

Wakari School



Wakari
School



Happy Confident Learners

Information Booklet

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WELCOME TO WAKARI SCHOOL

You and your children are important to our school and our community. We look forward to your involvement and hope your association with Wakari School is both rewarding and enjoyable.

This booklet provides general information about the school. If you have any additional questions, feel free to phone (telephone 476 3140), or call into the school office between 8.30am and 3.30pm.

OUR VISION

Wakari School's vision is that our children grow and develop to be **Happy, Confident Learners**. We work hard to help children reach their personal best according to their abilities and learning needs, by providing the means for achievement across a balanced range of curriculum content and within a caring, secure environment.



ABSENCES

If your child will be absent or late to school, please ring the school on 476 3140 and **press 1** to leave a message, preferably before 9.00am.

Alternatively you can use the absence feature on our app from your mobile device. For more information on the app, go to <https://wakari.school.nz/information/skool-loop-app/>

BEFORE AND AFTER SCHOOL CARE

Wakari School has a before and after school care programme which is run independently from the school Board of Trustees. The programme is run by Busy Bumbles and is OSCAR approved. For more information and an enrolment form, please phone Busy Bumbles on 03 347 3031, visit their website: www.busybumbles.co.nz or email manager@busybumbles.co.nz

BOARD OF TRUSTEES

The school is managed by its Board of Trustees. Five members of the school community (staggered elections every eighteen months), the Principal, and a teacher nominated by the staff make up the Board. There is also the option for the Board to co-opt additional members as and when required. The Board works alongside staff and parents to ensure the smooth and efficient running of the school, and to formulate policies within the guidelines laid down by the Government.

The Board welcomes and encourages any input from parents. Meetings are held twice a term (see website for dates), and are open to any interested member of the school community.

COMMUNICATION WITH THE TEACHERS

Every effort is made to keep parents well informed about what is happening at school. We use notices and newsletters (electronically) to pass on any information. Please ensure that we have your current email address, as this is the means that we send out newsletters. Newsletters are also posted on the school website.

If you have any concerns or problems regarding your child, feel free to make contact with your teacher through notes, or ring and make a time that suits both of you for a meeting. You may also ring the Principal to discuss concerns. Parent-teacher interviews are currently offered in March and June.

DENTAL TREATMENT

Dental treatment is available free to every child at the Wakari Hospital mobile dental clinic. The therapist, will check children's teeth regularly. The dental therapist can be contacted on **0800 82 55 83**. Please leave a message on her answer-phone and she will return your call.

HOME AND SCHOOL COMMITTEE

The Home and School Committee is a sub-committee of the Board of Trustees. It has the primary role of fundraising for the school and also strengthening the link between the school and parents, and enhancing the school environment.

The Committee consists of:

- A group of parents elected at the annual meeting
- Board of Trustees representative
- Principal
- Staff representative

The Home and School arrange and run social, educational and service functions to inform, entertain and support the school and the wider community.

Recent fundraising projects have been used to purchase additional computers and school and playground equipment. The committee meets once a month.

From time to time the committee requests support from the parent community to support various fundraising activities, or school events.

This support is greatly appreciated by the Home & School.



LIBRARY

All classes have a period in the school library each week. Children may borrow two books at a time. These can be changed at any lunchtime, or at class library sessions. The school has a computer-based issuing system. Please encourage your child to take responsibility for their school books, keep track of them and return them on time. Books lost or not returned will be invoiced to families. Children who have lost books are unable to make any new loans until the book has been returned or paid for.

LUNCH-TIME ARRANGEMENTS

Prior notice must be given to the class teacher and office if parents require their children to go home, or to take them from the school premises at any time during the lunchtime break. Any child leaving the school for any reason must be signed out by the accompanying adult, and signed in if returned later in the day.

Arrangements have been made with local shops to provide lunch orders – see below. Children have their lunch outside in fine weather. On wet days, the children remain in their own rooms and stay seated while they are eating.

LUNCH ORDERS

All lunch orders are made online. Sushi and Sausages are ordered through the Luncheonline website. Orders must be prepaid. Here are the options if your child wishes to order lunch:

Wednesday

Sushi is available on Wednesdays. Prices vary.

