



Helpful Information for Parents and Whānau

TERM THREE

Wadestown School 2024

In response to parental feedback, rather than including this information in each Team's Newsletter, we have separated out this information and created a document for the whole school. As a split site, we endeavour to maintain consistent processes, however, in certain circumstances we do need to employ some different approaches.

Term 3 Reminders and things of note:

Before school arrival time

- Classrooms are open from 8:30am. Staff cannot be responsible for the supervision of students before this time as they are busy preparing for the day or in meetings.
- Arriving at school between 8:30 am and 8:45 am, ensures students have enough time to organise their belongings, talk with their peers and be ready for the 8:55 am bell.
- Students at Rose Street who arrive later than this bell must sign in at the school office.

Road Patrol Duty: Rimu students (Year 6s only)

- Year 6 students doing Road Patrol are expected to arrive at school at 8:15am to set up for their duty.
- If your child is unable to be there for their duty, please ensure that the school is informed ahead of time so we can arrange a replacement.
- We continue to appreciate parental volunteers and assistance.

Student absences - illness and appointments

- If your child is going to be absent from school, please ring the school office: (ph: 472 4779) and leave a message on the answerphone before 9:00 am or fill in the absence form on the school website.
- If we do not hear from you, the office will phone to follow up this unexplained absence.

Extended student absences

- If you are taking your child out of school for an extended period of time, you will need to email the classroom teacher and Amanda Frater to advise them of this.
- Please include the dates your school will be absent from, their return date and also the reason for the absence.

Student Wellbeing

- Please do not hesitate to contact us early if you have any concerns about your child.

- If students are upset at school, they are encouraged to approach a teacher or to go to the office during break times, to seek assistance.
- Teachers will be in touch with parents if there has been an incident throughout the day that they feel parents should be made aware of.
- If your child is experiencing ongoing issues with their learning or behaviour, we encourage you to talk to your classroom teacher. Our SENCo and Deputy Principal, Robyn Grover, is also available to provide further support. .

Urgent communication

- For urgent communication regarding your child, please contact the school office rather than emailing the class teacher as it is challenging for teachers to address emails promptly during school hours.
- We encourage the students to initiate discussions at school when they have concerns and if possible at the time of the incidents.

Late Pick ups: End of day

- From time to time, parents will be held up from collecting their child.
- If you know you are running late, please let the school office know so they can get a message to the classroom teacher.
- If a child has not been collected from school by 3:15pm, the school will be in touch.
 - Students at Rose Street need to come down to the school office and wait until contact has been made with their family. The 3:15pm bell will signal this.
 - Students at Weld Street will wait with one of the Weld Street teachers.