



# **Whangārei Heads School**

## **Parent Information Book**

**Our Place to Grow and Learn together**

Ko tātou kura, kia tipu, kia ako ngātahi

# Nau Mai, Haere Mai

Welcome to Whangārei Heads School! We are located 30KM east of Whangārei, surrounded by bush on the lower slopes of Mt Manaia, overlooking the entrance to Whangārei Harbour. The school was established in 1858 and has a proud history of serving this rural-coastal community well.

The school roll sits between 150-175 students. It is a full primary school, from Year 0 to 8.

These are some of the excellent facilities found at our school:

- Combined Community & School Library
- Artshed Workshop Centre
- Swimming Pool
- Multi-purpose Pumptrack
- Netball/Basketball Court
- Large Multi-Purpose Covered Area
- Modern Digital-Technology Equipment
- Fern Valley with an Outdoor Classroom and Boardwalks
- Large Adventure Playground
- Vegetable Gardens and Hen House

## School Vision

### Our Place

Whangārei Heads School is in a unique location at the base of Mt Manaia

### To Grow and Learn

We pride ourselves on a well balanced curriculum where children are able to experience learning across all essential areas and key competencies

### Together

We are all learners, from the children, to the staff, to the community members who all contribute to our kura



# 2024 School Organisation

## School Management

Principal

Deputy Principal

## Staff Member

Kelly Mercer

Tracey Morgan

## Classroom Teachers

Karearea - Year 7&8

Kotare - Year 5&6

Korora - Year 4&5

Ruru - Year 3&4

Tui - Year 2&3

Piwakawaka - Year 0-1

## Staff Member

Tineke Maunder & Fiona Ellis

Jamie Love

Sharon Allen & Emily Drake

Dane Higgison

Sara Robinson & Tracey Morgan

Alex Hunter

## Support Staff

Office Administrator

Learning Support Assistant

Learning Support Assistant

Librarian

Caretaker

Public Health Nurse

## Staff Member

Courtney Telfer

Jenny Snell

Dulcie Hering

Aileen Ashman

Greg Ferrar

Rebecca Butel

## School Board

Rebecca Brown - Presiding Member

David McDonald

*Seeking 2 new members by selection*

Emily Benge

Dane Higgison - Staff Rep

# Strategic Plan

## Whangarei Heads School Strategic Plan 2023 – 2025

OUR PLACE TO GROW AND LEARN TOGETHER *Ko tatou kura, kia tipu, kia ako ngatahi*



## 2023–2025 Road Map

### Whangarei Heads School Strategic Plan Road Map 2023 – 2025

OUR PLACE TO GROW AND LEARN TOGETHER *Kō tatou kura, kia tipu, kia ako ngātahi*

	2023				2024				2025			
	T1	T2	T3	T4	T1	T2	T3	T4	T1	T2	T3	T4
Our Learners / Akonga	1a Growing Learner Agency											
			Review phase		1b Strengthen Formative Practice							
	1c Create Whole School Curriculum Design - including Te Ao Maori											
Our Environment / Kaitiakitanga					2a Create whole school culture shift / Kaitiakitanga							
					Review phase		2b Develop Whole School Inquiry Education / Environment Ed focus					
		2c Engage Local Enviro Groups										
Our Community / Whakakotahitanga					3a Create Opportunities to bring community in to school / iwi							
	3b Building Deeper Relationships with Education Providers											
									3c Tap into and embed programmes that align with our Kaupapa			



# The A-Z of Whangarei Heads School



## Assembly

Assemblies are a great way to keep up to date with what is happening in your child's classroom and in the school community. Hui a Kura (Sharing Assembly) is every Friday afternoon at 2.10pm. Classes take turns each week to share what they have been working on. Principal awards are presented to celebrate the achievements of our students. We welcome whanau to attend this assembly.

We also have a Whanau Hui on Tuesday mornings for our Whanau Groups (Houses) to help start the week positively and develop our school culture.

## Attendance and Absences

Pupils are required to be at school whenever it is open for instruction. It is important that the school is informed, and reason given, if your child is not going to be at school. You can advise the office of an absence via phone or voicemail, email, or a ClassDojo Message.

All children who arrive after 9am must report to the office to be marked present. Being on time to school each day helps set you up for success.

