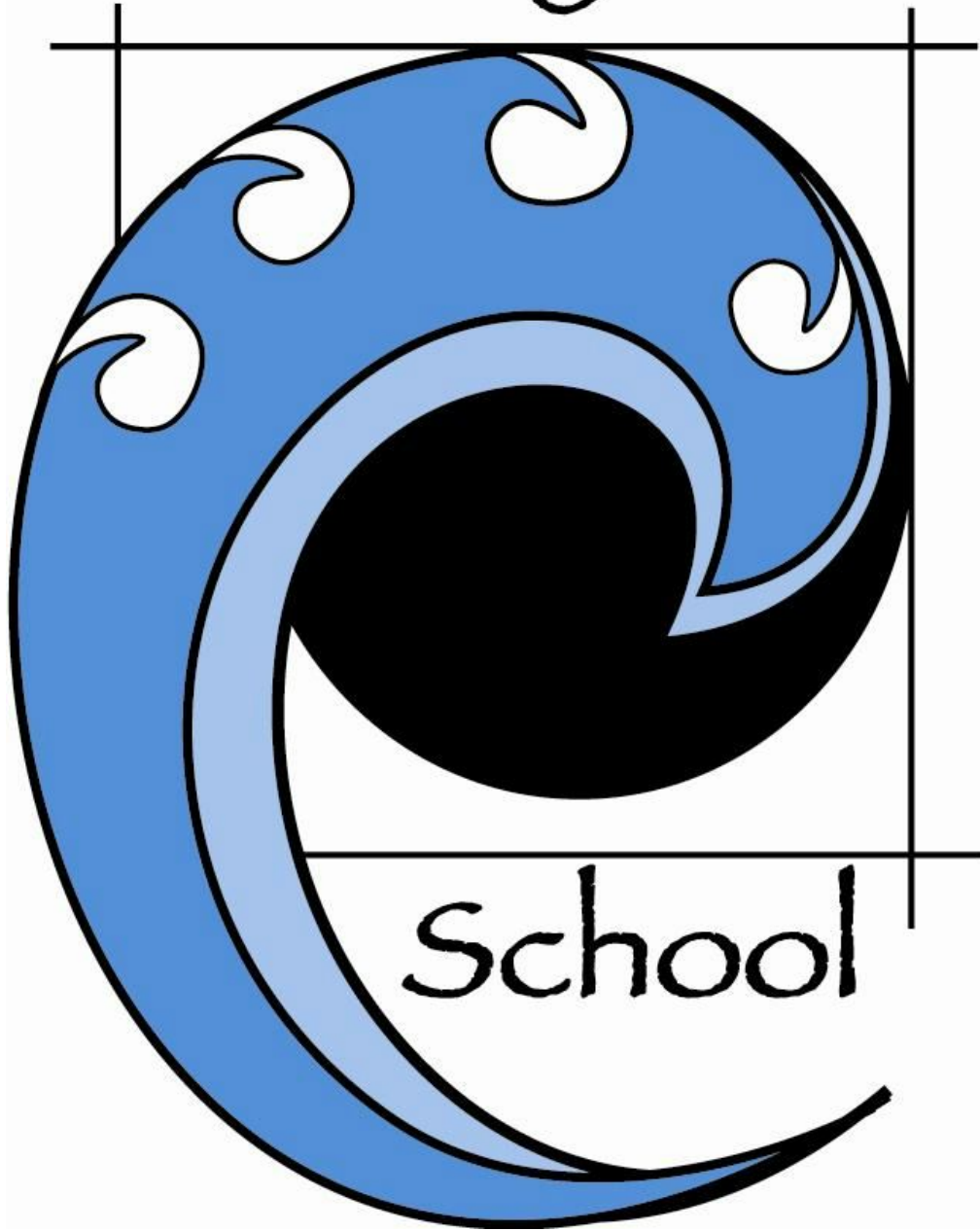


Waverley Park



School

INFORMATION BOOK

Living the Learning

“Kia kaha – Kia maia – Kia manawanui”

Welcome to Waverley Park School...

Waverley Park School is a contributing school catering for the needs of new entrant to year six pupils. The school has served this community well since opening in 1954; current staff-members take pride in ensuring that the education offered to your child continues to be of the highest calibre.

This information book is intended to provide families with an understanding of the ways in which our school functions. Should you require further information, please contact the school.

