



# **West Melton Full Primary School Te Kura o Papatahōra**



Piwakawaka Community

## **New Entrant Information**

Living and Learning the West Melton Way  
Te noho me ti ako I te āhua o Melton ki te uru  
Empowering our students for the future





## School Contacts

<b>School Address:</b>	743 Weedons Ross Road, West Melton, Christchurch 7618
<b>Telephone:</b>	03 347 8448
<b>Fax:</b>	03 347 8459
<b>E-mail:</b>	principal@westmelton.school.nz
<b>Website:</b>	www.westmelton.school.nz
<b>School Principal:</b>	Mrs Susan Jackson
<b>First Deputy Principal :</b>	Ms Tracey Riley
<b>Second Deputy Principal:</b>	Mrs Kim Busch
<b>Team Leader – Moa Team:</b>	Mrs Kathryn Moake
<b>Team Leader – PukekoTeam:</b>	Ms Moira McKendry
<b>Team Leader – Kiwi Team:</b>	Mrs Kim Busch
<b>Team Leader - Piwakawaka Team:</b>	Mrs Thelma Herring
<b>New Entrant Teacher:</b>	Mrs Thelma Herring <a href="mailto:thelma.herring@westmelton.school.nz">thelma.herring@westmelton.school.nz</a>
<b>Special Needs (SENCO):</b>	Ms Tracey Riley
<b>Office Manager:</b>	Mrs Mary Heyde
<b>Finance/Administrative Assistant:</b>	Mrs Trine Spence
<b>Caretaker:</b>	Mr John Blondell
<b>Board of Trustees</b>	
<b>Chairperson:</b>	Mr Corey Woodward
<b>Secretary:</b>	Mrs Mary Heyde Mrs Janet Taylor Mrs Helen Howden Mr Darren Meyers Mr Brett Neal Mr Tim Schurr Mrs Penny Murray
<b>Principal:</b>	Mrs Susan Jackson
<b>Staff Representative:</b>	Mrs Christina Sands
<b>Friends of West Melton School</b>	
<b>Chairperson:</b>	Mrs Lisa Douglas

## West Melton's Learning Landscape



## School Logo

Our school logo has recently been reviewed and represents our unique location on the Canterbury plains as well as our current beliefs centred around children driving their passion for learning.







## Welcome to West Melton School

### Kia ora/hello

The staff and Board of Trustees welcome you to West Melton School. We believe we have the 'Best school in the West', and we are delighted that you have chosen our wonderful school to help you in educating your child.

We are very proud of our school and endeavor to do our best to provide opportunities to meet the needs of a 21<sup>st</sup> century child, emotionally, physically, culturally and academically. We expect them to be the best they can be!

Our goal is for our students to leave West Melton School with the knowledge and awareness of self, others, the environment, of our world and of values and morals; supported with a firm base of literacy and numeracy skills enabling our students to be powerful learners.

Our mission statement guides us in being the best we can be.

We are passionate about teaching and learning at West Melton School. We believe our school is a safe place; a place for students to come and learn and have fun, for teachers to come and teach and have fun and for parents and caregivers to become involved and have fun!

West Melton has a strong sense of community. We strive to build on this by continually updating our school website; [www.westmelton.school.nz](http://www.westmelton.school.nz) which provides school information for our parents and prospective parents and also helps students with their learning.

Our learning community caters for all students from New Entrant level (5 years) to Year 8 (12/13 years). In the future, our school will be experiencing steady roll growth with an end of year roll in 2016 of over 460 students. The Board of Trustees is proactive in managing this predicted growth.

We are especially proud of our students, their achievements and the programmes we provide. We continually work hard to ensure our programmes are "needs driven" and purposeful for the students.

It is a privilege to be the Principal of West Melton School and to lead a dedicated and committed team of highly skilled teachers and support staff in partnership with our parent community.

I love working with people, and I am passionate about students and education.

I trust your association with West Melton School is the best you can expect and we can provide.

Please feel free to contact me for further information at any time.

