



WAIHI EAST SCHOOL
TE KURA RAWHITI O WAIHI



Waihi East School



Information Booklet

8 Donnelly Street, Waihi 3610

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www.waihieast.school.nz

Welcome to Waihi East School.

Our School caters for children from New Entrants to Year 6. Students then attend your college of choice for Years 7 to 13.

Teachers welcome the opportunity to discuss a child's progress with parents/whānau at any time. Parents are encouraged to maintain close contact with the School and Teachers.

This booklet has been designed as a helpful guide for parents/whānau. All points are listed in alphabetical order.

ABSENT FROM SCHOOL

It is a legal requirement to advise school of all child absences.

Parents are asked to inform the school whenever their child is going to be absent. If the child is going to be away for several days it is only necessary to let the school know on their first day of absence. A note of explanation or contact with the teacher after a lengthy absence is appreciated. The office will also need to know the reason for absence (a Ministry of Education requirement). If no contact is made with the school your child is marked as Truant.

The school can be notified in either of the following ways:

HERO parent app

If your child/children are absent and we have not been advised, we will text you.

AGRICULTURE DAY

Agricultural Day is held annually at the end of October/beginning of November. Children are encouraged to enter a lamb or kid goat in the annual competition. Judging days are held on Agriculture Day at our school and the Group Day will be held at the end of that week.



ANNUAL EVENTS

The following is an outline of when events usually occur at Waihi East School. Times subject to change slightly.

FEBRUARY	Classroom Daily Swimming Swimming Sports Year 5/6 Camp
MARCH	Classroom Daily Swimming Continues Rippa Year 3/4 Surf n Turf Camp
APRIL	Autumn School Break
MAY	Winter Sports –Netball, Soccer, Basketball Inter-Schools' Cross Country Races
JUNE	
JULY	Winter School Break School Photos
AUGUST	Life Education Caravan
SEPTEMBER	Spring School Break
OCTOBER	
NOVEMBER	Classroom Daily Swimming-weather permitting Athletic Sports School Gala Agriculture Day
DECEMBER	Classroom Daily Swimming Continues School Triathlon Prize Giving

ASSEMBLIES

Assemblies are held every week.

Special achievements including sporting and academic accomplishments are acknowledged during assemblies, and all classes will lead an assembly at some stage. Parents/whānau are welcome to attend assemblies.

BEHAVIOUR MANAGEMENT- PB4L SCHOOL

An extensive copy of our Behaviour Management Document is available to view in the office outlining the purpose, guidelines and procedures to be followed. These include:

- Addressing behaviour
- Consequences
- Time out
- Repeated behaviour

Considerable background work was carried out prior to implementing these initiatives. It is important that parents support these procedures and work together with our school to ensure the Behaviour Management process is successful.

PB4L

Our school is proud to be part of the nationwide PB4L initiative. PB4L stands for Positive Behaviour for Learning and encompasses a pro-active, information driven and restorative approach designed to uphold whānau values.

BOARD OF TRUSTEES

CHAIRPERSON	:	Clint Bolderston
DEPUTY CHAIRPERSON	:	
PRINCIPAL	:	Andrew Wilkinson
STAFF REP	:	Jo Derham
MINUTES SECRETARY	:	Vanessa Maunder
PARENTS' REPS	:	Susanne Bjerring
	:	Emma Van der Hulst
	:	Elizabeth Clark
	:	Connan Negus

The Board of Trustees are the Governing Body of the school. They are responsible for the Financial Management, Property Management, Staffing and Curriculum Overview of the school.

The Board of Trustees are elected every three years. The next election will take place in September 2025. The Board of Trustees meet eight times a year. Parents are welcome to attend these open forum meetings.

DENTAL CLINIC

The mobile dental clinic visits our school annually to examine student's teeth. These dates will be published in the school newsletter once the information is received. In-between times, the dental clinic can be contacted on 021 359 798. (Leave a message on the answer-phone if Clinic is unattended).

Consent forms are required to be signed by parents or guardians before dental treatment can begin. These forms are usually completed during the enrolment process. Spare forms are available in the office.



EAR CHECKS

The Health Department's Mobile Ear Clinic provides free ear checks. They regularly come to Waihi and operate from Waihi Central School. Waihi dates for the Mobile Ear Clinic will be advertised in our school newsletter.

