair if it concerns the board chair.

**2. Work towards a resolution**

In most cases, concerns can be resolved informally with constructive discussions.

* Be prepared to make a time to discuss your concern if the person involved is unable to talk with you straight away.
* Be open to listening to the other side of the story to avoid communication breakdowns.
* Follow-up actions or later check-ins may be able to be agreed where appropriate.
* Involving a third party to facilitate discussion or participate in a meeting may be appropriate.

If this process does not resolve your concern, you can make a [**formal complaint**](https://waipipi.schooldocs.co.nz/12803.htm).

**3. Follow-up and feedback**

Resolution of the concern or complaint may include checking that the solutions have been implemented and are working. The effectiveness of the solutions may be fed back to the person who raised the issue where appropriate. This follow-up may be recorded in the concerns and complaints register.

In some circumstances it will not be possible or appropriate for the school to advise you of a final outcome.

### Raising Concerns Part 2

If you are unhappy with the outcome of your initial meeting, contact the principal, a member of the management team, or the board chair to discuss further resolution.

If this process does not resolve your concern, you can make a [**formal complaint**](https://waipipi.schooldocs.co.nz/12803.htm)

**2. Work towards a resolution**

In most cases, concerns can be resolved informally with constructive discussions.

* Be prepared to make a time to discuss your concern if the person involved is unable to talk with you straight away.
* Be open to listening to the other side of the story to avoid communication breakdowns.
* Follow-up actions or later check-ins may be able to be agreed where appropriate.
* Involving a third party to facilitate discussion or participate in a meeting may be appropriate.

If you are unhappy with the outcome of your initial meeting, contact the principal, a member of the management team, or the board chair to discuss further resolution.

If this process does not resolve your concern, you can make a [**formal complaint**](https://waipipi.schooldocs.co.nz/12803.htm).

**3. Follow-up and feedback**

Resolution of the concern or complaint may include checking that the solutions have been implemented and are working. The effectiveness of the solutions may be fed back to the person who raised the issue where appropriate. This follow-up may be recorded in the concerns and complaints register.

In some circumstances it will not be possible or appropriate for the school to advise you of a final outcome.

### Making a Formal Complaint or Serious Allegation

In the first instance, follow the steps in [**Raising Concerns**](https://waipipi.schooldocs.co.nz/12729.htm). If your concerns have not been resolved, or for more serious matters, you can make a formal complaint. Formal complaints may be about an employee of the school, a parent or caregiver, a student, or any matter within the school's responsibility. If you have a complaint about the conduct or competence of a teacher, the complaint must be made directly to the employer (board). In some cases a complaint may be made directly to the Teaching Council.

Formal complaints should be made in writing (i.e. email or letter) to ensure the school is able to meet its legal and ethical obligations, including complying with the requirements of natural justice.

All parties should respect privacy and confidentiality, including avoiding the use of social media to promote a point of view.

**How to make a complaint**

Put your specific complaint(s) in writing and include your preferred contact details. Give as many facts and details as possible, including the names of people involved and dates of events, as well as any steps you have taken to resolve the matter. It will not usually be possible to effectively

The email or letter should be marked "confidential" and sent to:

* the principal, if the complaint is about a staff member, student, parent or caregiver, or other member of the school community
* the board chair, if it is about the principal, or is about the conduct or competence of a teacher and is serious in nature
* the deputy chair, if it is about the board chair.

Contact details for the principal, board chair, and deputy chair are available at the school office or online.

**What happens with your complaint**

The principal, board chair, or deputy chair will check that your complaint has come to the correct person and then send you an acknowledgement of receipt, within 5 working days.

**First steps**

Depending on the nature of the complaint, the first steps may include:

* asking you for more details about your complaint so that your concerns can be investigated effectively
* suggesting possible alternative options for informal or low-level resolution
* referring the matter to the board for consideration at an in-committee meeting, so that the board can determine the next steps
* conducting preliminary investigative steps or enquiring into the facts
* consulting external advisors (e.g. legal advice, NZSTA).

**Decision to investigate**

After receiving a formal complaint, the school will need to decide whether an investigation is necessary or otherwise appropriate. It is likely that your written complaint will be disclosed to the person complained of at an early stage. This is to ensure fairness and meet the requirements of natural justice. Where a complaint is being investigated the person complained of will usually be informed of the intended investigation process. If the person complained of is an employee of the school they must be advised of the complaint and be given an opportunity to provide explanations and comments before the school makes any decision that is likely to affect the employee's continued employment.

* If your formal complaint **does not** justify a formal investigation, the principal or board will consider the issues raised and all of the relevant information, and provide you with a written response.
* If your formal complaint **does** justify a formal investigation, see **Formal investigation** **process** below.

