



Ward School Information Booklet



Leading Our Learning, Whai Akoranga

Revised June 2025

Our Vision -**Leading Our Learning
Whai Akoranga****Our Mission - To empower and lead our
tamariki to value each other, their
learning, identity, whanau, community,
and place.****Let's stay on...****Together
Respectful
Adaptable
Creative
Kind
by using the Ward
School values.****Haere Mai - Welcome to Ward School**

On behalf of the students, staff and board of trustees, a very warm welcome to Ward School. We are very proud of our school, community spirit and the wonderful environment in which we guide, teach and inspire every learner.

The learners at Ward School are awesome and together we set high expectations for learning and behaviour. We want our learners to be an active participant in their learning and support them to identify what they know and can do and what is needed to make progress. We use aspirational, 'growth-mindset' language to encourage each child to be the best they can be. We expect, and encourage, positive behaviour and use a restorative approach when sorting out any issues.

We plan learning experiences that meet individual needs, talents and interests. Our curriculum weaves core learning areas such as Maths and English with Science, The Arts, Health and P.E. te reo Māori and Tikanga (culture) and the Social Sciences through meaningful inquiry. We want to work in partnership with parents and the wider community to help each child develop the skills, attitudes and knowledge they need to be a confident critical thinker and life-long learner who cares about others, the planet and is fully engaged in society.

We encourage you to be an active participant in your child's education. We take time to develop a close liaison between home and school because we know it makes a difference to a child's well-being and learning. If you would like to discuss your child's education please come and see us, or phone the school to make an appointment. We look forward to developing a positive relationship and working together to build on your child's educational journey, at Ward School and beyond.

Mr Aaron Sangster
Principal/Tumuaki



Contact Details

Ward School

63 Duncan Street,

Ward,

PO Box 41

Phone: (03) 5756837

Email: principal@ward.school.nz

Email: candi@ward.school.nz

Website: www.ward.school.nz

Staff

Mr Aaron Sangster

Ms Nicole Cochrane

Ms Maddie Bensemann

Ms Robyn McConchie

Mrs Rachel Cotching

Ms Candi Callaghan

Mrs Denise Rudd

Mrs Rachael Broadhurst

Mrs Carla Snell

Principal

Rock Pool Teacher

Wave Pool Teacher

Reef Teacher

CRT/ Release Teacher

Office Manager

Teacher Aide/ Library Administrator

Teacher Aide

Cleaner/ Caretaker

Board of Trustees

Angela Loe

Aaron Sangster

Sam Lunn

Hamish Murray

Ratapu Moore

Nikki MacFarlane

Presiding Member (Chairperson)

Principal

Parent Representative

Parent Representative

Parent Representative

Parent Representative



Our Board of Trustees meets twice a term at 5:30pm at Ward School. Meetings are public, and all are welcome to attend.

Please check for dates of meetings in the school calendar..

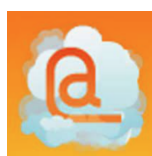


Our Vision: Leading Our Learning - Whai Akoranga Our Mission: To empower and lead our tamariki to value each other, their learning, identity, whanau, community and place.	
Leading our learning by using our on TRACK values to the SEA is how our core values and beliefs about learning connect at Ward School. We want our students to be self-managing, engaged, active learners who are happy, critical thinkers, and lifelong learners.	
Values	Actions
Together Use language that includes others Give encouragement to teammates Involve everyone in their groups Take part in teams and community events	Self-Managing learners... 1. Take responsibility for themselves (Are organised, Manage their time, Use WITs) 2. Know their next steps and make plans (Reflect, Set Goals and) 3. Reflect and show self-awareness (Confident)
Respectful Look after ourselves, others and our environment Listen to others Lead by example Have a positive attitude	Engaged learners... 1. Be resilient and find fun. (Describe their emotions, Act on feedback & keep trying, Can be themselves and successful) 2. Make connections and ask questions (Explore questions & find solutions) 3. Take risks and give things a go (Take part in school & community activities)
Adaptable Use and create technology imaginatively Have a growth mindset and never give up Challenge ourselves Learn from our mistakes	
Creative Think about new Ideas Share and test ideas Think outside the box Explore questions and find solutions	Active Thinkers... 1. Have a Growth Mindset (Learn from their mistakes and try out new ways of doing things) 2. Think in different ways (Generate ideas, Share and test ideas, Think in different ways, Think about others, Consider the perspectives of others, Have dreams & think about the future) 3. Be curious and inquire (Critically use ICTs, Make national & global connections, Know about the unique history of Aotearoa/New Zealand)
Kind Consider the feelings and views of others Think about and take action to care for ourselves, each other and our environment Care for and show respect to animals	

