

Dear Parents and Caregivers

**FROM THE PRINCIPAL**

Greetings. I welcome you and your family to West End School and thank you for considering us for the next stage in your child's schooling.

Our aim is to ensure that your child's attendance at West End School is stimulating and rewarding. From our experience children best learn in an environment which is positive, has strong motivation, high expectations and clear boundaries.

West End School is very progressive and we enjoy considerable success. High academic standards are reached by providing a curriculum with emphasis on strong literacy and numeracy skills. The CORE values held by our school family enables optimum learning to take place.

West End School provides for your child's academic, emotional, social and physical development. We work with the family.

The staff at West End School are caring and dedicated. We are committed to challenging curious minds. The school's focus is clearly on the needs of the individual learners and working with the family to nurture your child to reach their full potential. The school prides itself on high standards of behaviour and respect. Positive behaviours are encouraged and rewarded resulting in a friendly co-operative school environment. The Behaviour Management Plan supports your child to make the 'right choices'.

We are proud of West End School's achievements and we would be delighted to share them with you. Please feel free to make an appointment to meet us. On behalf of the staff, I look forward to the opportunity to work with you and your child.

Included in our Enrolment Pack, which is available via our School Office, are the following:

Enrolment Form	Permission Form for Educational Visit
Welcome to West End Booklet	Working Together Plan
PTA Welcome	School Brochure
Computer / Internet Use Agreement	Application for Enrolment
Dental Clinic Enrolment	ERO Summary
<b>New Entrant Pack Only Items:</b>	
New Entrant Health Record Form	New Entrant Stationery List
New Entrant Visits Information	

Yours sincerely  
Gary Punler  
PRINCIPAL

*School, Child, Home*  
**WORKING TOGETHER IN PARTNERSHIP**

# ENROLMENT PROCEDURES

## **Catchment Area**

West End School defines a catchment area bounded by:

Pioneer Highway, West Street, Church Street, Linton Street, Park Road, Ruha Street,  
Dittmer Drive, College Street, Panako Place, Newbury Street, Cardiff Street.

Children outside the catchment area have the right to enrol at West End School however all enrolment decisions will be subject to the enrolment scheme in place at that time.

## **Unit Children**

West End School provides places for children with special teaching needs who have ORRS funding irrespective of where their family resides. The children are mainstreamed and added to the total roll.

## **New Entrants**

There are new entrant intakes on the first school Monday of each month. New entrants can start on the first intake following their fifth birthday. Up to four classroom visits may be made prior to starting. Two are required.

Children are able to stay at pre-school (up to one term beyond their fifth birthday for kindergartens) until they start school. Please note children legally do not have to be enrolled at school until they are six.

## **Other Enrolments**

Apart from new entrants, all other new pupils will start school on a Monday following enrolment.

This will enable the best class placement to be made. Where possible the teacher will meet the parents and child prior to starting to share information and to carry out some assessment, so the child's needs can be catered for when they first enter the class. A desk and other resources will be arranged for the new pupil and if needed a '*buddy*' can be organized to ease the transition.

West End School aims to ensure that the transition to a new school should be a positive, welcoming experience, where the new pupil is expected and provision made for his or her arrival.

# SNIPPETS FOR CHILDREN BEGINNING SCHOOL

## **Pre-Enrolled Group**

This group meets each Friday at 1:25 – 2:00 pm in the school's Library and Information Centre with our Deputy Principal of Junior Classes, Jackey Te Puni. The purpose of the group is to begin the process of transition for parents and their child. Once you have enrolled with us Jackey will make contact and arrange for you to be part of this group. From here the benefits of being a student at West End will open up to you.

## **Thursday Morning Pre-School Visits**

For four mornings in the weeks immediately prior to your child starting at West End, from 8:50-10:25 am. We expect that you will attend all of the sessions however a minimum of two is essential. Jackey Te Puni will contact your prior to this time. Please call the Office to confirm your attendance.

## **Reading and Writing Evening for Parents**

These are held twice a year for parents of new entrant children and are where we can share with you valuable strategies for assisting your child in these two key areas. Information about these evenings will be sent to you directly when you have enrolled.

## **6 Weekly / 6 Monthly Interview – with portfolios**

This allows us the opportunity to discuss strengths and areas for development and to provide ideas for how we can work together to help your child's learning.

## **Pre School Portfolio**

Please make sure that during your visit to us or when your child commences school that you give us an opportunity to look at this wonderful record of learning.

## **NEW ENTRANT VISITS**

### **VISIT ONE -**

#### **Orientation**

- Making friends
- Meeting the teachers
- My classroom
- Classroom timetable
- School Stationery



### **VISIT TWO -**

#### **Orientation**

- Topics to discuss - Oral language, Written language, Alphabet

### **VISIT THREE -**

#### **Orientation**

- Topic to discuss - Maths

### **VISIT FOUR -**

#### **Orientation**

- Topics to discuss - Reading, Homework
- What to expect during first few weeks of school