Before starting an investigation, the New Zealand School Trustees Association (NZSTA) or legal advisors should be contacted for advice. The school's insurer may need to be notified. It may also be necessary to liaise with other external agencies, such as Oranga Tamariki – Ministry for Children and/or the New Zealand Police, before starting an investigation.

**Formal investigation process**

If a formal investigation is required, subject to privacy, confidentiality, or other ethical and legal requirements, we may keep you informed about the investigation process and the expected timeframes, including confirmation of when the matter is concluded.

* Relevant collective employment agreement provisions for dealing with complaints about staff members must be observed, including protecting the staff member's dignity and mana, advising them of their right to seek support and representation before responding to complaints, and giving them a reasonable opportunity to take that advice.
* A full documentary record of any formal complaint is completed and stored confidentially in a secure location.

See [**Investigating a Formal Complaint or Serious Allegation**](https://waipipi.schooldocs.co.nz/13425.htm)

**Outcome of the investigation**

Once a formal complaint has been resolved, there are no further avenues to pursue the complaint at your school. If you are not satisfied with the outcome of your complaint, you are encouraged to take advice and may wish to consider contacting the Human Rights Commission, Ombudsman, Ministry of Education, ERO, or the Office of the Privacy Commissioner.

Waipipi School endeavours to provide high quality computers for each classroom along with other technology to assist teaching and learning. Students and parents are required to sign a Digital Technology Agreement on enrolment to the school. We run desktops, laptops, tablets and chrome books.

**Computers**

If any dental work is required parents are asked to take their students to View Road Dental Clinic for treatment.

The dental clinic is open school holidays. Ph 2365180 for an appointment.

**Dental Services**

The school maintains contact with, and utilises where necessary, a variety of outside specialist agencies or services.

1. The Public Health Nurse
2. The Specialist Education Service
3. Resource Teachers for Learning and Behaviour
4. The Children and Young Persons Service
5. The Franklin C.W.S.A. Group
6. Dental Nurse
7. Education Resource Centres
8. Hearing and Vision Tests

**Educational Services**

**Emergency Closing of the School**

In the event of such extraordinary conditions as flooding, high winds, no water, sewage problems, or fire, necessitating the emergency closing of the school, you will be notified by the school app.

Where it proves impossible to notify parents and/or emergency contacts (as stated by you) children will remain in the care of the principal and staff.

Birth certificates and immunisation certificates are required when all new pupils are enrolled. Details of health problems or allergies need to be given to the school. This information shall be completed on the enrolment form.

Pre-enrolment visits are encouraged. If you have a new entrant beginning school, please organise some pre-school visits well before the enrolment date. The principal and or available staff member would be delighted to show you around our school.

When you enrol your child, you will be given information about our school and how things work. We will also give you any other information that will help make your time at Waipipi School a positive experience.

**Enrolments**

Waipipi School belongs to the Government’s donation scheme. We do not ask for a “school donation”. However, for some activities to go ahead, such as school camps, parents may be asked to donate money that would contribute to the overall cost.

**Fees/Donations**

Separate donation expectations are charged for Year 7-8 technology/manual at View Road School.

Payments can be made online to the school’s bank account.

**Fees/Donations Continued**

Should your child have an accident at school, the staff will attend to the problem. If it is felt that a doctor’s advice is necessary, you will be contacted immediately if at all possible.

Please advise the class teacher if your child needs to take any form of medical prescription during the school day.

Pain relief such as Panadol is not given by staff to children unless we receive specific permission.

**First Aid Treatment**

While regular attendance is very important there will be times when your child/ren will be unwell. At this time, please consider whether they should be at school.

Vomiting and/or diarrhoea:

If your child has vomiting or diarrhoea it is important that they stay away from school for 24 hours after the last incident.

Measles: At least four days from appearance of rash until recovery.

Chicken Pox: Until the blisters have formed dry scabs.

Ringworm: Nil, if under treatment

Headlice: Nil, if under treatment.

(Please check your child/ren’s head on a regular basis!)

Please ring your doctor for further information. If your child/ren becomes unwell at school, they will be placed in the school’s sick bay and you will be contacted straight away.

**Health**

Homework at Waipipi School is voluntary as many students lead busy lives outside school and are involved in extra curricula activities. It is important to communicate with your child’s teacher as to whether you want your child to do homework.

All homework is consolidation, research, or opportunity for extension if the child desires. However, if difficulties arise it is better that the homework be left and sorted out with the teacher the following day.

Junior School homework usually consists of reading or worksheet activities. Getting your child to engage in regular reading and learning basic facts is important.

**Homework**

**Hours**

Buses arrive

8:25am Morning classes begin

9:30-9:45am Interval 1

10:45am-11am Interval 2

12.00 - 1.00pm Lunch

2.30pm School finishes

Commonly known as “school fees” these are in fact a voluntary donation from each family paid early in the year. The rate is set in December each year and the community is notified.

