



# West Melton SCHOOL

## Te Kura o Papatahora

Driving a Passion for Learning

*Kia ora and welcome to Te Kura o Papatahora - West Melton School*

### INFORMATION FOR PARENTS/WHĀNAU

Below you will find information that we hope will ensure your transition to our school runs smoothly.

If you require further information that's not covered below, then please don't hesitate to contact the office below or visit the school website:

Phone: (03) 347 8448

General Enquiries [office@westmelton.school.nz](mailto:office@westmelton.school.nz)

Account Enquiries: [accounts@westmelton.school.nz](mailto:accounts@westmelton.school.nz)

Enrolment Enquiries: [enrolment@westmelton.school.nz](mailto:enrolment@westmelton.school.nz)

Website: [www.westmelton.school.nz](http://www.westmelton.school.nz)

### ABSENCES

If your child is going to be absent then please use the Hero App to notify us of this absence.

Alternatively, we do have an absence line on our answerphone for you to leave a short message.

The Ministry of Education (MOE) requires us to 'code' a child's absence according to the reason for it, so please include a short reason with your selection. e.g. visiting family, tummy bug etc.

If your child is going to be away for an extended period of time then please complete the [Absence Notification Form](#) and return it to the office.

### BUSES

If you live more than 3.2km from the school then your child will be eligible to travel to/from school via one of three buses. Please speak to the office staff regarding the bus runs. Your child will need to sign a Bus Contract and you will need to advise of the days they are to travel on it.

Please note that the bus stop may not always be at your driveway.

If there are any changes to the day your child is travelling home on the bus, then you will need to leave a message on the bus absence line (preferably by 2pm) **ph: 03 3478448**, or your child can complete a bus change slip (located in the office).

## **COMMUNICATION**

### **Hero App**

All notices sent out to our community and whānau are sent via the [Hero App](#). To ensure you receive communication from the school, then please download the App on the link provided. Hero is also like a one stop shop and used for viewing the school calendar of events, absence notifications and record of learning when your child starts with us.

### **Kit Notices**

KIT (Keeping in Touch) notices are sent out by each Community every fortnight. KIT notices are used to inform whānau what has been happening in class, and any events that are coming up, so please ensure you read these to stay up to date.

### **Newsletter**

A school wide newsletter is sent out in alternative weeks to the KIT notices, and contains schoolwide notices and articles from both within the school as well as the FoWMS (Friends of West Melton School) and wider community. The latest Newsletter can also be found [here](#) on the school website.

### **Facebook**

Follow the school [Facebook](#) and [FoWMS](#) (Friends of West Melton School) pages to view extra articles on school activities and events.

### **FoWMS (Friends of West Melton School)**

The FoWMS are a parent led committee who do an amazing job fundraising for the school through initiatives such as Fruju Fridays, Walkathons and the biannual [West Melton Fete](#). The FoWMS meet twice a term and are always looking for new members, so keep an eye out on the [Facebook](#) page and [Newsletters](#) for upcoming meetings.

## **ITINERANT TEACHERS**

<b>Instrument</b>	<b>Tutor</b>	<b>Contact</b>
Drums	Aidan Stewart	Ph. 0276652887 or aidan.s.drum@gmail.com
Guitar	Hamish Ellis	Ph. 0273588444
Piano	Cecilia Pascoe	Ph. 0274331015 or cecilia.pascoe@gmail.com

## LUNCHES

Each week our ākonga are able to order Subway on a Thursday and Sushi on a Friday, which is delivered to our school at lunchtime. If you wish to order this for your child, follow the link to [Kindo](https://shop.tgcl.co.nz/shop/) (<https://shop.tgcl.co.nz/shop/>) register and then you'll see the options available.

## MEDICATION

If your child requires medication throughout the day then we require you to complete a Medication Permission form. This is available from the office.

## SCHOOL ACCOUNTS/PAYMENTS

The Finance Icon on your Hero App is where you will see any charges from the school e.g. school donation, activity fees, camps, stationery top ups. You have the convenient option of paying directly via the App through Stripe, or alternatively you can pay into the schools bank account 12-3441-0011112-00 (please reference your child's name and Item # from Hero)

## STATIONERY

If your child is starting at the beginning of the school year then you can order a stationery pack relevant to their year group through [MySchool](https://www.myschool.co.nz/) @ Officemax (<https://www.myschool.co.nz/>). If your child is starting throughout the year, then your child's teacher can advise you about which stationery is required, as this may change depending on the time of year your child is due to start with us. The school office stocks most of the stationery requirements if any top ups are required throughout the year.

## UNIFORMS

Information regarding uniforms can be found on the school website [www.westmelton.school.nz](http://www.westmelton.school.nz). These are obtained from [Mainland Uniform](#) with the exception of the school hat which can be purchased from the school office. Payments for hats can be made via Eftpos.

The FoWMS sell second hand uniforms from the school throughout the term. Information regarding dates the shop is open are available in the school newsletters and via the school and FoWMS Facebook Page, and specifically on the [FoWMS Second Hand Uniform](#) page

## WHĀNAU GROUP

Once your child has started with us, they will be allocated a 'whanau' group which they will remain in for the duration of their time at West Melton School. If they have a sibling already at the school, they will be placed in their group.

Our Whānau names were given as part of the 150th Jubilee of the settlement of the West melton Community. Each Whānau has their own chant, colour associated with it and join together for reading and activities. Ākonga can earn points for their Whānau throughout the year, through their demonstration of the ICE DRIVER values and the participation and achievement at sporting events. At the end of each term and year, the whānau with the most points get to participate in a school reward.

**Whānau groups are:**

Hill (Green)  
Langdale (Blue)  
Newton (Orange)  
Ross (Red)  
Selwyn (Purple)  
Trickett (Yellow)