Kind regards

Susan Jackson  
Principal  
03 347 8448  
[principal@westmelton.school.nz](mailto:principal@westmelton.school.nz)

## What We Offer Our Students and Community...

### Pre-school Visits

Students will be invited to attend two pre-school visits prior to starting school. This gives them the opportunity to become familiar with the school environment and the teachers, and to make new friends. Parents are welcome to stay for the first pre-school visit, and encouraged to leave students independently for the second visit.

### School Times

School starts at 8.50 am and finishes at 3.00 pm. We recommend arriving at school no later than 8.45 am, so that children have the opportunity to unpack their bags before the bell rings. Classrooms are open from 8.20 am. If students are tired during their first six weeks of school, earlier collection can be pre-arranged on a needs basis.

### Learning Times

- |                       |                      |
|-----------------------|----------------------|
| • 8.20 am             | Classrooms open      |
| • 8.50 am             | Bell rung            |
| • 8.55 am – 11.00 am  | Learning block one   |
| • 11.00 am – 11.20 am | Morning tea break    |
| • 11.20 am – 12.30 pm | Learning block two   |
| • 12.30 pm – 1.30 pm  | Lunch break          |
| • 1.30 pm – 3.00 pm   | Learning block three |

### Morning Routine

To promote responsible "Self Managers" it is important to encourage students to carry out their morning routine independently.

- Bag unpacked, zipped up and hung up in cloakroom
- Reading packets put in place
- Name put into the "Name Wall"

### End of Day Routine

Students will be responsible for packing up their bags at the end of the day. Please ensure that school bags are sufficient in size to comfortably carry reading packets, lunch boxes, items of clothing, etc.

## Collecting Students from School During the Day

If you need to collect your child from school during the day, please give your child's teachers advance warning.

Should a member of the family (unknown to us) be required to pick up your child, then it is very important that they identify themselves to a staff member before departure – this will avoid possible embarrassment, as the school has some very clear legal obligations here.

If you wish to remove your child from school for a length of time (eg, a family holiday overseas) you are required to fill in a "request for leave form". This can be downloaded from the school website.

## Enrolment Forms

Your child will not be able to start school until the enrolment form, copy of birth certificate/passport, proof of address and immunization certificate have been received by the office.



# School Buses

We have three buses that operate daily. If you are unsure about eligibility, please see the school office for clarification.

Our primary focus and intent is that the students travelling home on the bus do so in a safe and orderly manner. For this to happen everyone needs to be aware of the school's expectations.

- Students will sit where the bus monitors ask them to.
- Bus monitors will treat children as they would like to be treated themselves and act in a responsible manner. Bus monitors are answerable to the Bus Controller (Julia Cider).
- Students will follow requests made of them by staff, the bus driver and the bus monitors.
- Students will remain seated until they reach their stop.
- There is to be no movement around the bus.
- There is to be no eating or drinking on the bus.
- Bus vests will be worn when travelling to and from school on the bus.

## To ensure the system runs smoothly...

- It is very important that you inform the office of any temporary or permanent changes to bus requirements. Bus notices are available from the office. Our master list remains the same from term to term unless we are notified otherwise.
- If there are changes, bus notices must be given to the office before 8.50 am, otherwise students will be sent home on the bus as usual.
- If our master sheet says that a child should not be on the bus, and they have not put a bus notice in to say that they should be on, **they will stay at school until collected by a parent.**
- The same staff will be doing the buses most days so they will become familiar with the students.
- We encourage the students to take the responsibility of handing in bus notices. It is not a parent's responsibility unless you choose it to be!

## Parents need to:

- Inform the school office if you are collecting your child. This is vital as we need to account for every child on the bus roll.
- Encourage your child(ren) about safely crossing the road once they are off the bus.
- Remind your child(ren) to wait on the roadside until the bus has departed.
- Be aware that the speed limit for passing a stationary school bus, in either direction, is 20 kilometres per hour.