To order: <https://orders.luncheonline.co.nz/home/AccountLogin>

Thursday

Wakari Fish Supply have the following options:

1. Chicken fried rice - **\$5.50**
2. Vegetable fried rice - **\$4.50**
3. Steamed dumplings - **\$5.50**
4. Pan-fried dumplings - **\$5.50**

To order: <https://forms.office.com/r/hwdKbVLxyS>

Subway: School orders done ONLINE at <http://www.subwayexpress.co.nz/> and must be ordered by 9am.

Friday

BBQ Sausage/Bread/Tomato Sauce **\$2.00 each***

To order: <https://orders.luncheonline.co.nz/home/AccountLogin>

** Funds go directly into subsidising our school camps.*

LOST PROPERTY

Naming clothes is the best way to keep track of them. If clothes do get lost you can check in the lost property cupboard found at the bottom of the school's main stairwell.

We do not encourage children to bring toys to school. They often get lost and staff cannot be responsible for the safety of personal possessions.

NEWSLETTERS

Wakari School newsletters are sent out ELECTRONICALLY. In order to receive your newsletter, either email the school office (office@wakari.school.nz) To read some of our previous newsletters. <http://wakari.school.nz/information/newsletters/>.

NO FIZZY AND LOLLY POLICY

Wakari School encourages healthy eating habits and from 2005 we have adopted a "no fizzy no lolly" policy within the school grounds. Therefore children will not be able to purchase fizzy drinks with their lunch orders.

PARENTAL INVOLVEMENT

There are many opportunities for parents to become involved in the life of the school and the children. During the year requests are made for parent help for a variety of activities, which include reading, music, theme activities, sports, swimming and camping for the Year 5/6 classes.

This assistance is very much valued by both teachers and pupils.

Continuing opportunities include:

- Serving on the Board of Trustees
- Serving on the Home and School Committee, or supporting their activities
- Casual surveillance of the school grounds during out-of-school hours or rostered surveillance of the school grounds during holidays. This helps to keep vandalism to a minimum
- Assistance with the making of junior class resources
- Occasional help and support within classrooms
- Assistance in the school library
- Assistance with Road Patrol
- Children's lunch arrangements on Wednesdays and Fridays
- Assembly dates are advertised regularly in the newsletters and parents are most welcome to attend.

Also from time to time parents are asked to:

- Assist with transport to and from various venues
- Come and help children with particular activities
- Share in special school syndicate events
- Visit classrooms

Any assistance you are able to give with any of the above would be very much appreciated.

PASTORAL CARE

When your child joins Wakari School our teachers will form strong relationships and establish a warm and welcome rapport to enable your child to learn effectively.

Wakari School supports all children by modelling and encouraging our shared values of honesty, respect, cooperation, kindness, and manners. We make use of peer support through buddy classes which help children make valuable friendships, build self-esteem and learn respect for each other.

Our school caters for children with special needs, ensuring they receive appropriate help specific to their needs, with staff trained in the use of Reading Recovery and specialist teachers who create individual educational plans to support all students to be the best they can be.

PAYMENTS

When your child enrolls at Wakari School, an account is automatically created. All of your child's expenses during the year are charged to your account. Statements are sent out monthly. You may wish to pay each month or setup up an automatic payment. Our bank account number is:

03-0905-0905218-000

For any account enquires, email Bryce at accounts@wakari.school.nz

PEDESTRIAN CROSSINGS

The Helensburgh Road and Shetland Street crossings are patrolled from 3.00pm to 3.10pm. Children and adults are expected to use this crossing. The vehicle entrance on Helensburgh Road is not for use by parent drivers or anyone on foot. When collecting your children in a vehicle, it is sometimes difficult for patrols to see around parked cars.

Children inside during intervals and lunchtimes are expected to work quietly on appropriate activities.

PLAYGROUNDS

New Entrant children are helped to explore our extensive playgrounds and learn which areas are specifically for their use. From 12.45pm to 1.25pm children are allowed to borrow Phys-Ed equipment (ropes, balls, hoops, cricket gear etc) from the sports cupboard. Equipment borrowed must be returned by the borrower. Children and families are welcome to use the school grounds outside of school hours – common sense rules apply.



SAFETY / ACCIDENTS AT SCHOOL

Teachers supervise playgrounds at morning interval and lunch times. If a serious accident occurs, staff endeavour to contact the parents. In an *emergency*, the school may call doctors and/or an ambulance. Parents are requested to provide alternative phone numbers of friends or relatives who can act as a substitute contact in case of an illness or injury at school. Please advise all changes of personal details as soon as they happen.