All You Need to Know A - Z

Absences and Attendance

Regular attendance at school impact achievement and well-being. Schools are required to monitor attendance and lateness and address issues should they arise. We must be informed if your child will be absent or is late. Please notify the school using the skool loop, or by phoning the school office (Ph: 03-5756837) before 8:50am if your child is going to be absent. We will phone and check shortly after 9:00 am if we have not been notified that a child is absent. If an absence is anticipated, please advise us ahead of time. Please contact the teacher and/or principal personally in cases where discretion is required.



App - @School

We use skool loop to communicate with parents/caregivers and you can notify us through the App if your child is absent. It is easy to install on your phone and allows you to see up-to-date information about your child and notices from the school. If you have any issues please contact the school.



Assemblies

Class assemblies are held usually on every second Friday afternoon at 2:10 pm. Parents/caregivers and friends of Ward School are most welcome to attend assemblies. Please check the school newsletter and calendar for the next assembly date.

Bus and Bell Times

Our school day starts at 8.55am and ends at 2:50pm.
 Morning break is from 10:30 – 10:55am.

Lunch is from 12:40pm –1:25pm. Eating is from 12.40 - 12.50 pm. Students are seated in class groups. A whistle blows at 1.20pm to start pack-up, toilet and water stops.

Please have your child at school by 8:45am ready for a great start to the day and we ask that local students have left the school by 3:00pm, unless otherwise arranged.

The North bus leaves at 2:35pm and the South bus leaves at approximately 3:00pm.



Our Positive on **TRACK** Behaviour Plan

At Ward School students are encouraged to behave in a positive, prosocial way. Bullying is not accepted at Ward School. We promote a positive, growth mindset, engagement in learning and respect for everyone and our environment. In order to be successful in our mission and address issues, we need to create positive partnerships and hear from parents if there is a concern. We want to be proactive and do not tolerate any behaviour which is disrespectful, undermines others or prohibits full, happy participation for ALL students. We love put-ups, not put-downs!

Our School values are encouraged and promoted in all aspects of school life and we like to catch kids being good and who are on **TRACK**. We consider the emotional and physical safety of our students of the utmost importance and respond to all information received.

We encourage students to use their **WITS** and build strategies that help them deal with issues, should they arise. We promote positive social interactions and our learning programmes help students to develop skills in relating to others, showing respect to others and themselves, expressing their feelings and thoughts appropriately and accepting differences.

At Ward School we believe in early intervention if there has been a behaviour incident, contact is made with parents as early as possible if the behaviour is of concern and we want to know if an incident has occurred that a child has not spoken to an adult about. Issues will also be addressed through our values education, Kiwi Can programmes and Health and P.E. Curriculum.

At times students may require time to reflect on their decisions and actions and the impact this has had on others and their own learning. A restorative process is used to work through issues and restore positive relationships. Consequences are agreed upon and followed through with the students involved, parents/caregivers and teacher or other staff members.

Steps for resolving off-task behaviour, conflict or issues

Step 1: Reminders and a conversation with the student about appropriate behaviour and an apology given.

Step 2: If the behaviour continues, specified time will be spent in a designated space within the classroom away from peers or distractions.

Step 3: If the behaviour is repeated the student will be required to have time out in another classroom or space. The child will be required to complete a reflection sheet. If the behaviour has involved another student a conversation will take place and apologies will be made. Incidents that occur at morning tea or lunchtime will result in students missing some of their playtime and completing a reflection sheet. Parents will be notified by the classroom teacher or principal if this has taken place and a copy of the reflection sheet will be sent home.

Step 4: Where off-task and off-TRACK behaviour persists a meeting will be held with parents/caregivers to discuss issues and create a plan to support all learners. Students will be expected to take responsibility and apologise. Steps will be put in place to monitor behaviour, such as a home-school communication strategy.

Step 5: In the case of continued disrespectful and inappropriate behaviour the student/students involved will have an in-school exclusion and this may include non-participation in a school event if it is to occur at the time.

In cases of stand-downs, suspensions and exclusions the Ward School policy is followed in line with the Ministry of Education guidelines. These are outlined on the Ward School School docs website - <https://ward.schooldocs.co.nz/> Username: ward Password: school

Board of Trustees

Our BoT is a committed group of parents who have a governance role at Ward School. The BoT works alongside the Principal to ensure that the school meets legislative obligations and develops the strategic direction for the school with a focus on positive outcomes for all students.

