



Waihi School



Parent Information Guide 2025

**An A-Z of School Activities and
Happenings Throughout the Year**



Dear Parents

This booklet is created with the wish of providing greater in-depth information regarding the events and happenings of Waihi School. It is a resource you should keep handy to refer to during the year.

Our intention is to provide parents with an explanation of what happens when a particular event is described in the school calendar.

Whilst every attempt has been made to cover what we do, new events will occur and any necessary communication will be sent to parents as required.

I trust you will find this helpful. As this document will be reproduced each year, any suggestions for further information would be gladly received.

*Kat Thompson
Executive Assistant*

Telephone Directory

Executive Assistant	(Kat Thompson)	03 687 8071
Main School landline		03 687 8014
Website		www.waihi.school.nz

Waihi School Staff

Headmaster		Mr Allan Short (T1) / Mr Gareth Wood (from T2)
Assistant Headmaster: Academic		Mr Nathan Morland
Assistant Headmaster: Pastoral		Mr Oliver Clayson
Teaching Staff	Junior classes	Miss Natasha Woudberg
	Year 6	Miss Pheobe Geary, Miss Anne-Maree Reith
	Year 7	Miss Jessica Sharp, Mrs Tegan Westland
	Year 8	Mr Nathan Morland, Mrs Judy Brown
	STEM	Mrs Helen Cunningham
	Health and Wellbeing	Ms Anita Hills
	Music	Mr Al Bradley, Mrs Sheryl Bradley
	Outdoor Education	Mr Rohan Brighthouse
	Sport / Physical Education	Miss Emily Haynes
Executive Assistant		Ms Kat Thompson
Finance team		Mrs Carmen Hurst, Mrs K McArthur
Groundsman		Mr Graham Sharp
Pyne House Matrons		Mrs Lisa Clayson, Mrs Lynore Bradshaw
Uniform Coordinator / Day Matron		Ms Stacey Jackson
Sports Admin		Miss Katrina Rodwell

Email Addresses

Mr A and Mrs S Bradley	music@waihi.school.nz
Mrs J Brown	jb@waihi.school.nz
Mr R Brighthouse	rb@waihi.school.nz
Mrs L Clayson	matron@waihi.school.nz
Mr O Clayson	oc@waihi.school.nz
Mrs H Cunningham	hc@waihi.school.nz
Miss P Geary	pg@waihi.school.nz
Ms E Haynes	eh@waihi.school.nz
Ms A Hills	ah@waihi.school.nz
Mrs C Hurst	accountant@waihi.school.nz
Mrs S Jackson	sj@waihi.school.nz
Mrs K McArthur	finance@waihi.school.nz
Mr N Morland	nm@waihi.school.nz
Miss A-M Reith	amr@waihi.school.nz
Miss K Rodwell	sport@waihi.school.nz
Mr G Sharp	gs@waihi.school.nz
Miss J Sharp	js@waihi.school.nz
Ms K Thompson	executive@waihi.school.nz
Mrs T Westland	tw@waihi.school.nz
Miss N Woudberg	nw@waihi.school.nz

Waihi School Trust Board

Chairman Mr Mike Tayler

Board members Mr Ben Hallenstein
Mrs Carmen Hurst
Mr John Johnston
Mrs Anna Orbell

Mrs Charlotte Steetskamp
Mr Johnny Sutherland
Mr Mike Tayler
Mr David Thatcher

School Student Leadership 2025



Head Boy 2025
Jack France



Deputy Head Boy
Carter Busch



Head Girl 2025
Olivia Copland



Deputy Head Girl
Tilly Taylor



ACADEMIC Prefects
Angus Whillans
Katie Rollinson



CULTURAL Prefects
Jack Orbell
Lucy Steetskamp



SPORT Prefects
Charlie Mawle
Ashlee Bolt



EVERISS
Heads of House
Flynn Slater
Violet France



ORFORD
Heads of House
George Austin
Rio Swete



PROSSER
Heads of House
Freddie Mawle
Charlotte Rigarfsford



STONE-WIGG
Heads of House
Fergus Oliver
Hazel Rickard

MOWING SQUAD 2025

Sam Watson (Head)
Jonty Cunningham
Angus Whillans

Pyne House Leadership 2025

Heads of Boarding Charlie Dwyer, Harriet Acland

Boarding Prefects Harriet Acland
Charlie Dwyer
Jack France
Jack Orbell
Lucy Steetskamp

Waihi School Values

Consideration and Cooperation: We try to be a good friend to others, to support our peers, to be inclusive and to be a good listener.

