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3<sup>rd</sup> February 2010

NEWSLETTER NO.1

Hello everyone,

On behalf of the staff and Board of Trustees it is with great pleasure I welcome everyone back to Wanaka School for another year. What a great year it is going to be with our move to our new school. I have been dying to say that for at least 3 years and for it to be true!! YES!!! It IS happening this year!!!! The near complete classroom pod is looking fabulous and it is so exciting to see our dreams and plans taking shape. As part of the Parent Forum House Tour we are opening up a finished classroom block for inspection. So make sure you come in and purchase your ticket for the House Tour from the school office.

Our students have settled into school very quickly with only one or two tears as they faced the unknown of a new class and new classmates. Kerry and I presented at a teachers conference in Palmerston North last week and one of the speakers, Kath Murdoch, the Inquiry Teaching guru, said '*Childhood is not a preparation for life - it is life. We learn about life by living it.*' So keep this in mind if your child is upset that he/she does not have a best friend in their class – that's life! We have put a lot of time and effort into class placement and agonise over our placements so it was great that our class organisation has been received so positively by students and parents alike.

As in other years newsletters will be sent home each **Tuesday**. Remember to check your children's bags. If you would like your newsletter emailed please let the lovely ladies in the office know. Please find attached the Term 1 Planner on which we have recorded all of the upcoming events we know about. There are also those ones that arise that we don't have dates for. For example, we are booked in for another Grasshopper Tennis programme but have not had the dates of this confirmed as yet.

Our big idea for this year with our learning is '*The Times They Are A-Changing*'. Many of our topics for study will connect to this change theme. Our MEET THE TEACHER EVENING is being held next **THURSDAY, 11<sup>TH</sup> FEBRUARY** and will mirror the format of last year's as parents seemed to find this most informative. The **junior meeting** is planned for **5.30 sharp to 6pm in Room 6**, the **year 3 & 4 session** is **6.00 to 6.30pm in Room 8**, and the **year 5 & 6 session** is in **Room 13** from **6.30 to 7.00pm**. If you wish to bring your children along, they will be supervised in the playground – hopefully the weather will be fine. Teachers will share programmes of work and outline everyday routines and learning expectations. These will be short, sharp sessions that will start dead on time so if you are moving from one class to another, please be prompt. Parents will also have the opportunity to talk to teachers one to one after the presentations.

Laetitia de Vries, our Room 14 teacher, has had a relapse over the holidays and has not been given a medical clearance to return to work this term. Sharon Pendlebury, who has worked in relieving and fixed term positions at Wanaka Primary over the last 5 years, will be teaching in room 14 until Laetitia is able to return to work. Thanks Sharon for getting stuck in and preparing at short notice such a great start for Room 14 students for the year.

Yesterday all children should have taken home a swimming notice with the details of this year's swimming programme. If you did not receive this, please come in and get a copy from the school office. Please see either Paddy or me if you need assistance with the cost of the swimming programme – the fee of \$28 must be paid no later than the Friday BEFORE the first day of the child's swimming week. For many classes that is this Friday.

A notice outlining the school activity fee and the school donation will be sent home next week. We have a number of special events happening over the year, such as the different sports coaching and the various performers and rather than ask you to send along a couple of dollars here and there, we collect the money ahead in the form of the school activity fee which will be the same as last year \$35. If the activity fee is not paid then we will be unable to allow students to attend these activities.

The annual school donation which is set at \$150 per child by the Board of Trustees tops up our very tight operation funding to allow us to have the extra specialised programmes in our classrooms such as music, Te Reo, and the many learner support and extension programmes in literacy and numeracy. These differ from our special needs programmes and include our '*liff*' programmes, like the ones Marg Grieve undertakes. Without these school donations we are unable to employ teachers and tutors to come in and work with our students. We have larger classes this year so it is good to have the extra expertise around to work with **all** of our learners.

A reminder that Warbirds Over Wanaka are giving all students a free ticket to the air show for the Friday, 2<sup>nd</sup> April. These will be distributed later in the term but make sure you mark this date on your calendar.

I hope that your children really enjoy their first week back – the weather has been so hot too. Isn't that typical once the holidays have finished?! We look forward to working with you to ensure that your children have the optimum learning environment. Please don't hesitate to get in touch with staff. Each year we are required to circulate our complaints policy. It is essentially outlining the chain of communication for us all to follow so the beginning of the year is a good time to remind us all of this.

Enjoy the sunshine and heat – it has been a long time coming. Au revoir until next week!

Warmest regards,

Wendy B

### ICT and Netsafe

Welcome to our learning community for 2010. Classes are using ICT tools as an integral part of the everyday learning; learning how to utilise information, behave ethically and responsibly, manage risks online and employ technology effectively. These are all important skills for all '*digital citizens*'. Our role as teachers is to integrate roles and responsibilities of digital users into all programmes where children are online and we also make this a focus for our Health and PE unit '*Keeping Ourselves Safe*' in term 2. We use a programme called *Hector's World* to promote the skills and values children need to grow into confident, knowledgeable and caring members of the online community. Please go online and have a look at this website. [www.hectorsworld.com](http://www.hectorsworld.com) and look out for our parent evening about Netsafe in term 2.