ENROLMENTS

Waihi East School operates under a Ministry of Education imposed Enrolment Scheme. Contact the office for further information including school zone boundaries and ballot deadlines.

Pre-enrolments are welcome any time prior to a child's 5th birthday. New Entrants can start school on their 5th birthday, or sometime thereafter.

Enrolment packs are available in the office. Birth certificates and immunisation certificates are required for all new enrolments.

SCHOOL VISITS

School visits are encouraged prior to starting school. This helps with transition and builds familiarity with routines and school grounds. Contact Sarah to arrange a suitable time to visit. scannell@east.school.nz

BEST START

Each term we run Best Start sessions over 2 weeks for new entrants and their whānau. These give an overview of what happens at East School in each part of the school day. An invite will be sent out to those pre-enrolled.

TRANSFERRING FROM ANOTHER SCHOOL

The office will request formal records and relevant information from any previous schools. Please bring text books and any other books or stationary items from your child's previous school when enrolling with us.

IMMUNISATIONS

Schools are required to keep a register of each child's immunisation records/ status. Please bring this information when enrolling with us.

HEALTH MATTERS

Children must be kept home if they are unwell.

If a child becomes ill at school, the teacher will refer them to the office staff who will contact parents or emergency contacts. Some children are catered for in the sick bay and are able to return to class.

A medical register for moderate to serious injuries is kept by staff.

If you require staff to administer medication to your child during the day, a form must be completed and signed in the office. For safety reasons, no medication is to be kept in children's schoolbags. All medication is to be held in the office.

HEADLICE

If headlice is detected on a student we will contact you to collect your child/children and treat the lice. Free lice treatment is available in the office.

HOMEWORK

Formal homework is kept to a minimum at Waihi East School. We recognize whānau are busy and would love our children to make the most of opportunities to be involved in team sport and whānau activities. We will send home reading, some spelling and an occasional project or work not completed in class.

LIBRARY

Children are encouraged to borrow books from the library to take home. Each class visits the library weekly, providing an additional opportunity for students to borrow and return books. Please help children to ensure books are returned on time.

There is always work to be done in the Library including repairing books and covering new books. Any adults interested in helping with this, please contact the office.

LOST PROPERTY / NAMING PERSONAL BELONGINGS

All clothing and other items (footwear, lunch boxes, towels etc.) must be named. The lost property box is located outside the office. It is advisable to follow up any losses immediately by visiting the school. Unclaimed property is given away or placed into our 2nd hand uniform at the end of each term.

LUNCHESES

As an ENERGIZE school we strongly endorse healthy food options for students – e.g. sandwiches, bread rolls, fruit, raisins, cheese, veges etc.

Because of severe nut allergies within the school we are a **nut free** school. (This includes peanut butter.)

Subway is available every **Wednesday**. Order online at www.subwaylunches.co.nz

Sushi is available every **Friday**. \$6 for 4 pieces of sushi.

Order forms are available in the office.

Candy, packet noodles, chewing gum, fizzy drinks and glass bottles and containers are not permitted at school.



MEETING YOUR CHILD'S TEACHER

Parents are encouraged to discuss their child's progress and welfare with the classroom Teacher or the Principal. An email or a phone call will ensure that a mutually convenient time is arranged.

There will be an opportunity for an interview during the year. If you are worried about aspects of your child's schoolwork or behaviour prior to these interviews, contact the school to arrange a visit to discuss this.

School sports days, class/school functions and class trips are ideal opportunities to informally meet with teachers.

NEWSLETTERS

Newsletters are sent by Hero(SMS) every second Thursday and are also available on the School website. Newsletters are a great form of communication between school and home as they keep parents informed on what is happening. You can also keep up to date with our school calendar on our website (www.waihieast.school.nz) or by joining our school group on Facebook (Waihi East Primary School).

PARENT HELPERS

IN THE CLASSROOM

We welcome assistance in the classroom from parents/whānau. Please discuss this direct with the classroom teacher to arrange a suitable time and day.

SPORTS ASSISTANCE

Help is always required and appreciated with mid-week and weekend sports activities. We welcome all assistance from parents/whānau that are keen to get involved. Help will be requested throughout the year as sporting events occur.