## Bus Vests

- All students travelling on the school bus are issued with a bus vest.
- Each child will have ownership of their bus vest, and will need to keep it washed and in good condition.
- If the bus vest is lost or damaged a new one will need to be purchased at a cost \$15.
- The vest remains your property until your child leaves school.

Any matters relating to behaviour on the bus must be directed to the Bus Controller and are best dealt with as close to the incident as possible.

Thank you for your co-operation.

Julia Cider  
Bus Controller



## **Cars**

Many students are dropped off or picked up by parents in cars. Cars must be parked outside the school grounds or the drop off zone on Weedons Ross Road.

## **School Fence**

The school is now enclosed with a security fence and the gates must be kept shut at all times.

## **Stationery**

A stationery pack can be bought for new entrant students via the office at an approximate cost of \$47.00. The other option is to purchase your stationery on line at [www.schoolsupplies.co.nz](http://www.schoolsupplies.co.nz) with top-ups available at school. Replacements can be purchased at the School Office before 8.50 am.

## **Absence / late arrival**

If your child is away from school or is going to be late in arriving, please telephone the School Office (telephone 03 347 8448) and leave a message on the answer machine stating your child's name, community and reason.

## **School Donation / Fees**

Our Voluntary School Donation is \$150 per student per year, \$300 for 2 students and \$420 for 3 or more students per family.

We would prefer that all donations and fees for activities be paid by direct credit to the schools bank account. The bank details are as follows:

ASB  
12-3441-0011112-000  
West Melton School

Statements are usually sent out monthly.

Direct credits can be set up to pay in instalments, if you wish.

## **Toys, Valuables and Money**

We discourage students bringing these to school. Teachers will not take the responsibility for the loss or damage of any of the above at school. Anything brought for study purposes must be labelled.

## **School Structure**

We will have four teams at our school. They are:

Moa Team – Senior School (years 5-8)

Pukeko Team – Middle School (years 3-4)

Kiwi Team – Junior School (Year 2)

Piwakawaka Team - Junior School (Year 0 - 1)

The Junior School Team has two communities within it:

### **Piwakawaka (Fantail Team): New Entrant and Year 1 Children**

**Teachers (2016):** Thelma Herring, Louise Simons, Christina Sands, Nicole Allchurch, Natalie Stuart, Rebecca Brook and Anna-Kate Kilpatrick (Release teachers)

### **Kiwi Team: Year 2 Children**

**Teachers (2016):** Kim Busch (Deputy Principal), Natasha O'Connor, Darren Smalley, Elaine Thomson (part-time) and Chantal McKee (part-time)

### **Reporting to Parents**

Teachers will make contact with parents at any time during the year if there are concerns about a child's academic, social or behavioural development. Parents can contact any teacher via e-mail to arrange a meeting, if necessary.

### **Written Reports**

During the first four weeks of school, a School Entry Assessment will be completed and sent home. This contains useful information about how students have settled into school and shows where they are with their learning, so that goals can be set.

Your child will then receive a comprehensive written report on the anniversary of the date they started school in Years 1 – 3. At half yearly intervals they will receive a written report on their current achievement levels in Reading, Writing and Maths.

### **Whanau**

Students are allocated a whanau during their first week at school. They will be allocated the same whanau as their siblings, if applicable. Whanau points are awarded to children for positive behaviour. Points for each whanau accumulate throughout the year and are announced at each celebration of learning. During the year, whanau mufti days and whanau reward afternoons are also organised. The names of our whanau are: Selwyn (purple), Newton (orange), Trickett (yellow), Langdale (blue), Hill (green) and Ross (red). We have chosen our Whanau names to represent and acknowledge significant historical people in the West Melton region.

### **Swimming**

Our swimming pool is open during Terms 1 and 4, weather permitting. Swimming lessons and water safety is an important part of our learning programme, so please notify us if your child is unable to swim for any reason. Swimming pool keys are available to hire over the summer months (obtainable from our school office).

