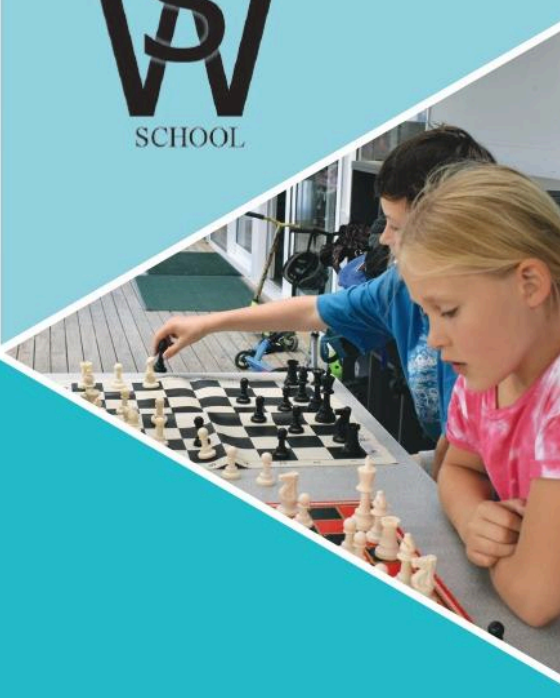
We are a nurturing Community of Adaptive, Creative, Curious, Lifelong learners, who confidently achieve excellence through integrity and perseverance.

WAITOKI SCHOOL



Waitoki School
Information Booklet

1119 Kahikatea Flat Road, Waitoki, Auckland 0871
09 420 5244 • admin@waitoki.school.nz • www.waitoki.school.nz

Principals Welcome

Kia ora and welcome to Waitoki School!

Waitoki is a small school with a big heart that makes the most of its ruralness and the learning opportunities that it provides. Our vision is for all students to be empowered to achieve to be adaptive, creative, curious, lifelong learners who confidently achieve excellence through integrity and perseverance. We are proud of and cherish our rural character, idyllic location and family orientated atmosphere that encapsulates everything we do here.

We pride ourselves on recognising our students are all individuals who bring experiences and talents to our learning community. We hold a strong set of school **GOAT** values of **G**rit, **O**wnership, **A**roha, and **T**eamwork, which are infused through everything we do and help to foster good social skills including honesty, politeness and respect. These underpin all school life and our dealings with each other and our environment.

Students are provided with a solid foundation to develop literacy skills using a structured literacy approach and numeracy is developed using the DMIC problem solving approach. Learners have access to a wide range of learning experiences across the breadth of the New Zealand curriculum, holistic 21st Century education, that foster critical thinking, inquiry learning and creativity.

I invite you to read through the information here to assist with enrolment and for future reference for the child's time here at Waitoki school.

Ngā mihi nui

Jules McCourt
Tumuaki

Who we are

Waitoki School is a small, rural, full primary school catering for students from Year 0 (New entrant) to Year 8.

Our enthusiastic teaching staff, plus the principal and super support staff, provide a broad learning programme, including all aspects of the core curriculum and foundation subject areas.

The school has a comprehensive range of learning resources, including access to various information and communication technologies, a 20 x 8 metre swimming pool, library, large hall/variable space, adventure playground, vegetable and sensory garden. The school's philosophy is that children learn best in an environment in which they feel secure, valued and respected. Staff strive to develop student's responsibility and nurture strategies for lifelong learning, for both now and in the future.

We aim to provide:

- A focus on students and their learning
- A developing partnership between students, parents, staff, board and community
- A safe social, intellectual and physical environment
- Quality facilities and resources
- An emphasis on enjoying a 'variety' of learning experiences
- A focus on numeracy and structured literacy
- A developing future orientated, 21st Century Curriculum
- A 'spot' of fun here and there
- Committed, skilled and supported staff
- Detailed and efficient planning and management

We believe:

- in learning to learn
- that powerful learning comes through engagement
- that both the process and the product of learning are important
- that our education comes from a wide range of experiences
- in encouraging and celebrating each other's successes and achievements
- in nurturing risk taking, initiative and creativity
- in nurturing inclusiveness and diversity
- in committing to ongoing, life-long learning

Our Vision and Values

Our Vision

Our vision is to be an inclusive school community that nurtures adaptive, creative, curious, life-long learners who achieve their best through perseverance and collaboration.

Our Values

Our rural values encompass everything we strive to achieve. Through these values of **G**rit, **O**wnership, **A**roha and **T**eamwork, our aim is to fully develop the whole child, so they are prepared for the 21st century.

