



# West Melton School Te Kura o Papatahora

743 Weedons Ross Road  
West Melton CHRISTCHURCH 7618

T: (03) 347 8448

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

## New Entrants Office Enrolment Information

*Pre-enrolment indicates to the school the number of potential students.  
Enrolment confirms the place for your child and allows the school to confirm  
staffing requirements in advance.*

### *Pre-enrolment*

Pre-enrolment is an intention to attend WMS with the decision yet to be made. Pre-enrolments can be accepted/considered by:

- Siblings of current students are pre-enrolled along with their siblings starting school or on their birth.
- An intention to attend WMS from a local preschool/community resident with proof of address/purchase agreement.

### *Enrolment:*

Enrolment is the confirmation of a child attending school. Note: children are required to be enrolled by six years of age, they do not have to start closest to their 5th birthday. This allows parents to determine (along with advice from their child's preschool) when their child will start school (on a cohort entry date) at any time between their 5th and 6th birthday. Inform parents:

- If a child is enrolled to commence in term one, the child is classified as year one and receives 3.5 - 4 terms in year one
- If this is delayed and they commence in term two, they will receive up to 7 terms as a year one student

On acceptance of the enrolment the Bursar will respond with an email to confirm:

1. Enrolment
2. Starting date
3. Required paperwork

*Cohort dates:* These are determined by the Ministry of Education. The two dates are the first day of the term and a midpoint date during the term (generally week 6). There are no exceptions to this. If a child's birthday is the day after a cohort date, the child's start date in the next entry.



# West Melton School Te Kura o Papatahora

743 Weedons Ross Road  
West Melton CHRISTCHURCH 7618

T: (03) 347 8448

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

The term prior to a child starting school, a welcome letter from the Year 0-2 Leader of Learning is emailed to parents the term before informing them of the following information :

- ❖ *Parent Information Hui:* This hui is an introduction to their child starting school. It is run by the New Entrant team towards the end of each term during school time, depending on when the Kōwhai team have their Fab 4 Classroom Release Time. Parents with children starting school the following term are encouraged to attend.
- ❖ *Transition visits:* These visits are arranged by the school, with all cohort entry children attending together. There are two visits offered 1-2 weeks prior to them starting school; these dates are determined by the Year 0-2 Leader of Learning - Pam Berry-Mason  
[pam.berrymason@westmelton.school.nz](mailto:pam.berrymason@westmelton.school.nz)
- ❖ Parents are able to attend with their child for 5-10 minutes with the first visit; we encourage parents to provide a calm, prompt handover to their pod teacher to minimise disruption for the other learners and promote a successful start on school mornings
- ❖ *Stationery Packs/Uniform:* This information is also available on the school website. Year 1/0 packs are available from the school office. School hats are also available. Sample sizes are available at the school office.
- ❖ *Hero:* Parents require downloading of this application to receive all notifications, correspondence and reporting on their child's progress. The following link provides the information required: [Hero Logging into Hero - Information for Families](#)  
Any Hero queries are directed to the Deputy Principal, [Mark.Maddren@westmelton.school.nz](mailto:Mark.Maddren@westmelton.school.nz)

On starting the Bursar will add your child to:

- *Pod Class*
- *Whānau Group* These groups link siblings/families where relevant