### **Newsletters**

School newsletters are emailed every fortnight (even weeks). You are also able to view the newsletter from our website [www.westmelton.school.nz](http://www.westmelton.school.nz). The newsletter helps to keep parents informed on current events. If you do not have access to a computer please let the office know and a hard copy can be organised.

## Community Newsletters and Other Notices

All school notices (except KIT (Keep in Touch) Book notices) will be sent via email through Etap, our student management system.

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

We encourage you to visit this regularly as it is updated frequently and the school Blogs can also be accessed from our website.

## Behaviour Management and Complaints Procedures

Information on these is available on our school website. The password to get into the Policy and Procedure site is "education". The Behaviour Management Policy sits under Health, Safety and Wellbeing and the Complaints Policy sits under Employer Responsibility.

## Uniform Information

Our school uniform is available from the School Office.

## 2016 PRICE LIST

<b>Polo Tops – Short Sleeved – Navy/gold striped collar</b>	
Size 4 – 12	\$29.00
Size 12 - Large	\$34.50
<b>Sweatshirts – Tunic style – Navy Blue with Logo</b>	
Size 4 – 12	\$36.00
Size 14 – 16	\$41.00
<b>Taslon Pants – Navy Blue</b>	
Size 4 – 14	\$37.00
Small / Medium	\$42.50
<b>Culottes - Navy Blue</b>	
Sizes 5 – 10	\$33.00
Size 12 – 14	\$36.00
<b>Trackpants with reinforced knees – Navy Blue</b>	
Size 4 – 6	\$39.00
<b>Boys Drill Shorts</b>	
Size 5 – 7	\$16.50
Size 8 – 10	\$18.50
<b>Polar Fleece Jacket – Navy / gold trim</b>	
Size 4 – 12	\$52.00
Size 12 +	\$58.00
<b>Polar Fleece Vest – navy / gold trim</b>	
Size 4 – 12	\$44.00
Adults – Sm, Med	\$49.00
<b>Navy Blue Sun Hat – Slouch Style &amp; Bucket Style for Yr 7 / 8's</b>	\$18.00



<b>Yr 7 / 8 Uniform – Navy / Gold</b>	
<b>Seniors Dri-Gear Polo Shirts</b>	
<b>10 – 12</b>	\$47.00
<b>S – XL</b>	\$50.00
<b>Seniors Hoodie - Navy Blue / Printed</b>	
<b>10 – 14</b>	\$53.00
<b>XS – Adult</b>	\$58.00
<b>Taslon Shorts – Seniors Only</b>	\$33.00

Uniform items are to be selected to suit weather conditions and/or personal preference.

Footwear can be blue, brown or black school shoes, sports shoes or sandals. Socks should be navy, white or black with no logos or navy tights for girls.

## Lost Property

It is vital that all items of school clothing are clearly named, so that they can be easily returned to the correct owner. Lost property is located by the entrance of the Kauri community cloakroom, in the large green container.

## Sun Safety at School

It is school policy that students wear school sunhats when outside during Term 1 and Term 4. Students not wearing hats will be asked to play in a shady area.

## Lunches

All students at West Melton have their lunch at school. On wet, cold days lunch is eaten inside.

## Bought Lunches

Subway is available for lunch on Thursdays. You are able to order this online. All you need to do is visit [www.lunchonline.co.nz](http://www.lunchonline.co.nz), register and link to West Melton School. Once you have set up your account you will need to make a minimum payment of \$20 before you can order (credit card or bank account transfer options are available) and then you will be set to order from the menu provided. Orders must be lodged before 9.00 am of delivery day.

Slices of Dominos pizza are available to order for lunch during Terms 2 & 3. Hawaiian, Meatlovers and Vegetarian slices are available and cost \$2 per slice. Gluten free options are also available. Orders must be given to our senior students on the front court (or in the Wharenui if raining), between 8.30 am and 8.50 am on Tuesday mornings. Orders can also be done online at [https://shop.tgcl.co.nz/shop/user\\_home.shtml?session=false&shop=West%20Melton%20School](https://shop.tgcl.co.nz/shop/user_home.shtml?session=false&shop=West%20Melton%20School)

Lunch orders will be delivered to the lunch areas at 12.30 pm, or if wet to each child's learning area.