Implementing the New Zealand Curriculum

The key competencies
The capabilities for living and lifelong learning are explored through the New Zealand curriculum's five key competencies:

- Thinking
- Relating to Others
- Using language, symbols, and texts
- Managing self
- Participating and contributing

Their development is encouraged and monitored at all levels of our school.

The learning areas
The core and foundation learning areas are all implemented at Waitoki School. English incorporates structured literacy, reading, writing, oral language and visual language, and Mathematics and Statistics supports students to develop the skills to solve real problems using the DMIC approach. Through a broad based curriculum, students experience learning opportunities in the foundation areas of The Arts (Choir, Music, Visual Art), Health and Physical Education, Te Reo and Tikanga Maori, Science, the Social Sciences (incorporating the Aotearoa New Zealand Histories), and Digital Technology.

Waitoki School recognises that success in **English** is fundamental to success across the curriculum. We aim to develop in students the skills, knowledge and attitudes which will enable them to cope confidently with the literacy of everyday life. This is achieved by planning and implementing a meaningful teaching and learning programme that focuses on the skills of listening, reading, viewing, speaking, writing, and presenting.

Mathematics learning at Waitoki School is structured around number knowledge and the three strands of number and algebra, geometry and measurement, and Statistics. Our students learn to develop the ability to think creatively, critically, strategically and logically to solve realistic scenario problems. Wherever possible we integrate mathematics skills into other learning areas in ways that will help them make sense of the world around them.

Integrating learning through play
At Waitoki School we have implemented play-based approaches to learning, into manageable chunks in our Junior classrooms. We describe it as 'a little bit of learning, a little bit of play.' This helps to make the transition from ECE a smooth one and keeps our learners enthusiastic about their learning.

EOTC – Education Outside the Classroom
Waitoki School students enjoy a wide range of outdoor learning opportunities. In addition to physical education, including water safety and swimming in the onsite pool during summer, students participate in national health awareness programmes, e.g. Police supervised bicycle

safety training; trips out of the classroom to visit sites of special interest or curriculum relevance; and class camps to a range of locations (Senior School). The exact nature of these additional activities depends on the learning needs, opportunity and programmes/resources available.

Garden to Table

We proudly offer our tamariki the opportunity to build knowledge and skills that will have a transformative and lifelong impact on their hauroa (wellbeing) and on the world around them. During the Garden to Table programme, the children cook meals from scratch utilising ingredients that they have grown and harvested themselves from our garden. Learning to use kitchen tools, weighing and measuring, and the science of food, all provides links to core curriculum concepts. Everyone then sits down to eat together, taking part in the age-old ritual of sharing food.

Attitudes and values

Through their learning experiences, students will learn about:

- their own values and those of others from similar or different groups and cultures
- different kinds of values, such as moral, social, cultural, aesthetic and economic values;
- the values on which New Zealand's cultural and institutional traditions are based;
- how to express their own values;
- exploring, with empathy, the values of others;
- critically analyse values and actions based on them;
- discuss disagreements that arise from differences in values and negotiate solutions;
- make ethical decisions and act on them.

Homework

Homework will be set where it is meaningful and relevant to an individual's learning needs. Expectations will vary from class to class. If you are uncertain of what is expected, please check with your child's teacher. There will certainly be a focus on reading, spelling, basic facts, and problem solving/inquiry.

Reports – Learning Progress and Achievement

The gathering of information to report individual student's progress and achievement is an ongoing process. This occurs through observation and assessment. Learning and achievement discussions occur twice annually. These provide further opportunity to discuss students' progress and current learning goals. Two written reports are issued through each year. Mid-year and at the end of year for all students from Year 1-8. If you wish to discuss aspects of your child's learning at any time, please make contact with their classroom teacher.

Extra-curricular activities

In addition to the core curriculum areas, Waitoki School offers a further range of learning opportunities through activities run with the support of the wider school community. These include Kapa Haka, Netball, Hockey, Rippa, Touch, piano lessons, guitar lessons, and choir to name a few. There are also a range of activities held at lunchtime and run by teachers that students can opt into. These include Jump Jam, art, handball, bowls, board games, ukuleles, cheerleading, gymnastics, scooter and skateboarding, and the library.

Interschool Events

Our school is part of the Kaipara Cluster, comprising Waimauku, Woodhill, Parakai, Waioneke, Helensville and Kaukapakapa Schools and Kaipara College. There are opportunities throughout the year for students to represent Waitoki School in competitive events including swimming, triathlon, cross-country, athletics, speech competition, and chess. This enables our students to challenge themselves and compete against their peers. The top achievers in these events often go on to larger regional competitions. Other events are organised as opportunities allow.

