



Winchester School

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Welcome!

Welcome to Winchester School. We would like you and your child to feel confident and happy when they begin at our school.

Some of these sub headings may help to make your introduction into our school smoother and easier.

The Paper Work!

The official forms that we require to be completed for enrolment are -

- Winchester School Enrolment Form
- Computer & Internet Use Agreement
- Consent for School Dental Service
- Fonterra Permission Form
- Medical Conditions - if applicable
- Asthma Plan - if applicable
- Non English Speaking Background Students - if applicable



We also need to sight the Birth Certificate or Passport and file a copy of the Immunisation Certificate.

Class Times

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|----------|--|
| 8.50 am | Session 1 begins |
| 10.50 am | 'Read and Feed' supervised eating in class |
| 11.00 am | Morning Interval |
| 11.30am | Session 2 begins |
| 1.00 pm | Lunch Interval |
| 1.50 pm | Session 3 begins |
| 3.00 pm | School Finishes |

First Class

For children beginning school, we have two reception classes, Room 8 and Room 13. You will be advised in a letter as to which class they are in.

Pre-School Visits

It helps if your child has had the opportunity to become familiar with the new school environment. We will arrange three pre-school visits. Please feel welcome to attend with your child. It is also a good idea to give them some time by themselves at school, and then come back to collect them.

Trust the Teacher!

If your child is upset at you leaving, please trust the teacher. It is often much easier for a child to settle when you have gone. We will ring you if they don't settle, and you can ring at morning interval (11.00 - 11.30am) if you are concerned.



Start the Day on Time



Children will feel more confident and part of the class if they have ten minutes or so to settle in, hang up bags etc before school starts. Arriving at or after bell time (8.50am) can be upsetting for them and other children. School is open from 8.30am.



The First Few Weeks

When your child starts school they can get very tired. You are welcome to pick them up early or take them home for the afternoon to give them a catch-up time. It is quite exhausting for a new five-year-old with so many new stimuli and procedures to follow.

We want your child to enjoy their school years with us at Winchester. Please feel free to pop in and see your child's teacher before or after school to share success or concerns. If the teacher cannot resolve a problem in the time available, you are welcome to make an appointment to see them for a longer discussion.

Collecting Your Child After School

We need you to collect your child from the classroom at the end of the day. Junior teachers will hold children until their parents / caregivers arrive. Please be punctual, as children can get upset very quickly if they are left waiting at the end of the day.

Dressing

Children feel empowered if they are capable of dressing themselves confidently, especially in summer months when they go swimming in our heated pool. There are also many times the children need to take off their shoes. Your child will feel more independent if they can tie their laces or have velcro closing shoes. Please keep a spare set of clothing in the bottom of their bag in case of accidents.

Caring for Own Belongings

The children are encouraged to be responsible for their own belongings at school. Practising this at home makes it easier when they start school. Children should be able to independently hang up their own bag, put their water bottle in the correct place, and their kiwi pack in the box. Please check all their belongings are clearly named.



Pen Grip

Children at Winchester School use pen for all their written work. A sturdy pen grip can help children hold their pens correctly. Children will feel less challenged if they can recognise and write their own name. Knowing the letters of the alphabet and the sounds they make is also an advantage. If you are practising writing their name or forming letters at home, please use lower case letters, not capitals. A letter formation chart is at the end of this booklet.



Ecology of Learning

The Ecology of Learning at Winchester School promotes higher order thinking skills. The junior children use the eight Multiple Intelligences in our curriculum teaching. Winchester School Staff believe this approach provides the opportunity for children to extend in areas of strength, and to develop their skills in other areas. We also use de Bono's Thinking Hats where children can look at an idea or problem from different perspectives. Junior children have a weekly Discovery Time whereby they learn through planned play and by working co-operatively with others. We believe we can provide a stimulating and sound learning programme for the children in our school through our Ecology of Learning.

Modules

Children are provided with a range of opportunities and experiences through Modules, which are taught for two weeks in each term. Junior teachers teach in an area of their expertise, and children have four sessions with each teacher. Modules cover Music, Dance, Drama, Te Reo Maori and Spanish.

Reporting on Progress

Teachers have 10 minute 'getting to know you' interviews in Term One. This is an opportunity for you to share information about your child with the teacher.

In Term 2, interviews are conducted to share your child's learning progress with you. All parents are encouraged to attend these formal interviews. You can book an interview time online or at the office.

End of Year Reports

All New Entrants receive a simple written report after 8-10 weeks of school. Each child brings home a written report at the end of the year.

Homefun



Children bring home a reading book from Monday to Thursday. We appreciate you signing the Reading Log in the back of the Homefun book to show your child has shared their book with you. A poem comes home on Friday.

Toileting

Your child needs to be confident and independent with toileting procedures, and washing and drying hands. Children may leave the room to visit the toilet whenever needed. Making a T shape with their hands indicates to the teacher that they want to go to the toilet. Hand sanitizer is available in all classrooms.

Sniffs and Sneezes



Children need to be able to blow their own nose and recognise when they need to. Boxes of tissues are kept in the classroom for the children.

