



2022 School Handbook



Stand Tall, Grow Strong, Reach High

Handbook last updated: 22 March 2022

Whareorino School, 8 Waikawau Road, Awakino. Postal: PB 19, Mokau. 4350.

Ph: 06-7529850. admin@whareorino.school.nz Website: www.whareorinoschool.weebly.com



Our Mission

Whareorino School is a place where children grow in confidence, engage in learning, and strive for personal excellence. Where children learn the importance of respect, relationships and resilience, and develop the skills they need to thrive and succeed.

Our Values

We uphold the values of the New Zealand Curriculum and in particular we value:

The Three R's

Relationships: Being ready, willing and able to learn from and with others, as well as on your own.

Resilience: Being ready and able to 'lock onto learning' even when learning is hard or others are distracting you.

Reflection: Being able to think deeply about your learning, progress and achievement and to set and work on learning goals.

Contact Information

School Phone: 06 7529850

School community Facebook messenger group, (which we use out here because we have no cellphone/texting coverage).

Whareorino School Facebook Group

www.facebook.com/Whareorino-School-179776545462926

Office Email: admin@whareorino.school.nz

Principal Email: principal@whareorino.school.nz

School Website: www.whareorinoschool.weebly.com

Staff

Principal:	Caley Plinston
Classroom Teacher (Y0-8):	Caley Plinston
Release Teacher:	Louise Wycherley
Secretary/Office:	Jacqui Kete
Teacher Aide:	Jacqui Kete
Cleaner:	Shelley Kuriger
Grounds/Caretaker:	Bryan Kuriger

School Hours/Timetable

8.40am	This is when parents usually start to drop off their children.
9.00am	School Begins
9.00-10.30am	Teaching Block 1
10.30-11.00am	Break 1 (morning break)
11.00-12.15pm	Teaching Block 2
12.15-1.00pm	Break 2 (lunch time)
1.00-2.30pm	Teaching Block 3
2.30pm	School finishes
2.40pm	All children have usually been picked up by this time at the latest.

Board of Trustees

Presiding Member/Chairperson:	Larna Langman-Mattock	whareorinobot@whareorino.school.nz
Treasurer:	Hamish Nelson	hamishjonnelson@gmail.com
Staff Rep/Minute Secretary:	Jacqui Kete	jacquikete@gmail.com
Parent Rep:	William (Will) O'Sullivan	
Principal:	Caley Plinston	principal@whareorino.school.nz

BOT Meetings are usually held each term at school at 6.00pm. These are usually notified as upcoming in the school newsletter. BOT Meetings are public meetings, so anyone can attend. If you wish to have speaking rights, that is, that you want to bring something up, you must have prior approval beforehand. In this case, please contact the Presiding Member/Chairperson to discuss this.

School Assemblies

Times when we have School Assemblies do vary. Please ask us when the next one will be held. These are also put in our newsletters to let parents know when the next school assembly is.

School Van Timetable

When required, we do have our own school van where we can transport children. The van is parent driven (voluntary) on a rostered timetable (weekly). All drivers need to hold a full licence which needs to be shown at the office. Drivers will also need a police vet clearance, and at the time of writing this, they will also need to be up to date with their Covid vaccinations, (as is currently mandated for anyone who deals with children). A copy of your driver's licence, police vet and Covid vaccination history will also be held on file confidentially. If you need any further information re Covid Vaccinations or Police Vet checks, please contact the Principal.

Newsletters

To assist with bridging the communication link between home and school, a newsletter is issued on a 2-3 weekly basis. These usually come out on a Monday and are also uploaded to our Website and Facebook page. The newsletters are also given out to other members of the community via our RD contractor (Shelley).

New Entrants

To assist with new entrants becoming familiar with school routines, parents are encouraged to make contact with the Teaching Principal to arrange pre-school visits in the four weeks prior to their fifth birthday. Children will be invited to attend one morning a week and then on the fourth visit, for a full day.

When enrolling new entrants, parents are now required by law to present an immunisation certificate (this is available from your family doctor), and a birth certificate.

Please be aware that children cannot legally be enrolled before their fifth birthday, however we encourage you to inform us of your intentions to enrol with as much notice as possible.

Please contact the principal for further information and to confirm suitable days and times for visits.

School Uniforms

Whareorino School does not have a set school uniform for when they are at school.

When we go away for excursions/trips, the children are required to wear the school uniform.

These are held at school and are given out when these are required to be worn. Please ensure that when they come home, that they are washed and returned to school, so they are all ready for use on our next trip.

There is no charge for these uniforms, which is all provided and paid for by the school.

Administering Medication

A parent or caregiver must make contact with Jacqui Kete (who is our first aid officer) by phone or email to let us know that your child has medication on them. They should outline how often it is to be taken, and the dosage. Jacqui then records these details, and collects the medication until it needs to be administered to the child. Please also remind your child to hand in any medication to Jacqui when they get to school.