Ag (Agricultural) Day

In keeping with its rural environment Waitoki School includes an annual Ag Day in the calendar. Held in October, "Ag Day" involves all of the students preparing classroom displays of innovative arts and crafts. They can also rear a calf, lamb or goat for judging on such aspects as grooming, leading and calling. Ag Day animals are subject to specific rules, which can be obtained through the school, all placed students of school events go on to take part in the South Kaipara Group Day (Inter-school competition) and regional A & P shows. The school also provides day old chicks for children to rear and display as an Ag Day alternative. We offer a lamb daycare facility, which allows students to look after/feed their lamb during the school day.

Year 7 & 8

The Waitoki School Year 7 and 8 class focuses on implementing the New Zealand curriculum requirements and is individualised to meet the learning needs of our oldest students. At this level, skills that will serve students well during their secondary school years continue to be focused upon, including:

- self-motivated learning
- digital citizenship – use of 1-1devices
- research skills
- problem solving strategies
- time management
- continuing building of resiliency
- increased individual responsibilities
- leadership

There are many activities and events throughout the year that the Year 7 and 8 students participate in to build on these skills. For example, students participate in the William Pike Challenge where they get to practice their leadership skills to build confidence and develop resilience when dealing with any situation that they encounter.

Our Year 7 and 8's all attend a Technology Programme held at Kaipara College that is subsidised by caregivers. During Tech sessions at Kaipara, they have the opportunity to learn a wider range of skills through hard tech, fabric tech, food tech and digital tech.

Students have the opportunity to learn other languages, and there is also a beginning focus on careers to develop skills, potential, pathways and leadership.

The Year 7 & 8 students have their own breakout room, which is a space that they take ownership of and is a place for connecting with their peers.

Feedback from various secondary schools and parents indicate that past Year 8 students from Waitoki have been notable for their work ethic and attitude on entering secondary school. Please ask for an appointment with Ms. Chelsea Brown (Deputy Principal) or Mrs Jules McCourt (Principal) to discuss the Year 7 and 8 learning curriculum and how we can assist in meeting your child's learning needs.

Graduate Profile: We aspire for Waitoki students to leave with:

- ✔ A love of learning
- ✔ An excellent academic grounding
- ✔ Digital literacy skills
- ✔ The disposition to want to succeed, achieve, and aspire 'to be the best we can be'
- ✔ Embraced virtues, including respect for self and others
- ✔ Effective communication and collaboration skills
- ✔ The skills to be flexible, creative thinkers, risk takers and problem posers and solvers
- ✔ The spirit of inquiry
- ✔ Independence, self-reliance/confidence and responsibility

Our Staff

Principal	Mrs Jules McCourt
Deputy Principal	Ms. Chelsea Brown
Associate Principal	Mrs Sharon Hartley

Teachers

Year 0/1	Mrs Sharon Hartley
Year 1	Miss Makayla Lawson
Year 2	Mrs Serena Bateman & Mrs Trudi Green
Year 3	Mrs Briar Porter & Mrs Julie Atkinson
Year 4/5	Mrs Becky Minton & Mrs Trudi Green
Year 6	Mr Seann Ashley
Year 6/7/8	Mr Scott Hillman
CRT	Mrs Trudi Green
Literacy	Mrs Mim Rushworth
LSC	Ms. Chelsea Brown

Teacher Aides	Mrs Linda Westbrooke, Mrs Alison Hefer Mrs India Maynard-Wych & Mrs Hannah Williams
Administration/Office	Mrs Sarah Fitzgerald and Mrs Lacey Taylor
Learning Support Coordinator	Ms. Chelsea Brown
Caretaker	Mr David Hogg

Waitoki School Board

Presiding Member	Ms Natalie Driscoll
Principal	Mrs Jules McCourt
BOT Members	Mrs Sharon Hartley (Staff Rep)
	Mrs Melissa Estinel-Smith
	Mr Brad Mann
	Ms Kelly Cowan
	Mrs Stacey Paris

Contact Details

Address	1119 Kahikatea Flat Rd, RD1 Kaukapakapa Via Helensville 0871
Telephone	09 420 5244
Email address	admin@waitoki.school.nz
Website	www.waitoki.school.nz

General information

8.30 am	School day begins
9.30 am	Brain food (healthy snack during lesson time)
10.05 am	Morning break (20 minutes)
12.05 pm	Lunch
12.55 pm	Afternoon learning programmes begin
2.20 pm	School day ends

After Hours Use of Grounds
People are welcome to use the school grounds outside of school hours in a considerate and sensible manner. Please note that the staff or Board take no responsibility for injury or harm when using school facilities. The Board does not undertake to supervise or be responsible for such activities which are at parents or children's own risk. There are security cameras present in the school grounds and carpark, and are functioning 24 hours per day, 7 days a week. The security cameras are there for the prevention of vandalism and misuse of the pool.

