



Whānau Information Handbook

Vision: Learning Together, Soaring to New Heights

Strategic Goal 1: Inspirational, Divergent Learning Environment

What this goal means in a nutshell: A commitment to soar beyond traditional teaching practices to create a collaborative learning environment (both inside and outside the classroom) that supports and fosters lifelong learning. A focus on recruiting quality staff who embrace progressive, and well researched educational change to excite and encourage students to be involved in the direction of their learning.

Strategic Goal 2: Enriched * Embracing Culture

What this goal means in a nutshell: A thriving school community where every kaiako (teacher), whānau (family) and akonga (student) has the opportunity to learn together and be actively engaged in the daily life of the school. Create opportunities to recognise and celebrate all cultures within our kura (school) and the wider Wigram community.

Our school values

HEART - Hauora, Explore, Aspire, Respect, Taonga

2023 Staff

Principal:	Heather Walkinshaw
Deputy Principal/SENCO:	Gerhard Potgieter
Team leaders:	Michelle Gordon (Pūkeko)
	Marc Gibson (Kōtoku)
	Ellie Galletly (Toroa)
	Trish Bunting (Kererū)
	Brittany Ludemann (Ruru)

Learning Spaces:

Pūkeko and Kōhanga (The Nest) - Year 0 and Year 1

Michelle Gordon- Team Leader

Alicia Bell - Leader in charge of Kōhanga (the nest)

Muriel Pehi

Michael Leung

Jane Baugh (Term 1)

Sarah Josland- Classroom Release Teacher

Jacinda Clements - Classroom Release Teacher

Kōtuku – Year 2 and 3

Marc Gibson - Team Leader

Mariska Potter

Shyla Cooper

Lucy Thomason - Classroom Release Teacher

Toroa - Year 2 and 3

Ellie Galletly (Team Leader)

Amelia Ryman

Janine Wood

Jacinda Clements - Classroom Release Teacher

Lucy Thomason - Classroom Release Teacher

Kererū – Year 4 - 6

Trish Bunting – Team Leader

Seaeun Lee

Eve Hanrahan

Eden Ronald

Brian Walkinshaw - Classroom Release Teacher

Amber Leung - Classroom Release Teacher

Ruru – Year 4 - 6

Brittany Lademann – Team Leader

Lucy Ferguson

Lauren Pratley

Jacqui T - Classroom Release Teacher

Kate Stokes - Classroom Release Teacher

Other Teaching Staff

ESOL Teacher Fiona Lunan

Learning Support Coordinator

Jacqui Radford

Learning Support

Nicole Grattan

Petra Dellaca

Nina Tait-Blakemore

Michelle Cotton

Penny Diaper

Aleasha Price

Jacque Mackie

Catherine Manuel

Ali Appleton

Adele Gordon

Office Administrators

Raylene Chamberlain
Louise Parkinson

Caretaker

Rob Mugford

A-Z Handbook

Absences:

(i) It is a legal requirement that all enrolled children over the age of 6 attend school. We ask that when your child is not at school for some reason, you let our office know before 9.30 am with an explanation. You can contact us by phone: 03 349 7325 or email us at office@wigramprimary.school.nz but the simplest way is through your Hero app.

(ii) When a child is collected from school during school hours, the class teacher or the office administrator must be informed, as we need to know where your child is at all times during school hours. Please make sure you sign your child out at the office.

Appointments with Staff:

At our school, we have an open-door policy. Our staff welcome the opportunity to discuss matters pertaining to your child with you in both formal, and informal situations. If you wish to speak to a teacher, contact them directly in the first instance. However, our staff do have other meetings and commitments, so giving you the time and attention you deserve may require a scheduled appointment.

Teaching times are well planned to optimise learning opportunities for all children, and we ask that you do not interrupt these sessions.

Also, due to our teachers teaching during the day, they will not be responding to any emails during school hours. However, you should receive a response within 48 hours. Therefore, if it is something more urgent such as notifying the teacher that you will pick your child up early, please contact the school's office who will pass on the message.

Assemblies:

Assemblies will be held fortnightly in the school hall. These begin at 11:30 am every second Friday. They are a time where we come together as a school and celebrate successes and enjoy singing and some time together.