SCHOOL HOURS

Morning session: 9.00am to 12.30 noon

Afternoon session: 1.30pm to 3.00pm

Children should not arrive at school before 8.15am. There is no supervision before that time. Children are asked to be at school by 8.55am so that they are ready to start classes at 9.00am.

In the children's interests, a school rule requires them to go straight home after school, unless alternative arrangements have been made and these are known to both child and parents.

SCHOOL POLICIES

Policies are developed by the Board as required. Copies of all our policies are available on the Schooldocs website: <https://wakari.schooldocs.co.nz/Logon.aspx?ReturnUrl=%2findex.htm>
Email the office for a login.

SNOW / ICE DAYS

Occasionally the school is closed, or opens late in winter, due to snow or ice. Listen to the local radio stations Classic Hits or Radio Dunedin in the morning for a cancellation announcement. These notices are broadcast from 7am or as soon as it is possible to make an appropriate decision. If you miss these announcements, phone the school on 476 3140 and **press 3** for cancellations or go to our Facebook page.

STATIONERY

The school sells stationery packs to all new pupils and to all pupils at the start of each school year. Our bulk purchasing power means our packs are good value for money and ensure that your child has the correct lined books for their year level.

Any replacement items required during the year can be brought at the school bookshop in the office between 8.30am and 8.55am daily.

SCHOOL STRUCTURE

Wakari is a Primary Contributing School. It caters for children from five to eleven years of age. (Years 1-6)

Our school organisation is usually based around 12 to 14 composite classes and is divided into three syndicates. Each has a team of teachers working with the support of a senior teacher. Syndicate teachers meet regularly to plan programmes, evaluate their effectiveness and to utilise their resources effectively. While children spend most of their time with their home room teacher,

syndicate interchanges and team teaching are encouraged. In this way children become accustomed to working with a range of teachers and benefit from the skills, interests and experience of all staff.

A major school emphasis is to keep class sizes small to maximise children's learning opportunities.

SWIMMING

The school has its own pool adjacent to the school.

At the beginning and end of each year, each class has a block of swimming lessons each day for up to two weeks with the Jill Clarke Swim School in terms one and four. The school pool can be hired out to the school community during the summer period. For more information, feel free to call the school office on 476 3140.

TERM DATES FOR THE 2024 SCHOOL YEAR

Term 1: Wednesday 31st January to Friday 12th April

Term 2: Monday 29th April to Friday 5th July

Term 3: Monday 22nd July to Friday 27th September

Term 4: Monday 14th October to Tuesday 17th December.

For the term dates beyond 2024, go to www.wakari.school.nz and click on Information term dates.

Holidays (during term time)

Waitangi Day Tuesday 6th February

Otago Anniversary Monday 25th March

Good Friday Friday 29th March

Easter Monday Monday 1st April

Easter Tuesday Tuesday 2nd April

King's Birthday Monday 3rd June

Matariki Friday 28th June

Labour Day Monday 28th October

USEFUL LINKS

Online Enrolment: <https://wakari.school.nz/enrolments/online-enrolment/>

Contact Info Update: <https://wakari.school.nz/information/contact-update/>

Newsletters (archived): <https://wakari.school.nz/information/newsletters/>

Facebook: Search for 'Wakari School'

WEBSITE

Wakari School is also on the Internet. You can find us at www.wakari.school.nz. The latest notices, calendar, term dates, sports draws and newsletters are among the information found at our website. You can also email the school office from this site.

WAKARI SCHOOL HISTORICAL NOTE

In 1857 the Otago Provincial Government established an Education District to cater for the settlers in Halfway Bush, the area stretching across from Highgate to the slopes of Flagstaff. The first one-roomed clay school, which was part of the teacher's house, was opened in 1858 with a roll of 34 pupils. The school was sited beside School Creek (across Helensburgh Road from the present school, where some retirement cottages stand today) and was named Wakari, the Maori name for Flagstaff.



A side-school to the Wakari School, known as the Brockville side-school, was established in 1862 to serve the lower end of the district. This was situated at the northeast corner of Falcon and Kaikorai Valley Roads until it closed in 1869 when the Kaikorai School opened.

The growth in roll numbers at Wakari led to the erection of a new two-roomed school on the same site in 1863, and this was replaced in 1880

by the brick building (now also gone) at the front of the present school site. The old school building then served for many years as the church of the Good Shepard but was demolished in 1957. In 1958, the centennial year, the St. John's Parish returned the original bell from the old school.

