

WYMONDLEY ROAD SCHOOL

WHANAU

HANDBOOK

2026



OUR VISION

MOTTO

Tu Rangatira - Stand Chiefly

VISION

Learn and Lead with Courage

OUR MISSION

Nurture learners that stand tall, strong in character, confident in identity, striving for excellence

OUR VALUES

"O le ala i le pule o le tautua"

'The pathway to Leadership is through Service'

LEADERSHIP

Leading, guiding, directing others towards achieving a common goal

SERVICE

The action of helping or doing things for others

WHAKAUTE - RESPECT

We care about others feelings and wellbeing

MAHI TAHI - TEAM WORK

We work together to help each other reach our goals

NGAKAU TAPATAHI INTEGRITY

We do the right thing all the time, even when noone is watching

HIRINGA - DETERMINATION

We always try our best and never, never give up!

MANAAKITANGA - CARING

We show kindness and caring to others



STAND TALL - TU RANGATIRA

WWW.WYMONDLEY.SCHOOL.NZ



The WRS learner underpins all social and learning interactions in our school where both staff and students are concerned. We believe that it is important that children learn to display the values and learning at all times.

Enrolling your child

What you need to bring to the office:

- Your child's immunisation record
- Birth Certificate/Passport
 - If your child is a New Zealand citizen please bring in their birth certificate.
 - If your child is not a New Zealand Citizen please bring in your passport and your child's passport and visas

ENROLMENT FLOWCHART

Has this student visited the school ie.
Transition afternoons or pop-in visits

YES



Book a time with the family to
come and fill in Enrolment Form
at the school office



Have the following documents
been sighted and photocopied?

- Birth Certificate or Passport
- Immunisation Certificate

NO →

Advise the Family that these
documents must be brought in to
complete the Enrolment Process

YES



Schedule an appointment with
the Principal or Deputy
Principal



Family and child to meet with
the Principal or Deputy
Principal



New Students will start on
MONDAY each week

SCHOOL INFORMATION

School Board of Trustees

The Board of Trustees meets twice a term throughout the year. Newsletters before each meeting advise the venue, date and time. Parents and caregivers are warmly invited to attend meetings. Copies of board minutes and school policies are available at the school office and online via the School website

School Hours

We strongly recommend children arrive at school ready for learning before 8.30 am. They will complete their Daily Express on arrival. School finishes at 2.50 pm, and children must be picked up promptly after school. We request that no parents/caregivers enter classes before the end of the day bell rings due to health and safety. SKIDS offers an after-school programme currently based at Flat Bush. SKIDS do provide a 'pick up' service from Wymondley Road School. WINZ subsidies may be available to you. Please check at the school office for information.

Attendance

Children are to attend school **every day** unless they are sick or away due to another valid reason. Children are to be at school **by** 8.30 am and **at** school until 2.50 pm. If you have difficulty getting your child to school, put them on our Walking School Bus (more information can be obtained from the school office). Your child/ren must be punctual and ready for school every day to protect their learning time.

Leaving School Early

You **MUST report to the front office** when signing your child out of the school. Use the tablet at the front office to do this. Please ensure we have updated personnel details of who you have allowed, to collect your child/ren up from school. PLEASE call the office if someone else is picking up your child early. **Students will not be released until we can get in contact with you.**

What to do if your child is sick

If your child is away due to an illness, bereavement or another important reason, please contact the school on **09 2767241** or **free for landlines and mobiles on 0800 121 458** before 9.30 am. You can also report absences on our website www.wymondley.school.nz and through **SKOOL LOOP** by downloading the SKOOL LOOP app on your mobile phone and selecting 'Wymondley Road School'. ALL children should otherwise be at school **every day**.

Sickness and Accidents

If a child isn't feeling well they will be sent to the health room. Any minor injuries will be attended to in our health room by a staff member. In the case of an emergency, medical treatment will be sought immediately and parents notified. In a situation where no one can be contacted, an adult will accompany the child to the hospital.



Update contact details

Please ensure that we have up-to-date emergency information for your child. You can pop into the office, email the school or send a note to change the details we have on file.

Fees

In 2025, Wymondley Road School opted into the School/Kura Donations Scheme. You can read more about this scheme here: bit.ly/wrsdonations.

Stationery

Stationery packs are \$25.00 per child and can be purchased at the school office. These packs are tailored to each year group specifically, and will be sent directly to your child's class.