Lunch

At Winchester School the children eat two equal amounts at playtime and lunchtime. At playtime the children are supervised eating for 10 minutes during Read and Feed. At lunchtime they eat the other half of their lunch under the trees or inside if wet. For new children it could be helpful to separate the food packed in their lunchbox, so they know what they have to eat for playtime and



lunchtime. Your child will feel much happier if they know how to eat from a lunchbox, open containers, unwrap food etc. Please check you have included a spoon for yoghurt. We have a zero waste policy at Winchester School where children take all their rubbish home. This enables you to check how much your child is eating each day. A plastic bag can be kept in the lunch box for messy rubbish like yoghurt containers or apple cores. The teacher on duty will check that your child has eaten most of their lunch. Children enjoy a variety of foods but need a realistic amount of good well-balanced food for energy. Children need to have a water bottle in the classroom and may drink whenever they need to.

Bought Lunches

The PTA organises a weekly bought lunch for Thursday. Children bring a notice home on Monday, pay for and order their lunch on Tuesday, and receive their lunch on Thursday. Bought



lunches include sausages & bread, pizza and American Hotdogs.

Lost Property

Lost property is located on the rack at the office entrance.



Please check for any misplaced gear. Naming articles does help to return gear to its owner.



Whanau Classes

The children join with a whanau buddy class as a way to develop friendships and offer peer support in our school. Your child will be buddied up with an older child for different Te Reo activities.

Assemblies

Every second Friday in the school hall at 2.30pm we have a whole school assembly, and you are welcome to attend. The alternative Friday we have Team Assembly just for the children.

Sunhats and Suncream

Children feel more comfortable if they can recognise when they are hot or cold and take appropriate action, eg jersey on or off. Sometimes this is challenging for little children. In Term 1 and Term 4 children are issued with a school sunhat, which must be worn outside. Sunscreen is also provided in all classrooms.

Milk

A small carton of free milk is available daily to your child at morning tea time, if you wish for them to have it. A permission slip included in the enrolment pace.

Well Enough for the School Day?

If your child feels unwell, has vomited in the last 24 hours, has a heavy cold or is very tired, please do not send them to school to feel miserable.



Absences



Always phone the school, ph 357 9414, to advise if your child will be absent. We have a 24 hour answer phone so you can leave a message. If we do not hear from you, and your child does not arrive at school, the Office Manager will phone you. This is to ensure that we know your child is safe.

Medical Room



If your child becomes unwell or has hurt themselves at school, we will ring parents to come and collect them. We have a Medical Room at school where children are kept while waiting for you, but do not have the staff to constantly supervise them there.

Injuries at School

Children who suffer minor grazes, bumps and cuts are treated at school. For all head and serious injuries, parents are contacted immediately.



Contact Telephone Numbers



It is very important that we have reliable daytime contact telephone number for at least two caregivers in the event of an emergency at school. Some parents provide us with up to three close friends/relatives who are free to come and collect their child from school.

Immunisations

Your family Doctor provides free immunisations. Prior to starting school, from 4-5 years, is the time for their MMR injection and DTaP-IPV immunisation. The Doctor will provide you with an Immunisation Certificate to record if your child is fully or not fully immunised at 5 years of age. This certificate is required by the Health (Immunisation) Regulations 1995 to be shown when your child starts school.



Head Lice

Head Lice are a social problem in schools. There is no cause for alarm. Their presence is no reflection on your child's general health, and the condition is readily cleared up. We regularly send home notices for you to check your child's hair, especially if someone else has found them. See your chemist who will recommend a suitable treatment.

Dental Service



If your pre-school child has been enrolled with the dental service, they will be transferred to the school dental roll and require a new Enrolment and Consent Form to be completed. If you have not enrolled, now is the time to do so.

PTA

Joining the PTA is an excellent way to make friends and become involved in the school. Evening meetings are held monthly and there is no pressure on parents to take on PTA positions or do jobs. You do as little or as much as you want.

Yummy Stickers

Winchester school collects the Yummy stickers from apples so please save them up and send them to school. The stickers are exchanged for sports equipment.



Peanut Free School

Winchester School has a number of children with allergies to peanuts, so we are a peanut free school. Please help those children with allergies by not sending peanut butter sandwiches, raw/salted peanuts or any other food containing peanuts to school.

Wheels Day



Every Friday lunchtime from 1.10-1.50pm, children are able to bring their scooters, skateboards or skates to school and ride them on the back netball court. They must walk their wheels

to and from the court. It is recommended that children wear a bike helmet while on the court.

School Entry Skills

Here is a list of desirable school entry skills. It would be great if your child could do some or all of them.

- ❖ can write their own name in lower case letters - e.g. Benjamin
- ❖ knows some letter names
- ❖ knows some letter sounds
- ❖ enjoys listening to and joining in with stories
- ❖ can follow simple instructions
- ❖ knows some basic nursery rhymes
- ❖ can hold a pen correctly between thumb and index finger
- ❖ knows some things about the numbers 0-10
 - can recognise some numerals
 - can form some numerals
 - can rote count
- ❖ can use scissors correctly
- ❖ can colour in a simple picture
- ❖ can toilet themselves

