



## **School Information 2017**





*Nau Mai, Haere Mai*

***Kia pono ki to mahi kia whai hua ai***

*Ko Matawhaura te maunga*

*Ko Rotoiti te moana*

*Ko Ngati Pikiaio te iwi*

*Ko Te Arawa te Waka*

*Tihei Mauri Ora*

Tena Koutou e te whanau,  
Nau mai, haere mai ki te kura o Whangamarino.

Welcome to Whangamarino School. We hope this is the beginning of a long, happy and successful association with our school.

Whangamarino gives your child the opportunity to learn in either English or Maori (total immersion) in classes that have low numbers. We enjoy a unique Ngati Pikiaio identity which stems from years of being part of the local communities of Mourea, Otaramarae and Okere Falls. The staff are dedicated, committed and professional, work hard and have a passion for teaching. We have an 'open door' policy and we encourage you to communicate with us at any time. In order for us to easily contact you, it is most important that we have your current address and phone number.

Finally, this booklet is intended to give you basic information about school routines and our school expectations.

### **Information**

Postal Address:	Whangamarino School, RD 4, Rotorua
Phones:	Ph (07) 3624879 Fax (07) 3624913 Office Admin Mobile: (021) 08396028
Email:	<a href="mailto:administration@whangamarino.school.nz">administration@whangamarino.school.nz</a>
Website:	<a href="http://www.whangamarino.school.nz">www.whangamarino.school.nz</a>
FINDUS:	<a href="http://www.findus.co.nz/whangamarinopriamary">http://www.findus.co.nz/whangamarinopriamary</a>
Facebook:	<a href="#">Whangamarino School</a>



**General Information**

## **OPEN DOOR POLICY**

*We pride ourselves on being open and whanau friendly at Whangamarino! We hope that you will come in often, to spend time in the classroom, or have a cup of tea in the staffroom. If you have any queries or worries, come and discuss the matter. We hope your child's time here will be happy and filled with learning so that they may reach their full potential.*

### **Whangamarino Staff – 2017**

Principal	Matua Rawiri Wihapi
Deputy Principal	Whaea Tiria Haylock
Room 2 Years 3 & 4	Whaea Tiria Haylock
Room 3 Years 0, 1 & 2	Whaea Miriata Oranje
Room 4 Years 5 & 6	Whaea Tracy Bishop
Room 5 Years 7 & 8	Whaea Rose Henry-Hapeta
Rumaki Poniponi Years 0-2	Whaea Teina Mear
Rumaki Teina Years 2-4	Whaea Te Aroha Wihapi
Rumaki Tuakana Years 5-8	Matua Rehua Mihaka (Senior Lead Kaiako)
Teacher Aide	Matarena Hay
Teacher Aide	Kelly Stewart
Teacher Aide	Hilary Dewes-Green
Teacher Aide	Alice Morrison
Teacher Aide	Denice Langendoen
Teacher Aide	Daymon Parata
Teacher Aide	Tahlia Tahuri
Teacher Aide	Te Aue Houkamau
Office Administrator	Ranui Tamati-Parata
Cleaner	Alice Morrison
Groundsman / Caretaker	William Kingi
Bus Driver	June Waaka
Bus Driver	Hare Wiremu

### **Board of Trustees 2017**

Glenda Gates	Chairperson
Rawiri Wihapi	Principal
Emma Tamati	Trustee
Cath Karakia	Trustee
Cathy Schuster	Trustee
Tiria Haylock	Staff Trustee



## **Office Hours**

Our Office Administrator works from Monday to Friday – (8.30 am to 2.30 pm). If we are unavailable, please leave a message on the answerphone and we will endeavour to get back to you a.s.a.p.

## **Bell Times - Daily**

School entry	8.00 am
Classroom entry	8.30 am
Whanau Hui	8.50 am
School begins	9.00 am
Interval	10.45 – 11.05 am
Lunch	12.30 – 1.10 pm
School ends	2.40 pm



## **Attendance**

By law, parents are required to ensure their child attends school every day. Your child needs to be at school before the 8.50 am bell, preferably a little earlier so that they have time to settle in and be ready for the day. If your child arrives late you need to notify the office at that time.

If your child is absent, please ring the office in the morning, or write a note when the child returns explaining the absence. Unexplained absences are taken seriously and if they become regular or prolonged they will be referred to the truancy agency.

