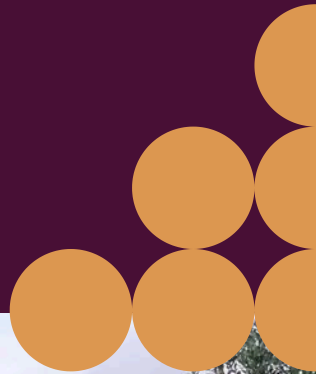




2025

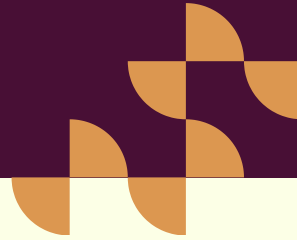
# Waikaretu School

Information Booklet



# Table of Contents

00



Welcome to Waikaretu School	<i>1</i>
Important Information	<i>2</i>
Curriculum, Opportunities & General Information	<i>4</i>
General Information Continued	<i>6</i>
Community	<i>9</i>
Starting School	<i>11</i>
Contact Details	<i>12</i>

# Welcome to Waikaretu School

01

## **About Us:**

Principal	Bernie Denton-van Loon
Poohutukawa Room Teachers	Bernie Denton and Patrick Winkelman
Room Koowhai	Hannah Cassidy and Pat Thomas
Office Administrator	Ulrika Parrott
Teacher Aide/Cleaner/Bus Driver	Justine Whiti
Regular relief teachers	Pat Thomas, Justine Whiti (L.A.T.)

## **School Hours**

9.00am to 3.00pm Monday to Friday

Morning break 10.30am - 11.00am

Lunch break 12.30pm - 1.30pm

**Please don't drop off your child/children before 8.30 am, as teachers are getting ready for the day and there won't be any adult supervision until after 8.30am.**

## **Office Hours**

Monday to Thursday 8.45 am until 3.15 pm

On Fridays the office will be closed so we encourage you to please call the office and leave a message instead of emailing.

**If you don't hear back from us and it is urgent, please ring again until you get hold of a staff member.**

Our newsletter is published fortnightly. You will find all important dates for the next few weeks in there or on our website.

# Waikaretu School Board of Trustees

## **BOT Meetings**

The BOT monthly meetings are open to the public and are held at school with the occasional online meeting. Meetings are usually once a month during term time and are advertised in the fortnightly newsletter.

If you would like to raise an issue at a BOT meeting, please contact the BOT Presiding Member by the Friday prior to a meeting, so your issue can be placed on the agenda.

## **Board Members 2025:**

Jeremy Leigh (Presiding Member)  
Bernie Denton-van Loon (Principal)  
Hannah Cassidy (Staff Representative)  
Sam Welch  
Izak Gifkins  
Tom Whitford  
Celia Campbell



# Important Information



## Absences

Any absence from school requires an explanation. **Please ring, email, or use the Skool Loop app before 9.00 am each day of absence** to let us know why your child will be away.

We are required to record each absence and reason for absence, as per Ministry of Education legislation.

If a reason for absence is not provided, a staff member will contact you. Teachers (and parents) should always know of the child's whereabouts.

If you drop off your child after school has started for the day, or pick them up before the school day has finished, please ensure a parent/caregiver comes into the office to advise and sign the student sign in and out please.

*No child is to leave the school grounds without acknowledgement from a Waikaretu School staff member.*

Please let the school know if someone else is picking your child up that is not normally picking them up.

## How to download the App



Please download our Skool Loop app to enable you to:

- report absences
- receive notices
- read our newsletters.

**Downloading the Skool Loop app - a step by step guide**

Once you have downloaded the Skool Loop App, via either your Google Play or App store, please follow the below instructions to select your school -

- Open the Skool Loop App - you will land on a welcome page.
- Click the "Select your schools" this will bring you to a menu you can either search your school or follow the country/region prompts.
- Once you reach your school, select it with the tick on the righthand side.
- Tap the 'select schools' button in the top right corner.
- Tap the big orange choose button. This will load your school and bring you to the settings page.
- Subscribe to the groups that are relevant to you, then click the 'go back' button on your phone, which will bring you to the main screen of your schools app.



Please send bus driver Justine Whiti a courtesy text on 027 255 3178 if your child/children won't be on the bus in the morning.

