



”Working together to provide quality education”

William Street, Petone. Telephone: 568-3425
 Email: office@wilford.school.nz Website: www.wilford.school.nz

PARENT INFORMATION BOOKLET FOR 2018 YEAR

SCHOOL HOURS

School Hours:	8.55 a.m. to 3.00 p.m.
Morning Tea Break:	10.30 a.m. to 10.50 a.m.
Lunchtime:	12.30 p.m. to 1.25 p.m.

- All children are expected to be seated in the classroom by 8.55 a.m.
- Late students must report to the office.
- Students who wish to go home at lunchtime must bring a note.
- If a student is unwell parents/caregivers must phone or email the office.
- Students should not arrive at school before 8.30am. SuperKids Wilford provide before school care.
- Students who are away for more than one day during term time for reasons other than sickness, must provide details in writing prior to their absence.

2018 TERM DATES AND HOLIDAYS

Term 1:	Wednesday 31 January	to	Friday 13 April
Term 2:	Monday 30 April	to	Friday 6 July
Term 3:	Monday 23 July	to	Friday 28 September
Term 4:	Monday 15 October	to	Friday 14 December

Public Holidays in 2018:

Waitangi Day – Tuesday 6 February
 Good Friday – 30 March
 Easter Monday – 2 April
 Easter Tuesday – 3 April

Anzac Day – Tuesday 25 April (holidays)
 Queen’s Birthday – Monday 4 June
 Labour Day – Monday 22 October

WILFORD SCHOOL STAFFING FOR 2018

TEACHING STAFF	Title	Name	Room	Year(s)
Principal	Mr	Neil Sargisson		
Ngā Rangatahi				
Teacher	Ms	Ailsa Webb (Deputy Principal)	1	7-8
Teacher	Mr	Stephen Moli	1	7-8
Ngā Tupuranga				
Teacher	Ms	Nic Lawson	7	5-6
Teacher	Mr	Jamie Marment (Syndicate Leader)	5	5-6
Teacher	Mr	Brian Lenihan	6	5-6
Ngā Māhuri				
Teacher	Ms	Gabby Bassett-Burr	4	3-4
Teacher	Ms	Nisha Bhana	12	2-3
Teacher	Ms	Ropene Johnson	3	3-4
Ngā Kākāno				
Teacher	Mrs	Teresa Taylor	13	1-2
Teacher	Ms	Suzanne Taylor	14	1-2
Teacher	Ms	Debbie Boorman	15	NE/1
Ngā Puāwai				
Kaiako	Whaea	Gina Williams (Syndicate Leader)	9	1-3
Kaiako	Whaea	Aio Gilvray-Te Hau	10	4-6
SENCO		Nic Lawson		
Reading Recovery Teacher		Vanessa Phillips		
Part-Time Teachers		Sue Casey, Lindsey Wyeth, Sonya Drinkwater		

ANCILLARY STAFF	Title	Name
Office Executive	Mrs	Linda Johnson
Office Assistant	Miss	Donna Seddon
Caretaker	Mr	Phil Mai
Cleaners	Mrs	Mele Peaua, Mohenoa Peaua, Rebecca Peaua and Pelikani Peaua
Librarian	Mrs	Lois Blackwell

TEACHER AIDE STAFF	Title	Name
Teacher Aides - Special Needs/ESOL		Wai Durie, Lee-ann Warr, Susan Monrad, Boris Tautau, Liz Campbell

WILFORD SCHOOL BOARD OF TRUSTEES

Chairperson	Ced Simpson
Parent Trustee	Nick Edwards
Parent Trustee	Emeli Sione
Parent Trustee	Sarah Mataiti
Parent Trustee	Kaapua Smith
Staff Elected Trustee	Vanessa Phillips
Principal	Neil Sargisson

ADMINISTRATIVE INFORMATION

ABSENCES and ATTENDANCE:

It is a Ministry requirement that all children attend school daily unless there is a valid reason such as illness or death of a relative. **Students are not permitted to take holidays during the school term.** All absences and the reason must be either explained by telephone or in writing. Unexplained or frequent absences will be referred to the Ministry of Education Attendance Officer. If your child is sick and is unable to come to school please ring the school and/or leave a message on the call minder. The telephone number to ring is **568-3425**. Please ring before 9.00 a.m. and give your child's name, room number and reason for absence.