Book Club

A.B.C., Lucky, Arrow and Star Book Clubs offer good quality books at a reduced cost, and help earn our school extra library books. Approximately twice a term children receive an illustrated list to take home. Orders are only made **by parents online** on the Scholastic website where payments are also made. Deliveries are to Ward School or to family homes.



Bus

The Board of Trustees contracts Candi Callaghan - Waka Kura to provide a bus service under the guidelines set by the Ministry of Education for students who live more than 3.2 km from the school gate. The bus runs down to Parikawa and up to Marfells Beach Road. If you would like your child to use the bus



contact the Principal to arrange this. All students will be required to complete a bus conduct agreement at the beginning of each year and **all bus students must wear a high-viz vest**. The local Constable holds regular safety sessions with the bus students and bus monitors are selected to ensure children are safe and behaving in a positive manner. Please ensure children are at the bus stop 5 minutes before the scheduled pick up time. If there are changes to your child's bus arrangements in the afternoon please contact Candi or the school to let them know of changes. If there

are changes to pick up arrangements in the morning please let Candi know as soon as you are aware of changes Ph: 03-579 2336/ 027 756 3708 Email: canditcallaghan@gmail.com

More information about school transport is available on the Ministry of Education website: <https://www.education.govt.nz/school/property-and-transport/transport/> Students who are not eligible for the bus may be able to receive transport assistance. Details are on the following link and are available at the school office: <https://www.education.govt.nz/school/property-and-transport/transport/sta-eligibility/>

B.Y.O.D.

Students may bring their own devices to school as long as they are compatible and useful with the Apps that we use at school. Only devices that have a keyboard such as Chromebooks, laptops etc. are suitable. All our ipads are centrally managed and the Apps that are used on them are specifically chosen to align with learning programmes.



Care of Children at School

Please let us know if your child has any medical problems that we should know about, e.g. asthma or specific allergies. In the event of a child becoming ill or having an accident at school, a phone call to a parent or guardian is made promptly to make further arrangements. Please advise the class teacher if your child needs to take medication during the day or has any medical issues we should be aware of.

Cell Phones

Children are not permitted to use cell phones at school. In circumstances where your child needs to have a cellphone at school, please contact the Principal. Cell Phones must be handed to the teacher for safekeeping at the beginning of the day and returned at home time.

Communication, Concerns and Complaints

Ward School has a website on which information is published and there is an up-to-date Google calendar to check on any changes. You will find information and policies on the website along with recent newsletters. We use Skool Loop to send out notices and permissions and parents/caregivers can notify us through the App if their child is absent.

We are proactive and solutions-focused and encourage you to contact the school with any concerns or queries. Initial contact regarding your child's learning and or behaviour should be with the Class Teacher in line with our School policy. Teachers appreciate being contacted within 'work hours' unless for an urgent reason.

The complaints process is set out in the BOT Policy available on the School docs website: <https://ward.schooldocs.co.nz/> Username: ward Password: school

Community Events

We welcome community involvement and have a connection through events to the Flaxbourne A & P Association, Flaxbourne Settlers' Association, Heritage Centre, East Coast Protection Group, Flaxbourne Dog Trial Club and the Ward Community Library. We welcome community members and group involvement so please do not hesitate to let us know if you would like to be involved.



Digital Learning

We use Google Apps for Education along with many different Apps on both Chromebooks and iPads. The use of devices is planned as part of our learning programmes to engage, extend and develop skills through collaborative face-to-face and online tasks. We encourage you to learn about and become involved in your child's online learning. We use Seesaw and Google to share your child's learning and encourage you to give feedback to your child through these Apps. Feedback from peers, parents/caregivers and teachers is one of the most powerful ways to improve a child's development

and achievement. At the beginning of every year, a Digital Learning User Agreement is sent home for parents to discuss with their child and sign. Any breaches to this agreement result in students being denied access to devices for an agreed period of time in consultation with parents.

Emergency Planning and Procedures

Every year our emergency planning and procedures are updated and regular emergency drills are carried out. In the case of an emergency, we use the phone tree to contact all families.

Please ensure that you let the office know if any emergency contact details change to ensure that should there be an emergency we can contact you or a preferred adult.