During the first two decades of its life, the School Committee had to find a portion of the school's finances. Part of this was achieved from fees: children taking all the subjects, English, Reading, Arithmetic, Writing, Grammar and History, paid ten shillings a quarter. For the balance the Committee raised a levy based on an assessment of the property owners of the Education District: the record shows however, that this is often proved hard to collect. From 1877 schooling became free, and compulsory!

Wakari remained a small suburban-rural school for its first eighty years. Dunedin's first Government Housing development adjacent to the school, beginning from 1937, resulted in the doubling of the roll in ten years with a peak of 604 in 1954.

Despite the opening of Balmacewen Intermediate in 1964 and the consequent decapitation of Wakari School, new housing, notably in the Helensburgh area, contributed to more growth and a post-decapitation roll of 550 pupils at the end of 1976. This growth led the Education Board, for a period, to limit enrolments to children living outside the school's boundaries. Since a low of around 280 in 1992, the roll grew again until a high of 365 was reached in December 2017.

STAFF 2024

Senior Management

Mrs Stacey Gribben (Principal)

Mrs Lisa Lowden (Deputy Principal)

Senior Syndicate

Mr Dave Waddell (Syndicate Leader)

Years 5 - 6 Room 7

Mrs Alisha DeCourcy

Years 5 - 6 Room 6

Mrs Katy Fitzgerald

Years 5 - 6 Room 8

Mrs Anna Ollerenshaw

Years 4 - 5 Room 9

Middle Syndicate

Mrs Heather Bonney (Syndicate Leader)

Years 3 - 4 Room 10

Mrs Helen Spain

Years 3 - 4 Room 11

Miss Tia Knierum-Te Ahuru

Years 3 - 4 Room 14

Miss Chloe Barton

Years 3 - 4 Room 16

Junior Syndicate

Mrs Judith Stanbridge (Asst. Principal/Syndicate Leader)

Year NE Room 3

Mrs Georgie Bond

Year 1 Room 1

Mrs Anna Lawson

Year 2 Room 12

Mrs Gemma Matsopoulos

Year 2 Room 13

Special Education

Mrs Lisa Lowden - SENCO

Mrs Amanda Davies – Reading Recovery

Support Staff

Mr Bryce Horgan – Office Manager

Mrs Delwynne Robertson - Office Administrator

Mrs Ginni Kwok-Lillis – Learning Assistant

Mrs Melissa Merriman – Learning Assistant

Mrs Lee Vogel – Learning Assistant

Mrs Paula McGookin – Learning Assistant

Mrs Tracey Clifton – Learning Assistant

Mrs Sam Cadman – Learning Assistant

Caretaker

Mr Jason Frost

SUNSMART PROCEDURE

Revised: December 2015

PURPOSE

To increase student and community awareness of skin cancer, and practical ways of protecting the skin during the summer months.

This Sunsmart Procedure will apply during Terms 1 and 4 (especially between 11am and 4pm) However, from the beginning of September UVR levels are increasing; therefore sun protection should be used in September when children are outdoors for extended periods (e.g. sports days). During the winter months, sun protection is unnecessary, however appropriate precautions should be taken regardless of the time of year.

OBJECTIVES

Section 1.

When enrolling their child parents will be:

1. Informed of the Wakari School Sunsmart Procedure.
2. Required to ensure that their child has a 'Sunsmart' sun hat at school during terms one and four. A sun hat can be brought from home - the Cancer Society Sunsmart policy advises hats should be wide brimmed or bucket style with a minimum 6cm brim. We recommend hats should have a tie under the neck, to avoid it flying off while the children are active.
3. Encouraged to provide SPF30+ broad spectrum, water resistant sunscreen in their child's bag during summer months.
4. Asked to give permission for sunscreen provided by the school to be used on their child (for example during activities of longer duration and/or higher risk such as school camps, beach activities, sports days).
5. Encouraged to role model Sunsmart behaviour by wearing an appropriate hat when helping with outdoor activities.

