



Information Book

Our mission is to provide opportunities for learning
in an environment that supports our students
' TO POWER AHEAD FOR OUR FUTURE'
KIA HAERE KAHA MO APOPO.

Ross Street



Woodville

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www.schoolground.co.nz/woodville

www.facebook.com/woodvilleprimaryschool

Staff 2017

Proud Principal of your Community School: Mr Gerry McGirr

Junior Ako Rata Mrs Jenny Moar (Deputy Principal)

Junior Ako Mrs Sandi Pemberton
Miss Kendall Gooding

Mana Ako Mr Carlos Mesquita (Mr M)

Kai Awhina: Mrs Jacqui Bodell

School Secretary: Mrs Helen Raroa

Caretaker: Mr Reg King



Board of Trustees

Marni Cavis (Chair), Gerry McGirr, Grant Squires, Andrew Bolton, Jessicca Iasona and Rosie Karena.

Our Board of Trustees meet the second Tuesday of the month at 7pm in the Office Meeting Room. Our team ensures that we are powering ahead for our future.

2017 Term Dates

Term 1: February 1st to 13th April

Term 2: May 1st to 7th July

Term 3: July 24th to September 29th

Term 4: October 16th to December 15th

School Hours

School begins at 9 am

Morning tea interval is from 11 am to 11:40 am

Lunch is from 1:10 pm to 1:50 pm

School finishes at 3:00 pm

Enrolment

Forms are available from our school office. We welcome visits from prospective parents and pupils so that you can view our classrooms, facilities, meet with teachers and our principal. Please contact Helen at the office to arrange a visit.

First Aid and Emergencies at School

To ensure safety, it is important that we are able to contact parents and caregivers in cases of accident or emergency at school. Please ensure that you:

1. Provide us with current phone number and emergency contact should you be unavailable.
2. Inform us of any conditions which may influence what treatment may be given.

Absences and Child Safety

Should your child be absent for any reason, we require you to inform the school as soon as possible. Helen will make every effort to contact parents and caregivers for unexplained absences. Should your child be absent for long, unexplained periods of time we are required to contact truancy services.

School Rules

We have high expectations for learning and behaviour at Woodville School and expect that all pupils know and follow our rules:

We will:

1. Be considerate and respectful to all others.
2. Play safely and care for others.
3. Play in the appropriate areas.
4. Know what we can bring to school.
5. Use good manners and present ourselves with pride.
6. Act safely and sensibly at all times.

Complaints Procedure

We make every effort to work in partnership with parents and caregivers to avoid conflict. However, please follow the following procedures should you have cause for complaint:

1. Contact the staff member in concern and discuss the issue.
2. Contact the principal if step 1 doesn't resolve the issue.
3. Contact the Board of Trustees if steps 1 and 2 are not satisfactory.

Transition to School

We offer a free school ready programme for four and a half year old children. This programme is run once per week by Mrs Pemberton. Our programme has proven success in helping your child to race ahead once they start school as they have had time to make friends, learn our routines and to develop social and academic skills. Enrolment forms and information is available at the office.

School Office

You can find Helen Raroa, our friendly school secretary in our school office, between the hours of 8:30 am to 3.00 pm. Helen can help you with most inquires and can make appointments for you to meet with our principal and teachers.

School Uniform

We have a **Compulsory** school uniform in place. The uniform consists of a blue polo shirt and blue polar fleece jacket with our school emblem. Tops are worn with Black bottoms of your choice, e.g. : black skirt/shorts/tights or long pants. The school uniform tops can be tried on for correct sizing and bought directly from Academy Apparel in Palmerston North. If ordering through the school, payment and courier charges must accompany your order.

(Please see attached Academy Apparel order Form).

Dress Code

For safety children are not permitted to wear necklaces (other than those of cultural significance), more than 1 pair of stud earrings or other body stud piercings or clothes which advertise alcohol, tobacco or gangs.

School Donation

Like most schools we ask parents to make a tax deductible donation as follows:

- 1 child, \$15 per term or \$50 per year if paid before the end of term 1
- 2 children, 30 per term or \$80 per year if paid before the end of term 1
- 3 or more, \$45 per term or \$100 if paid before the end of term 1

We do appreciate your support.

Technology Classes

Our Year 7 and 8 pupils travel by bus to technology classes in sewing, cooking and woodwork at Tararua College. The yearly calendar is available at the school office.