Behaviour (See Positive Behaviour & Expectations):

This is our school's PB4L (Positive Behaviour for Learning) Purpose Statement:

At Wigram Primary School we are developing a caring community with HEART where everyone embraces our values so that we learn together and soar to new heights.

Positive Behaviour for Learning School Wide (PB4L) is a broad range of systemic and individualised strategies for achieving important social and academic outcomes while preventing problem behaviour.

Bikes and Scooters:

When children ride to school, their bikes are stored in the racks. These are located on either side of the two wings (learning spaces). All children must wear helmets and know the road rules.

All children can ride their scooters and skateboards on the scooter track during morning tea and lunch breaks from Monday to Thursday. Friday is the designated day for Pūkeko children only.

Blogs:

All our learning spaces post their learning on learning blogs. It would be great if you could engage with your child's learning through the blog by making comments on their work.

Please speak to the team leaders if you would like more information about the blogs.

Car Parking:

In the interests of safety, we request that only staff cars use the school car park. When collecting or dropping children at school, we ask that you consider the safest option for parking and remember, children can be very unpredictable. We ask that you be particularly careful and demonstrate caution. Please do not park by the yellow lines and do not use the staff car park area as a drop-off/pick up zone. These rules are there for our children's safety and to make sure we are abiding by the law.

Changes in Travel Arrangements:

If your child needs to go home by a different method, please notify the school, either by note if planned in advance or by notification to the office if unplanned. It is vital that we know where your child is at all times.

Complaints/Concerns:

If you have a concern or complaint about something happening at school, please contact us directly and we will discuss this with you. If it is something happening in the classroom, please speak to the classroom teacher first. If you are not satisfied with the outcome of this, talk to the team leader and after that the management. All complaints will be dealt with in line with our school policy and procedures. Complaints of a serious nature, which are not resolved, may be taken in writing to the Board of Trustees according to school policy.

Contact information:

Please ensure that the school's office has your updated contact details on hand at all times. It is essential that you inform the school if there have been any changes.

Curriculum Delivery:

All schools in New Zealand base their curriculum delivery on the New Zealand National Curriculum. The school then localises the national curriculum to meet the school's needs and context. Our school believes in maximizing educational opportunities. To assist in the implementation of quality programmes, the staff undertake professional development to update themselves on 'best practice' models from current educational research. To see further details of the New Zealand Curriculum, please go to the following website: <http://nzcurriculum.tki.org.nz/The-New-Zealand-Curriculum>.

Core Values:

Our school's values are - H = Hauora; E = Explore; A = Aspire; R = Respect; T = Taonga = **HEART**

Donations:

The School is part of the governments 'non' donation scheme. Therefore, we will not be seeking donations from parents. This covers all educational programmes and activities undertaken by the school. Parents will always be notified of any school trips and funded activities.

Enrolments - see enrolment page on the website

Excursions (School Trips – Education Outside the Classroom):

Where appropriate, and to further your child's education, trips outside the school are planned at some points. Notices are sent home advising parents of trips well in advance. Please speak to the school if there is an issue or if you need anything about the trip clarified. We welcome open dialogue.

Hair:

Hair should be tied up if it is shoulder length or longer. Headlice love long hair.

Health: (School Policy: Student Health & Safety and Treatment of Sick & Injured).

The following is required of parents:

1. Not to send sick children to school.
2. Not to send children to school when they are suffering from contagious illnesses.
3. Notify the school when children are ill.
4. Provide alternative emergency contacts, in writing, where children can be cared for if parents are unavailable.
5. Provide the school with details of chronic illnesses e.g. asthma in writing.
6. Provide the school with details of medicine requirements, in writing. We have a permission to administer form for parents to complete.
7. Provide the school with details of, and if necessary the medicine for dealing with emergencies, in writing.
8. Undertake to pay for any expenses incurred in taking a child to medical care.
9. Fill in health and dental forms on arrival in the school.

Policy Administration of Medication in Non-Emergency Situations. The following is required of parents:

1. To provide a medical statement that allows a non-medical staff member to administer the medication in specified doses. (Form to complete at the Office)
2. This statement is to contain the name of the medication, the dosage and permission for staff to supervise administration. It must be signed by the caregiver/s.
3. To inform the school of any change of medical circumstances, and to send an agreed amount of medication.