Section 2

As part of general skin protection strategies the school will:

1. Consider sun protection issues, including the availability of shade when planning outdoor activities. Outdoor activities are planned for early in the day whenever possible to minimize the time outdoors between 11am and 4pm.
2. Encourage children to eat their lunch and play in the shade.
3. Require children to wear hats when they are outside at school. Children without their own hat will be required to wear a hat from the spare hat provision or they will be made to stay in the shaded areas.
4. Provide SPF30+ broad spectrum, water resistant sunscreen for staff and children's use.
5. Continue to develop further shade areas around the school.
6. Encourage staff to act as role models by practicing Sunsmart behaviours.
7. Regularly publicise and reinforce the Sunsmart Procedure, for example, through newsletters, parent meetings, and student and teacher activities.
8. Encourage children to wear clothing that protects the skin from the sun (e.g. sleeves and collars).

Section 3

As part of ongoing education programmes the school will:

1. Incorporate into classroom programmes ongoing teaching opportunities highlighting skin care issues and in particular the dangers of melanoma and its prevention.
2. Regularly reinforce the Sunsmart Procedure in a positive way through newsletters and student and teacher activities.

SAFETY POLICY

16 August 1995

PURPOSE

To provide guidelines to be used by staff, parents, board and children to ensure that the highest standard of safety is maintained for all those who attend Wakari School.

OBJECTIVES

1 Safety in travelling to and from School:

a) Use of cycles, skateboards and scooters

The use of bikes, skateboards and scooters to travel to and from school is not allowed.

b) Supervision of children crossing roads in the vicinity of the School

The Helensburgh Road crossing is supervised by parents and teachers rostered before and after school. Shetland Street must be crossed at the crossing opposite the school's rear gate, rather than at the corner with Helensburgh Road. Parents are rostered to supervise at 3pm.

c) Entry to and exiting from the school grounds

For pedestrians this must be through the pedestrian gates, not the vehicle entrance.

2 Absence of pupils from School:

In the event of a child being unable to attend school, parent or guardian notifies the school office prior to commencement of school by telephoning or sending a note with a sibling. Any un-notified absence is checked by phoning home.

3 Closure of School for safety reasons

The principal, in consultation with the chairperson of board, may close the school in event of snow, ice, fire, or loss of essential services (such as power, water or sewage) if considered there is significant risk to pupils and staff. This would normally be broadcast on the local radio stations before school.

4 School Grounds

a Playgrounds are supervised by teachers at morning break and at lunch time.

b Playing areas, playground and sports equipment are checked for safety at least once a term by the caretaker, and repaired as necessary.

c Sand-pit sand is replaced as necessary because of fouling. Woodchips are replenished as necessary.

d Out of bounds areas are specified.

5 School Buildings

a Buildings are maintained in accordance with relevant regulations and by-laws.

b All fire exits are clearly marked and free from obstruction.

c The School has an evacuation plan.

d Furniture and furnishings are checked for safety at least once a term, and repaired or replaced as necessary.

e Adequate first-aid facilities are provided, including a sick-room, a first-aid kit requirements, and an adequate record system for injuries and accidents.

f Adequate provision is made for the safe storage of hazardous materials within the School.

6 Out-of-School Activities

a There is adequate supervision of children and equipment while on any official out-of-school activity. The following adult/pupil ratios apply when the activity involves risks greater than would normally be anticipated within the school environs:

Y1 - Y3 1 : 6

Y4 – Y6 1 : 8

When children travel as a group by bus to a central city venue (to, for example, a dramatic performance at the College of Education or a class visit to a museum) then the principal may authorise a higher adult/pupil ratio.

b Teachers and/or parents are familiar with, or receive training, related to any equipment they may be supervising.

c First-aid equipment and expertise are provided on out-of-school activities as appropriate.

d Any parent transporting children is required to hold a valid drivers licence, and the vehicle must have a current Warrant of Fitness, registration and seat belts for all people in the car.

7 Pupil Education

a The School adheres to the Health and Safety curriculum.

b In addition, the following areas are covered in teaching

- water safety (life-saving skills)

- road safety

- basic first-aid (optional for Year 6 students)

- personal hygiene and health preventative measures (including washing, sun protection, cold protection).

8 Staff Issues

a All reasonable measures are taken to ensure staff safety.

b All staff have a current Emergency First Aid Certificate which is updated as part of our Professional development programme.