Kindness: It is important to be caring, to be compassionate and kind to all.

Love of learning: We have a positive attitude to our learning. We are focused, we take on challenges and we are inquisitive and creative.

Responsibility: It is important to be responsible and reliable so that people can depend on you.

Honesty: We want everyone to be honest and trustworthy and to always tell the truth no matter what.

Respect: We need to have respect for other people, for property and for our environment. We want our world to be safe and tidy, clean and green.

Manners: Everyone at Waihi School should be courteous and polite. Good manners show that you care about other people.

Tu Igitur Perfer Adversa: This is our school motto (*Thou shalt therefore endure hardship*). It means that in striving for success, that we are persistent, we have determination, and we value the struggle that comes with difficulties – it makes us stronger!

Accessibility of Staff

We are aware that a crucial question for all parents is to know ‘how to contact staff and when?’ We hope this section will address this.

Technology has been a wonderful addition to our lives, but we acknowledge it has the potential to both be a distraction and to impinge on our mental health and that of our staff and students (see Device Usage section).

Staff at Waihi work long hours and regularly go above and beyond for students and their families. In 2025 we are specifically looking at Wellbeing of all in our Waihi community as a focus topic and one area that we have identified is staff welfare. To encourage staff to have some ‘down time’ we would respectfully ask parents to note the following:

- For non-urgent matters, teaching staff in the first instance to be contacted via email between **8.00am** and **5.00pm**.
- Please do not expect emails to be responded to after 5.00pm, we are encouraging staff to ‘switch off’ when not on duty.
- Staff will attempt to answer all emails within 24 hours if possible.
- If your issue is an emergency, please contact the School Office by phone (or if out of hours, Pyne House or the Headmaster).
- Parents of boarders will find separate instructions regarding communications in their **Boarding Handbook**.

Athletic Sports

Athletic Sports are held in Term Four to coincide with the exeat where possible. Students are all graded in preliminary events into races and events for the sports day. The programme generally begins at 8.45am in the morning with all students taking part in a rotation of field events. Parents are most welcome to attend this event and follow students around to observe the activities. Lunch is held between the morning and afternoon programme. Parents bring a picnic for themselves and their child – students have the option to get their lunch from the dining room or join their parents on the quad. The afternoon programme is a series of track finals and graded races with all students competing.

Birthdays

Parents may choose to offer a birthday shout, provided the Classroom teacher or Housemaster’s approval is sought. A confectionary item may be purchased for each student in the class or boarding house and shared out by the classroom teacher or matron at an appropriate time of the day. **This is certainly not a requirement.**

Boarding House Short Term Stays for Day Students

Whilst the boarding house is not to be perceived as a babysitting service, on occasion day student parents have accessed short term stays, usually less than a week. If away on business, family commitments or 'parents only' down time, your child is welcome to join the boarding house community if there are spare beds. A charge for this will be added to the term's 'extras' account.

Please contact the School Office for more details.

Breakages

In the event of breakages, where the student has been careless, has vandalised equipment, or broken, indicating their involvement, a window, then that breakage is placed on the parents' account.

Calendar

A calendar is published for the activities of each term and is sent during the holidays prior to the beginning of that term. It is a general guide only to the activities of that coming term and it must be acknowledged there will be times when calendared events are moved, changed, deleted or added. If at all possible we endeavour to notify parents of changes. The school website will carry an updated copy of the school calendar.

Camps

The calendar will indicate when the year group camps will take place. Further details of these programmes, including clothing lists, are circulated to parents closer to the time of the camps. All camp costs will be charged to your account as an extra.

Chapel Services

The school week begins with Chapel at 8.30am on Monday morning.

