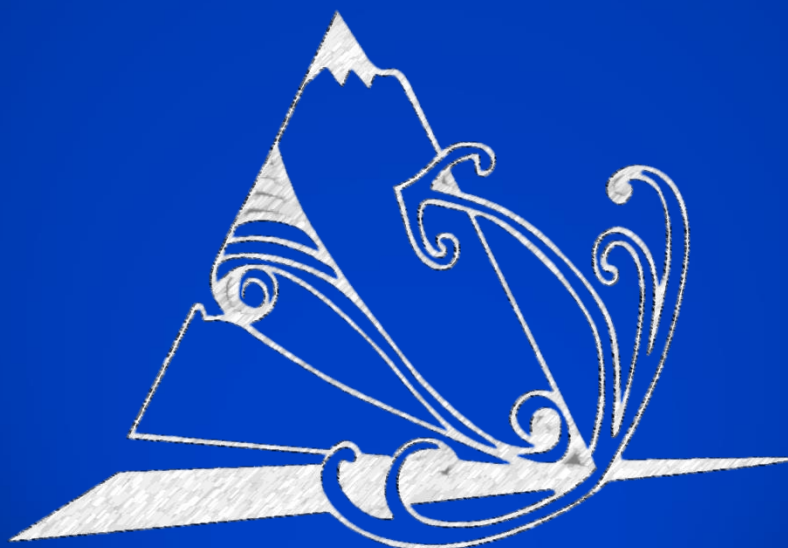


# WAIAU AREA SCHOOL

Year 1–13 Education



*Live to LEARN, LEARN to Live*

# WELCOME TO WAIAU AREA SCHOOL

Dear Parents/Guardians

It gives us great pleasure to welcome you to Waiau Area School.

The purpose of this booklet is to provide details pertaining to the day to day organisation of our school. It is advised that you take time to familiarise yourself with the contents of this handbook.

At Waiau Area School we share the same goal you do ... your child's education. We look forward to working alongside you to achieve this goal.

If you have any queries or concerns, please do not hesitate to contact us. We are very approachable and would be more than happy to iron out any creases.

Yours sincerely

Staff of Waiau Area School

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## CONTACT DETAILS

### Postal / Physical Address

Waiau Area School  
47 Orawia Road  
Tuatapere 9620  
Southland

**P:** 03 226 6285

**F:** 03 226 6033

**E:** [admin@was.school.nz](mailto:admin@was.school.nz)

**W:** [was.school.nz](http://was.school.nz)

# INTRODUCING

## OUR SCHOOL

Waiau Area School is a Year 1 to 13 co-educational, composite Area School located in Western Southland; 81km west of Invercargill. It is the only Area School in the Southland Region.

A merger between Waiau College and Tuatapere Primary School in 1992 resulted in the forming of Tuatapere Community College. The combining of schools generated resources that guaranteed the continued education for the Tuatapere community. In 2012, following community consultation, the school was renamed Waiau Area School.

A decile 3 school, Waiau Area School draws students from Tuatapere, Orepuki, Eastern Bush and the Ohai / Nightcaps district. Approximately 100 students attend Waiau Area School.

We offer a seamless education for students. Students can transition between primary, intermediate and secondary school with least disruption. Having specialist teachers allows opportunities for students and teachers to build life-long learning relationships. We pride ourselves on the small class sizes, rural flavour and family atmosphere that Waiau Area School offers.

At Waiau Area School we have the expectation of high quality learning opportunities and successful outcomes for all students. We are dedicated to growing ICT capabilities to maximise learning and distance learning opportunities.

We celebrate the inclusion of all those who support and encourage the new and exciting future of Waiau Area School. We acknowledge benefits from forming a positive working relationship with local iwi and the school is committed to the principles of the Treaty of Waitangi.

# DAY TO DAY BUSINESS

## *The Important Rules You Need to Know!*

- The school day begins at 8.50am.
- Please contact the school BEFORE 9.00am to notify us if your child will not be at school for the day. We follow up all unexplained absences. You can either email [admin@was.school.nz](mailto:admin@was.school.nz), phone 03 2266285, text 027 8272253 or send in a note with another student.
- Please contact the school (phone call or note) and also the bus company if there are any changes to your child's usual school bus arrangements.
- Brimmed sunhats are to be worn every day in Terms 1 & 4 for Year 1–6 students. These are supplied to students courtesy of the school.
- No carbonated drinks or caffeinated drinks are allowed at school.
- No lollies or chewing gum are allowed at any time.
- For health and safety reasons we have a school wide nut ban.
- Apart from a wristwatch and small stud earrings, no jewellery, make-up or nail polish is to be worn.
- Please provide a note to your child's Lead Manager if your child wears a tāonga (to be worn under school shirt).
- We encourage good manners at all times.