## Classification of New Entrant Students

### Purpose:

To ensure that students receive sufficient time within their early years at school to establish essential early literacy and numeracy skills, experience success in all areas of their development and maintain positive achievement progress.

### Guidelines/Procedures

- Students starting as New Entrants during the first term of each year are classified as Year 1 and continue on the following year as Year 2.
- Students starting school from Term 2 are classified as Year 0 and continue on as Year 1 the following year.
- Where students starting school as New Entrants during the first half of Term 2 demonstrate rapid progress in all areas (academic, social and cultural) then consideration will be given, in consultation with parents or caregivers, to classify as Year 2 the following year.

These guidelines will be followed for most students. However, there may be some instances involving students starting school during the first two terms, where consideration will be given by school staff (Team leader, Principal), in consultation with parents or caregivers, to classify differently to the above guidelines. These circumstances may include:

- Varying length of times of school terms (as set by the Ministry of Education)
- Students starting school late in Term 1
- Students who have developmental delay
- Students demonstrating considerably faster progress than expected in all areas, or children who have been identified early as gifted in their literacy/numeracy development



## WEST MELTON SCHOOL

### Arrival & Departure Routines

#### Arrivals

- Enter school through the Weedons Ross Road entrance, or Westview Crescent Reserve entrances.
- Before 8.20 school is not open (teachers preparing for learning).
- After 8.20 enter buildings and prepare for learning.
- If late for school - let the office know before going to your community.
- Visiting local shops is not allowed before school.
- Lollies or chewing gum are not allowed at West Melton School.

#### Departures

- If your parents do not come to collect you as expected, go to the office and wait.
- If you travel home by bus, go straight to the bus line.
- If you are going to After School Care, go straight to the meeting place.
- If you walk home, go straight home.
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#### Car Park

- Students and parents must use the footpaths.
- Use the pedestrian crossing.
- Students must wait on the footpath for their parents.
- The Drop off car park is for staff car parking only in 2016. You are still able to use this park as a pick-up or drop-off area.



## Welcome to West Melton School from The Friends of West Melton School (FOWMS)

It is an exciting time when our children start at school. New routines, lots to learn about, heaps of new people to meet – this applies to children as well as parents!

The Friends of West Melton School (FOWMS) is a group of parents, teachers and others that get together to provide the best opportunities for our children. We mainly do this by **helping out at school** when the teachers are running programmes that need extra adults in the classroom, or a field trip, and **organising fundraising** and **social events**.

We have a great relationship with the school, the teachers and the Board of Trustees and we seek to provide some of the extra things that are part of the plan, but just outside the school's budget.

We meet a couple of times a term, with subcommittees getting together outside that for events they are working on. Every year we sell the Entertainment Book, hold a disco, and have the odd raffle.

### So what can you do?

Well, the main thing we want is for parents to have an opportunity to be a part of their child's education – there are heaps of ways to do this, a few of which are listed here. You'll note that some are during school hours and some are outside normal working hours, which suits some parents better. Children really love it when their parents are able to help out in whatever ways they can – so have a think about how you can be a part of some of these activities...

- |                              |                              |
|------------------------------|------------------------------|
| ● Helping at Sports Days     | ● Cooking tutor              |
| ● Class reading programmes   | ● Sports Coaching            |
| ● School Camps               | ● Fundraising                |
| ● Day trips                  | ● Working Bees               |
| ● Pet day                    | ● Office holder roles on PTA |
| ● Resource making            | ● Organise a social event    |
| ● Library – reading, mending | ● Gardening club             |
|                              | ●                            |

The key to it is lots of good people doing lots of good things as we work together to support our teachers as they help to educate our children. **Together, we all help to make West Melton School a better place...**

We are always seeking new members especially from the Kiwi Team; it is always good to develop a relationship with parents of the newest members of our fantastic school. On behalf of the FOWMS, we look forward to meeting you. Please call at any time.