School Uniform

Students must wear black shoes (with white or black socks). Jandals and slip-ons **are not** appropriate footwear for daily activities like technology, food tech, Garden to Table, fitness and sports. In Term 1 and 4 children must wear a Wymondley Road School hat.

Uniforms can be purchased from:

New Zealand Uniforms

Unit B/16 Bishop Dunn Place, Flat Bush | (09) 281 3531 **ONLY. Uniforms can no longer be purchased from the Uniform Shoppe on Ronwood Ave, Manukau.**

*** Uniforms must be labelled clearly with your child's name. We have a small amount of second-hand uniforms for sale. Please inquire at the front office.**

Lost Property

Children are encouraged to look after and be responsible for their belongings. All uniform items should be named. If children miss any clothing they should check the classroom, school grounds and lost property at the school office.

Valuables / Money

Children are encouraged not to bring any personal items of value to school. The school has no responsibility for any of these items if they are lost or stolen.

Contacting the school

If you have any concerns or would like to know how your child is doing, please contact the classroom teacher by email, phone or come into the school office to make an appointment to see them at a convenient time.

Teachers will contact parents if they have any concerns they need to discuss or if they would like to share their child's success with you. The Principal and Leadership Team have an "open door" policy and are available to meet with you if you have any matters to discuss.



Awhi Team

Why do we have an Awhi Team? *He aha te Awhi Team?*

Introduction - Kupu Whakataki

Our Awhi Team is here to ensure that all our kids, especially those learning English and those who learn in different ways, receive the support they need to excel at school.

Ko te kaupapa o te Awhi Team, he tautoko i ā tātou tamariki, otirā ko te hunga e ako ana i te reo Pākehā me te hunga ako rerekē, kia whiwhi rātou i te tautoko tika e angitu ai rātou i te kura.

What We Do - Ā Mātou Kawenga

- **We listen to tamariki and whānau voices** - *Whakarongo ki ngā reo o ngā tamariki me ngā whānau*
- **We celebrate everyone's language, culture, and identity** - *Whakanui i te reo, te ahurea me te tuakiri o ia tangata*
- **We work together with teachers and helpers outside of school** - *Mahi tahi me ngā kaiako me ngā kaitautoko o waho*
- **We find the right support so every child feels proud, included, and ready to succeed** - *Rapua te tautoko tika kia tū māia, kia whai wāhi, kia angitu ngā tamariki*

Our Team - Tā Mātou Rōpū

Sisi Key (Deputy Principal/SENCO), Helen Dillon (SWIS), Rukshana Khan (RTLB Liaison), Tasha Rukuata (PHN), Cherub Tamasi (PHN), Inoke Paea (HSW), Anika Kerehoma (EWIS), Boyoung Choi (MOE SLT), Rachel Zakaria (AoDC).

Closing Statement - Kupu Whakakapi

Together, we awhi (support) our learners to feel they belong, to grow in confidence, and to shine in their own unique ways.

Mā te mahi ngātahi, ka āwhi mātou i ā mātou ākonga kia rongo rātou i te manaaki, kia tipu ai te māia, ā, kia whiti ai i ā rātou ake huarahi ahurei.

2026 WRS STAFF

Name	Role	Email
Fleur Petelo	Tumuaki/Principal	fleur@wymondley.school.nz
Sisi Key	Deputy Principal	sisik@wymondley.school.nz
Tracey Knight	Secretary	secretary@wymondley.school.nz
Annie Neli	Admin and Resources	annie@wymondley.school.nz
Robyn Wills	Year 5 / 6 Teacher (Kōura)	robyn@wymondley.school.nz
Elena Tito	Year 5 / 6 Team Teachers (Pipi)	elenat@wymondley.school.nz
Nicky Maera	Year 4 Teacher (Harakeke)	nickym@wymondley.school.nz
Anu Devi	Year 2 / 3 / Teacher (Te Marama)	anud@wymondley.school.nz
Ashleen Khan	Year 2 / 3 Teacher (Whetu)	ashleen@wymondley.school.nz
Shinal Naidu	Year 0/1 Teacher (Te Ra)	shinal@wymondley.school.nz
Kui Sifaheone	Release Teacher (Thursday and Friday)	kuis@wymondley.school.nz
Mike Matete	Property Manager/Caretaker	Contact the school office
Eseta Lemanu	Learning Assistant	Contact the school office
Terii Ahovalo	Learning Assistant	Contact the school office
Elizabeth Mitchell	Learning Assistant	Contact the school office
Sapphire Maxwell	Learning Assistant	Contact the school office
Latanoa Tamale	Learning Assistant	Contact the school office
Tasha Rukuata	Public Health Nurse (Mana Kids)	truukuata@thc.org.nz
Inoke Paea	Support Health Worker (Mana Kids)	Contact the school office

Helen Dillon Wednesday & Friday

SWiS (Social Worker)

helen@taiawa.org.nz

Sun Protection

In Term 1 and 4, children are required to wear a school hat when they are outside - for example during interval, lunch, sports, excursions and activities. We have a "No Hat, Play in the Shade area" policy. We require children without hats to play in the shade. School hats can be purchased with school uniforms from NZ Uniforms, Flatbush.