### **ARRIVING LATE OR LEAVING EARLY**

Students who arrive late to school must sign in at the school Office before going to their classroom. Please notify the Office or your child's teacher if your child needs to leave school early for an appointment. Children can be collected from the School Office. We ask that parents/caregivers not go directly to the classrooms or into the cloak bays.

### **AREA SCHOOLS SPORTS TOURNAMENT – yr7-13**

A highlight of our Middle/Senior students' year is the regional Area Schools Sports Tournament; four days of competition amongst five Area Schools. From this Tournament, students may then be selected to compete in the South of the South team at Area Schools Nationals; an opportunity to compete at an even higher level with peers from Area Schools around New Zealand.

## BELL TIMES

### Junior School (yrs1-6)

8.50am	Period 1
9.50am	Period 2
10.50am	<i>Interval</i>
11.20am	Period 3
12.20pm	Period 4
1.20pm	<i>Lunch</i>
2.00pm	Period 5
3.00pm	<i>End of school day</i>

### Middle and Senior School (yrs7-13)

8.50am	Period 1
9.50am	Period 2
10.50am	<i>Interval</i>
11.20am	Period 3
12.20pm	Period 4
1.20pm	<i>Lunch</i>
2.00pm	Period 5
3.00pm	<i>End of school day</i>

## BIKES

A number of students bike to school each day. We have the following rules:

- Students must be fully aware of road rules.
- Helmets must be worn.
- Bikes are parked at the bike stands.
- Bikes must not be ridden in the school grounds.

## BULLYING

Waiau Area School does not tolerate bullying of any kind – verbal or physical. Students are encouraged to report incidents of bullying, no matter how minor they may seem. We strive to foster a safe school environment.

## BUSES

The bus contractor is Dan Sewpersad. Arrangements for your child to use the bus service are carried out through Dan. He can be contacted on 03 2266715 or 027 2266603. The criteria for eligibility to travel on the buses is as follows:

- Children aged 5-9 need to be living no less than 3.2km from the school.
- Students aged 10 and over need to be living no less than 4.8km from the school.

Permission from the bus contractor is required for a student to travel on another bus or for a non-bus student to travel on the bus.

To catch the afternoon buses, children line up outside the bus parking bay in their designated bus lines. Staff are on duty to oversee the bus procedure. Senior students act as bus monitors.

**PLEASE** notify the Office if your child will not be on the bus in the afternoon or if there is a change to their usual arrangements.

### **CANTEEN / FOOD SERVICE**

The school does not have a Canteen. However, the local Tuatapere 4 Square provide a lunchtime food service to the students of Waiau Area School. WAS prides itself on being able to offer healthy and nutritious brain food to it's students. A menu of what is on offer is available from the School Office. Lunch orders must be with the Office by 10.30am each morning and the 4 Square delivers the food to school by 1.20pm, in time for lunch. Lunch orders are to be collected from the Office by 1.30pm.

### **CAREERS**

A Teacher in Charge of Careers is available to meet with students and parents to discuss possible career pathways. We are committed to strengthening our careers support for our students.

### **CARS**

Students who wish to drive to school must obtain permission. Documentation is required to be completed before permission is granted. Abiding by conditions outlined in their current license is necessary.

### **CAR PARKS**

When collecting children from school, we ask that parents/caregivers leave their cars and accompany children from the school grounds. Children must use the footpath and **MUST NOT** cross the staff carpark.

### **CELLPHONES**

It is advised that students refrain from bringing cellphones to school. Students bring cellphones at their own risk and the school is not responsible for damage or loss. Cellphones are not to be used in class. Students risk confiscation if their cellphones are used during learning time. Longer confiscation is administered if this rule is abused.

## **CHARGES AND FEES**

We make a small compulsory charge to all families. School charges help us to provide a full range of resources and activities, including classroom essentials. Regular fundraising helps us to keep these charges to a minimum. An invoice is issued to families and various payment options can be organised via the school office.

## **CHARTER AND SCHOOL POLICIES**

The Charter is an important document that outlines the direction for Waiau Area School. It is developed in consultation with our school community and is regularly reviewed. Policies on all aspects of school management can be viewed at the Office.