Eligible primary students can be transported to and from school on the Ministry of Education's bus (Go Bus). All students travelling to and from school on a bus will be asked to fill out a Bus Code of Conduct. Please contact our office for more information and locations of bus stops.

Please notify the school, as early as possible, if your child is to travel to/from a place other than their normal place of residence/bus stop. Please let us know by a phone call or send a note to the school with your child.

**It is expected children will be transported to their normal residence/bus stop unless notification is received** from an adult of the family concerned. Contact the office for an up to date school bus schedule.

## Uniform

Waikaretu School students wear a uniform top, hat, and polar fleece. Any black bottoms (shorts, skirts, skorts, trousers) are suitable. We have some uniform items, in limited sizes, kept in stock. Items not in stock can be ordered, but please allow approximately three weeks for your order from our suppliers. A second-hand uniform is sometimes available and, if eligible, there is WINZ support available, so please ask at the office. Our uniform consist of:

Maroon and White Polo Shirt - WS logo on chest  
Sports Polo Shirt includes WS logo on chest  
Maroon Fleece jersey includes WS logo on chest  
Bucket Hat includes WS logo

Please contact the school office for up to date prices.

To uphold our uniform standards and health & safety policies please be mindful that students are allowed to wear small and discrete stud earrings only. Larger earrings, rings and bracelets are prohibited. Necklaces can only be worn if they are taonga or of religious significance but can be asked to be removed for specific activities if they become a health and safety issue.

We allow clear nail polish and clear lip balm.

The following items are prohibited: fake tattoos, false eye lashes and lash extensions, fake nails, coloured nail polish, and make-up (this includes but is not limited to mascara, lipstick, coloured lipgloss and tinted lipbalm).

## Strategic, Annual Plans & Policies

Our Waikaretu School Strategic and Annual plans set the direction for the school and identifies the priorities the board, including the Principal, aim for. These documents can be viewed at school, or on our school website [www.waikaretu.school.nz](http://www.waikaretu.school.nz)

At Waikaretu School, our school policies are provided by SchoolDocs. SchoolDocs is an independent service that provides core policies that meet legislative and regulatory requirements and good practice, incorporating relevant school-specific information.

To view Waikaretu School Policies please visit the office or go to SchoolDocs:

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

- Look for our school name
- Username: waikaretu
- Password: striving

# Curriculum, Opportunities & General Information



## Garden to Table

Every Tuesday some of our senior students participate in the Garden Group. The group learns, explores, experiments, and records all the things that they do in their gardens. The group is run by volunteers and the students are encouraged to plant, harvest, maintain and make meals from our gardens in a sustainable way. For more information please visit [www.gardentotable.org.nz](http://www.gardentotable.org.nz)

## Technology & School Trips

Year 7 and Year 8 pupils attend Technology classes (Food Technology, Materials Technology) at Huntly Primary School, once a fortnight, on a Tuesday. We rely on parents of Yr. 7/8 students to transport their students to and from Huntly Primary School. There may be a small reimbursement involved. Please contact the office for more information

Our school relies on volunteer drivers for school trips as well. We will require a copy of a driver's license, a current WoF and registration for anyone offering to drive. Please supply a booster seat if needed for your child.

## Curriculum

Waikaretu School empowers our learners to make connections to and from our rural context. We support our students to develop the necessary knowledge and skills to become resilient, critical thinkers who actively achieve their goals in a connected world. Our Waikaretu School local curriculum promotes hands-on and connected learning experiences within a variety of contexts.

## Life Education Trust

Life Education is a charity that educates and empowers children to make healthy choices so they can live full and healthy lives. L.E.T and Harold the Giraffe visit our school to support our students as they learn about their body, friendships, their identity, food, nutrition and helpful and harmful substances.

All children are encouraged to have an animal (calf, lamb or kid, chicken, or indoor pet) if possible. All students work on Pet Day art during the year which is displayed in the classroom on Pet Day.

The much-anticipated Father's Cake competition (fathers, grandfathers, family members, are encouraged to bake and decorate a cake which is then raffled off during Pet Day)



## Inter School Activities

Waikaretu School belongs to the 'Huntly West Rural Cluster' of Schools, which include Glen Massey, Ruawaro Combined, Te Akau and Waingaro Schools. Each year Waikaretu School participates in cluster events, such as swimming competition, speech contest, athletics, junior sports, senior sports day, senior athletics, winter sports day, cross country, and an arts/music festival.