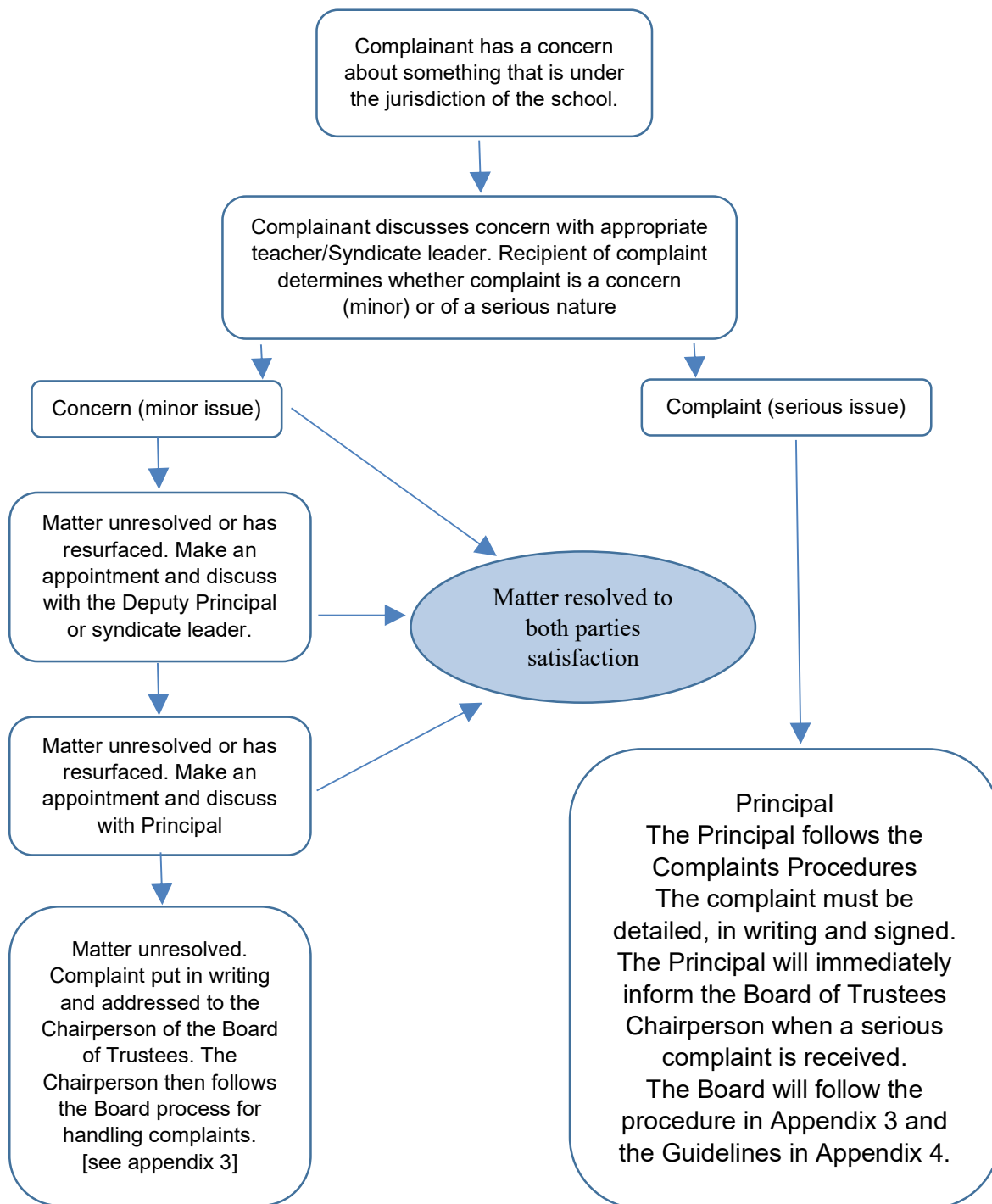
c Continuing education on evacuation and safety procedures is provided.

EFFECTIVENESS REVIEW

1 This policy will be reviewed by the board in accordance with its self-review guidelines and timetable.

2 The board will make its review report available to parents and staff.

Concerns and Complaints Procedure



Notes

1. While minor issues may be able to be discussed in a quick informal chat with a staff member, the preferred option is to arrange a time to discuss the matter in order that both parties give the matter proper attention.
2. If the complaints procedure has not been followed the Board will normally return any letter of complaint to the writer and ask that they follow the procedure first.
3. All parties to a complaint may bring a support person to any meeting where the issue is to be discussed.

Quick Access



Wakari School



School App—Android



School App—Apple

Happy, Confident Learners