## **CLOSING THE SCHOOL**

The Principal makes the decision to close the school in an emergency. A phone tree procedure is activated to ensure all school stakeholders are contacted. The Bus Contractor makes the decision to cancel the school buses in adverse weather conditions. Bus students are contacted during these times.

## **COMMUNITY CONSULTATION**

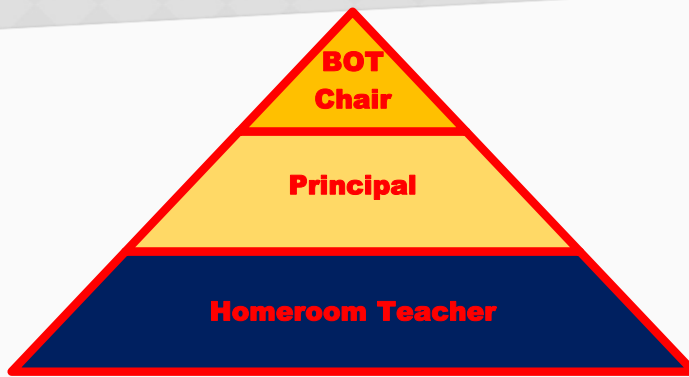
We are committed to building and maintaining a strong partnership with the whole community. Community meetings, forums and surveys are held periodically where parents/ caregivers have the opportunity to share their ideas on a range of issues.

## **CONCERNS, COMPLAINTS OR QUERIES**

If there are problems at school or you are unhappy about something, please talk to your child's teacher. We are always happy to help and want to put things right. It is paramount that an issue is shared with the person concerned in the first instance.

The following diagram illustrates parents' first point of contact should they have concerns or queries with regard to their child. The first point of contact for parents should ALWAYS be the Homeroom Teacher. If the matter is unresolved or resurfaces, make an appointment to speak with the Principal. If still unresolved, the complaint must be put in writing and addressed to the Board Chair.





### CONTACT DETAILS

It is important that the information we have about your child is up-to-date. Please let us know of any changes, especially telephone contact numbers, health issues, and guardianship. From time to time we will need to contact families if a child is unwell or we have a serious incident. It can be very difficult and time-consuming for us, and stressful for your child, if we cannot contact you quickly.

### COURSE SELECTION

Waiau Area School prides itself in offering a comparable course programme to that of their urban counterparts. Students in yr11-13 select their courses in Term 4 for the following year.

### DENTAL SERVICE

Dental therapists will treat pre-schoolers and school children using the Mobile Dental Service. You will be notified through the newsletter when the dental therapists are next at school. You are welcome to contact the dental therapists at any time if you have concerns about your children's oral health. Their contact number is 027 5557063.

### DISCIPLINE

Students are encouraged to be responsible for their own actions and to treat others as they would wish to be treated. We find that attention-seeking behaviour, both in classrooms and the playground, is often best dealt with by removing the child from the 'audience'. No child has the right to stop others from learning. We encourage an atmosphere where children feel comfortable speaking out about bullying and unacceptable behaviour. The school has an extremely low tolerance to bullying and dishonesty. Parents/caregivers will be called if behaviour is causing concern so that the home and school can work through the issues together. Recurrent disruptive, abusive or aggressive behaviour and wilful damage are very serious matters. Our school rule is:

*Respect yourself, others, and the environment*



## EMERGENCY EVACUATION

Once a term the school practices an emergency fire drill. Upon activation of an emergency alarm students walk calmly to the cricket pitch located on the school field. Students assemble in their homeroom groups and their names are checked against the class roll.

## END OF YEAR CELEBRATIONS

The School Prizegiving is held in the Hall in December. Parents and caregivers are invited to share in the evening's celebrations. As it is a formal function, students must attend in full school uniform.

## ENROLMENT

Students can enrol at Waiau Area School as soon as they turn 5. By the age of 6 all children must be enrolled in a school.

**Pre-Schoolers:** To assist us with the projected roll and with future Junior School organisation we appreciate learning about any pre-enrolments. If you have a preschooler and it is your intention your child attend our school, we would love to hear from you. Please take the time to contact the school office to pre-enrol. We offer transition afternoons for pre-schoolers who are nearing their 5<sup>th</sup> birthday. Please contact the school office to talk to the coordinator.

**Pre-School Visits:** To ensure a "smoother" transition to school, for you and your child, we offer pre-school visits. The New Entrant Teacher will be in contact with you to organise convenient times for your child to visit the New Entrant classroom. We offer three visits (spanning over three weeks) before your child's 5<sup>th</sup> birthday; one morning, one afternoon, and one full day. Parents are welcome to remain at school during this time; each situation is different and is reflective of you and your child's comfort level.