School Trips

Parents will be notified before all school trips take place. We aim to offer 1 school trip per term for all students with Year 0 & 1 having more frequent opportunities for learning offsite. Parent help is sometimes required. Permission slips will be sent home, and must be completed and returned to the school for your child to attend school trips. However, in the case of walks around the community **a generic permission form will be collected at enrolment**. The entry fees for school trips related to the curriculum, are paid by the Donation Scheme. However, transportation may incur a cost.



Visiting the school

During a school day, the gates around the school perimeter are locked, EXCEPT for the pedestrian gate at the front entrance, and the office gate. ALL VISITORS (INCLUDING PARENTS/CAREGIVERS) MUST REPORT TO THE OFFICE AND SIGN IN ON ARRIVAL AT SCHOOL. ALL VISITORS will be triaged at the front office. Lunches and forgotten belongings can be dropped off at the front office, these will be passed onto your child. If you are here for a meeting or a trip, or have an appointment to see a staff member, you will be given a VISITOR pass that MUST be worn throughout your visit and the front office will direct you to where you need to go. When leaving, visitors must return their tags and sign out.

Car Parks

For the safety of the children walking through the grounds, we ask that **all parents** park **outside** the school grounds and refrain from using the staff car park. We have many visitors to school, if your car is in the school grounds it may be blocked in. At the end of the day children are crossing over the driveway so it becomes a safety hazard. We advise that you park on the road or in the rear car park. Children being picked up after school will wait on the deck outside Koru or at the front office once the gates have been locked.

Social Worker in School (SWiS) Service

Our social worker is here to support tamariki and their whānau. They are employed by a community agency called Te Tai Awa O Te Ora - 'The Channels of Life'. Their role is to assist and support children and their whānau in any way they can to make life and learning successful for children.

Only whānau that give their consent are seen by the Social Worker and their involvement is totally confidential. If whānau would like support in any way please:

- Contact the school office to find out when the SwiS is in school or to make an initial appointment
- Let your child's class teacher know
- Talk to the Deputy Principal/ SENCO/ Principal

ALL visitors to the SWiS office must report to the front office and be issued with a Visitors Pass.

Mana Kidz

We have Mana Health Kidz nurses on site every day from 1-3pm. Our nurses attend to the following:

- * Treat students with positive group A strep infection to prevent Rheumatic Fever
- * Treat sore skins/skin conditions (eczema, infected skin, scabies, impetigo etc)
- * Head Lice assessment and treatment
- * Hearing and vision assessment and referrals
- * Oral Health "lift the lip" assessment and enrolment form for oral care.

ALL parents/caregivers/visitors to the Nurse's office must report to the front office and be issued with a Visitors Pass.

Please talk to the Deputy Principal if you have any queries

Emergency Procedures

To ensure the safety of your children we practice a safety drill once a term. A continuous ringing of the bell signals an emergency. All students/staff/adults are to leave the rooms quickly and assemble in the middle of the field into their class lines.

If the emergency bell rings during the break or an event, students/staff/adults do not return to the buildings, they assemble in the middle of the field into their class lines.

Lockdowns

In the case of a 'lockdown' due to a serious emergency **ALL** students are kept inside the classroom and **NOT** let out under any circumstances until the 'all-clear' signal is given. The lockdown signal is the repetitive intermittent sounding of the school bell. The 'all-clear' will be announced by the Principal or a member of the Emergency Services. During a lockdown, parents and whānau will not be permitted entry to the school or buildings.

All parents will be communicated information via text/email and our website.

Reporting to Parents

Parents are welcome anytime during the year to email, phone or come in and speak to a teacher about their child's progress. Akoranga (Learning) Conversations will be held and can be booked through skool loop.

At the first conference teachers will set goals with parents for their child. Each family is allocated 10 minutes to discuss their child's goals and learning progress. At any other time, parents are asked to contact/visit their child's teacher if they would like to discuss an issue, problem or concern. After each Akoranga conversation, parents will receive information (goals, mid and end of year report, presentation of work by their child).