APPOINTMENTS:

The Principal and Staff welcome parents' interest. If you wish to discuss any aspects of your child's academic, social development or any concern, please ring the school for an appointment. A teacher cannot always become instantly available for discussion as he/she has an obligation to the class and we ask that you do not interrupt teachers during class time. Teachers are not available after school on Mondays or Wednesdays as they have staff syndicate meetings on those days.

ASSEMBLIES:

We have a whole-school assembly, run by students in each syndicate, once a week. These are held on Friday mornings from 9.05am to 9.45am. Parents are welcome to attend.

BICYCLES and SCOOTERS:

The recommended age for riding bicycles on the road is ten years of age. All students riding bicycles to school must wear helmets and bicycles must be walked in the school grounds. An area is set aside for bicycles and scooters to be stored at school which is locked during the day - no responsibility can be accepted for them by the staff. We also suggest you use a bike lock. Bikes and scooters are not to be ridden in the school grounds at any time.

BOARD OF TRUSTEES:

The Wilford School Board of Trustees meet once a month. The dates for 2018 will be advertised on our website early in the new year.

CHANGES IN HOME CIRCUMSTANCES/ENVIRONMENT:

If there should be a change in home circumstances/environment which may affect your child, positively or negatively, please inform the school so that we can be sensitive towards your child.

CONCERNS OR COMPLAINTS:

Please address concerns as they arise and do not leave until the problem has escalated. We welcome parents discussing concerns with us directly so we can take action to resolve the concern. We have a "Parent Concerns" Procedure which is available from the office. In summary:

1. Approach the classroom teacher/syndicate leader with concerns about a child.
2. Approach the Principal on all school/teacher matters.
3. Write to the Board on policy matters if they are not resolved with the Principal.

CORRECT CONTACT DETAILS AND CHANGES OF TELEPHONE OR ADDRESS:

The school must have at least one, preferably two phone numbers where a parent can be contacted immediately. Please notify the school immediately of any change of home, business or alternative phone numbers. These are important because in an emergency we need a contact number. Please also advise of any change of address or of caregiver.

DENTAL:

To have your child join the Dental service please phone 0800 825 583 or go to www.beehealthy.org.nz. The Bee Healthy dental van will be at Wilford School from 22 March – 13 April 2018.

DOGS:

Dogs are not permitted on the school grounds. Children are instructed to return home if they are being followed by their own or a neighbour's dog. Dogs roaming in the playground will be tied up and the dog pound contacted.

DONATIONS:

Donations are voluntary and are much appreciated. Although each child has a right in law to a "free education", without continued support from parents, families/whānau and the community we would not be able to provide many of the resources that we deem essential for our students' learning.

EMERGENCY PROCEDURE:

The school has safety procedures in case of a fire, earthquake or tsunami. Trial evacuations are held regularly. A full copy of the Emergency procedure is available in the school office or on the school website.

LOST PROPERTY:

Please name your child's clothing/hats etc. Named articles are returned immediately to their owners. Lost clothing is hung in the corridor next to Room 5 and is cleared on Fridays. All unclaimed, unnamed clothing is given to a charitable organisation at the end of each term.

During the swimming season children are advised to bring swimming gear to school in a large waterproof bag. Please name togs, towels and goggles.

Children must wear footwear in the playground for safety reasons.

LUNCHES:

Children are not permitted to go out of the school grounds to buy lunch. If they are required to go home, please advise the school in writing. Students are able to have Subway lunch delivery on Wednesdays and Sushi lunch delivery on Fridays. To order these please contact www.lunchonline.co.nz 0800565 565. Also the fundraising committee provide special lunch days during the year.

MEDICAL:

When children are unwell or injured at school, every effort is made to contact a parent as soon as this is considered necessary. It is expected that the parent will come to school or make arrangements as soon as possible to pick up the child. We do not have the facilities to look after sick children.