The Christmas Service, ANZAC Day Service and Easter Chapel are compulsory for all students each year.

Seasonal uniform is worn to Chapel, except for special services where the No. 1 Uniform will be stipulated, i.e. ANZAC, Easter, Christmas and Leavers. Parents, relatives and friends are always welcome to attend school chapel services.

Choir

At the start of each year choir trials will be held for all new students, with places offered in the Choir and Development Choir.

During the year the Choir will perform at many of the School Chapel services, as well as singing at local churches and other school and community events.

Colours / Blues Assembly

Colours and Blues may be awarded to students and are in recognition of service, outstanding performance and achievement, and of the responsibility and values associated with the 'Waihian'. In most cases these are for Year 8 students.

Guidelines:

1. Nominations for Blues and Colours will be called for from staff. These will be considered and awards made at a special school assembly.
2. All Blues and Colours will be awarded at the discretion of the Headmaster (extenuating circumstances will be considered if a student doesn't meet all criteria).
3. Blues and Colours may each be awarded once, in any area, during a student's time at Waihi. Once achieved we will both 'hold' the individual student to account to continually meet the standard they have set and encourage them to seek further honours in this and other areas.

These are to be stitched below the breast pocket of the school blazer.

School Activities that warrant Blues and Colours:

- Sport: individual sports separately, including Chess
- Cultural: including instrumentation, drama, singing, speech, art

- Choir
- Academic
- Service: Librarianship, etc.

Cross Country

The School Cross Country is held in Term Two to coincide with the mid-term exeat over King's Birthday weekend. The event is held in age groups of Year 8, Year 7 and Junior and is run in the afternoon, with parents attending prior to taking students home for the exeat break. The Friends Committee will often hold a small get-together during the day.

Dental Nurse

A South Canterbury Area Dental Nurse visits with the dental caravan once a year. All students are seen by the dental nurse unless otherwise requested by parents.

If a student needs urgent dental treatment, contact may be made with the Dental Nurse at the Temuka Primary School Dental Clinic.

Discipline

All children adhere to the schools Behaviour Management Policy that is available online. Please speak to the Assistant Head, Pastoral with any related matters.

Doctor

The school has a relationship with the Four Peaks Medical Practice in Geraldine, where appointments for boarding students can readily be made.

Please contact the Matron if you have any concerns regarding your child's health.

Doctor / Dental Specialist Appointments

If a student requires specialised treatment, parents are requested to arrange appointments where possible during the holidays.

End of Term

The calendar will indicate the date for each 'end of term'. Generally speaking, this is at the close of the school day. In Term Two, school finishes after sport on Saturday as we are mid-way through the winter season, and Term Four ends after Prize Giving on the last Saturday. **Boarding students always travel in No. 1 uniform** at the beginning and end of term.

End of Year

The last Friday of Term Four at the close of the year is always a big school day.

Music Performance Day, and final Awards Assembly.

This is followed by Cocktails for parents hosted by the Friends Committee. Finally, we hold our Christmas Carol Service that evening in the Waihi School Hall.

Exeats

Exeat breaks allow boarding students who live further afield to have a long weekend at home with their families. There is usually one or two per term dependent on the length of the term. We attempt where possible to place our school events beside exeat breaks, allowing parents the opportunity to attend before taking their child home.

Family Ski Day

A family Ski Day is organised in Term Three. This is an opportunity for all parents to join the school for a day of skiing. Boarders are organised to leave from the school with Boarders parents and Day student families meeting us up at the mountain. Generally the day is held at Roundhill Ski Field. This day is usually the Friday immediately prior to exeat.

Fixtures

The School organises sports fixtures with a number of schools annually. In particular, Christchurch Schools: The Cathedral Grammar School, Medbury School, Rangī Ruru, Selwyn House, St Andrew's Preparatory School, and St Margaret's College, and John McGlashan College and Columba College in Dunedin. These events are on a home and away basis in summer and winter fixtures.

When one of these fixtures is noted in the calendar, further details regarding teams will be directed to parents. However, several details are consistent with each trip and these appear in the calendar. Travel uniform is always school No. 1s with the white shirt/blouse, tie and blazer. Apart from the summer fixture when the 1st XI wear their blazer over their cricket whites, and all other students wear blazer and tie.