## Behaviour Management

Our focus is on positive behaviours linking to our school values:

Kindness - Creativity - Belonging - Resilience

Our full Behaviour Management Plan is on the SchoolDocs website.

In 2024 we are moving into the PB4L - Positive Behaviour for Learning programme. More on this to come.

## Board of Trustees

The Board of Trustees, Principal and Staff, welcome you, your child/ren and your whanau into Whangārei Heads School. We encourage you to get involved and support the school in any way you can and wish you all a positive and rewarding year.

Board meetings are held twice per term and notification of meeting dates will be advised in the school newsletter.

## Civil Defence

Whangārei Heads School is a civil defence site for the local community.

## Communication

Our teachers like to keep in open communication with all parents. If you have a matter that needs discussing, we encourage you to make an appointment with your child's class teacher. We communicate with parents through our fortnightly newsletter which is emailed out on a Friday. All classes are connected to parents through Class Dojo, as well as through our official Whangārei Heads School Facebook page. Your child's teacher will help you to connect with these.

## Complaints Procedure

### Whangarei Heads School



#### Complaints Procedure

Make a time to meet with the class teacher to discuss your concern.



If you don't feel you were "heard" or the matter wasn't resolved then contact:

Tracey Morgan (DP) - if the child or staff member is in Piwakawaka, Tui or Ruru

Tineke Maunder - if the child or staff member is in Korora, Kotare, or Karearea



If you don't feel you were "heard" or the matter wasn't resolved then contact Kelly Mercer - Principal



If your concern hasn't been resolved by the previous steps then a formal complaint can be made to the Board.

You can find the steps for making a Formal Complaint on School Docs or contact Courtney at the office to send you a copy of the process.

School Docs: <https://www.schooldocs.co.nz>  
Password: Caring

**Our Place to Learn and Grow together**

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## **Curriculum**

We teach all the essential learning areas of the New Zealand Curriculum. These are: English, Health and Physical Education, the Arts, Social Sciences, Technology, Science, Mathematics and Statistics, and Learning Languages . Children learn the basics of Te Reo Maori as part of this.

These are underpinned by these key competencies:

- Managing Self
- Relating to Others
- Participating and Contributing
- Thinking
- Using Language Symbols and Text

Principles and Values are also encouraged, modelled and explored as outlined in the New Zealand Curriculum.

There is a school wide emphasis on numeracy and literacy.

Environmental Education also a major focus across all year levels.

We believe strongly in the value of play-based learning from Year 0-2.

Our learning philosophy places emphasis on children being involved at all stages of the learning process. We plan to make them more aware of their own successes and individual needs. In doing so, our hope is children will take more responsibility for their own education now and later in life.

## **Digital Technology**

Each class has access to digital devices to support their learning. As part of our safety protocols, parents are required to sign an Cyber Safety Agreement annually. Students are also expected to sign an annual agreement to protocols for computer use and set-up within the class. Children are not permitted to access the internet without permission from the teacher or where the teacher is not able to monitor their use , e.g. break times. The use of the internet for social media, downloading music, or streaming services such as Netflix, is not permitted by students.

Children will be encourage to “Bring Your Own Device (BYOD) for Years 5-8 from the start of 2024.

## **Dogs on school grounds**

No dogs are allowed on school property at any time.

## **Dress Code**

Whilst there is no compulsory school uniform, students are required to wear clean and sensible clothing. Hats must be worn outside of the 'covered area' during morning tea and lunchtime during Terms 1 and 4. Make up is not to be worn by students. Jewellery should be kept to a common-sense minimum, to be safe during physical activity and play.

## **Emergency Procedures**

The school Board follows Emergency Procedure recommendations from SchoolDocs. A fire and/or other evacuation and emergency management drill is held by the school at least once per term.

All staff are familiar with the Emergency Procedures.

## **Enrolment**

To enrol your child, please contact the school office for an enrolment pack. For pre-schoolers, we can arrange school visits to help provide a smooth transition to school, to support the whanau to be comfortable in the school setting, and to have a happy and settled start.

New Entrant children will have three Pre-School Visits from 9-11.20AM over 3 consecutive weeks.