**Enrolment Process:** To enrol your New Entrant, we require a copy of their birth certificate or passport (to confirm NZ citizenship or residency); a copy of your child's immunisation record (if applicable); a copy of any court documents relating to access or custody (if applicable). You will complete enrolment forms for the school, which will include a variety of consent forms. All enrolment forms are available at the school Office. For children **transferring from another school in New Zealand**, we will contact that school to confirm that students have enrolled at a new school and request their academic records for our teachers.

The Ministry of Education has a very informative website available for parents to access: <http://www.minedu.govt.nz/Parents.aspx>







## EXTRA-CURRICULAR

A number of extra-curricular activities are offered through our school. We encourage students to be involved in some extra-curricular activity.

## GATEWAY

The Gateway programme provides senior students with a range of structured learning opportunities in workplaces. These learning opportunities are integrated with students school based studies. For some students, Gateway provides the opportunity to embark on study towards a national qualification in their career or choice. For others, it allows more general skills to be developed and applied in a work context and helps these students better understand the relevance of such skills to their classroom learning. A student who is enrolled in the Gateway Programme **must** have a placement in the workplace. This can be done during school time (e.g. one day a week), out of school time (e.g. holidays), weekends or before/after school OR a combination of both. There they will work and learn new skills in the workplace and be assessed by an accredited workplace assessor. They will be assessed against Unit Standards and other qualifications registered on the New Zealand Qualifications Framework. For example a student may be able to begin their apprenticeship while they are still at school.

## GUIDANCE COUNSELLOR

We have a school guidance counsellor visit one day a week. This confidential service is available to all students. Parents of yr1-6 students are notified prior to their child attending the guidance counsellor.

## HOMEWORK

Regular setting of homework is seen as a valuable aspect of the learning process and contributes towards the developing of sound habits. As such, homework will be set on a weekly basis for yr7-13 students, according to activities and topic requirements per curriculum area. All homework is to be completed in accordance with the teachers instructions and will be marked by the teacher. Also, it is recommended that students read for personal enjoyment for a good half hour per night. Further, it is expected that students who are sitting NZQA assessments will undertake programmed revision/examination preparation to gain the best results.

## HOURS

The school office is open from 8.00am-4.00pm daily. At 8.15am most mornings teachers are involved in staff briefing meetings. The school is officially open to students after 8.30am. Other than bus students, students are required to leave the school grounds straight after school.

## HOUSES

A 'House' system operates throughout the school for inter-house sport and other competitions held during the year. When your child enrolls they will be placed in one of three houses: Longwood, Rowallan or Dean. If you are a former pupil, please let us know, as we follow family traditions when placing your children in a House. Senior students act as 'House Captains' and lead each House.

## ILLNESS, ACCIDENTS, AND EMERGENCIES

Despite all our good intentions, children do occasionally become ill or hurt themselves at school. We have a well-equipped sick-bay and a staff member has designated responsibility for this area. Most staff have experience and training in first aid. Unless injuries or health concerns are minor, we will consult with families and may send children home. If we cannot contact you directly, we will use your "emergency contacts". In emergencies, we may contact your GP for further advice or call an ambulance – families give permission at Enrolment for emergency medical care to be sought on their behalf. Please keep your contact details up-to-date and let us know if you have any concerns about your child's health. **Medication Administration:** From time to time your child may be required to have medication administered during the day. All medication is to be handed in to the School Office. The office staff will administer the medicine to your child on proviso that a well informed, signed note, is handed to the office. We do not take responsibility for overlooking administering medication during the day.

## INTERNET USE AND SAFETY

At Enrolment, families must complete the ICT & Internet Agreement before that child can use any ICT equipment or have access to the internet. The Agreement outlines the school's policy and rules for the acceptable use of the internet and all areas of ICT at school.

## LEADERSHIP OPPORTUNITIES

Students will have many opportunities to develop leadership and public speaking skills. For example: House Captains, Bus Monitors, School Librarians, Sports Team Captains, Welcoming and thanking visitors to the school, Speaking at Special Events.

## **LIBRARY**

Our school has a very well-resourced library which is open on a daily basis. All children are able to borrow books and each class has at least one library session per week.

## **LOST PROPERTY**

Lost property is housed in the Admin Block. Families are asked to check this from time to time. Lost property is displayed for children to collect at least once a term. We request that you name your child's clothing.