Term 1	Tues 3 Feb 2026 to Thurs 2 April 2026
Term 2	Mon 20 April 2026 to Fri 23 July 2026
Term 3	Mon 20 July 2026 to Fri 25 Sept 2026
Term 4	Mon 12 Oct 2026 to Tues 15 Dec 2026

Communication & attendance

We use various forms of communication with our caregiver community, ensuring that you are regularly informed of what is happening within the school and within your child's classroom. Besides regular email contact from the office and teachers, there are also newsletters and the Skool Loop app.

Newsletters
Newsletters are a key form of communication between the school and caregivers. These are issued as required, usually fortnightly, to keep families informed of school events, timetables, achievements and opportunities. Newsletters will be made available to you in a digital format via our website, email, and Skool Loop. We also have physical copies in the office.

Skool Loop App
Our Skool Loop app is a 'one stop shop' for all things Waitoki. On the app you will find newsletters, notices, calendar dates, school contacts, and absence reporting. Download this free app from Playstore or Applestore on your phone, search for Waitoki School and have everything at your fingertips.

Communicating absenteeism and leaving school during school hours
In the event of absence from school (this includes lateness), parents/caregivers are asked to inform the school on the day of the absence via our Skool Loop app. Should students be late to school they must come to the office for a late slip.

The value of regular attendance cannot be overstressed. All students are expected to be conscientious about punctuality and attendance. We expect all students to arrive on time to begin the school learning day at 8:30am. We encourage students to be at school at least 15 minutes prior to the start of our learning day. This gives students time to settle in and organise.

Leaving school during school hours
Once at school, students are expected to remain within the grounds. Parents/caregivers are asked to contact school in advance if you want your child to leave before 2.20pm and also sign their child out at the school office. This enables the school to account for all students in case of emergency and promptly recognise absences of genuine concern. A copy of appointment confirmation is required as per Ministry Guidelines if a child is not attending school due to an appointment.

Complaints or Concerns

A formal procedure is available for making a complaint about anything involving the school. This can be obtained from the school office. However, most issues are simply resolved by discussing the problem directly with the relevant parties.

After School

Please notify the school via email at the start of the year as to how your child is to return home from school i.e. walk, bus or collected by parent or caregiver, and provide relevant phone and mobile phone numbers.

If your after-school plan changes (e.g. due to children's sports commitments) or you wish your child to alter their usual means of returning home, please email the school office before 1.45pm (preferably before school or during lunchtime). This ensures we are aware that the change in routine has your approval and is not something merely arranged between children during the day. A teacher will be on duty at the gates at the end of the school day until 2.30pm. Students remaining after school need to wait in the office from 2.30pm onwards. They should be picked up by 2.40pm at the latest or promptly at the end of scheduled sports/event practices.

An After School Care programme is offered in our school hall by SKIDs (Safe Kids In Daily Supervision) from 2.30 – 6pm Mon-Fri. Please contact Marielle Rodriguez on 027 846 1725 or email waitoki@skids.co.nz for more information.

SKIDS Website - https://www.skids.co.nz/locations/waitoki_school/

Uniform & Dress code

At Waitoki School, we do not have a set, daily uniform that children must wear. However, we do have some uniform options available and some requirements for during playtime and for sporting and extra-curricular events.

School T-Shirts/Caps/Tracksuits/Jumpers – These are available by order; however we do stock our school t-shirts at the school office and can be purchased anytime. Each student must have a school t-shirt to wear when involved in representing the school at sports or other group/event outings, such as class trips, to make them readily identifiable.

Hats – Sun Safety
To promote being safe in the sun, students are required to always wear a hat outside in Terms 1 and 4, otherwise they must stay in shaded areas. Sun block is available in the first aid room if you forget to apply before school.

Physical Education Dress Code
In the interest of freedom of movement and hygiene, a pair of shorts and a T-shirt are preferred clothing for taking part in physical education during school time (particularly for senior students).