FUNDRAISING

'Team East Whanau' work together to operate as a fundraising and support team. Parent helpers are essential for the success of activities throughout the school year which raise important funds for the school, including subsidizing trips, camps and shows. Meetings are advertised on our Facebook page and in school newsletters.

The School is grateful to the central group of people who assist teachers and students through this fundraising. Team East Whanau are always looking for new people who are interesting in getting involved.

ROAD SAFETY

PEDESTRIANS

Parents/whānau need to be sure that children are making safe decisions when crossing and that they know the correct ways to behave on the way to and from school. We ask that children cross the road with our staff outside our school gate on Donnelly Street on our KEA Crossing or exit via the back field gate onto Gladstone Road.

CYCLISTS

All students riding bikes must be confident and have good control and skill. Helmets are essential.

BUS STUDENTS

Bus students must take extreme care when crossing around buses. Wait on the pavement and do not cross until the bus is well gone.

CAR TRAVELLERS

The space outside school is congested and we ask for patience and co-operation. If parking on the far side of the road, parents must walk across to meet children. Please do not use the staff car park before or after school.

The bus bay is to be used as a drop off and pick up zone only. Bus bay is only available once the bus has departed in the afternoons. Please do not leave your car un-occupied.

SCHOOL BUS

The bus arrives at East School at 3.20pm and students will be marked off the bus role by staff. If your child is not to go on the bus please inform the office so their name can be removed from the list.

The bus is available for children who are eligible under Ministry rules only (distance from closest school).

SCHOOL COMMITTEES

TEAM EAST WHANAU

Team East Whānau is made up of Board of Trustees members, Parents and Staff who help with the running of the school. Team East Whānau is a flexible group of people and we invite and encourage parents/whānau to be involved.

Team East Whānau is one of the fundraising committees of the school. Unfortunately schools do not get enough money through government funding and additional fundraising is necessary to supplement this. Fundraising activities are held throughout the year. We welcome your input into these activities.

Team East Whānau (originally Roopu Group) was established with the purpose of raising Māori Achievement, as well as providing practical support to **all** families within our school community. Some of the initiatives include purchasing stationary for those in need and collecting and distributing second hand children's clothing within the school community. Contact the office if you need assistance or support or if you would like to be involved.

SCHOOL DONATION

Following the new government initiative we are not asking for school donations any more.

SCHOOL HOURS

8.30am	Staff on site.
9.00am – 11.00am	Learning Programme
11.00am - 11.20am	Play Break.
11.20am – 11.30am	In Class Eating Break.
11.30am - 12.40pm	Learning Programme.
12.40pm – 1.15pm	Play Break.
1.15pm – 1.30pm	In Class Eating Break.
1.30pm – 3.00pm	Learning Programme.
3.00pm	End of School.
3.20pm	Bus children depart.

Children may arrive at school **after** 8.15am.

SCHOOL POLICIES

School policies are available online at School Docs.

<https://waihieast.schooldocs.co.nz/>

Username: waihieast

Please contact the school for a password.

SCHOOL UNIFORM

All uniform is sold through the school office:

- Short sleeved polo shirt \$40.00 ea
- Short sleeved polo shirt(size S, M & L) \$45.00 ea
- Long sleeved polar fleece with zip \$43.50 ea
- Bucket sunhat (compulsory Terms 1 & 4) \$10.50 ea

Bottoms must be denim, black or navy blue jeans, shorts, leggings or skirts.

SPECIAL PROGRAMMES

We have a range of programmes to assist the class teachers to meet children's individual needs.

SUPPORT STAFF ASSISTANCE

Children will frequently (either as an individual or in a group) work with a teacher aide on special programmes. It is most important that:

- The child's attendance is good
- Follow-up work and homework is done by the child and the programmes are supported by parents

SPORTS

Inter school sports are arranged throughout the year.

Occasionally we have visiting personnel from organisations such as Sport Waikato or Thames Valley Rugby Union who offer coaching clinics, usually for all class levels.