Lisa Douglas, FOWMS Chair (03 342 4200)

*Dear Parents*

*Starting school is an exciting and important time for children and parents. We are delighted to be a part of that experience. At West Melton School, we enjoy working with you all to make this experience rewarding and positive.*

*Here is some general information about your child's learning. If you have any questions, please do not hesitate to contact me.*

*Kind regards*

*Thelma Herring, Team Leader*

[thelma.herring@westmelton.school.nz](mailto:thelma.herring@westmelton.school.nz)

## **The New Zealand Curriculum Learning Areas**

- English (oral language, visual language, reading and writing)
- Mathematics and Statistics
- Social Sciences
- Science
- Technology
- Health and physical education
- Learning languages
- The Arts (music, dance, drama, art)

Maori, ICT and thinking skills are integrated into all areas of the curriculum.

## **Alphabet letter names and sounds**

The first stages of reading and writing include developing the knowledge of letter names and the sounds that they make. During your child's first pre-school visit, you will be given some alphabet resources, so that they can be practised at home.

## **Reading**

Students love being read to, and adults are able to model the habits of great readers, when they read to children. To encourage the enjoyment of reading is very important.

# ***TEN REASONS TO READ TO YOUR CHILD***

***By Joy Cowley***

- *So that you have a great excuse to cuddle up together at any time of the day*
- *So you can both enjoy the sound and rhythm of language, the taste of words and the way words join together to create magic through stories*
- *To open doors to knowledge, as well as fantasy*
- *So you can encourage their imagination to run where it wants to, into other worlds*
- *To continue age-old story telling traditions*
- *To grow their vocabulary, so they can communicate with you and others*
- *To set them on the road to becoming a life-long reader*
- *To create memories that last for a lifetime*
- *Because one day they will read to you*
- *Just because it's fun!*

Most New Entrant students will start at the Emergent Level for reading. The text is very simple and repetitive, and the main goal is for students to point to the words that they are reading (1:1 matching). They will rely heavily on the pictures to gain meaning from the text, so please do not deprive them of the picture cues, or expect them to be able to read individual words.

We work with all New Entrant / Year 1 students in small groups on a daily basis, Monday – Thursday. Students will bring home their new reading book to read to you on each of these days. As they would have previously read the book at school, the text should be fairly easy and familiar for them. Please use the yellow reading log to record books read, along with a comment, and return it with the reading book the following day. Every Friday, we will read a poem which will be stuck into poetry books and brought home to read together.



## Oral language

This includes active listening and being able to clearly communicate ideas in a range of situations. We also focus on forming grammatically correct sentences.

## Writing

Students will start their writing lessons by using lots of oral language to structure their sentences. We use the “think it, say it, write it, read it” format for writing. Initially, students will be encouraged to write at least one simple sentence by recording the first sounds for words. This will develop into recording the beginning and end sounds for words, and then recording all dominant sounds, as their knowledge increases.

An initial sentence may look like this: I w t m f h. (I went to my friend’s house.)