Lunch is provided for all players by the school dining room for the away fixtures and the bus generally returns by 6.00pm. Arrangements will need to be made by day student parents for collection of their child at this time from school.

For a home fixture, the visiting school usually arrives at approximately 10.30am for games beginning at 11.00am. The fixtures are held at school wherever possible, although sometimes our tennis, basketball or hockey games need to go off-site. Details of this will always be emailed to parents.

The fixtures go throughout the day and finish about 4.00pm before our visitors board their bus to travel home. Students come to school for a home fixture day in the normal school uniform and change for sport at morning tea time before beginning fixtures. In the case of both events, home or away, parents are always invited to come and support the teams and be at the events.

Of particular interest is the exchange each year with John McGlashan College and Columba College on a home and away basis for both summer and winter. In the case where this is a home event, McGlashan and Columba travel to school on the day before the fixture and we provide billeting for their students overnight before the fixture the next day. The summer fixture is cricket, touch and tennis with the 1st XI, 1st VII, and 1st VIII, and the winter fixture is rugby, football, netball and hockey.

When the event is an away fixture, our students similarly travel to Dunedin the day before the fixture and billet overnight with the Dunedin families before playing the next day. Full details of travel arrangements and times will always be sent to parents prior to this event.

Gap Tutors

The school is fortunate to have the assistance of gap tutors each year to assist around the school and with the students. Their relationship with the students is generally that of a 'big brother or sister' and the students form a close bond with these tutors. Within the boarding environment, tutors assist with meal times, prep, super, games and activities, and outings that are arranged during the weekend.

Grandparents Day

As indicated in Term Three of the calendar. This is an annual event where students invite their grandparents to share a day with us at school. They are encouraged to write their grandparents a letter personally inviting them to this event. This usually takes place on Founders Day, 5th September.

Leavers' Weekend

Usually in the second to last weekend of each year the Year 8 Leavers' Weekend will be indicated in the calendar. This weekend is a chance for the Year 8s to get away from the school with their parents and spend some time together before they finish their time at Waihi and head off to secondary school.

Parents are responsible for this weekend and organisational details are arranged closer to the time by Year 8 parent representatives.

Leavers' Service

The Leavers' and parents have a special leavers lunch and leavers service at school. This is a compulsory chapel service for all Year 8 students and is a special service in honour of the Leaving Year 8s and a farewell service to them.

Lockers

All day students will be allocated a locker to keep their possessions in while at school. It is a good idea for your child to bring a strong coat hanger (named) to hang up their blazer when arriving each morning. These lockers are expected to be kept tidy. Most students bring a padlock to keep their locker secure.

Lost Property

The Matron looks after the retrieval and re-distribution of boarders' lost property.

Day student lost property is kept in a bin in the laundry. If students are looking for an item they should look in lost property first.

Music, Speech and Drama Lessons

A variety of music teachers visit the school weekly, particularly teaching drums, orchestral instruments, pipes, piano, violin and singing, as well as weekly speech and drama lessons. These lessons are all independent from the school and parents liaise directly with the teachers regarding lessons and payment of lessons. The teacher in charge of music makes initial contact with parents and will provide parents with the contact details of individual teachers.

Naming

All personal items and clothing must be clearly named and the school accepts no responsibility for un-named property.

New Enrolments Day

This is a day where all confirmed boarders and day students for the following year have a day visiting at the school and the boarders have a night in the boarding house.

Performance Day

It is a requirement of all students who are learning a musical instrument to perform at the two Music Performances during the year.

Personal Equipment

The provision of sport at Waihi includes the provision of gear for students to use. Many students and their parents choose to provide their own, particularly cricket bats, tennis racquets and hockey sticks. We are finding the purchase of this equipment becoming a competitive scene, with many applying pressure to their parents to 'have the gear'. Students are arriving with expensive gear in many cases beyond their ability or need. We are increasingly seeing children with expensive cricket bats that don't even play cricket, and equally students with expensive tennis racquets when tennis is not their sport.