Similarly, should you at any time have any concerns about your child, do not hesitate to get in contact with us. As, doubtless, you do too: we much prefer to deal issues at the "just wondering about it stage" rather than waiting until they become major problems.

Thank you for entrusting Waverley Park School with the primary education of your child. We are confident that you have made a wise decision - we look forward to working with you.

Kerry Hawkins
Principal.

Choose how you contact us:

Post: 55 Eden Crescent Invercargill 9810
Telephone: 03 217 9332
E-mail: admin@waverleypark.school.nz
Website: www.waverleypark.school.nz
Facebook: <https://www.facebook.com/waverleyparkschool/>
Cell: 022 317 9332

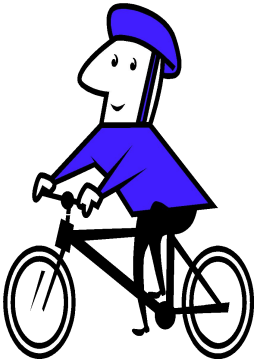
Pay online: 12 3154 0103559 00

✓ **ABSENCES**

Your child's safety and well-being is paramount. If your child is absent from school, please inform the school office before 9.00am each day via any of the contacts on the previous page; OR download this free app to your Android device and it will do the job for you -SchoolPal! Go to <https://goo.gl/jz39YD> or scan this QR code



✓ BICYCLES



We prefer that pupils in years one to three not to cycle to school – the safety issues for this age group are enormous. All pupils biking to school are expected to know and obey the road rules. ***The wearing of helmets is compulsory.*** Although sheltered bike stands are provided, please encourage your cyclist to bring and use a bike lock as our stands are not under surveillance.

✓ BOARD OF TRUSTEES (BOT)

The Board of Trustees is the school's governing body. Trustee elections are held for the three year term on an eighteen-month staggered elections basis. Board meetings are held monthly: 7.00pm on a Monday towards the end of the month. These are open to the public and are advertised in the school newsletter a week in advance.

✓ CANTEEN

A Wednesday canteen service operated by the Waverley Park Parents Association is available to pupils. Daily, food sent from home can be heated (10 cents per item); and there are "Pita Pit" options available on a specified day of the week. Order forms are available from the office. Please try to ensure that your child has only the required amount of money for the order required.

✓ CLOTHING

Please ensure that your child's clothing is clearly named. This makes the reuniting of items and owner less of a challenge. *(Approximately three bags of unclaimed clothing is donated to charity at the end of each term = one a month!)*

✓ CONCERNS

There will be times when you have concerns about aspects of your child's education and there will be times when error or confusion arises. On these occasions, it is vital that you direct your concern to the school. We want to know about and alleviate your concerns. In short, if you like what is happening, tell your friends and neighbours. *If you do not like what is happening, tell us.*

✓ CONTACT DETAILS - YOURS

Should you change address, telephone number, or emergency contact information – even temporarily – **please keep the school informed.** Accurate information is vital in the event of an emergency.

✓ DENTAL SERVICE

Should your child require urgent treatment, contact Southern Health Dental Service 214 5774. Our kids are usually treated at the Waihopai Dental Clinic: 2187744



✓ DISCIPLINE

Waverley Park School requires every individual to take responsibility for their actions. To this end, an assertive discipline programme runs at this school. Parents and caregivers will be contacted should lingering concerns develop in relation to the behaviour of their “cherished and dearest”. Conversely, do not hesitate to contact us if you have concerns.

✓ DUTY STAFF

During morning intervals and lunchtimes, designated teachers are on playground duty – patrolling play areas and buildings. There are also staff designated to supervise detention, road patrol teams, and to provide first aid for the injured, the distressed, and, on occasion, the merely upset.

✓ EMERGENCY DRILLS

Emergency procedures are practiced each term. Should you be in the school at such time, you are expected to follow staff instructions and comply with the relevant procedural practice. Please attach yourself to the nearest class or staff member. Evacuation routes are marked on plans beside exits from all rooms. The assembly point is the middle of the playing fields.



✓ ENROLLING YOUR CHILD

This is a relatively painless procedure and may be completed on any day up to and including your scholar's first day at Waverley Park. Should you wish to complete the paperwork prior to the big day, contact the school office (217 9332) to arrange a time to do so. Please bring your five-year-old's birth certificate and immunization record certificate. Parents and caregivers are welcome to tour the school at any time. Pre-school visits are encouraged for all; new entrants especially.

