

the Woodleigh School *handbook*.

Transition to school information

ABOUT WOODLEIGH

Woodleigh School has a proud history of providing quality education in a caring and supportive environment. We endeavour to empower our students with lifelong learning skills with which they can achieve their personal best. It is our goal to make learning interesting and exciting, with students enjoying relevant and meaningful experiences within and beyond the classroom.

We wish to nurture each student's skills and abilities and for this reason we place equal value on academic, social, cultural and sporting pursuits.

Woodleigh School enjoys trusted partnerships with parents and the community to support the wellbeing and education of our students. Involvement in school programmes and events is welcomed and valued.

PRE ENROL

Prior to your child turning four years old, you will need to pre-enrol at the school office by phoning 06 753 9585

ORIENTATION VISIT

An orientation visit to Woodleigh School will be organised so your child can become familiar with the school layout.

Contact the school for details if your child *does not* attend Frankleigh Park Kindergarten.

ENROLMENT APPOINTMENT

Six weeks prior to your child's fifth birthday, ring the school office to arrange an enrolment appointment with the Principal. Please bring your child to the appointment.

FOUR YEAR OLD CLASSES

Your child once enrolled at school will then be invited along with a parent, to attend 'four year old' classes which are held one afternoon a week from approximately six weeks before they start school.

SCHOOL VISITS

Prior to your child beginning school they are invited to visit their classroom on three occasions. Visits will be arranged at the enrolment appointment.

First visit · 8.55am - 11.10am

Second visit · 11.30am - 1.00pm

Third visit · 1.50pm - 3.00pm

The aim of these visits is for your child to experience a whole day at school in manageable chunks. You may wish to include interval (11.10am - 11.30am) or lunch (1.00pm - 1.50pm) as part of their visit.

More visits can be arranged if we feel your child needs more transition.

NEW ENTRANT PARENT MEETING

Each term an information meeting is held for parents of new entrants starting in that term. This is advertised through the school from names previously registered through the pre-enrol process.

This meeting “*Now I am Five*” will be close to your child's fifth birthday. At this meeting we discuss -

- School organistaion
- How to best prepare your child for school
- Boundaries
- Risk taking
- Independence
- Perseverance
- How the class and the day are organised
- What happens on the first day
- Expectations of your child and any other questions you may have

Contact the school for dates and details of these meetings.



the Woodleigh School A to Z.

<i>a</i>	Attendance And Absences	Lunches
	Assemblies	<i>m</i> Music
<i>b</i>	Behaviour	Money and Valuables
	Board of Trustees	<i>n</i> Newsletters
	Book Club	<i>o</i> Office
<i>c</i>	Civil Defence / Emergencies	<i>p</i> Parent Helpers
	Collecting Children	Parking
<i>d</i>	Dental Care	Peer Mediation
<i>e</i>	Education Outisde the Classroom	<i>r</i> Reporting to Parents
	Eftpos	Road Patrol
	Enrolment	<i>s</i> School Donation
<i>f</i>	Family Contact Details	School Hours
<i>g</i>	Grounds	Smoke Free
<i>h</i>	Hats	Sport
	Health Nurse	Stationery
	Home Learning	Sun Smart
	Home and School Committee	Swimming
<i>j</i>	Jewellery	<i>u</i> Uniform
<i>l</i>	Leaving School Grounds	<i>v</i> Vaccinations
	Lost Property	<i>w</i> Website
	Library	

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ATTENDANCE AND ABSENCES

Children are required to attend school every day.

Please ring or email the school by *8.55am* if your child will be absent from school and inform us of the reason for the absence. If your child arrives late please have them check in at the office before going to class.

ASSEMBLIES

Assemblies are held in the hall on Wednesday mornings from *9.00am* - *9.30am*. From time to time parents / grandparents are invited to attend these, at which class work is shared and awards made.

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BEHAVIOUR

At Woodleigh School we aspire to be respectful, responsible and reliable people by -

- keeping ourselves and others safe
- looking after all property
- playing fairly and respecting the rules
- being accountable for our actions

We want every child to know what behaviours, in both the classroom and playground, are expected while they are part of our school.

If children choose to use inappropriate behaviours they know there will be a consequence and will be encouraged to take responsibility for their own actions.