Tararua College Fee is \$35.00 per child per year. Payment can be made at the Woodville School Office.

Behaviour Management

Our behaviour Management programme is a separate booklet and is based on the Ministry of Educations, Positive Behaviour for Learning principles. Our behaviour booklet is available at our school office.

School Assemblies

We welcome our families and friends to join us for school assemblies every second Friday at 2:20 pm in the school hall. Our assemblies are a great time for our pupils to celebrate and share their success.

Prize Giving

At the end of each year a full school prize giving is held at the Woodville School Hall. This event showcases our pupils major successes of the year and is well supported by our community.

Woodville School Dux

One of our longest standing annual traditions is the award of Woodville School Dux which is presented to our most outstanding Year 8 Academic.

Newsletters

A school newsletter is sent home with the youngest family member or a designated child each Tuesday. They are also placed on our school Facebook page and our website has a link to our Facebook page.

Facebook

We have a face book page that showcases our success and is kept up to date with all the news etc. on a daily basis. Please like us and follow us at www.facebook.com/woodvilleprimaryschool

Stationery Lists

Stationery lists are issued at the start of the year. We have a good supply of all stationery that is required and this is available at the school office. Teachers send home a note when stationery needs replacing.

Pancake Palace

Pancake Palace is open every Friday at 8:30am in our school hall. You can purchase pancakes for just \$1 each to help us to raise funds for our school trips and camps. Please come and join us for a delicious breakfast made for you by our principal whose pancakes are world famous in Woodville!

Flower Show

We hold an annual Flower Show in Term 4. This event is a great chance for our pupils to develop and showcase their artistic creativity with our families and the wider community.

Swimming

With thanks to the Woodville community who raised considerable funds, we have a fully covered, 20 metre swimming pool which means that all our pupils participate in a full swimming programme during the summer months.



Sport

Our children participate in a wide range of sports both in school and outside school. We regularly compete against other schools and field teams in after school activities such as basketball/mini-ball/touch rugby and indoor/outdoor hockey. We welcome parent support with coaching, team managing, transport etc.

Fitness Track

With funding from Meridian, the Board of Trustees and a community working bee, we opened a Fitness Track around the perimeter of our school field. This is a wonderful enhancement to our well-kept and spacious grounds.

Bicycles

We promote safe cycling at Woodville School. Police recommendations are children 10 years and over can ride their bikes to school. Those who do must observe all **Road Rules**.

Bikes can be ridden in designated areas in the school grounds.

ICT

We are well resourced with ICT equipment to support learning, this includes wireless internet, interactive white boards, PCs in rooms, I pads and a pod of laptops.

Bible in Schools

Each week the local combined churches take Bible in Schools for half an hour. Attendance is by parental choice as indicated on our enrolment form.

Policies

We have policies which guide the management and governance of our school. Copies are available at the school or on the school website.

School Reports and Interviews

Positive partnerships between home and school are a key ingredient in creating positive educational experiences and success for each of our pupils. We are happy to discuss learning needs with our parents at anytime and we also hold parent-teacher conferences two times a year, in terms 1 and 2. Our conferences provide an opportunity for parents and caregivers to jointly discuss achievement with teachers and to set specific learning goals. The school also takes the opportunity to survey parental satisfaction during the conference process. Written reports are sent home in Term 2 and 4.

Kotahitanga

Kotahitanga is a parent group whose aim is to provide support for school activities, to promote the school, and to do fundraising amongst other activities. If interested please feel free to join their meetings which are held every 3rd Tuesday of the month at 3.05pm in the School Hall.

Lost Property

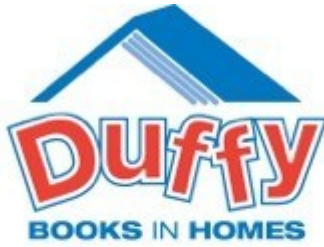
Please contact the school office in regards to lost property. All unclaimed items are disposed of after 3 months.

Health Promoting School

In 2009, Woodville School became a Health Promoting School. We are recognised for providing our children with a holistically safe and healthy environment.

Sponsors

We are part of the Kidscan Schools, Fonterra Milk, Duffy and also 5+ a day Fruit in Schools. We totally appreciate the generosity of our above sponsors.



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