## **MESSAGES**

We are more than happy to pass a message onto your child; the office can be contacted and a message given via the Office Staff. They will do their best to get the information to your child. Please ensure you give plenty of notice for the message to be passed on to your child.

## **NEWSLETTERS**

To keep you informed of events at school, newsletters are issued on a fortnightly basis. The newsletter is also available for viewing on our School website. If you would prefer the newsletter be emailed to you, please advise the Office staff of your email address.

## **PASTORAL CARE**

The staff at Waiau Area School are responsible for the social and emotional well-being and safety of all our students. The school has a genuine concern for their pastoral care. If there are personal or confidential matters affecting your child that may impact on their learning or behaviour, we encourage you to discuss this with us. All discussions will be treated confidentially. We have a pastoral care system established in our school that goes beyond the immediate classroom/homeroom teacher. Your child has access to: Lead Managers, Guidance Counsellor, Principal, Health Nurse, outside agencies (including RTLB and Special Education).

## **PRIVACY ISSUES**

Information that is collected by the school about your child becomes part of their essential school records. Your child's records may be viewed on request at the school. Families give permission at Enrolment for pupil information to be forwarded to appropriate health and educational authorities, within the limitations of the Privacy Act. The Principal is the School's designated Privacy Officer.



## **PTA**

The Parent Teacher Association (PTA) is very supportive and organises a variety of activities to support our school and encourage parent participation. The PTA undertakes fundraising, provides meetings for parent education and supports school functions in a variety of ways. The PTA meets throughout the year, with meeting dates and times advertised in the school newsletter. The PTA welcomes new members.

## **PUBLICATION OF STUDENT IMAGES AND SCHOOLWORK**

We will request permission at Enrolment for the school to publish a child's image and/or school work online. Students may be identified only by first name and/or year group. From time to time the school is able to publish photos and student work in print media (newspapers, magazines etc) as a way of publicising the school and celebrating school events and achievements. Images of students may be included in photos. Students may be identified by full name and year group. We will request permission at Enrolment for the school to publish a child's image and/or school work in print media.

## **PUBLIC HEALTH SERVICES**

Public Health nurses work with our school to provide health information for teachers and families, and to carry out routine vision and hearing tests and vaccination programmes. Individual children can be referred to the Public Health Service for assistance with health or welfare issues. Parental consent is always sought. Public Health nurses carry out routine immunisations at the school (e.g. meningococcal disease, HPV, Year 7 dTaP vaccinations). Information packs and consent forms are sent home prior to any vaccination programme. The school is required to maintain an Immunisation Register with data on all students. We collect this information at Enrolment.

## **RELIGIOUS EDUCATION – BIBLE IN SCHOOLS**

Our school supports the teaching of values. This programme is currently in Rooms 1, 2 and 3 and takes place one period per week.

## **REPORTING TO PARENTS**

Parent Interviews take place in Terms 1 and 3. A school report is sent home twice yearly; Terms 2 and 4. If you have concerns about your child *at any time* please do not hesitate to contact their class teacher. Problems are easier to deal with if discussed sooner rather than later.



## **SCHOOL DATES**

The school must be open for instruction for 380 half-days. Term start and end dates are advertised in our school newsletter and on our website.

## **SCHOOL RULES**

School rules are based on common sense, safety, fairness and consistency. Our aim is to provide an environment where pupils learn to respect opinions, property, and people, while building on the foundations of self-discipline. The school wishes to encourage and maintain accepted social moral standards and values and provide guidelines for acceptable behaviour. Playground rules are clear.

1. Out of bounds areas are set dependent on student age groups.
2. Out of bounds areas indoors: School hall, staffroom, sick bay, main resource rooms, toilet blocks and classrooms belonging to other classes. Students can only enter these areas with permission from staff.
3. Students will not be inside during fine weather, unless they are completing work or using a computer, in which case their name will be written on the board by the class teacher.
4. Students are not allowed off the school grounds without permission.
5. No biking in the school grounds.
6. No kicking of balls on the quad.

## **SCHOOL SOCIALS**

Socials usually take place once a term. The evening is separated so that the junior school and senior school socials are separated. This is a chance for students to dress-up, show off their dance moves and have fun!

## **SKATEBOARDS / SKATES / SCOOTERS**

These are permitted at school but usage is restricted to designated areas. Students must wear a helmet and parents must sign a permission slip.

## **SMOKE FREE**

ALL the school grounds are smoke free at all times.