Communication with and support from parents is an important part of the behaviour modification.

BOARD OF TRUSTEES

Woodleigh School is governed by a Board of Trustees consisting of five elected parent trustees, a staff representative and the Principal.

The Board is responsible for governing the school and in consultation with parents, staff and students, sets the educational vision, values and direction through the School Charter.



BOOK CLUB

This is a system whereby parents who wish may order books for their children through the school.

Please note that this system is absolutely optional.

c CIVIL DEFENCE / EMERGENCIES

The school has Emergency Procedures in place, primarily to ensure that students and staff are safe. Emergency drills are held each term.

COLLECTING CHILDREN

If parents need to withdraw children during school hours, please come to the school office to sign them out.

d DENTAL CARE

All children from Woodleigh School attend Te Henui Dental facility located near New Plymouth Girls High School. This service is free.

e EDUCATION OUTSIDE THE CLASSROOM

Where learning programmes can be enhanced by first hand experiences, visits will be organised. Transport is predominantly by bus.

EFTPOS

Eftpos is available at the school office for payment of school related activities.

ENROLMENT

Enrolment at Woodleigh School is governed by an enrolment scheme and home zone. All students who live within the home zone are entitled to attend.

Twice a year the Board of Trustees will determine the number of places likely to be available in the following two terms for students who live outside the home zone.

Applications can be made by completing an enrolment form. If there are more applications than available places, selection will be by ballot. On enrolment we require an immunisation certificate, birth certificate/ passport and proof of address.

f FAMILY CONTACT DETAILS

Please notify the office of any changes of phone numbers or address, both home or work.

g GROUNDS

Families are welcome to use the grounds out of school hours. Dogs are strictly prohibited for health and safety reasons.

h HATS

Students are required to wear a school issue hat in terms one and four. Hats can be purchased from the office.

HEALTH NURSE

The Public Health Nurse visits regularly and deals with referrals which may come from parents or from the school via the Deputy Principal.

HOME LEARNING

Home learning tasks may involve spelling, basic facts, research, and reading. As parents you may like to assist with this learning, gradually encouraging independence. We consider it vital that children read every night.

HOME AND SCHOOL COMMITTEE

This parent group organise fun events and great initiatives for the Woodleigh School community, which provide extra funds to enhance our children's learning experiences.

j JEWELLERY

Children may wear watches to school and studs or sleepers in pierced ears. No other jewellery please.

l LEAVING SCHOOL GROUNDS

Children are not permitted to leave the grounds during interval or the lunch break unless they are going home for lunch. If your child is going home for lunch, please advise the class teacher in writing.



LOST PROPERTY

There is a lost property trolley to view. If there is something lost, could you please enquire immediately. Please name all clothing.

LIBRARY

The Library is one of our most valuable assets, and we wish all children to gain the maximum benefit from it. All children are required to have a book bag to take their library books and readers home in every night. This helps to keep the books safe.

These book bags are available for purchase from the office. If library books are lost or damaged parents will be charged for the replacement cost.

LUNCHES

We encourage children to have nutritious and healthy food.

Each Friday, children can order pizza. Details are sent out in the Tuesday newsletter. Orders and money must be to the office by 8.55am on Friday morning.

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MUSIC

All classes participate in music lessons each week.

MONEY AND VALUABLES

Children should not bring money to school unless requested for activities and events or for lunches. Valuables / toys should be left at home.

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NEWSLETTERS

We send out a newsletter each Tuesday with the eldest child of each family. The newsletter may be read via the school website - www.woodleigh.school.nz

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OFFICE

Office Hours are 8.00am - 4.00pm.

All payments, enquiries and requests can be made at the School Office.

PARENT HELPERS

There are often times when we welcome help in the classrooms to give children a little more individual attention.

Parents interested in helping should let the class teacher know. When a slot becomes free, parents will usually be contacted by the teacher to make arrangements for them to come along.

There are also many opportunities for involvement outside the classroom, e.g. processing reading books, making equipment, coaching sports teams, supervising road patrol

Please see the teacher or phone the office if you would like to take part. No expertise is necessary - we will show you what to do.