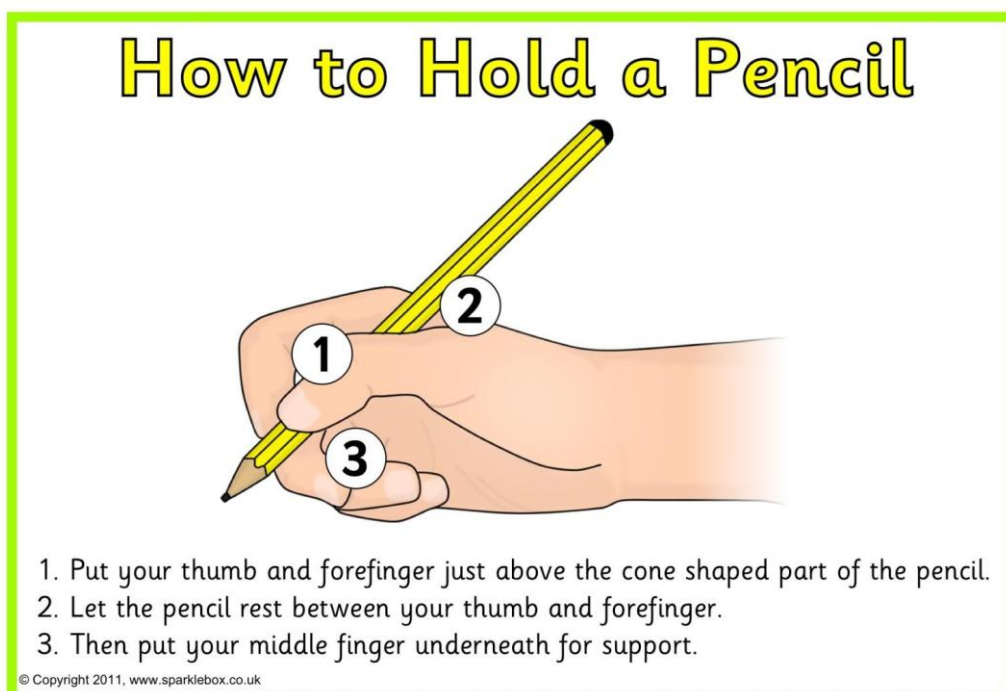
We also focus on:

- Using capital letters at the beginning of sentences
- Using full stops at the end of sentences
- Leaving finger spaces between words
- Spelling high frequency words (Beanstalk words)

## Handwriting

The initial goals for students in the Kiwi team are:

- To use the correct pencil grip
- To form letters and numerals correctly



## **Beanstalk Words**

Once students are familiar with their letter names and sounds, they can start to learn to read and spell high frequency words, which we call “Beanstalk” words.

## **Mathematics**

Initially, the main focus for students is to develop their number knowledge, working with numbers up to 5, then 10, then 20. Students will identify numbers, count forwards and backwards, sequence numbers, learn to recognise patterns for numbers, and state numbers before/after given numbers.

Early addition and subtraction strategies will also be taught using number stories. For example, if Sam had two marbles and Jim gave him two more, how many would he have? Materials (eg counters, fingers, etc) are used to solve these problems at first, so that students have a visual representation, before moving onto imaging (solving problems using different strategies).

Each student is registered to use Mathletics during their time at school. It is a website which provides student with the opportunity to practise and consolidate their learning. Personal login details are given to each student so that it can be used at home.

## **Letter of the Week**

Every week, we will focus on a different letter. This links in with our phonics, oral language, writing and handwriting programmes.

## **Library**

All students have the opportunity to visit our school library once a week during class time. It is also open during lunchtimes. Students are allowed to borrow two books for a maximum of two weeks. Please ensure that library books are looked after at home, kept in a safe place and returned when read.

## **Lunch Boxes and Drink Bottles**

Please ensure that lunch boxes and drink bottles are clearly named, so that they can be returned if lost. Students will require a piece of fresh fruit or vegetables to eat during Feed and Read time. To encourage independence, please ensure that food containers and wrappers can be easily opened by students. We encourage the use of re-usable containers to promote “litter-less lunchboxes” where possible.

## **Sports**

Throughout the year, students will participate in sporting activities including aquatics, duathlon, cross country and athletics. All annual events are placed on our school calendar which can be accessed through our website. Parent help is often requested to assist in the smooth running of these events. Physical Education and fitness are planned as part of our regular learning programmes.

## **Homework**

Listening to and supporting your child to read on a daily basis is essential. This will consolidate what has been learnt at school, and help to build fluency. Practising the names and sounds of the letters of the alphabet is also extremely helpful for students, as this benefits their reading and writing. When students have progressed to Beanstalk and Caterpillar words, assistance with learning to read and spell them is also important for progress.