## **SPECIAL NEEDS / ABILITIES**

In order to meet the learning needs of our students, we provide many programmes and opportunities for students with special needs and abilities. A designated staff member acts as SENCO (Special Education Needs Co-ordinator). Programmes include: Teacher Aide group support

(in and out of class), Teacher Aide individual support, Tape Assisted Reading Programme (TARP), Maths ability cross-grouping, support from Resource Teachers of Literacy (RTLit), support from Resource Teachers of Learning and Behaviour (RTLB), Ministry of Education's Special Education specialist services, Otago University Maths Problem Solving, "International Competitions & Assessments for Schools" programme, Community Writing Programme.

## **SPORTS**

Students have the opportunity to take part in a wide range of sport and fitness activities as part of our comprehensive physical education programme. Sport is recognised as an important means of building self-esteem and self-discipline, and developing teamwork and a competitive instinct. Sports offered at Waiau Area School include: swimming, rugby, athletics, volleyball, cricket, netball, cross country, golf, gymnastics, basketball, badminton, bowls, mountain biking, shooting, table tennis, kayaking, indoor hockey, squash, climbing, hockey, soccer, cycling. This is used as a taste test to engage students more widely in various disciplines.

**Inter-school sports:** Sporting exchanges (usually for students in Year 4 upwards) are held regularly with other similar-sized schools in the district. Students will be given information about these events in class and in the school newsletters.

## **STAR**

STAR assists schools to better meet the needs of students. It enables schools to help their students transition from school to further education and/or employment. There is a focus on at-risk students intending to go straight into the workforce. Schools can identify these students' needs and tailor a programme to meet those needs.

## **STATIONERY**

At Enrolment and at the end of each school year, students are issued with a stationery list. This gives families ample time to buy stationery in town. Children can purchase additional stationery during the year from the Office. Please make sure your child always has the correct books and equipment at school. Your child's teacher will notify you if additional stationery is required.

## **SUNSAFE POLICY**

The school has a “no hat = no play” policy for yr1-6 students. This means that children must wear sunhats during Terms 1 and 4. We also ask that parents ensure their students apply sunscreen before they leave for school during the summer months.

## **TECHNOLOGY**

The teaching of Technology subjects to students begins when students reach yr7. Technology includes a range of topics such as electronics, soft materials (sewing & textiles), food technology (cooking), hard materials (metalwork and woodwork). An annual fee is charged – an invoice will be issued. Full details of the programme will be available in class.

## **TIMETABLES**

Students in yrs7-13 are issued their timetables at the start of each term.

## **TOYS AND PERSONAL BELONGINGS**

Children should not bring toys to school unless permission is given by the teacher (e.g. for “sharing days”). No responsibility can be accepted by the school for loss or damage to these items. Cellphones, i-pods, i-phones, hand-held games, should not be brought to school. Children must not bring collectable cards or trading cards, such as rugby cards, to school.

## **TRIPS**

Children will have opportunities to take part in school trips and visits, which may necessitate travel by car and/or bus. Students are asked to contribute towards the cost of travel. We really appreciate parents/caregivers being able to provide transport for school trips and sporting events. However, we insist that: ALL children and ALL adults wear seat-belts, vehicles must have a current WOF and Registration, and the driver must have a full driver's Licence. We will not accept offers of transport from you if your vehicle does not comply with these safety requirements. On some trips it may not be appropriate for preschoolers to attend with families that are providing transport. Full information and permission slips will be given out prior to each trip.

## **UNIFORM**

Students are required to wear a uniform at Waiau Area School. At Enrolment you will be given a current uniform list. Boys school socks are able to be bought from the School Office, along with Ties for yr11-13 students. All other uniform items can be purchased at The Warehouse in Invercargill.

## VISION AND HEARING

Routine "Vision and Hearing" testing is carried out at the school by Public Health technicians. New Entrants, Year 3 & Year 7 students will be tested each year, with follow-up testing for those who need it. Families give consent at enrolment for their children to be tested. Children already under specialist care or who wear glasses will not be tested. Testing days are notified in the school newsletter. Any student who may have a hearing or vision problem can be referred for testing at other times – please speak to your classroom teacher if you have any concerns.

## VISITORS TO SCHOOL

While we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities. All visitors are required to report to the School Office prior to undertaking any activity within the school.



# Waiau Area School

**A** 47 Orawia Road  
Tuatapere 9620  
Southland  
**T** 03 2266285  
**F** 03 2266033  
**E** [admin@was.school.nz](mailto:admin@was.school.nz)  
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