PARKING

Please obey all road rules when parking outside the school grounds to ensure the safety of children. No public parking is available within the school grounds.

PEER MEDIATION

To support your child's behaviour and to teach them skills on how to solve problems we teach them "Peer Mediation."

REPORTING TO PARENTS

The following methods are used -

- a. Informal Interviews: requested by the teacher or parent when there is a matter to be discussed.
- b. Formal Interviews: provided by the school, at regular intervals, to discuss progress and achievement.
- c. Written Reports: issued by the school to report on progress and achievement.

ROAD PATROL

Brois Street crossing is patrolled from *8.30am - 8.55am* each morning and *3.00pm to 3.15pm* each afternoon. Children and parents who cross Brois Street **MUST** use the crossing.

SCHOOL DONATION

The school operates on limited finances. To obtain extra facilities and resources for the children it is necessary to seek the help of parents by asking for an annual donation.

The figure is set annually by the Board of Trustees and we hope that all parents will help by donating this amount. A strenuous effort is made to keep this at a reasonable level.

SCHOOL HOURS

Morning *8.55am - 1.00pm*

Afternoon *1.50pm - 3.00pm*

Children should not be at school before *8.20am*

Children should go straight home at *3.00pm*

SMOKE FREE

The school grounds and all buildings are Smoke Free. We would ask that parents set a good example and not smoke at school at any time.

SPORT

All children participate in fitness and physical education. There are many opportunities to participate in sport and team games.

We emphasise participation, development of skills and sportsmanship.

There are also opportunities for Year 5 & 6 students to represent the school in inter-school activities. On these occasions we emphasise competition, team work, development of skills and sportsmanship.

STATIONERY

Stationery supplies can be purchased throughout the year from the School Office.



SUN SMART

Woodleigh School is a sun smart school. When children are outside during terms one and four, they must wear their Woodleigh bucket hats. These are available for purchase from the school office. Parents are asked to encourage children to wear 30 plus sunscreen and protective clothing when out in the sun.

Teachers will set an example and encourage the children to be sun smart.

SWIMMING

The school promotes swimming as an extremely important part of the curriculum. Parents are asked to ensure that children bring their swimming gear, named, each day during the season. If they are unwell, a note of explanation is required.

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UNIFORM

We do not have a school uniform. Children must wear their school hat in terms one and four.

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VACCINATIONS

When enrolling children, parents are required to show their vaccination certificates. The school is required to collect this information by the Ministry of Health.

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WEBSITE

The website includes information on school organisation, enrolment, learning, events, postponements, newsletters.

www.woodleigh.school.nz

the Importance of Reading at Home.

*Here are a few suggestions to make this time
a happy, positive, sharing experience*

PRACTISE MAKES PERFECT

Home reading is for mileage or practise, not for teaching. Your child's home reader will be familiar or at a level that they can read it fluently. Often these books will be below their classroom reading level.



SOUND READING

The purpose of home reading is to practise good sounding reading. When it is stilted and slow, teachers know that the comprehension and understanding of the text is breaking down.



READING PUNCTUATION

Focus on 'reading' punctuation. Often children can read all the words on the page correctly but are not attending to full stops, commas, speech marks – and the child has gained no understanding of the text.



STORY TELLING

Encourage your child to change their voice eg: you are the story teller – this part is telling the story or change your voice to make it sound like talking.

VARIETY

Children will get a variety of books to take home. Some books are designed to be sighted more than once because they are rich texts, others are a faster read, only one day.

So the content and length of a book will vary according to the purpose and the teaching need in class.



NEW VOCABULARY

Talk to your child about new vocabulary, particularly high interest words in non-fiction text. Incidental learning is a great way to get children reading. Signs around us, the supermarket, playing 'I Spy'.



FAVOURITE BOOKS

Remember it's ok for your child to bring home favourite books that they have read before because they can really practise good sounding reading.



P-I-C-K

Some classrooms are introducing 'Good fit books'. This teaches children how to select books that are suited to them.

Purpose · Ask why I want to read it?

Interest · Does it interest me?

Comprehension · Can I understand it?

Know · Do I know most of the words?

HOME READER

Throughout your child's time at primary school, reading books to your child is as valuable and enjoyable as doing the home reader.