Enrolment

We encourage at least 4 - 6 school visits before your child's 5th birthday or when they start school. Prior to your child/children starting at Ward School you are required to:

- Complete an Enrolment Form
- Provide a copy of a Birth certificate
- Provide evidence of immunisation
- Provide evidence of a New Zealand Visa (if required)

The Principal is available to meet with you to discuss any concerns or special requirements your child(ren) may have and learn about their needs for a successful start at Ward School.

Extracurricular Activities

Extracurricular activities are those which are non-compulsory and are offered to students and families who wish to take part. It is possible that there will be costs associated with extracurricular activities.

Health Nurse

Our Public Health Nurse makes regular visits for new entrant health checks, and hearing and vision testing for all students. Parents will be notified of visits through the weekly newsletter and are welcome to discuss any concerns with her. She is most willing to help you with any problems you may be having. If you would like to see the Public Health Nurse, please let the school office know and they will assist you in making an appointment.

Medical Issues and Emergencies

If there are any changes to your child's health needs let us know as the good health of your child is important to us. From time to time, children may become sick at school and accidents can happen. If there are more serious problems, we will phone you to ask you to collect your child. In extreme emergencies where parents/caregivers cannot be contacted immediately, your child will be taken to a doctor and you will be notified as soon as possible. It is always necessary for us to have an emergency contact number so please let us know if this changes. We also ask that you tell us about any medication that may be required at school.



Home Learning

All home learning is for consolidation, research, or an opportunity for extension of class learning. Each teacher will determine the home learning requirements for their students. Parents are encouraged to oversee and be involved in home learning but are not expected to have to teach. For younger pupils, home learning may be reading a book or listening to a story and discussing it with a family member. If any difficulties should arise, it is better to leave the homework and discuss the problem with the teacher the following day. Points to note concerning homework:

- Your child will benefit from your interest.
- If any stress is involved, then please stop.
- It is not compulsory, but reinforces classroom learning and encourages good work habits which are essential for life.

Kapa Haka

Each year all our students join the Kapa Haka classes to prepare for the Kapa Haka Taiopenga which many Marlborough Schools take part in. Kapa Haka is part of our Maori curriculum learning with links to music and physical education learning areas as well. The Kapa Haka group also performs at school and community events.



Lost Property

The naming of clothing ensures prompt return. We do our best to find owners; however naming all clothing makes this process much easier. We encourage you to come to school and look for any clothing that is missing. The lost property box/rack is located at the entrance to the school building. Clothing at the end of each term is donated to the clothing bin service.

Lunches



We encourage children to bring healthy lunches, a snack for break time and water to keep them going throughout the day. We discourage food and drinks with high sugar content. No sweets, chewing gum or soft drinks are to be brought to school.

Please note **WE DO NOT FILL NOODLE CUPS** as a safety precaution.

Medicines

If your child is required to take medicines at school you are required to complete a Medicine Authority Form. These are available from the School Docs website - <https://ward.schooldocs.co.nz/> Username: ward Password: school All medicines are to be handed into the office in a clearly labelled container or bag with the dose and administration details written on them.

Newsletters

Newsletters are sent home once a fortnight to celebrate children's learning and to keep parents/whānau informed of what's happening in our school. Our newsletter also keeps our community informed of school policies and matters concerning the everyday running of the school. The newsletter is also available to local clubs and organisations to promote events/businesses. Notices are available on Skool Loop.

Preschool visits

We encourage preschool visits for children who begin schooling at Ward School as they give an excellent introduction to class routines and help children build a relationship with their teacher and classmates. Six weeks prior to a New Entrant's fifth birthday, parents and children are invited to make an appointment to visit the School.

Parent Donations and Fees

The Ward School Board of Trustees has opted into the Government Donations Scheme, therefore, there are no school donations. Costs that are associated with activities that are not compulsory or directly linked to the curriculum may be charged as well as overnight camps.

Parent group: TEAM – Together Everyone Achieves More

TEAM is a committed group of parents who fundraise for the school, to support the learning of your child. They meet regularly, have a lot of laughs and fun on the way, and are a vital component of our school. When your child enrolls at Ward School you automatically become a member and are welcome to attend our meetings. Meetings are held at the second assembly each term. Check updates of meetings in the school calendar/newsletter/website.

Parent/Whānau Help

We welcome parent/whānau help in our School and appreciate the wide range of skills that our community can offer the children. We are always keen to share your expertise and knowledge and welcome you all volunteers. Please do not hesitate to offer. We appreciate the presence of parent/whānau helpers on trips and sporting events.