- Visit 1; Fully parent supervised with the parent to remain in class.
- Visit 2; Parent can stay in class up to 9.45, when they can head up to the office and meet with the Principal for a coffee and chat
- Visit 3; Parents drop their child off no later than 8.50am, for an independent visit.

All visits require the parent to supervise their child during morning tea (from 10.40 to 11.20). This allows the children to mix and make connections with new friends, but to be safe in the playground.

Visits occur on Wednesdays and will begin three weeks from the child's anticipated start date.



## **Enrolment - continued**

Parents should provide the following information when enrolling their children, before their start date:

- The child's Birth Certificate and Immunisation Record
- Enrolment Forms - fully completed
- Specific Medical Information (medication, allergies, etc)
- Custody Arrangements

## **Environment**

We want our children to be actively involved in the care and development of the natural environment. Students are encouraged to have input into the school environment in a variety of ways. They are encouraged to develop an appreciation for, and connection with, their opportunities within our local environment. We aim to maintain and improve on our Green Gold Status achieved in 2012. An Enviro Council was established in 2023, and these children will assist in planning for on-going initiatives. We also work with local enviro-groups Predator Free Whangārei 2050, Backyard Kiwi, Bream Head Conservation Trust, Whitebait studies and have experiences in our local marine reserves.

## **EOTC - Education Outside The Classroom**

Our school runs a comprehensive outdoor education programme for all classes. As part of this programme each class holds a class camp every year, usually in Term 1 and students will have the opportunity to take part in a range of outdoor activities, both within and outside our school community.

## **Facilities**

Whangārei Heads School encourages wide community use of our facilities and involvement in our school activities and events, such as the Art Exhibition, Carboot Sale, Funky Fish - Fishing and Diving Competition School Productions and Sporting events. .

The Community Library is open to the public after school and on weekends, and the Art Shed is available for workshops, arranged through the school office. Local community groups and individual members of the community visit the school to give talks and presentations to the children on specialised interest topics.

## Funky Fish - Fishing and Diving Competition

This is our biggest annual fundraiser for the school and library, and a very popular event in our local community.

This fishing and diving competition usually takes place in Term 1. The event is co-ordinated by a dedicated team of school parents and staff, as well as receiving support and sponsorship from local businesses.

It is a fun family day out on the water, which is wrapped up at the Funky Fish Event HQ in Taurikura. Even if you don't take part in the fishing, there are plenty of activities for the family - bouncy castles, crafts, face painting, food stalls (with the freshest fish!) and drink stalls.

Here the fish are weighed in for the competition and later auctioned off. The profits from the fish auction go directly to the school library, giving us the opportunity to purchase the latest books and encourage the love of reading in our tamariki!

Other profits raised on the day, from the raffle and stalls, are used for a school project, such as new playground equipment.

Each year we apply for a license for our Fishing Competition and Auction through the Ministry for Primary Industries. All fish breeds and weights are recorded and the results are given to MPI, along with the total funds raised.



## Health and Medication

The Public Health Nurse calls at the school regularly. New Entrant children are screened for Hearing and Vision testing during the first year at school. Children are re-tested as required or if a parent requests this, and parents are notified if problems are identified.

The Year 7&8 students have their immunisations as per their Child Health schedule. Information and consent forms will be sent home prior to the planned immunisation day.

Small first aid incidents will be treated by Courtney or the teachers. First aid courses are completed by all staff and kept up to date.

Parents will be contacted for any major injuries, especially head injuries. Written permission is required for staff to administer medication - please come to office to arrange.

It is important we are aware of any health issues or allergies.

**Headlice** are a problem in all schools. We ask that you inspect your children's hair regularly. A notice will be sent home if head lice are found on students.

**Dental Health Services** are available at the Onerahi clinic. For emergency dental appointments ring 0800 MY TEETH (0800 698 3384).



## Homework

All children are required to read every week night, and to learn spelling words from Year 3 onwards. If a teacher feels the need to give homework to help maintain classroom learning objectives, they will let parents know about this at the beginning of the year. Children will sometimes take work home to finish what they were unable to complete in class.

To prepare Year 7 and 8 students for High school, more directed homework may be given.

## Items of Value

Students must not bring valuable toys or other items to school as we cannot ensure the safety of these items. If students need to bring cellphones to school, they should be handed in to the class teacher before school and will be returned at the end of the day.

