



Ward School Information Booklet



**Equity, excellence and belonging
for **all** our students**

**Our Vision -
Leading Our Learning
Whai Akoranga**

**Our Mission:
We want equity, excellence and
belonging for **all** our students.**

**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. Māori language and Tikanaga (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 wellbeing 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.

Ms. Carey Huria
Principal/Tumuaki



Contact Details

Ward School

Duncan Street,

Ward,

PO Box 41

Phone: (03) 5756837

Principal's Cell Phone: 021 181 0960

Email: principal@ward.school.nz

Email: office@ward.school.nz

Website: www.ward.school.nz



Staff

Ms Carey Huria	Principal
Miss Deborah Klenner	Rock Pool Teacher
Mr Alistair Dalziel	Reef Teacher
Ms Candi Callaghan	Office Manager
Mrs Denise Rudd	Teacher Aide/Office & Library Administrator
Mrs Rachael Broadhurst	Teacher Aide
Mrs Raewyn Guard	Cleaner
Mr Les Pelvin	Caretaker
Ms Looby Varley	Edible Garden Coordinator

Board of Trustees

John Hickman	Presiding Member (Chairperson)
Carey Huria	Principal
Deborah Klenner	Staff Representative
Kieran Hickman	Parent Representative
Hannah Throssell	Parent Representative
Simon Todhunter	Parent Representative
Shelley Bedingfield	BOT Secretary

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

Please check for dates of meetings in the school calendar/newsletter or phone the school.

Our Vision: Leading Our Learning - Whai Akoranga
Our Mission: We want equity, excellence and belonging for all our students.

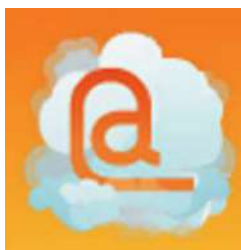
Leading our learning by using our on **TRACK** values to the **SEA** is how our core values and beliefs about learning connect at Ward School. We want our students to be self managing, engaged, active learners who are happy, critical thinkers and lifelong learners.

<p>Together Use language that includes others Give encouragement to team mates Involve everyone in their groups Take part in teams and community events</p>	<p>Self Managing learners... Set Goals Are confident Use WITs Behave Positively Listen actively Are organised Own their emotions Relate well to others Take risks Manage their time Reflect on self, their actions & their learning to identify next steps Respect themselves & others</p>
<p>Respectful Look after ourselves, others and our environment Listen to others Lead by example Have a positive attitude</p>	<p>Engaged learners... Are active learners Describe their emotions Ask questions Learn cooperatively Talk about thinking Use ICTs</p>
<p>Adaptable Use and create technology imaginatively Have a growth mindset and never give up Challenge ourselves Learn from our mistakes</p>	<p>Take part in school & community activities Can make national & global connections Look after the environment Act on feedback & keep trying Have fun Can be themselves and have success Know about ako and how we can learn from others</p>
<p>Creative Think about new Ideas Share and test ideas Think outside the box Explore questions and find solutions</p>	<p>Active Thinkers... Generate ideas Are literate Share and test ideas Think in different ways Are numerate Learn from their mistakes</p>
<p>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</p>	<p>Have a growth mindset Critically use ICTs Think about others Consider the perspectives of others Explore questions & find solutions Have dreams & think about the future</p> <p>Know about the unique history of Aotearoa - New Zealand Use the earth's resources wisely Are kind to each other & the earth</p>

All you need to know A - Z

Absences and Attendance

Regular attendance at school impacts achievement. 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 @school App 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 the @school App to send out notices and permissions and parents/caregivers can notify us through the App if their child is absent. It is easy to install on your phone, allows you to see up-to-date information about your child and notices from the school. If you have any issues please contact us for a password reset or help to use.

Assemblies

At the beginning of each week we have a celebration assembly. It is student-led and all children can participate and share their achievements. Class assemblies are held regularly on a Friday afternoon at 2:00pm. 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 – 11:00am.

Lunch is from 12:45pm – 1:25pm. 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 2:40pm and the South bus leaves at approximately 3.10pm.

Behaviour

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 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 behaviour is of concern. 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 and followed through with the students involved, parents/caregivers and teacher or other staff members.

**Stay on TRACK
and use your...**
W - Walk away
I - Ignore
T - Talk about it
S - Seek help

Steps for resolving conflict or issues:

- 1 = Conversation with student following the Restorative Practices philosophy
- 2 = Consequence agreed with student, teacher, parent/caregiver (e.g. time out, letter of apology, restorative action)
- 3 = Involve other staff (Child may be sent to another classroom or to the Principal)
- 4 = Involve home (Caregivers/parents are notified and the matter is discussed with them.)

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 can be 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

Mr Dalziel or Ms Huria 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 any form of medication during the day or has any medical issues we should be aware of.

Cell Phones

We do not encourage children to bring cellphones to school. In circumstances where your child needs to have a cellphone at school, please contact the Principal. Cell Phones must be handed in 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 which information is published on 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 the @school App 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.

Dental Treatment

The mobile oral health clinic visits the school twice per year. If your child requires dental treatment you can take them to the Blenheim Clinic which is located at 56 Nelson Street, next to Marlborough Girls' College. Please phone 0800 833 849 to make an appointment or go to <https://www.nmdhb.govt.nz/> for more information and to enrol your child. Dental treatment is **FREE** for children from birth to Year 8.



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.



Kiwi Can



Ward School is a Kiwi Can school. Kiwi Can, an action-packed programme that promotes positive values is run by the Graeme Dingle Foundation. Each week facilitators come to school to run the sessions which are linked to classroom Health programmes.

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 a high sugar or fat content. No sweets, chewing gum or soft drinks are to be brought to school.

We do have a pie warmer that is available during Term 2 and 3. This allows children the opportunity to enjoy a delicious warm treat for lunch. Food must be securely wrapped in a heatproof wrap or container and named.



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 labeled container of 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/business. Parents should check school bags each day for notices.

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 monthly, 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.

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. We use <https://www.sporty.co.nz/ward/Home> to enter teams and keep up to date with team draws etc.

Reporting to Parents

Assessment and evaluation of student learning and progress is on-going. 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

This scheme is run with the approval of the Ward School Board of Trustees and will operate during the swimming season. The success and continuance 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.

School Photos

Class, family and individual photos are taken in term 1 by Duo Image <https://www.duoimagephotography.co.nz/> and are then available to order online.

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 Free

Ward School is a smoke-free school in line with legislation and school policy. Smoking is not permitted anywhere on, or around, the school grounds. All Ward School events 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.

Sun Smart

Ward School has a Sun Smart Policy which includes the wearing of sunhats by all staff and students in Terms 1 and 4. We also provide sunscreen and water for events and encourage sun smart behaviour including the wearing of clothing which provides cover and taking cover in shady areas.

Term Dates for 2021

Term 1	Wednesday 3rd of February – Friday 16th of April
Term 2	Monday 3rd of May - Friday 9th of July
Term 3	Monday 26th of July - Friday 1st October
Term 4	Monday 18th of October - Thursday 16th of December



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, 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. Uniform is available online at www.nzuniforms.com



Revised April 2021