Each school in the cluster takes turns hosting the other schools for events. Waikaretu School hosts the Cluster Cross Country in Term Three. Some students can progress on to Waikato District events.

We aim for our students to have other opportunities as well such as attending regional events such as EPro8 (Science, Technology, Maths and Engineering competition), the Tough Guy & Gal Challenge and nurturing relationships between other schools in the Ngaati Tahinga district through cultural experiences.

## Scholastic Book Club

Scholastic catalogues are sent home to all students throughout the year. These catalogues have a range of books for purchase, for all ages. If ordering, please fill in the order form and return it to the office. Many parents are doing a LOOP order which they are finding very easy to use. There is no obligation to purchase anything from these catalogues.

We are so lucky to have a school pool for our students to learn swimming and water safety skills as part of the curriculum. Within the swimming season in Term One (and sometimes Term Four), students participate in swimming lessons. Starting with water confidence, children learn and practise new skills. It is a curriculum requirement that all children bring togs and participate in the school's programme. A note is required if children are not swimming.

We rely on volunteers to upkeep the pool. Let us know if you are interested in helping us out with this and we will provide some more information of what is involved.



## Accidents, Sickness & Medication

At all times children's safety and welfare are paramount. Please notify the school ASAP if your child is currently on medication or allergic to anything.

In the event of an accident at school;

We will attend to the child with basic first aid and, in severe cases, we contact the emergency services immediately.

If your child needs medical treatment, we will contact you or your nominated emergency number (from your enrolment form). Please update us at any time if these details change. We will send a medical incident form home when required.

If your child requires medication at school, e.g., inhalers, antihistamine etc, please; clearly label the medication and bring into school. You will be required to fill in a medical consent form before we can administer any personal medication. It is the parents' responsibility to ensure there is enough stock of your child's regular medication at school.

## Health Services

The Dental Truck won't always visit us at Waikaretu School. If you require their services, please contact the clinic directly at:

021 248 3091 or

0800-Talk teeth

We will let you know when they do visit.

The public health nurses no longer visit our school. If you have any concerns regarding your child's health please visit your GP.



# General Information continued

## Digital Devices

Our school provides some devices for our students. All students are required to sign a technology user agreement. We are an N4L school and we aim to build safe and smart digital communities that protect and support students in their digital lives. We have teamed up with Linewize to protect and monitor student behaviour and wellbeing online. We actively promote a 'no phones to school' policy.

## Drink Bottles

Each student please bring a full, named drink bottle to school, every day. We have a water only policy at school

## Book Bag

Each student receives a book bag from school when they start school in our year levels 1-3. Please read with your child every day and encourage your child to bring their book bag to school every morning.

## Hats & Sun Safe

It is part of our sun protection policy that students wear a Waikaretu School hat in terms 1 & 4. During these terms, school hats have to be worn or, if they don't have a hat, students are allocated to sit in the shade when outside. Please name hats clearly with your child's name. Hats stay at school to ensure they don't go missing. We encourage students to protect themselves with broad-spectrum, water-resistant sunscreen of at least SPF30. Please send named sun protection to school.



# General Information Continued



## School Lunches

A healthy food and drink environment helps support a young person's wellbeing/hauora. Good nutrition can positively affect student behaviour, learning, concentration and energy. At Waikaretu School, we:

- Ask students to bring a named water bottle daily; we have a water only drink option policy.
- Encourage healthy food and drink choices, please provide nutritious food for your child's lunch.
- Ask students to take their rubbish home with them in their lunchbox/bag.
- Every Friday we will heat up any food the children bring (pie, sausage rolls, toasted sandwiches etc) for lunch in the pie warmer.
- Please let them know to give their wrapped (not cling film), named food to a teacher in the morning.

The Education Review Office (ERO) is the New Zealand government department that evaluates and reports on the education and care of students in schools and early childhood services. ERO's reports are used by parents, teachers, early childhood education managers, school principals and trustees, and by government policymakers.