## **Leadership**

All students are provided with opportunities for leadership in the form of Whanau Leaders, School Councilors. Responsibilities for the library, bus monitors, gardens, chickens and recycling are offered to students throughout the year. All students are taught the importance of social responsibility.

## **Learning Support**

We have two amazing Learning Support Assistants who work with students, classes and teaching staff for various reasons.

Some children have additional needs and require an Individual Education Plan (IEP) and extra support to help meet their potential.

Our Special Education Needs Co-ordinator (SENCO) or Learning Support Co-ordinator (LSC) meets regularly with our Resource Teachers of Learning and Behaviour (RTLB) representative and MOE Learning Support to discuss individual cases.

We have a special intervention teacher to support learners as required.

## **Leaving School Grounds**

Children are not permitted to leave the grounds during the school day without the consent of their parents and teacher. We need to know the whereabouts of all of our students during the school day—particularly if there is an emergency. Please report to the office and sign your child out if leaving during the school day.

## **Library**

Our lovely library is an old church which was relocated onto our school site. The library serves both the community and the school and we strongly encourage you to utilise the resources available as community funding for the library is based on usage. The Mobile Library van also calls at our school on a regular basis ensuring a good supply of books. The library is managed by volunteers and we appreciate any help offered to keep it running.

## **Lost Property**

Twice a term, clothing and footwear items are laid out for parents and children to claim. Naming your child's clothing is essential. All unclaimed items will be given to charity at the end of each term.



## Newsletter

A comprehensive newsletter is emailed out fortnightly to school families. This newsletter contains information, class events, student's work and celebration items, sporting event information, as well as reminders for parents. These newsletters are also available on our website, via Class Dojo, and on the Whangārei Heads School Official Facebook Page.

## Parent Contributions

School donations (voluntary parent contributions) have been kept to a minimum. These are \$135 per child per year, and \$240 per family per year. Whilst these voluntary parent donations are not compulsory, they assist us in providing valuable resources for the students.

## Parent Support Group

This is a group of parents who organise social and fundraising events for school. Meetings are held in the lead up to school events. Notification of these will be via Class Dojo, the Whangārei Heads School Official Facebook Page, the Whangarei Heads School PTA Facebook Page, the newsletter and/or email.

Major events undertaken are:

- Movie Nights
- Discos
- Car Boot Sales
- Sausage Sizzles and lunches
- Refreshment stands at school events





## Parking

We have two designated parent parking spaces.

The first runs along the roadside from the Playcentre to 'The Big Rock'. Please reverse into these parent parks to make for a safer exit during busy periods, and use the footpath behind 'The Big Rock' to enter the school grounds.

The second is inside the school grounds. There will be space here for parents to use for drop off and pick up both at the end and during the day.

When dropping off students in the morning, please take care not to block the driveways or to stop directly in front of 'The Big Rock' as this is where the Bus stops to let students out.

## Pump Track Rules

The track has been designed for bikes, scooters, skateboards, and skates. That means there may be certain parts that are *not* suitable for your choice of "wheels" or your current skill level.

- You must wear a helmet and shoes, and we strongly recommend skaters wear protective knee, elbow and wrist pads
- Go anti-clockwise only
- Bridges are for bike wheels only
- Children must be supervised on the track

The School Board will not take responsibility for any injury or accident that occurs through the tracks use outside of normal school hours.



## Reporting

At the beginning of the year parents are invited to a Meet the Teacher Evening, where you will get to know your child's teacher and hear about their goals and vision for the class that year.

At mid-year, students receive a written report which is discussed at 3-way conferences, usually at the start of Term 3.

At the end of the year students will receive a more detailed written report including their achievement within the New Zealand curriculum. New Entrant children will receive a report after their first half term.

## **Safety**

We endeavour to maintain a safe environment for our pupils. We also encourage our students to consider their own safety and well-being in the “Keeping Ourselves Safe” programme. This extends beyond the school boundaries to matters such as road safety, sexual and physical abuse, bullying, and the importance of children having reliable people whom they can turn to.

## **School Bus**

The Ministry of Education provides a free bus service to students within the school transport zone. These bus routes service the area from Ocean Beach to the northern end of McLeod's Bay for those students who are eligible. Ineligible students can sometimes use the bus routes on a casual basis, depending on bus numbers. Please contact the office if you would like your child to begin using the school bus service. All students using the bus must sign a Bus Code of Conduct form with their parents to confirm they understand the rules and expectations.