## **Transport**

The majority of children at Whangamarino travel to school by bus. There are two bus runs: Mourea/Eastside & Westside/Central. There is a van run for morning and afternoon and a van run to drop off Okere tamariki after school. Both buses & van costs \$80 per term per whanau. This is such a minimal cost for the distance travelled. Once your child is assigned to a bus run or van they will travel on that bus or van daily. Any changes to your child's normal routine needs to be given by phone, in person or in writing to the office. Messages regarding changes to the bus run for your child must be given to office **NO LATER** than 12.30 p.m. We do not accept children telling us when and where they are to get off the buses. This is extremely important for the safety of your children and we take this responsibility seriously. We are loco parentis for your child until he / she reaches home. Please make sure your young child is adequately supervised or accompanied en-route to the pick-up point in the morning and on the return journey in the afternoon. Junior children are not old enough to cross roads or wait on the side of the road alone. We are a Road Sense school and have an ongoing road safety awareness programme throughout the school. We ask that you encourage and support this initiative with your child at home.



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## **School Website/Facebook/Find Us**

We have a school website which you can visit - [www.whangamarino.school.nz](http://www.whangamarino.school.nz) & a school facebook page.

Below is a link that you can put in to your mobile phone and see information about our school including news, newsletters and also a form to fill in for Absences. This can be done directly from your mobile phone and the icon can be scanned too. Please link up to 'Find Us' as it is another positive way to stay informed about what is happening at our school - <http://www.findus.co.nz/whangamarinoprimary>

## **Lunches**

We do not sell school lunches anymore but there will be occasions when classes will do lunches as a fundraiser. These will be notified to parents as they happen. However we do provide lunches or food for children through KidsCan if needed.

Items from home which need heating can be done in their classrooms. Please make sure warmers are wrapped in foil or paper, **not plastic**. If your child is bringing noodles, they must be pre-made in a small flask or in ready-made noodle cups, so staff just need to add hot water.

## **Stationery**

The school can provide all stationery required by your child. It is important to get the stationery as soon as possible so that your child can take full part in classroom programmes. See the office to organise payment options. There is also a voluntary donation of \$10.00 per whanau and a class consumables fee of \$20.00 per student. This donation is appreciated. You will find the stationery on our school website. Throughout the year, your child may purchase stationery from 8.30 am, before school starts any day of the week. It is a great help if you send correct change for school requests and clearly label what the money is for.

## **School Uniform**

The school uniform is compulsory and can only be purchased from the school.

- School drifit polo shirt      \$35.00
- School drifit tee shirt      \$35.00
- School polar fleece      \$45.00

Black Roman sandals are required for summer footwear.

Black leather covered shoes with black ankle socks are required for cooler weather. These can be purchased anywhere in town.

All items are monogrammed and must be worn to school every day except Wednesday.

Wednesday is a compulsory mufti day and costs \$1.00 which goes towards prizes for the best school uniform dressed each week.

Please name every item so that should it be lost it can be returned.





## **Payment of School Accounts**

We understand that sometimes parents are unable to pay the full amount to cover uniform, bus fees, tech art and stationery at the start of the year. Part payments can be made in consultation with the Office. We prefer that parents pay directly into our school account, please just remember to indicate the name of your child/ren so we can identify the payment. Account details are:

- Account Name: Whangamarino School
- Bank: ASB
- Account number: **12 3155 0216707 00**

## **Health**

Whangamarino is well supported by health agencies whenever necessary. The public health nurse visits our school each term and is available to discuss any problems or health issues pertaining to your child/ren.

Hearing advisers, speech therapists, psychologists, SWIS and other health supporters will make themselves available when the school or parents have identified that their child requires extra health assistance.

## **Sickness**

Please keep your child at home if he or she is sick or has wounds, infections or contagious illnesses. We have one sick bay and keeping your child home helps them recover sooner and minimises the risk of other children catching the same condition. Any medications required after returning to school should be taken at home. Where there are exceptional circumstances then please contact the office.

## **Mobile Dental Clinic**

Once a year, the mobile dental clinic is parked at Whangamarino for almost four weeks. In this time your child will need a signed permission slip to receive free dental care in the caravan. We will let you know when it is in the school.

## **Mobile Ear Clinic**

Whangamarino also gets regular visits from the ear clinic van. The technicians see children whose parents/teachers have concerns for and these children are checked and if necessary followed up with further checking. We will let you know when it is in the school.



## **Religious Instruction**

Bible happens through Cool Bananaz every 2<sup>nd</sup> Thursday starting in March. Please contact the office if you do not wish your child/ren to participate at this time.