Anniversary Reporting

Anniversary reporting for Junior students (Year 0-3) when they have been at school for 40, 80 and 120 weeks. You will be contacted by your class teacher and /or the Deputy principal for an interview time for a Learning conversation which will take place within the month of your child's birthday. (These will replace Akoranga for your child).



Wymondley Online

Whānau and our community can keep updated on school events, student learning, important dates and ideas for helping at home by accessing our online websites.

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Seesaw (Junior School) <https://app.seesaw.me>

Google Classroom (Senior School) <https://classroom.google.com>

Mathletics (Years 2-6) <https://nz.mathletics.com/>

Facebook <https://www.facebook.com/wymondleyroadschool/>

Instagram https://www.instagram.com/wymondley_road_school/

Youtube <http://tiny.cc/wymondleyyoutube>





Website <https://www.wymondley.school.nz/>

School Interviews <https://www.schoolinterviews.co.nz/>

Skool Loop (mobile phone app) <https://www.skoolloop.com/> (select Wymondley Road School)

**We strongly encourage you to talk to your child's teacher so that you can be added to Seesaw or Google Classroom and keep updated with your child's learning.*

Learning Partnership with whānau

	<p>Akoranga (learning) conversations are held once each term. The teacher, parent/caregiver/whānau and learner will set goals and their progress and 'next steps' will be shared. Your child will receive a mid-year and end of year Akoranga report.</p>
	<p>Learning Past 5pm has a learning area focus such as literacy or numeracy and happens at least once a term. Everyone is welcome to attend these afternoons, they are fun, give whanau an idea of what happens in your child's classroom, teaches new skills and empowers whānau to help their tamariki learn at home. Attendees go home with helpful resources and games.</p>
<p>WRS ANNIVERSARY REPORTING</p>	<p>WRS Anniversary Reporting is another avenue to enhance our school learning partnership. It currently operates for Junior school learners. Parents are invited to meet with the Junior teachers (Y0-3) to talk about their child's learning progress shortly after starting school, at 5.5 years, 6 years and 7 years. Whānau are given strategies/games to support their child's learning at home.</p>
	<p>Reading Together® is a gold standard, research-based workshop programme which helps parents/whānau to provide effective support for their children's reading (and thereby also supports teachers in their classroom programmes). We will inform you when these sessions will be available.</p>
	<p>Project Wy is about leadership and relationships. The Project strengthens community and whānau relationships and strengthens home/school partnership. It's about our young people and whānau leading the way. Project Wy works closely with primary and intermediate schools around South Auckland to select who they consider to be their future young leaders of the community and beyond. We then work with the student and their parents to mentor their development as a leader while raising their educational aspirations.</p>

The Healthy School Lunch Programme - Ka Ora, Ka Ako

Ka Ora, Ka Ako | The healthy school lunches programme aims to reduce food insecurity by providing access to a nutritious lunch in school every day. Regular nutritious food is vital for children's physical, mental and educational development. It affects their ability to focus, concentrate and learn.

At Wymondley Road School, we have a Healthy Eating Policy. We want to ensure that our students develop healthy habits for their lifetime and that while they are learning at school they have the sort of healthy food that will help to keep them going all day.

Here are some things to keep in mind when packing your child's morning tea

- We are a **WATER ONLY** school, so we encourage you to send a water bottle that children can fill up and drink throughout the day. Alternatively, we have fountains around the school for use during break times
- Fruit is provided through our 'Fruit for School' programme, as a 'brain snack' every morning
- We encourage a Litter Free Lunch - that is food that is made rather than bought from the store.

RWS

Healthy Eating Policy







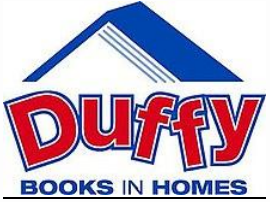
✓

- Water
- Sandwiches
- Fruit
- Yoghurt
- Muesli Bars
- Noodles
- Rice
- Snack size potato chips
- Crackers
- Meat Protein

✗

- Pies
- Sausage Rolls
- Fizzy Drinks and Juice
- Snack Packs
- Large packets of Chips
- Lollies or Chewing Gum
- Large Cookies
- Fruit Strings