Absences/Sickness

Parents/Caregivers are asked to phone or email the school if their child is sick or absent. One of the school requirements is that we record the reasoning of an absence, which includes stating to the MOE (Ministry of Education) whether it is a justified or unjustified absence, which is recorded against the child's attendance online in the MOE database. This is done twice a day, first thing in the morning, then again in the afternoon. For example, we need to know if it is sickness, bereavement or holiday etc. We then have to notify this to the MOE. If there is a regular pattern of lateness, then this is also recorded against the child's name with the MOE. It is also important that you contact the school if your child has other arrangements for travelling home, and/or if your child will be either arriving late and/or departing early. We appreciate parents being pro-active and keeping their child at home if and when they are sick. This prevents any infection spreading to others. In relation to Covid situations and isolation periods, please let us know if your child is away for this reason, simply as we have a special code that we need to mark if their absence is due to Covid. Any child injured or feeling unwell at school and where sending them home will be the best option, then someone from school will attempt to contact a family member.

School Donations / Fees

Whareorino School does not charge for school fees. Occasionally we may need to ask parents to pay for such things as entry costs for Productions and some Education Outside the Classroom (EOTC) trips and events.

Sun Smart

During the heat of summer (Terms 1 & 4 usually) the staff ensure that pupils are wearing a wide brimmed hat, (not a cap), whilst exposed to the sun. Pupils are directed to a shady area if not wearing a hat. We urge parents to apply sunblock to their child in the morning before school. If needed sunscreen is available at school to apply later in the day.

Expressions of Concern / Complaints

On occasion (very rarely we hope!) parents may have justification to express a concern or query regarding the functioning of our school. If you do, we ask that parents adhere to the appropriate channels when wishing to discuss a matter of concern. Out of courtesy, it is appreciated that the Principal or Staff member involved is the first port of call. When expressing a concern regarding the day to day running of the school, please contact the principal in the first instance.

If you feel that your concern has not been addressed, in general terms, our school policy states that in the first instance the concern should be made known to the person it is directed at. If there is no resolution, it then goes on to the principal, and thereafter to the BOT, as a final measure. All formal complaints must be submitted in writing please. An outline of the complaint's procedure is available on request at the school office, and may also be listed on our documents page on our website.

Communication with the School

At Whareorino School we welcome and encourage parents to come in and communicate with us. If parents would like to discuss their child's progress further, we are very happy to do this. Please contact the school and arrange a time to meet with us.

Education Outside the Classroom (EOTC)

Education Outside the Classroom provides beneficial experiences for children and compliments the class programmes. Parents/Caregivers will be notified in advance of:

- The purpose of the visit,
- Description of the activities to be done by the children,
- The estimated cost,
- Timelines (departing and returning times),
- Whether a police vet will be required,
- Whether a Covid Vaccination Pass will be required,
- Supervision and transport arrangements.

All EOTC visits must be approved by the Principal and overnight trips must be approved by the BOT. An adult/child ratio will depend on the type of activities/rating levels that the children will be doing and will be in line with our EOTC policies.

School Documents

For any related school documents, a number of these are listed on the school website.

Alternatively, feel free to ask us at school if you would like to view any of them in hard copies.

Covid Safety Measures At School

With Covid being a part of everyday life at the moment, please help us to keep you and everyone at school safe. Please ensure you follow any safety procedures/protocols when you come on the school grounds. At the moment, this includes the following, which can change at any time depending on the Covid variants:

- Please do not come to school or send your child to school if they are feeling sick,
- Ensure that masks are worn when inside the buildings,
- Ensure that hand sanitiser is used as necessary,
- Ensure that cough/sneezing etiquettes are followed,
- That masks are used when travelling in any vehicle which has others from the school in. This includes in the school van, as well as in private vehicles.
- Keep in mind suitable distances around others.

Police Vets

When we have local overnight events or overnight trips away, a Police Vet is required from parents. When enrolling your child, please ask us for a form, which will then allow you to be able to come away with us when we do have any overnight trips/camps. If you do not have a police vet, then unfortunately with this mandated rule, you would not be able to come away and assist us on these trips. Please feel free to have a confidential word in confidence with the principal if you want to know more about this.

Play Groups

Please contact us if you are interested in being part of a local play group in the area. We don't currently have one set up, but please let us know if you would like to touch base with other parents in the area who have preschoolers.

Parent Conferences/Interviews – Written Reports

Parent Interviews/Conferences and Written Reports occur twice a year, usually at the beginning and end of the year. When these are due to occur, these dates are usually put in the newsletter. As always, if you want to discuss any aspect of your child's education, please feel free to get in contact. You do not have to wait until conferences/interviews or school reports, to discuss aspects of your child's education.

Covid Vaccine Passes

Please note that in this day and age, most places we go on trips, those businesses do require Covid Vaccination Passes for any adults to be admitted. Unfortunately, if you do not have a Pass, it will mean that you will be unable to enter those premises. When we are organising trips and events, we will usually state whether Passes will be required from adults. If the trip happens within school time and we are on school business, then no children will be asked for any Passes for them, (they are exempt whether that have had the vaccine or not).

Stationery

Please contact us to find out what stationery needs your child will require for the term/year.

Smokefree

Please remember that all school grounds and buildings are both smokefree and vapefree at all times, (24/7).

The final word

The staff at Whareorino School are dedicated to catering to the needs of every individual. We share the same goal that you as the parent/caregiver do... your child's education. If you have any queries or concerns, please do not hesitate to contact us at school. We are very approachable and would be more than happy to iron out any creases. We are very professional and would address any matter with the utmost confidentiality.

*The best learning takes place
when there is a positive input
from three areas:
The School, the Parents, and the
Students.*