## **Newsletters**

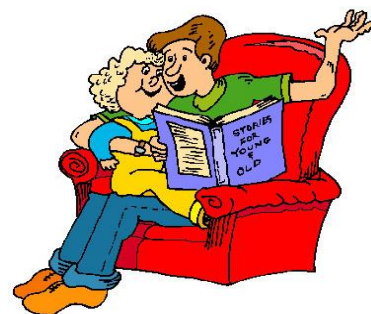
A school newsletter is published each week on Tuesday and sent home with the eldest or the only child in each family. Please check your child's bag for the newsletter as it will keep you informed about the things happening in our school. The school newsletter can be viewed on our school website and school facebook page too.

## **Lost Property**

Clothing found lying around the school will be sent to the administration area lost property bin. All clothing should be named because often children do not recognise their own clothes or feel too shy to collect their clothes. Lost property is regularly displayed and you are welcome to come and search the pile. Any un-named clothing not claimed after a reasonable time will be donated to a new owner. Unclaimed non uniform items will go to the trash at the end of each term.

## **Duffy Books in Homes**

Whangamarino School is very fortunate to be part of the Duffy Books in Homes programme. This means that three times a year your child will get to choose their own books. These books are presented to them at special assemblies by visiting role models. This programme was established 17 years ago to encourage reading and books in the home. Help your child to value and look after these books by having a special place for them and reading them together.



## **Rumaki**

*Mā tōna reo te tangata e mōhio ana ki tōna ao.*

Through one's language, one can acknowledge one's world.

Whangamarino offers total immersion from Year 0 to Year 8. Children are taught a full curriculum, utilise mainstream resources and participate in school activities. The Rumaki is further supported by advisers who work with the kaiako and students. Students must have had some prior learning in Te Reo to be enrolled in the Rumaki Unit and we expect 100% support at home to reinforce Te Reo with your child.

## **Trips out of School**

We have a saying in our school – ***“No slip, no trip”!*** We always seek your permission to take your child on a trip. This is usually in the form of a pānui with the trip details and a return slip at the bottom. It is essential we have your written permission, but should you



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misplace the pānui, then a handwritten note will be accepted. We see this as part of the child's learning to take responsibility for them and expect them to deliver all pānui home. With your New Entrant please make a habit of checking their schoolbag daily for pānui and school newsletters which are sent out every week. For all trips out of school children are expected to wear clean and tidy full school uniform, and we often leave them at school (with another teacher) if this is not the case.

We always need whanau helpers to come along on trips. It is a requirement that we have the correct ratios of adults to children when leaving the school. Every parent or caregiver must be police vetted before attending any school trips. Forms are at the school office to fill in. This can be a great opportunity for you to become involved in your child's school experience first hand. Other whanau members are welcome, provided they are over the age of 18 years. We rarely use whanau vehicles, but in the event that we need to use private vehicles, the driver must have a full current licence and the vehicle must be warranted and registered. All passengers must be seat-belted.

### **Swimming**

Swimming is an essential part of our school programme during the summer, especially as we have so many rivers and lakes in our area. We have our own pool at the school and this is used in term 1 and late term 4 depending on the weather. All children are expected to participate in the swimming programme to gain confidence in the water. We ask that children wear appropriate swimming attire. Togs for girls, and shorts for boys. Please name their swimming attire, towel and provide a plastic bag for wet gear. If your child is not able to swim, a note is required please.



### **Assessment and Reporting to Parents**

At Whangamarino we report to parents in several ways.

- Show & Tell Books

Each child has a 'Show & Tell' book in which we record how they are achieving in all curriculum areas throughout the year. Samples of their work provide snapshots of their efforts. These books are kept at school throughout the year and are shared during Parent Interviews.

- Parent Interviews – Formal  
In Term 1 and Term 3 there is an opportunity to come to school for an interview with the classroom teacher about your child's progress and we urge you to attend these interviews.

#### *National Standards Reports*

In Term 2 the Interim National Standard report will be sent home and then in Term 4 the Final National Standard report will be sent home.

Auraki (Mainstream) & Rumaki (Immersion Maori) intend to have Whanau hui at least once per term throughout the year.





## **Mahi Kainga**

Not compulsory but we expect all children to do homework each night from Monday to Thursday. This includes your five-year-old. Make homework time age appropriate. Five year olds can manage 10 minutes while older children can work for up to half an hour. Homework will usually consist of reading and a small activity in their homework exercise book. This might be reading a poem or completing a simple practice worksheet. Please establish a routine for doing homework and returning book bags and books to school each day. These books are used in the daily class programme so it is important that they come back to school each day and they are looked after and valued when at home. Please supervise your children during homework time.