If we cannot contact you, and your child needs medical attention, the school will organise this but you are liable for any costs incurred.

If your child has an infectious disease, please let us know immediately. If you know your child is allergic to bee or wasp stings or has any chronic medical condition, please let us know. We are also able to keep medication at the school office. Please do **not** send your child to school when they are ill – children need time to recover and it limits the spread of infection.

MONEY:

Payment for school trips, sports teams etc. can be made by:

1. Cash, cheque or Eftpos at the school office
2. By online direct credit or telephone banking to:
ASB 12-3478-0003132 00 (Please state child's name and what the payment is for).
Receipts will be given for all payments.

Children are **not** to bring money along to school unless for a special purpose.

NEW ENTRANTS - HOW TO ENROL YOUR CHILD:

If you are new to the area, contact the school so a time can be made for you to visit. We offer both mainstream year 1-8 classes and Maori Immersion years 1-6 classes. You will be welcomed to the school by our office staff, Principal, or Deputy Principals. If enrolling, please bring your child's birth certificate or passport with you. If your child is a new entrant an Immunisation Certificate is also required (this can be obtained from your G.P. at no charge).

We advise that only students with New Zealand residency are entitled to free education. The enrolment of Foreign Fee Paying Students is considered by our school.

When enrolling, particulars will be taken of previous school attended, addresses and emergency numbers (an enrolment form is enclosed in this pack). We will arrange for your child's records to come from their previous school. Your child will be taken to their new class and introduced to their new teacher. We will find them a friend straight away and they will be made familiar with the school and its facilities.

Please bring the exercise books your child has used at their previous school as well as pens, pencils and any other writing materials. We will endeavour to use the books already purchased, however if you need any others they can be purchased at school.

NEW ENTRANTS - SCHOOL VISITS:

To arrange visits to the classroom before a new entrant's actual starting/birth date, we ask that you contact the school office so that arrangements can be made with your child's new entrant teacher. We encourage your children to visit the school several times before they begin. This makes the first day a happy experience. We run a Pohutukawa Club every second Wednesday afternoon from 1.45pm to 2.45pm. We find this is a considerable help in transitioning new entrants into school. The dates for 2018 will be confirmed in the new year.

PARENT HELP:

Each year the school requires help from parents. We hope that you will be able to help, perhaps in some of the ways suggested below:

- You can be a Library helper.
- You can parent help in the Junior Classes.
- You can parent help on school trips.
- A speaker in the class sharing your expertise.
- You can join our PTA or assist them from time to time with their fundraising ventures, i.e. school sausage sizzles etc.

PERSONAL POSSESSIONS:

Please do not allow toys, electronic games, trading cards, ipods or other attractive items to be brought to school. If your child brings these items to school the item will be confiscated and a parent will be asked to pick them up from school. What your child finds attractive will usually be attractive to other children. Teachers are not responsible for keeping track of children's treasures, even if named.

If your child needs to bring a cellphone to school, this is to be left in the office and collected at 3.00pm.

PLAYGROUND:

Wilford School has large, varied and safe playing areas. The Junior School playgrounds are for Years 1-3 and the Senior School playground is for Years 4-8. Children may use the playground out of school hours. If they intend to play after school they must first report home. Parents are encouraged to make full use of the playground for family activities.

The school's alarms are monitored. If you notice any broken windows or open doors in the evenings or weekend, please ring Harbour City Security on 499 9988. Please report vandalism to the school office.

POLICIES/PROCEDURES:

The school has many policies which cover a variety of topics. These are available for you to read online at wilford.schooldocs.co.nz The username and password are both "wilford".

REPORTING TO PARENTS:

We provide a written report on your child mid-year and at the end of the year. These reports will give you information on how your child is achieving in the curriculum and against the National Standards. We also have two parent/student/teacher interviews to set goals and discuss progress.

If you wish to discuss any aspect of your child's progress, ring the school **at any time** so an appointment can be made.