Other activity fees are charged during the year to pay for class trips, outings, camps and for performances. Advance notice is given through the school newsletters.

Separate fees are charged for Year 7-8 technology/manual at View Road School.

Please note the school does not have EFTPOS facilities.

2.35pm First Bus leaves to drop off country children

3:10pm Second bus leaves dropping students off in town

We prefer children not to be at school before 8.00am, nor to stay at school after 2.50pm, as teachers are busy preparing class activities and are unable to provide supervision. (Unless travelling on the town bus)

All children need to be in class by 8:25am every day ready to begin that day’s activities.

**Hours Continued**

Specific Te Reo Maaori is taught and integrated into the classroom programme every day by the classroom teachers, and we utilise community help.

The senior school are also given the chance to learn a second language.

**Learning Languages**

Please make yourself familiar with the schools Digital Technology Policy and Procedures. *Please see information under the policy and procedure section.*

BYOD- if your child would like to bring their own device to school- please discuss this with the class teacher. A contract shall need to be signed.

**Internet**

Our school has a Kapa Haka group. Any child can join this group. The Kapa Haka group practises and performs in front of the school in assemblies and special functions.

**Kapa Haka**

We try to return misplaced articles as they are found or at the end of the day, but they tend to accumulate. Naming of clothing is a great help to us. You are welcome to check the Lost Property Bin, situated on the porch outside the back of the office, if something belonging to your child has gone missing.

**Lost Property**

Bought lunches are available through the school on Fridays only. A selection of food items is available, the range and cost being notified by newsletter each term.

Children wishing to order a bought lunch should bring the correct change to school in an envelope, with the order clearly written on the outside. Orders are taken to the classroom and need to be in by 8.25am each Friday.

Any offers of help are gratefully accepted to collect the lunches from town.

We also occasionally have sausage sizzles, using the school’s gas barbeque, usually as a fund-raising venture. Sausage sizzles are notified in advance through the weekly newsletter

**Lunches**

**Money**

The school **does not** run an EFTPOS system, so it is necessary to pay any monies online or in cash. All money brought to school by the children should be in a sealed envelope with name and purpose on the front and given to their class teacher. Large sums of money should be given to Pam in the office.

.

Music lessons are run by outside contractors.

For information about music teachers, instruments and costs please see Pam at the office.

**Music Lessons**

A school newsletter is sent home on ***Monday*** each week via the school’s app.

Newsletters are designed to keep you well informed of coming events, school policy, pupil and staff achievements, and matters concerning the everyday running of our school. As such, they are an important means of communication between school and home.

School newsletters are found on the school app.

**Newsletters**

Pam Turner oversees our school office and is available from 8.00am until 2.30pm.

If parents have non-urgent messages for staff, it is best to leave a name and number for the staff member to ring you back when convenient.

We like to be available. If you have any queries or concerns, please give us a call or email.

**Office Hours**

There are many occasions when parents can help out with activities at school, and teachers and children appreciate the assistance which is received.

Help is often asked for on sports days, Gala Day, class trips, P.T.A. ventures, camps, and Calf Club Day in October.

There is a strong commitment at this school to keeping parents informed, through frequent newsletters and the school website, of all that is going on.

From time to time the board also organises special consultation evenings where parents assist in writing policies and are invited to share their ideas as to the direction in which the school should be heading.

***All assistance and involvement parents can offer is encouraged****,* ***welcomed, and appreciated.***

**Parent Involvement**



Fund-raising meetings are held each term and are advertised in newsletters.

The PTA provides an important contact area between staff and parents and meetings give an excellent opportunity for new parents to become known and involved in the school if they wish.

**Parent and Teacher Fundraising**



**Waipipi School uses SchoolDocs to maintain a comprehensive, up-to-date, set of policies and procedures.** These policies and procedures follow  [**guidelines and legislation**](https://waipipi.schooldocs.co.nz/6470.htm) and best practice, and have been tailored for our school. For more information about SchoolDocs, see [**schooldocs.co.nz**](http://www.schooldocs.co.nz/).

The principal, board of trustees, and members of our school community all have access to SchoolDocs.

If Waipipi parents and caregivers are interested in helping the school board and staff to review policies and procedures- the process to follow is below:

1. Visit the website *https://waipipi.schooldocs.co.nz/1893.htm*
2. Enter the username (waipipi) and password (pipi).
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the reviewer type "Parent".
7. Enter your name (optional).
8. Submit your ratings and comments.
9. If you don't have internet access, Pam can provide you with printed copies of the policy and a review form.

**Policies and Procedures**

Our school has a strong value base. Our values are excellence, respect, confidence, sensitivity, tolerance, and honesty.

**We do not run Religious Education classes.**

**Religious Instruction**

Our formal reporting structure incorporates both interviews and written reports.