Initiatives that support student learning

	<p>Garden to Table</p> <p>The Garden to Table programme builds skills for life through highly practical, hands-on classes - not only teaching growing and cooking skills but also building awareness of individual and collective responsibility for the environment, healthy eating and community connectedness.</p> <p>Further information: www.gardentotable.org.nz</p>
	<p>Fruit and Vegetables in schools</p> <p>Fruit in Schools (FIS) encourages children to eat more fruit and vegetables and to adopt healthier lifestyles. Through this programme, the Ministry of Health is aiming for a jump-start to healthy eating and lifestyle choices by reaching children in regions of high social and health needs.</p> <p>Further information: www.5aday.co.nz/5plus-a-day/fruit-vegetables-in-schools/</p>
	<p>KickStart Breakfast</p> <p>A community partnership initiative helping more tamariki and rangatahi achieve their best by getting a kickstart to their day. KickStart Breakfast provides kai and guidance to help schools to run a successful, sustainable breakfast club to meet their needs.</p> <p>From 8am to 8.30am breakfast will be available to students who have not had breakfast before leaving home. Monitors will help to set up breakfast and pack it down each day. No breakfast will be served after 8.30am to give time for monitors to be back in class.</p>
<p>Ka Ora, Ka Ako</p> <p><i>Healthy School Lunches programme</i></p>	<p>Healthy School Lunches</p> <p>Ka Ora, Ka Ako The healthy school lunches programme aims to reduce food insecurity by providing access to a nutritious lunch in school every day. Regular nutritious food is vital for children's physical, mental and educational development. It affects their ability to focus, concentrate and learn.</p>
	<p>Walking School Bus</p> <p>A Walking School Bus is similar to a normal school bus except children walk to and/or from school along a designated route, under the supervision of adult volunteers (often parents), who act as the Walking School Bus driver.</p> <p>Walking School Buses reduce the number of cars on the road, making our environment safer and cleaner, and they provide exercise for children in a fun and social way.</p>
	<p>Friends of the School (FOTS)</p> <p>This team is made up of WRS staff and parent volunteers. Anyone can be part of FOTS, however it is overseen by the Deputy Principal. The team's main focus is to provide resources for our learners that will enhance their learning or learning space. This is done mostly through community engagement, funding applications and fundraising.</p>
	<p>Kids Can</p> <p>Kids Can partner with schools all over New Zealand including Wymondley Road Primary School to provide kids with the basics such as food, clothing and hygiene products.</p>
	<p>Duffy Book in Homes</p> <p>Duffy Books in Homes gifts students brand new books to over 100,000 New Zealand three times a year. We have Duffy Role models visit us and they tell the kids "It's Cool to Read and Cool to Achieve" and make a connection between success and reading.</p>

Schoolwide Permission

As you know in this day and age it can be difficult to get hold of parents, caregivers and whānau in the event of illnesses, accidents and emergencies, and school trips. Although we aim to communicate with parents and caregivers and give out permission slips and notices in advance, sometimes these can be lost and misplaced.

A school-wide permission slip is used in the event of us not being able to contact you in an emergency, and it also enables your child to still participate in local events, education and sports activities outside of school grounds (EOTC)

A list of items we require your permission for are

- Permission to administer Pain Relief (Paracetamol) in the instance of your child being in pain, headache etc.
- In an EMERGENCY, the school has permission to “Act on Behalf of”
- Permission to access any relevant medical conditions from Department of Health
- Permission for your child to take part in Education Outside The Classroom (EOTC)/Outside of school activities i.e. minimal risk trips such as walks around the community
- Permission to display your child's photos and your child's work for educational purposes in and around school, in our school newsletter, on our school/educational websites e.g. Facebook and for Organisations or Agencies that are organised through Wymondley Road School
- Permission to display your child's videos for educational purposes in and around school, in our school newsletter, on our school/educational websites e.g. Facebook and for Organisations or Agencies that are organised through Wymondley Road School

Information & Communication (Parent Consent)

Wymondley Road School seeks your permission to allow your child/ren for the safe use of Digital Learning at Wymondley Road School. Below are the guidelines below and sign at the bottom of this form if you agree with the terms and conditions.

On behalf of your child you agree for them to be a safe, responsible and ethical use at all times by:

1. Respect others and communicate with them in a supportive manner; never writing or participating in online bullying.
2. Protect my privacy, not giving out personal details, including my full name, telephone number address and passwords.
3. Handle ICT devices with care and notifying a teacher of any damage or required attention
4. Not accessing blocked websites e.g. Facebook
5. Not interfering with network systems and security, the data of another user or attempting to log into the network with a username or password of another student