Please ensure that medication left at school is clearly labelled with the child's name and medical condition.

Please note that it is the school's policy is to send sick children home as quickly as possible. We have neither the facilities nor the personnel to cater for them adequately.

Please click on this link for the [Health Department Guide](#) for schools regarding periods of non-attendance:

Illnesses	Period of Exclusion
Chicken Pox Conjunctivitis Covid 19 Measles German Measles Rubella	For a week after the appearance of the rash. While there is discharge from the eyes 7 days - from Day 0 5 days from the date of appearance of rash. 5 days from the date of appearance of rash

Mumps	Take care to keep infectious children away from pregnant women as the disease can damage the unborn child
Ringworm	Until 5 days after facial swelling develops, or until well. Contacts not excluded.
Scabies	No exclusion if being treated by the doctor.
School Sores	Until the day after appropriate treatment, If all scabies covered - no exclusion.
Whooping Cough	Until sores have dried up or 24 hours after antibiotic treatment has started Exclusion for 3 weeks or 5 days from commencing antibiotic treatment. Any other children in the household not fully vaccinated should be kept at home for 2 weeks.
Nits - Pediculosis	No exclusion once hair has been treated with suitable products. Children noticed with Headlice will be sent home for treatment.

Hero, Student Management System:

You will often hear the school refer to Hero. This is the student management system we use. It is also a major medium that the school uses to communicate to you about various things. It would be hugely beneficial if you could please download the app and create a login for your child/ren. See the office if you require any further instructions.

Jewellery, Toys and Valuables:

Students are asked not to wear jewellery other than watches or ear studs to school. This does not apply to items of cultural significance e.g. bone carving. Any belongings are brought to school "at own risk". Some items are dangerous when worn for sporting activities. The school takes no responsibility for loss or damage of valuables brought to school.

N.B. Toys, mobile phones, cameras and gaming equipment are classed as valuables and will not be allowed at school. If a mobile phone is required to be carried by a child, it needs to be handed in at the school office for safe keeping during the day, and collected at the end of each day.

Leaving School:

We ask that all school property be returned to the school whenever a student leaves the school for whatever purpose. School records will be forwarded to the student's new school when requested. Students should take their school books and personal items with them and also check the lost property. Please return any reading or library books.

Library:

Students are encouraged to borrow books from the school library. Learning spaces have designated times that they go to the library. Alternatively, the library is also open during lunch times. We ask that all students follow the library's rules and respect the area and books.

Lunches:

Our school lunch time is from 12.30 - 1.15 pm. Children eat outside with a duty teacher. Duty teachers monitor lunch eating, for 15 minutes, children are not allowed to leave the lunch eating area until a hand bell is rung. All rubbish is to be taken home please. Lunch and drink containers should be plastic. Water is the preferred drink. We encourage healthy eating so chocolate, lollies and sugary drinks are not allowed (including 'energy' drinks).

Regular sausage sizzles are run each Friday for a small cost. These are advertised in our school newsletter.

Media and Publication:

There are often times when the school takes photos and videos as part of its curriculum and celebration of learning. These images can end up being published in our fortnightly newsletter, or on our Facebook page to promote a positive school culture. Should you not wish your child or family to appear in these, please ensure that this is clearly indicated on the enrolment form under our Permissions section called 'Promotional Photographs'. Additionally at the beginning of each year there is a contact details update form sent home for completion. This includes this question again.

Money:

If children are asked to bring money for specific purposes, please put it in an envelope and fill in with Name, Learning space and purpose.

e.g.

Name: - Jonny Bravo

Learning space - Ruru

Bus Money

Trip - Hot Pools

Newsletters:

These are sent out fortnightly, generally on a Thursday and it is essential that community members read the newsletter as it contains important information. If you do not receive a newsletter for some reason, please let us know immediately. You can also find the newsletter on the school's website and access through the Skoolloop App.

At times each learning space also uses Hero to post a learning space newsletter or other information.

Parent Help in School:

We have a number of areas in which parent help is appreciated e.g. library, reading tutoring, making equipment, reading mileage, sewing, or if we have somebody in our community with a specific skill. If you would like to be involved, please contact the school office. All volunteers sign a Volunteer Agreement and will need to go through a Vetting process to ensure that we comply with legal requirements.