What does ERO say about our school? Go to the ERO website to read our latest ERO review:

<https://ero.govt.nz/institution/2052/waikaretu-school>



## Learning Support

Once a week, our Learning Support Coordinator works together with our SENCo Leadership to support students who have additional learning needs. Our school is also in close contact with RTLb services, health and medical services and whaanau liaison support agencies. Do you have any concerns related to your child's learning and/or behaviour, please contact the Principal, who is also our SENCo lead. Any concerns you may have about your child's progress at any time during the year are best dealt with promptly.

## Concerns

If you have any concerns, please – in the first instance, discuss the problem with the class teacher/Principal.

If you are still not satisfied, follow up with a letter in writing to the Board of Trustees Presiding Member. The Board of Trustees will endeavour to mediate a successful outcome using the appropriate channels.

Please phone to set a meeting up with the teacher to discuss your concerns. We look forward to a positive working relationship and hope that any misunderstandings can be dealt with quickly.

# Community

## Working Bees

We have working bees throughout the year to enable us to keep up with jobs that need doing around the school. Please keep an eye out for a note coming home or a note in the newsletter letting you know what is coming up. We appreciate everyone's help at these events.

## Waikaretu Community & Sponsors

The Waikaretu Community is actively involved with our school and regularly supports us. Our School is grateful for the support from the community, past school families and local businesses. Our generous sponsors are featured on the last page of our fortnightly school newsletter. Please think of them first when you need any services.

## School Grounds

The community can use the school grounds outside of school hours and during the weekends. If using the grounds, please be respectful of school property and remove all rubbish before leaving. Please remember that alcohol, smoking and vaping is prohibited on the school grounds.

NB: After school, if children wish to play at school they must go home first before returning to play. Children at school should always have parent/adults supervising them whilst on the school grounds outside school hours.



## Community Room / School Library

Local organisations and families are welcome to enquire about the hiring of the community room outside of school hours. Please enquire at the school office for more details.

## Community Committee

The Waikaretu community has a committee that oversees the Waikaretu Hall. This hall can be hired out for occasions and/ or community groups. Please contact our office for the committee's details.

## Play Group

For a number of years we have enjoyed our pre-schoolers using our facilities once a fortnight. This is currently facilitated on Tuesday mornings. If you are interested in joining, please contact our office. A suitable playground, sandpit, plenty of toys and other resources are available to use.



## Sea Scouts

Waikaretu Keas, Cubs and Sea Scouts welcome new members. Keas and Cubs, covering years 1 to 5, for both girls and boys, meet straight after school on Mondays during term time until 5 pm.

Sea Scouts, boys, and girls in years 6 to 10, meet on pre-arranged Saturdays, several times during the term. Scouts, at all levels, offers a programme based on Outdoors, Community and Personal Development.



## Community Events

Our community events are advertised on our large community board outside the school and in our newsletter. Please contact the office if you would like your community event to be advertised for free.

# Starting School

## Enrolment

An enrolment pack is available from the school office. We require a copy of your child's birth certificate and immunisation certificate as part of our enrolment procedure. Please remember to bring these with you when you enrol. If your child is transferring from another school please bring a copy of your last school report. If you have any questions or need help filling out these forms, please ask at the office. We are unable to enrol any students under the age of five but would be more than happy to meet any pre-schoolers before their fifth birthday and arrange suitable days for some visits before they start school.

## How can you assist your child's learning?

There are many ways you can help their learning process. Please make sure:

- they get enough sleep
- they are provided with healthy foods/snacks for their lunches.
- you listen to them read, every night if possible
- read to your children, they learn so much from listening to you
- support them with their homework
- listen to them and engage them in conversation

Please inform us about your child's interests and needs. All of our teachers are more than happy to cater for their learning needs and interests that will motivate them to learn.

## The WAI - Way

Our learning & teaching is deeply embedded within our Waikaretu School values. We encourage all students to be kind, always be brave, to show respect and to play their part as kaitiaki so they can become confident life-long learners and contribute to the world around them in a positive manner. We aim for our students to continuously thrive and learn.





# Contact Us

→ *Phone:* 09 233 3014

---

→ *E-Mail:* [admin@waikaretu.school.nz](mailto:admin@waikaretu.school.nz)

---

→ *Website:* [www.waikaretu.school.nz](http://www.waikaretu.school.nz)

---

→ *Address:* 1448 Waikaretu Valley Road

---