Lost Property
Students are encouraged to be responsible for their own belongings, however, named items are more likely to be returned to their owners. Found property is collected and held near the New

Entrants class – students and parents can access as necessary to seek missing items. At the end of each week any unclaimed items are donated to charity.

Other information

Dental Clinic
Our school is catered for by a Mobile Clinic which visits Kaukapakapa. Our local Dental nurses arrange annual check-up appointments for your children's teeth and arrange follow-up appointments as required. If your child needs attention between visits, please contact the school office for the mobile service phone number.

Library
Considerable time, money and effort goes into maintaining our library resources. We have created some voracious readers at Waitoki School, which is great to see! Students are encouraged to borrow books and your assistance in monitoring their treatment at home helps to keep repairs and replacements to a minimum. If books are damaged beyond repair or lost, the school may require some reimbursement.

Lunches
Healthy food choices are encouraged. Students are given approximately 15 minutes to eat, during which time they are expected to remain seated either inside or outside, depending on the weather. Currently you can order lunch on a Wednesday and Friday through ezlunch (www.ezlunch.co.nz). The suppliers are Go Deli (Friday option) and Sushi4U (Wednesday option). Please see their website for menus.

Parking
Parking is available at the front of school or in the car park area at. Please do not park in the bus bay at any time, this is a thorough fare only to the car park. You are welcome to use the drop off zone in a morning or afternoon to pick up your child but please do not leave your car in this zone. This drop off zone is designed for children that are old enough to use a zebra crossing safely and can make it to their classes unassisted by an adult.

School Stationery
Stationery can be through OfficeMax MySchool online or Paper Plus Helensville. More information is supplied in the enrolment pack.

Cost & Contributions

The requested financial contribution is currently set as follows:
One child $220 per year
Two children $350 per year
Three children + $420 per year

This contribution goes towards costs which are outside the daily operational expenses incurred by the school and benefits your child/children directly by helping to extend and enhance learning programmes and resources.

The school acknowledges that financial contributions are not compulsory. We rely on the goodwill of caregivers to make the donation and fully appreciate every cent we get.

Financial contributions are classified as a donation and therefore are tax deductible. Contributions (part or full payments) can be made by eftpos or direct credit and will be receipted through the school office.

Activity Donation
As with any trip or event, your classroom teacher will always notify you of the cost – it will then be included on that term's invoice. In cases of donations, they feature on your invoice as a 'donation' – in many cases they are aspects of your child's learning, which are delivered by external providers who have resources that we do not. Please contact the office to discuss payment options.

If you have any difficulty in making any payments or have any questions about school donations, please contact the Principal or office team in confidence. There are various payment plans available to you.

Getting involved

We wouldn't be able to do what we do without the help of our wonderful parent community. There are many ways that caregivers can contribute to the school and directly influence the facilities and learning opportunities available to their children. If you have time to spare and would like to assist at school in some way, please do not hesitate to contact the school through a teacher, the principal, or the school office. Parents can assist with many tasks inside and outside of the classroom, including some that can be done at home.

School Board

The Waitoki School Board is elected by the school community every three years. The board is responsible for the overall governance and direction of the school as determined in conjunction with the principal and staff. Board meetings are held in the staff room, and meeting dates and times, usually 7.00pm, are notified in the school newsletter. Parents and members of the public are welcome to attend. Should visitors require speaking rights, please contact the presiding member of the board in advance of the meeting. You can contact board members at any time to provide feedback about the school's direction. However, for issues related to day-to-day operations of the school or teaching matters, please talk to one of the teaching staff, or the principal, Mrs Jules McCourt.

The Events Team

The support of parents and the community through fundraising is critical to the ongoing high level of education and facilities provided at Waitoki School. An active group of parents arrange fundraising meetings as required to organise events such as a High Tea, country fair days, quiz nights, school disco's for students, pop up cafes and other activities throughout the school year. Many hands make light work and newcomers are always welcome to join in and contribute their time, services or expertise in whatever way they are able. The Events Team fundraising meetings and contributions are notified through the school newsletter and on Skool Loop.

Working Bees – Feel the Buzzzz

Working bees are usually held once per term to manage certain property and maintenance tasks. A great way to meet other committed parents and do something positive for your school that will directly benefit your children. Working bees are often combined with a lunch or morning tea provided by other parents. The tasks involved can be big or small and are generally outlined beforehand through the school newsletter.

Sports coaching and management

We are always on the lookout for caregivers who are passionate about sports and are keen to coach or manage a team during or after school time. We often communicate with our caregivers when we are in need of coaches or managers, however if you have a particular sport you are interested in getting involved with, please let the office team know at any time.