Personal Property

We request that the children do not bring money, valuable or 'attractive' items to school. In cases where the child has a particular reason for wishing to bring a valued item to school, parents/whānau are asked to contact the teacher in advance. The school does not accept responsibility for loss of, or damage to, items brought to school by children.

SENCO

Every school has a SENCO (Special Education Needs Coordinator) who has responsibility for liaising with parents and agencies when children require additional/different programmes to support their learning and development. Agencies include the Ministry of Education psychologist, speech therapists, vision teachers, health nurses and occupational therapists, Resource Teachers of Learning and Behaviour (RTLb) as well as other agencies. The Principal is the SENCO at Ward School and will work with you and the class teacher to ensure that every child's needs are met.

School and Community Library



The school has a well-stocked community library. All children are encouraged to have a book out at all times to develop recreational reading habits. Parents/whānau can assist greatly in their child's reading progress by encouraging library use. Community members can borrow books from the Marlborough District Library collection.

Sports Teams and Sporty

Ward School students have lots of opportunities to be part of sports teams and the parent community supports them and each other so that teams can participate in local competitions. Each year we have students playing netball, hockey, touch rugby, rugby, cricket and tennis. Usually, teams are made up with players from Seddon School as well as other clubs and schools for Saturday games. We are very lucky to have some awesome parents who support players by coaching and managing teams. Teacher Nicole Bamford is in charge of Sports Co-ordination at Ward School

Reporting to Parents

Assessment and evaluation of student learning and progress is ongoing. A detailed record is kept by teachers of all assessments and is the basis of further teaching and resourcing in the school. Written reports are sent home at the end of Terms 2 and 4. There is an opportunity to discuss your child's efforts, attitudes and progress during the goal-setting meetings in Term 1 and Three-Way Conferences in Term 3. If you wish to talk to your child's teacher at any time about your child's progress or specific issues, please arrange a suitable time with the teacher.

Swimming Instruction

We are fortunate to have our own swimming pool. Swimming is an integral part of our Health and P.E. curriculum and each class swims regularly during the season. We employ a swimming instructor when possible and all children are expected to participate in this instruction. Please send a note to the Class Teacher if your child is unable to participate in lessons. It is expected that every child will take part and if there is a concern, please discuss this with your child's teacher.



Swimming Pool Community Keys

The Ward School Board of Trustees allows community use of the pool during the swimming season. The success of the scheme depends upon the strict observance of the rules and keyholders will sign a contract to agree to the rules. Keys are available at \$40 for the season. You will be refunded \$20 when your key is returned. Pool hours are 10 am to 8 pm daily, except on school days when hours are 4 pm to 8 pm. The pool is closed on Christmas Day. If you would like to purchase a key please contact the office.

Sun Safe Policy

Every child is expected to have a Ward School sunhat which is to be worn during Terms 1 and 4. This hat is kept at school. The school has a policy of 'no hat, no play' and children will be asked to sit in the shade if they are not wearing one. To help us implement our Sun Safe policy, parents/whanau should ensure that sunscreen is put on daily during the summer season. Sunscreen and water is offered at outdoor school events during Terms 1 and 4.

Smoke and Vape Free

Ward School is smoke and vape-free school in line with legislation and school policy. Smoking and vaping are not permitted anywhere on, or around, the school grounds. All Ward School events, trips and camps are also smoke-free.

Special Needs

Our school recognises the needs of children who have Special Needs and Abilities and has a policy to guide the development of special programmes. The process for identification of children with Special Needs and abilities involves us working with parents/caregivers and often outside agencies and supporting people who have specific expertise in identifying the specific needs of children.

Sport

Our students participate in a wide range of sports. We seek to participate in all regional events and encourage all students to join teams and have a go at all physical activities. We are grateful to parents/whānau who provide transport and/or supervision for these activities.

Stationery

Our school stationery packs are available at Paper Plus at the beginning of the school year. Some stationery items are available for sale at the office if required. It is advantageous to cover new books to keep them tidy and attractive.



Uniform

Ward School has a compulsory school uniform. All students are expected to wear a tidy, clean uniform. Sunhats are compulsory during Terms 1 and 4. The school uniform looks smart, and tidy and is a cost-effective way to dress your child for school. Each student is to have the following items with a Ward School logo on them: polo shirt, polar fleece and hat. School shorts, track pants, skorts and socks are black. We encourage you to buy your child a Ward School sports top. We do have a set available but sizes are limited. Footwear should be closed-in such as sandals, trainers and shoes. Gumboots may be worn on muddy, wet days. Please name all clothing and footwear. Uniforms are available online at www.nzuniforms.com