✓ FACEBOOK

Yes – we're there too: <https://www.facebook.com/waverleyparkschool/>

✓ HEALTH PERSONNEL

Our Public Health Nurse visits the school on a fortnightly basis. If you have any relevant issues to be addressed, please contact the school office.

✓ HOMEWORK



Homework should be a positive experience both for those who complete it and those who supervise it. In general it should allow existing skills and learning to be practised. Homework will include reading (by your child; with your child; and / or to your child). It may also include practising basic maths, spelling, or handwriting; completing school work or a relevant set task (e.g. finding out about a current affairs issue or a discussion with you).

Homework will not include worksheets to merely keep your scholar busy – kids already lead busy lives – and it most definitely should not generate in-home warfare. See your child's teacher of homework is a battle at your house.

✓ **HOURS OF OPENING**

Pupils are not permitted in the grounds before 8.20am and they must have vacated the grounds by 3.40pm. (They are most welcome to return to play after they have checked in at home). The rest of the day is organized as follows:

08.50 – 09.10	aerobic activity and administration
09.10 – 10.40	instruction - ninety minutes
10.40 – 11.00	interval - twenty minutes
11.00 – 12.30	instruction - ninety minutes
12.30 – 13.30	lunch – sixty minutes
13.30 – 15.00	instruction - ninety minutes

✓ **LOST PROPERTY**

Lost property is stored until the end of each term. Generally, items are unnamed. You are encouraged to fossick in our lost property store for your beloved's missing wardrobe items.

✓ **MONEY**

All money sent to school should be the correct amount and in a sealed and clearly labelled envelope which should be placed in the "money box" attached to the wall in the office.



✓ **NEWSLETTERS**

Except for when the principal has had a particularly harrowing week, newsletters are written and provided to each family every Friday of the school year. The newsletter is intended to keep families informed of all aspects of school life. Please make sure you read them. You are welcome to use the newsletter to advertise events etc. Any notices you wish to insert need to be provided to the school office by noon on Thursdays.

Contact the office if you'd like newsletters e-mailed to you; or check them out on the school website: <http://www.waverleypark.school.nz/>

✓ **PARENT ASSISTANCE**

One of our most valuable resources is the parent body of the school. Apart from providing us with the pupils upon whom we practise our profession, parents provide vital assistance on trips and camps; with sports teams; in the library; in the classroom; on the Board of Trustees and in the Waverley Park Parents Association. All volunteers are gleefully welcomed.

✓ **PLAYGROUND**

The Board of Trustees is committed to providing a safe, enjoyable and interesting playground environment. Consequently, our grounds are open to the public outside of school hours. However, after

willing and available, watch the school newsletters for our cries of help - and then promptly come to the rescue.

✓ **STATIONERY**

The school does not stock stationery for resale. Next year's stationery list is included with the end of year reports in December. Families can then take advantage of the best deals available.

✓ **SWIMMING**

Swimming is part of the curriculum and all city schools are allocated blocks of time at Splash Palace (we're usually in term 4). The cost of the programme is heavily subsidised by the Invercargill Licensing Trust - each child gets eight sessions over a two-week block – and we always need your assistance with supervision of can-hardly-wait-to-swimmers, lost-my-toggers, and the occasional can't-undress-myself.

✓ **SUN SAFE**

The wearing of appropriate sun protection is strongly encouraged at this school. Please equip your offspring with suitable clothing, sun block, sun glasses etc. Heavily subsidized by the Friends of Waverley, school uniform sunhats (Cancer Society approved) are available from the office: definitely the cheapest option in town.



✓ **WAVERLEY PARK PARENTS ASSOCIATION (WPPA)**

This group of friendly and supportive parents meets approximately once or twice a term. The group undertakes a variety of tasks – including running functions for pupils, informal gatherings for parents, and the odd bout of fundraising. Families new to the school are especially welcome. Contact numbers for the WPPA are published annually. All parents are encouraged (mightily!) to join and / or support this aspect of our school life.

✓ **WET DAYS**

Yes - we do occasionally have them! Pupils are permitted to play outside on wet days (it is a personal responsibility thing) as long as they have appropriate wet weather clothing. If your offspring is something of a mud-lark or aquanaut, please ensure that you send along a suitable change of clothing – not a lot of sympathy is extended to the soggy should they complain that they are wet and cold after playing outside in Arctic conditions.