## **Panui Pukapuka –Reading**

Read with your child at home every day. This gives them another opportunity to practise books they have already been introduced to at school. We call this ‘reading for mileage’, the more they read the better they will become. Home reading should be easy for them and therefore enjoyable. Children enjoy reading the same books many times, even if you may have had enough!

Please take the time to read with and to your child, so that your child will get maximum benefits from the time they spend reading with you at home

## **Crisis Management**

In the event of serious emergency or a crisis *REST ASSURED*, we will take good care of your children. The school is a Civil Defence Post and each and every teacher is responsible for their class and the Principal is responsible everyone. Our main communications will be through the school phone (07)362 4879, the cell phone (021) 2381737 and the local radio station. If we need to evacuate the school, we will move the children across the top field, down the Morehu drive way and then out across to Taheke via the road. If this route proves inaccessible then the route will be up over the hill to Paruahanui. We will hold all children until YOU (parent/caregiver) or the person you have delegated as the emergency contact when you enrolled collects them.

**NO ONE ELSE WILL BE ALLOWED TO TAKE YOUR CHILD.**

## **Evacuation Drills**

It is a legal requirement that we practice emergency drills once per term. These will also include our staff and tamariki from Kohanga Reo ki Ohau.



**General Information**

Children ready to learn will:

- *Have had plenty of sleep. (Set a bed time and be strong for the child)*
- *Have had some breakfast.*
- *Have brought a nutritious and filling lunch. (Fruit and sandwiches are good)*
- *Come to school happy because you are settled.*
- *Know that you accept them as they are.*
- *Know that you want them to listen to their teacher.*
- *Know that you love them. Send them off with a hug, a smile, a gentle word.*

*Then we can do wonders with them...*



## Guidance for parents in assisting their children during the first years at school.

1. Be interested in work children bring home.
2. Always share daily activities with your children; this includes sharing T.V. programmes, baking, gardening, ball games, walking the dog.
3. Give your child time to explain about pictures or work they bring home and have a very special place for them for a few days.
4. Warn your child about loitering on the way home or going to play without asking you first. Warn them about “stranger danger”.
5. Fill in the health card and see he/she has received booster injections at the correct time.
6. Select the safest way to the bus pick up point and show the child where and how to cross roads. Give practice with safety rules before he/she does this on his/her own. Make sure they know where to go after school.
7. Please do not discuss teachers in front of children, or use teachers as a threat.
8. Read and tell stories and ask child questions about the story and discuss it. Explain objects and pictures and background details in the book.
9. Supply picture books to look at and be interested in and have a few simple rules for reading e.g. not eating greasy food when handling books, turning pages carefully, no tearing of pages or scribbling on them.
10. Teach the child to recognise their home address and phone number if possible, and how to write and read his/her name (not in capitals).
11. Teach them how to use a handkerchief or tissues and to cover up a sneeze or cough.
12. Be unemotional when leaving your child at school - do not creep away whilst the child is not looking. Say you will be back soon. Be firm.
13. Listen to speech and correct if necessary.
14. Teach colours, red, green, blue, white, black, yellow, brown, orange.
15. Teach the child to put away things and to take off and put on outer clothing, shoes, etc.
16. Teach them how to use and flush the toilet and when and why to wash hands - (soap and water).
17. Teach them how to peel an orange, etc.
18. Mark all clothes and shoes and sew tape hangers on cardigans, jerseys and coats. Teach the child to recognise their own clothing.
19. Give practice in performing duties and following instructions. Giving jobs e.g. setting table, bring in paper or milk.
20. Teach manners and insist on them.
21. Teach how to dress and undress e.g. zips, buttons, coats, shoes
22. Cut small lunches - have separate play lunch of some health foods e.g. fruit, cheese, dates, nuts, raisins, carrot etc preferably not biscuits or potato chips.
23. Discuss when and how to use a toothbrush.
24. Encourage alphabet knowledge and counting on to ten.
25. Has your child had experience with crayons, drawing, colouring in, tracing, using paints, cutting with scissors and pasting, listening to stories, nursery rhymes, etc?
26. Buy a school bag. How well prepared is he/she?



## Motto

**Kia pono ki to mahi  
kia whai hua ai**

## Mission Statement

**The children at Whangamarino School will stand tall and be caring and honest in all aspects of their life so they may strive to do their personal best.**



**General Information**