# **Procedure: Personnel                      COMPLAINTS**

## **PURPOSE:**

Wanaka Primary School ensures that complaints are resolved in a manner that affords fair process to the complainant and persons complained about. It aims to achieve an outcome that meets the school's commitment to community consultation, being a good employer, self-review and the needs of the students.

## **GUIDELINES:**

1. A co-operative approach to sharing information and dealing with ideas and concerns is part of the special character of Wanaka Primary School which fosters ways to further communication between parents, teachers and the wider school community and Board of Trustees.
2. Complaints are dealt with at the appropriate level. Parents/caregivers and staff are informed of the procedures relating to the handling of complaints.
3. All parties to the complaint should be involved in the resolution where possible. The principal, as manager and professional leader has a key role in complaint resolution and ensures the appropriate procedures are followed.
4. The Principal, Board and staff work to foster open, positive communication between the community and school using fair, clearly defined channels of communication.
5. The channel of communication for voicing concerns or complaints is as follows:

If the caregiver has a concern about something happening at school they discuss it first with the classroom teacher or staff member directly involved.

If the matter is not resolved then the matter is directed either verbally or in writing to the principal, or if involving the principal, to the chairperson of the Board.

If the matter is still unresolved the complaint is put into writing and addressed to the Board of Trustees. The Chairperson then follows the Board process for handling complaints. On receipt of the complaint the Board chairperson immediately forwards a copy to the principal who refers it to the staff member. The complaint must specify matters causing concern and the employee must be given an opportunity to provide an explanation. The Board's chairperson and personnel subcommittee may consider the employees reply at a special meeting held under in-committee regulations and use their best endeavours to reconcile the difference involved and reach a resolution. The committee makes a recommendation to the full Board for their decision which will be guided by the employment contract.

When the complaint is against the principal, the complaint must be made personally, first to the principal and if no resolution is reached, to the Board Chairperson in writing.

If a complaint is unresolved the Board of Trustees, School Trustees Association, N.Z.E.I and/or the Principals' Federation work together to resolve the matter.

All written documentation relating to a complaint must be available to the employee concerned and available to N.Z.E.I and S.T.A.

Potential disciplinary matters will be addressed in accordance with relevant disciplinary provisions.

6. The procedure detailed here is deemed appropriate for complaints that do not immediately need to be put into the hands of the police or other legal authority.
7. The requirements of employment contracts, natural justice and relevant legislation are complied with.
8. Complaints against the Board, individual members or Board policy/actions are made to the Board Chairperson in writing.
9. It is envisaged that the above procedure will see most complaints resolved without formally coming to the attention of the Board.



Our first **PARENT FORUM MEETING** will be held on **WEDNESDAY 10<sup>TH</sup> FEBRUARY @ 7pm** in our **school staffroom**. We would *love* to see some new faces at this meeting to share or contribute ideas on ways in which to support our school. Plans for our **IMPRESSIONS BEHIND THE DOOR HOUSE TOUR** scheduled for **SATURDAY 27<sup>TH</sup> MARCH** are progressing well, but a few more willing hands would be welcomed with open arms! *Please* come along if you can manage.

**KEYBOARD & PIANO GROUP LESSONS** are being offered, ranging from beginner to advanced level, or private tuition. Please contact David Strang on 443 8681.

**UPPER CLUTHA JUNIOR RUGBY CLUB  
ANNUAL GENERAL MEETING**

**WEDNESDAY 17 FEBRUARY 2010**

**AT THE RUGBY CLUBROOMS AT 6.30PM**

**PLEASE WOULD ALL INTENDING COACHES FROM U7 UP,  
COMMITTEE MEMBERS AND HELPERS ATTEND.**

**COME ALONG & SUPPORT YOUR LOCAL JUNIOR RUGBY**

**Apologies to: Mandy Knight – 443 6088  
Grant Ruddenklau – 443 5064**

**The COMMUNITY NETWORKS SOCIAL WORKER is available to help if you are:**

- ★ finding it difficult to deal with government agencies
- ★ wanting budget advice and pointers on household management
- ★ finding the bills impossible
- ★ keen on some practical home care or family assistance
- ★ after information on what support is available from government and community programmes
- ★ or maybe you're not sure what you need, but know you need something.

This is a FREE, one to one, service developed especially for individuals and families in the upper Clutha region. Contact the Community Social Worker on 443 7725 or call in to 14 Dunmore Street, Wanaka.

**CONGRATULATIONS** to **Gregor Findlay, Campbell Russell, Rosanna Gibb** and **Wilfred Spearing** on their successes at the national swim event held in Dunedin at the weekend.