Bus Timetable:

### *Mornings*

8:00AM Departs Taurikura

8:12AM Departs Ocean Beach

8:24AM Departs Ody Road

8:45AM Departs McLeods Bay (far end)

### *Afternoons*

3:05PM First Bus - arrives at The Deck

3:15PM Second Bus - arrives at the far end of McLeods Bay

3:35PM Third Bus - arrives at Ocean Beach

3:45PM Third Bus - completes Ody Road

## **School Hours**

School commences at 9.00am and finishes at 3.00pm.

Morning Tea: 10:40am – 11:20am

Lunch Break: 12:50pm – 1:30pm

Office Hours: 8:30am – 4:00pm

## **SchoolDocs**

The SchoolDocs website provides a comprehensive core set of policies and procedures applicable to all New Zealand schools.

For more information go to [www.schooldocs.co.nz](http://www.schooldocs.co.nz) - enter our school name and password: caring

## **Smoking and Vaping**

Whangārei Heads School is a smoke-free and vape-free area. We ask that you respect this rule at all times.

## **Sports Teams**

Whangārei Heads School and Parua Bay School join forces to form our Manaia sports teams: Manaia Tigers Football Club, Manaia Netball Club, Manaia Junior Rugby, and Manaia Hockey.

Gymnastics and Squash are very popular with local families, and are held at the Parua Bay Community Centre.

## **Stationery**

We use Office Products Depot in Commerce Street for our student stationery packs. They hold the classroom lists and will assist you with putting your packs together.

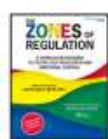
## **Technology**

Our Year 7&8 class, Karearea, attend Manaia View Technology Centre one day each week for their Technology unit. This unit has a Food Kitchen, Creative Design Studio and Resistant Materials Workshop. The total cost for each student to attend is \$143. We ask for a \$75 donation towards the take-home materials and the bus transport.


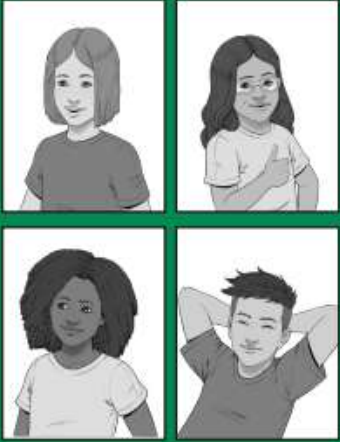


## **Well-being Programme**

Zones of Regulation is a programme that the school has implemented for helping children to self regulate their emotions and develop their social skills. It helps to improve the children's ability to recognise and communicate how they are feeling in a safe, non-judgmental way. It also allows them to tap into strategies or tools to help them move between the zones.

The Pause, Breathe, Smile programme is used in conjunction with this.



# The **ZONES** of Regulation™

			
<b>BLUE ZONE</b>  Sad Sick Tired Bored Moving Slowly	<b>GREEN ZONE</b>  Happy Calm Feeling Okay Focused Relaxed	<b>YELLOW ZONE</b>  Frustrated Worried Silly/Wiggly Excited Loss of Some Control	<b>RED ZONE</b>  Mad/Angry Terrified Elated/Ecstatic Devastated Out of Control

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**Pause  
Breathe  
Smile**



Brought to schools  
by Southern Cross





## WELL-BEING MODEL





# Additional School Info

## Contact us

School Office - 8:30AM to 4:00PM	09 434 0844
Email	office@whangareiheads.school.nz
Website	whangareiheads.school.nz
Address	28 Whangarei Heads School Road RD4, Whangarei 0174

## Term Dates 2024

Term 1	Wed 1 Feb - Fri 12 Apr
Term 2	Mon 29 April - Fri 5 Jul
Term 3	Mon 22 Jul - Fri 27 Sep
Term 4	Mon 14 Oct - Wed 18 Dec

## OUR VALUES / NGĀ MATAPONO

KINDNESS / MANAAKITANGA

CREATIVITY / AUAHATANGA

BELONGING / WHANAUNGATANGA

RESILIENCE / MANAWAROA