SUGGESTIONS

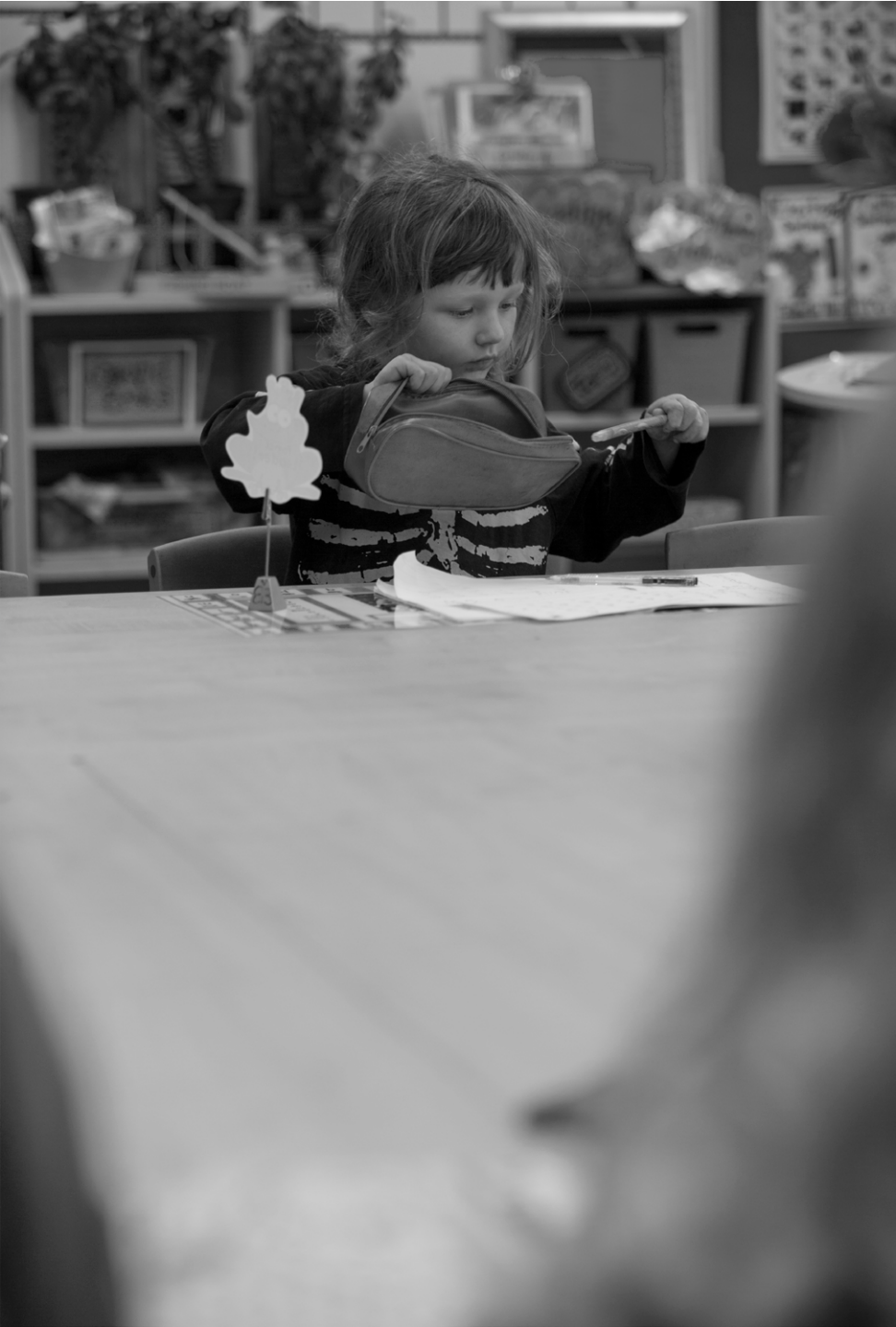
- Bedtime reading
- Chapter books
- Introducing your child to different authors
 - Using the local/school library
- Finding out what your child's interests are



SHARE THE TASK

If the task becomes stressful read to your child or share the task.

Remember have fun and enjoy!



Brois Street, New Plymouth · www.woodleigh.school.nz · 06 753 9585