## **Reading Packets**

Children's reading packets are required at school every day. They are used to carry daily reading books (Monday – Thursday), yellow reading logs, poetry books, KIT (Keeping in Touch) books, homework books and school notices.

## **Parent Help**

We operate an open door policy at West Melton School, and parents are most welcome to come in and help at any time. It is especially helpful during our literacy and numeracy lessons. If this is something that you would like to do, please let us know.

Other ways of helping include:

- Becoming a member of The Friends of West Melton School group.
- Supporting teachers during sporting events, camps and school trips.

## **Parent Involvement Policy and Procedure**

Parents may wish to support the school by spending time in school involved with class programmes, and on trips and camps outside the school. Other opportunities for involvement may include helping with sports, fundraising, road patrol, becoming a member of the parent group or board of trustees, attending and participating in school events, and taking part in scheduled policy reviews.

Parent involvement contributes to a strong school community and has benefits for everyone involved. Many events would simply not take place without the involvement of parent volunteers.

## General Guidelines

- Parents are welcome to offer their time and assistance.
- Parents are invited to help by the individual class teacher when the need exists.
- When there are more offers of help than required, some of these offers will be declined.
- The school reserves the right to decline offers of help at any time. Parent volunteers, including camp parents, are not required to be vetted, although the school board or management may choose to do so.
- It is not always appropriate for siblings to come along with the parent helper. Please discuss this with the teacher before the event/activity.

## Confidentiality

- There are privacy issues which need to be considered by anyone working in a school. Parents are reminded of the need to maintain confidentiality regarding other students observed at school.
- It is likely that parents working within the school will sometimes become aware of issues relating to individual families of specific students. Any issues or concerns about such students should be communicated immediately to the teacher who should be able to reassure parent volunteers that the school is managing the situation.
- If the parent continues to have concerns, these should be raised with the principal. They must not be discussed with other parents.

## In the Community

- While support in the community is appreciated, each teacher has their own preference for the extent of this involvement.
- Parents are welcome to offer their time and assistance and are invited to help when the need exists.
- Parents are informed of their obligations and role as helpers within the learning environment.



**Junior School**  
**Cross Country**

## **Our TOP TIPS to Prepare Children for School...**

- Ensure that your children hold their pencils correctly right from the start (learnt habits can be hard to break).
- Teach your children to write their first names (capital letter used for initial letter only).
- Encourage your children to learn the alphabet – letter names and the sounds that they make. “I Spy” is a great game for learning letter names and sounds.
- Provide cutting activities with children’s round-ended scissors. Children enjoy cutting out words and pictures from old newspapers and magazines, and sticking them onto paper. This also helps to develop children’s fine motor skills. This website also has some other great ideas for fine motor development: <http://www.schoolsparks.com/early-childhood-development/fine-motor>
- Count forwards and backwards - initially with numbers to 10, and then build to 20. Board games using dice and counters (eg Snakes and Ladders) provide an excellent introduction to maths.
- Read rhyming stories with your child. There are many excellent picture books for young children. Dr Seuss, Hairy Maclary and books with traditional or modern nursery rhymes are great for rhyme and rhythm.
- Buy your children shoes that they can independently put on and take off (Velcro fasteners are ideal for New Entrant children).
- Provide different experiences for your children. This builds knowledge and understanding of our world, and develops vocabulary. It doesn’t have to be expensive (examples of experiences include a bus ride, a trip to the post office, library, police station, fire station, museum or airport).
- Expose your children to books to encourage a love of reading, and provide an understanding of print concepts. Children need to know how to hold a book, where the front of the book is, knowledge of reading from left to right, understanding of letters and words, and the use of pictures to support the words.
- Encourage independence. Children who are independent have fantastic problem solving skills, which allow them to be very successful in a learning environment. Children need to have lots of opportunities to develop independence.
- Be present in your children’s lives. This will give them the best start to their education. As parents, you are the main teachers in your children’s lives. This involves guiding them, and allowing them to learn new skills and information for themselves through the opportunities that you expose them to.

**Thank you for your support!**