The school also encourages children to be involved in Saturday and after school sports competitions. We have school teams in netball, soccer, basketball and hockey, among others. Our Year 5 and 6 children also compete in Waihi sports events with successful children going on to represent Waihi in Northern Region Events (Bethlehem, Te Puna, Katikati), with winners going on to Western Bay of Plenty events. The sports participated in are swimming, cross country, sevens (netball, rugby, soccer, hockey) and athletics.

Parent/whānau assistance with transport will be required for away visits. Please ensure uniforms belonging to the school are returned promptly after being washed.



SWIMMING

We are fortunate to have a solar heated swimming pool. Swimming is an important part of the School's Physical Education programme. Our aim is to give water confidence and tuition in the basic styles and in survival techniques.

Please ensure **named** togs and a towel are sent daily during the swimming season, which usually starts in Term 4 and ends in March/April of Term 1.

A note of explanation is required when a child is not able to swim.

STAFF

PRINCIPAL	: Mr Andrew Wilkinson
DEPUTY PRINCIPAL	: Ms Vanessa Maunder
Assistant Principal	: Mrs Dorette Hartley
TEACHERS	: Mrs Jo Derham
	: Mrs Lynn James
	: Mrs Neroli Matautia
	: Mrs Dorette Hartley
	: Mrs Tanya Giles
	: Miss Shawnee Marcroft
	: Mr Brendon Carroll
	: Mr Mathew Carden-Scott
	: Mrs Sarah Cannell
	: Ms Carol Christie
	: Mrs Lindsey Honey (part time)
	: Ms Caitlin Kneebone (part time)
	: Miss Bianca Hawkes (part time)
	: Mrs Tricia Cameron (part time)
SPECIAL NEEDS & ESOL	: Ms Vanessa Maunder
ADMINISTRATION	: Mrs Sharon Samson
SUPPORT STAFF	: Mrs Naomi de Ocampo
	: Mrs Kim Parker
	: Mrs Sarah Young
	: Mrs Nikita Hanner
	: Ms Sina Stowers
CARETAKER	: Mr Ernani de Ocampo

STATIONERY

Complete stationery packs tailor made for Waihi East School are available to purchase through Bay Office Products. Information on how to do this is available in the office. Alternatively, stationery can be purchased at the store of your choice. Stationery lists are made available prior to the Christmas holiday period and Waihi Stationery will have copies of our class requirements.

SUN SMART SCHOOL

Waihi East School is a sun smart school. Sunhats are compulsory for Terms 1 and 4 and at other times when necessary. Students without hats must play under the shaded areas.

Uniform bucket sunhats have been bulk purchased by the school and are available for sale through the office at the subsidized price of \$9.00 each.

Children should apply sunscreen prior to leaving home. Additional sunscreen is available at school for re-application during the day.

TOYS, GAMES, PHONES ETC.

Waihi East School does not accept responsibility for these items brought from home. However, we understand from time to time, children may bring special items to show and share with others. In these instances, we will help where possible; however, we ask it is understood that there is risk involved with this.

2026 TERM DATES

Term 1 - 4 Feb 2026 – 02 April 2026

Term 2 - 20 April 2026 – 03 July 2026

Term 3 - 20 July 2026 - 25 September 2026

Our Kura Code of Conduct

Waihi East School Board of Trustees, Leadership team and staff work together to govern the school to a high standard. As a school we strive to uphold these standards to provide a positive, encouraging, reflective and effective learning environment for students and whanau.

To achieve this we will:

INTEGRITY

Be loyal to the school and its mission, represent school in a positive manner and respect the integrity of the board of trustees, principal, staff, whanau and students. They shall also serve their school and its community to the best of their ability. Observe the confidentiality of non-public information and do not disclose to any other persons, as such information might be harmful to the school or individuals within our setting.

COMMUNICATION

Speak with one voice through adopted policies and recognise that not one individual party or sub group have the authority to act independently. Decisions and actions are made collectively and are transparent and clear to all. We all support decisions made for the collective good. With any issues or concerns, the first port of call is to see the person concerned, then if support is required, talk with the leadership team.

ACCOUNTABILITY

Students are to be provided with an education that respects their dignity, rights and individuality. The needs and learning of our tamariki are taken into consideration when planning, developing and implementing learning and teaching programmes; also fulfilling the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual heritage.

26/01/2016