ROAD SAFETY:

Traffic Patrols are on duty at the William Street pedestrian crossing from 8.30-8.55 a.m. and 2.55-3.15 p.m. Please ensure **you** and **your child** use the crossing. Teachers are on duty at Tennyson Street after school. If you should witness any unacceptable behaviour involving our patrols, please contact the school. We ask parents to act as role models by using the crossing.

SCHOOL/CLASS PHOTOGRAPHS:

Class photos and individual photos are taken once each year by Sue Allman Photography. In 2018 photos will be taken in Week 7 Term 2 - Monday 11 June to Wednesday 13 June.

SCHOOL HOURS:

School Begins: 8.55 a.m. (students should be in class by 8.50am)

Morning Tea: 10.30-10.50 a.m.

Lunch Time: 12.30-1.25 p.m.

School Finishes: 3.00 p.m.

New Entrants finish at 3.00 p.m. and should stay in the classroom until they are picked up or arrangements have been made to meet parents at the gate.

Parents are requested not to send their children to school before 8.30 a.m. and students should have left the school by 3.15 p.m. Before and After School care is available at a small cost and details of the Super Kids Wilford programme and details of times/prices are included in this pack. (Note Super Kids Wilford is a privately run business and workers are not employed by the School).

Any child not collected by 3.30pm will be placed in SuperKids and the invoice sent to the child's parents.

After school, children must report home before going to play at another's place. If your child should arrive home with a playmate, please send the playmate to his/her own home.

Please send a note if, for some other reason your child is to go to another person's home after school. If you need to get a message to your child, please ring the office **before** 2.45 p.m.

SCHOOL LIBRARY:

The School Library is open for student use during the lunch break once children have eaten their lunch.

We are fortunate to have had the support of our parents who have been generous in their help in acquiring many lovely books for our school.

If any books are lost, parents are requested to pay for the replacement. This is school policy, however, you will receive an overdue notice before this happens.

SCHOOL UNIFORMS:

We encourage all children to have a school t-shirt. This will be worn at all interschool events, e.g. sports day and choir. Samples of these are in the school office and orders are being taken. Year 1 to Year 6 students wear red t-shirts and these are available in sizes 4, 6, 8, 10, 12, 14 and 16 at \$30 each. Year 7 and Year 8 students wear black t-shirts and these are available in sizes M, L, XL and XXL at \$32.50 each.

Sunhats are compulsory and are to be worn in Terms 1 and 4. These are available in S, M, and L and are \$13.00 each.

STATIONERY:

Supplies of the required stationery are kept at school. When a child requires stationery a note is sent home. The money is given to the class teacher at 9.00 a.m. and the stationery will be given to the child after morning tea when the teacher has collected it from the staffroom. All stationery items are required and are needed to maximise learning opportunities.

SWIMMING:

The school has its own covered, heated pool. Swimming instruction is a part of our Physical Education programme and is offered throughout the year. All children are required to participate unless a Doctor's certificate exempts them. If you wish your child to be excused because of a cold, injury etc., a note must be sent to the classroom teacher.

Years 7 and 8 pupil will have lessons at McKenzie Pool in Terms 1 and 4. There is a charge for these swimming lessons.

There is a local swim club, Swimwright, run by Hamish Wright. He has use of our pool outside school hours and can be contacted on 9381944 or www.swimwright.co.nz if you wish your child/ren to have lessons with him.

TECHNOLOGY:

Year 7 and Year 8 students attend Technology at Hutt Intermediate School. The cost of this programme is \$95.00 per pupil to cover the cost of materials used i.e. cooking and art materials, wood, metal etc. Students are charged a **compulsory** fee of \$65.00 and Wilford School subsidises this by paying the remaining \$30.00. We ask that the charge of \$65.00 be paid by the end of Term 2 2018.

VEHICLES:

Please observe the parking areas on the street. Parking inside the school is **for staff only**. **Do not drive your car into the school**. Your children should use the crossings. Do not call them across the road, especially in wet weather, get out of the car and meet your child. Please park your car in the correct places (not on the yellow lines). Cars parked on the yellow lines in the middle of Tennyson Street will have their number taken and given to the police as parking in that area is a risk to students' safety.

SCHOOL MAP