Pedestrian Crossing:

The crossing on Curtis Street is controlled by a duty teacher and two student road patrollers, from 8.30 - 8.50 a.m. and immediately after school, to ensure a safe crossing for pupils walking home. Parents are asked to use this area as a crossing point.

Policies & Procedures:

The Board of Trustees reviews and updates all Policies and Procedures regularly. For specific information about the school's Policies and Procedures, please speak to school management. We use Schooldocs for the storage of our Policies and Procedures. As they come up for review, parents will be notified through the school newsletter.

Positive Behaviour Expectation and Systems:

We are a PB4L (Positive Behaviour for Learning) School. We believe that the children and staff have the right to expect high standards of behaviour in order to create a positive and caring environment which encourages learning, fair play and citizenship.

The school has developed a positive structured approach to behaviours, both in the classroom and in the playground. The children will know the limits set and what is expected, and the consequences of disregarding these.

However, both inside and outside of the classroom, the emphasis will be on the positive, with children recognised appropriately and systematically for good behaviour.

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Positive Behaviour for Learning School-Wide (PB4L) is a broad range of systemic and individualised strategies for achieving important social and academic outcomes while preventing problem behaviour.

Wigram Primary School promotes positive behaviour through the explicit teaching and modelling of our values.

Positive behaviour is rewarded within the school with kāhu cards. Fortnightly there is a positive cards reward draw.

Pre-School Visits:

The school actively encourages pre-school visits for all students due to begin New Entrant level. Please feel free to contact the school and arrange a visit. Generally, new entrants have three visits on a Thursday morning which can be arranged through contacting Miss Alicia Bell, through the school office.

Problems/Concerns:

If your child is having difficulty at school, it is essential that you first contact the teacher and discuss the problem. If you are not satisfied or wish further clarification, please contact the Team Leader or School Management. It is rare that problems cannot be solved by a discussion with school personnel.

Programmes for Children with Special Needs/Abilities:

We undertake a regular review of all children's learning to ensure individual needs are met. Students requiring support or extension programmes are identified and catered for as best we can within our resources, and professional supports. The school employs a Learning Support Co-ordinator to support within this area. We also have a staff member as a SENCO (Special Needs Co-ordinator).

Public Health Nurse (see Support Agencies):

Reporting to Parents:

At Wigram Primary School, your child will receive a written mid and end of year report, via Hero.

It is our aim to clearly communicate your child's progress and achievement in reading, writing and maths in relation to the New Zealand Curriculum. The end of year report will also include information on other curriculum areas.

Students and whānau are invited to meet the teachers during our AKO meetings at the beginning of the year. Following the written mid year report, a three-way conference will also take place where the students will share their learning and celebrate their achievements in relation to the New Zealand Curriculum.

New Entrant students will have an Ako meeting within a term of beginning school.

Smoking/Vaping:

Our school is a smoke-free environment. There is no smoking/vaping allowed on school premises or while escorting pupils on trips. We ask that parents and visitors to the school respect these rules.

Sick Bay:

Please do not send sick children to school. In the case of a child requiring immediate medical assistance, we may arrange this and notify the parents. First Aid treatment will be given in the case of minor accidents. It is essential that the school is notified of any medical condition that should be taken into account when treating children for minor injuries or ailments. Injuries involving a knock to the head will be followed up with parents by a phone call.

Stationery:

At the beginning of each year, or on enrolment, a stationery list will be provided outlining the requirements. We leave it to each family's discretion where they source their stationery. We attempt to keep costs to an absolute minimum. If additional stationery is required during the year, a note, signed by the teacher, will be sent home.

Support Agencies:

If you have concerns about an area of your child's development, we can contact support agencies such as:-

- Dental Therapist
- Ministry of Education Support
- Hearing and Vision Tester
- Public Health Nurse
- Resource Teachers of Learning and Behaviour (RTLb)
- Speech-Language Therapist - Group Special Education
- Mana Ake
- Social Worker in School (SWiS)

Please speak to the school's SENCO (Special Education Needs Co-ordinator) for further details.

Uniform:

Please see our school website for an up to date list of school uniform and prices. This is found under the "Our information" tab.

Students need to wear black shoes and black socks.

Hats are only required during terms 1 and 4.

Uniforms can be purchased from the office.