1. In February we hold an evening where students, parents and teachers can get to know one another. During this evening teachers can share how their class works and expectations with parents. It is a great time to get to know your child/ren’s teacher.
2. Parent interviews are held, at which goals are set for the coming year. Parents are strongly urged to attend.
3. We encourage parents to meet at least once before the end of term 2 to discuss your child’s progress.

**School Reports**

1. At the end of Term 2 a written report is sent home which outlines your child/ren’s academic and social achievements and needs.
2. We encourage parents to meet at least once before the middle of Term 4 to discuss your child’s progress.
3. The second written report is sent home at the end of Term 4. This report will also state the next year’s teacher and class.

***It is important for all parents to feel able to contact the school at any time if you have concerns about your child’s progress.***

**School Reports cont..**

Smoking and vaping are not permitted anywhere within the school grounds. Thank you for your assistance with this.

**Smoking/Vaping**

A stationery list is given out at the end of each year for the following. Parents can purchase school stationery from any stationery provider.

**Stationery**

Students are expected to have their togs each day in Term One. Learning to swim is an integral part of the Physical Education programme at school.

It is helpful to name all togs and towels and uniform as things can often get confusing when kids are getting changed.

**Swimming**

**Swimming Pool**

The school pool usually operates from early February until sometime in March. All children are expected to take part in class swimming lessons unless a note has been provided.

Our pool is not available for use by school families during out of school hours, including holidays and weekends.

Every couple of weeks Waipipi School runs a “Themed Day” where the students can dress up, bring wheels to school and generally have extra fun in their playtimes.

**Theme Days**

**Buses**

The use of the bus service is a privilege, not a right. Children are regularly reminded of this and are asked to remain seated for the entire journey and to keep noise at a reasonable level.

Children are similarly reminded by staff of the importance of safe behaviour on and around buses, especially when crossing the road after being dropped off. We are keen for children to be met off the bus by parents but stress the importance of parents waiting on the same side as the bus stop. Several accidents have occurred where children have run across the road without looking because they have seen parents waiting on the far side.

**Transport**

**School Trips**

**As per our school EOTC Policy: Children 7 years and under may only travel in cars if they are in approved car restraints.**

Pupils who travel to school by bus must not return home by other means without first letting their teacher or the bus duty teacher know.

There is no charge for “eligible” pupils. There is a modest fee for those pupils not subsidised under the Government’s criteria. Any queries regarding eligibility for bus transport, and the fees schedule, should be directed to the office.

Concerns relating to bus behaviour should be discussed with any staff member.

**Cars**

There is a car park outside the front of the school for parents to drop off and pick up their children. In fine weather conditions the students will be lined up on the tennis courts beside the car park by 2:30pm.

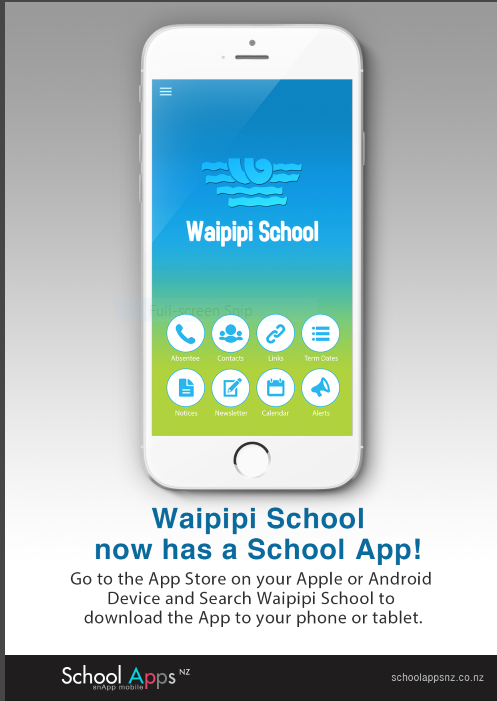
Buses are used where possible for transporting children on school trips.

***When cars are used, every*** ***child must wear a seatbelt, cars must have current W.O.F. and registration, and drivers- a full licence.***

**Bikes**

Parents need to be sure their children are competent cyclists before allowing them to come to school by bicycle. All children riding bikes to and from school must wear helmets.

**Transport Continued**



Most newsletters and notices are attached to the school app- to help make everyone’s lives easier.

**Waipipi School App**

**School Day**

Students work a normal day at school regardless of whether it is raining or not.

Some parts of the day may be altered such as PE and outside playtimes.

**After School**

Bus students are lined up under the shelter by the school changing sheds.

Students who normally travel home by car will wait for parents in Room 2.

**Wet Day Procedures**

As teachers cannot be responsible for the custody of valuable articles, children are advised not to bring them to school. There is no school insurance to cover loss of phones, watches, and other valuables.

Pupils are asked not to wear jewellery other than watches or ear studs to school. Toys should be left at home.

**Valuables**