The objectifying of this equipment, and often, the lack of care and responsibility shown for it by the owners, is a concern to us. The school comes under fire when a student feels their gear is damaged and it is extremely difficult, in many cases, to ascertain if it was in the course of use or a deliberate act. If a deliberate act can be proved and a person is found responsible, they will be accountable for repairs or replacement. The school does not take responsibility for such matters.

We ask that parents please impress upon their child their responsibility in taking care of all equipment, particularly their prized pieces. That is: using it appropriately, putting it away each time after use, and not leaving it out for general use. If you are unsure at any stage of whether your child 'needs' a piece of equipment, please do not hesitate to contact their coach.

Parent Orientation

Orientation morning Friday of Week Four in Term One, 'Meet the Teachers' begins at 10.30am with an address from the Headmaster. Parents then meet as a group with classroom teachers to discuss general programmes. This is not a chance to discuss individual students, however parents may make interviews at any time to discuss their child. Lunch is then taken as a class picnic on the Quad before the school swimming sports in the afternoon.

Parent Teacher Interviews

These are usually scheduled for the end of Term One and a second after parents have had their mid-year reports at the close of Term Two. Parents book their appointments using the online 'school interviews' booking system.

Whilst this interview is to focus generally on the report, parents are always invited to make contact with the school should they wish to discuss their child's progress at any stage.

Photographs

School photographs are organised over a two-day period. The first in Term One covers class, individual and sibling photographs, and the second at the beginning of Term Four covers all team sports, leadership, and whole school groups.

A new system was implemented in 2024 to liaise with parents prior to these photo days to seek advice as to which photographs you/your family would like to purchase. Photos are sent to parents via the school.

Prize Giving

This is held on the final Saturday of Term Four. The normal sport programme runs on the Saturday morning, with the cricket and tennis teams playing before returning to school for lunch and changing into No. 1 uniform. Day students are required to be at school no later than 1.15pm.

Prize Giving commences at 1.30pm. This is a formal occasion with staff, board members and guests piped in before speeches by the Board Chair, Headmaster, and the Valediction by the Head Students.

There are four categories of prizes: sports, class, cultural and special prizes that are awarded.

At the close of Prize Giving the school year has ended and parents leave at this stage with their child.

Saturday Sport

Sport is offered to all students and is divided into summer and winter sports.

All students are required to take part in athletics, cross-country and swimming events, as these occasions take place during the year.

The selection policy for our teams is as follows:

- For our sport in local competitions, every student is to play each week and given the size of the team squads, this may necessitate a rotational selection.
- For the inter-school games, the best players are selected and played as deemed by the coach.

We encourage students to participate at the highest level, which may include representative selection for South Canterbury.

We expect parents to encourage their child's participation in sport and set a positive example to their child by applauding the good play of their team and of visiting teams, respecting the referee's decisions, and recognising the value and enjoyment of sport in their child's life.

Sports draws for the upcoming weekend are usually made available by the Wednesday preceding the date of fixtures. Any sport related questions, please email sport@waihi.school.nz

Science Fair

The Science Fair is indicated in the calendar in Term Three. Students are given a task to complete which takes them through a scientific investigation of a fair test.

They are always taught this process and are provided with methods and analysis of how to go through this process before setting their own project and building towards our internal science fair.

An external examiner judges our internal Science Fair before selecting projects that can go through to the South Canterbury Science Fair. The Science Fair is compulsory for Year 7 and optional for Year 8 students.

Scholarship and Entrance Exams

Waihi Scholarships Exams are held in Term Two.

All Waihi Scholarships can be found on the school website <https://waihi.school.nz/admissions> (scroll down the page to “Annual Scholarship Opportunities”).

Many Year 8 students choose to sit the scholarship exams for Senior Schools for Academic, Sport and Music Scholarships. All such Scholarships are held at the particular schools and parents are to make these arrangements for their child.

School Bus Service

Waihi School operates several bus services for day students and the timetable and pick up points for students will be advised at the beginning of each term and could be subject to change throughout the year.

Please do not be offended if we are unable to pick up from outside your home or the farm gate as it may be that we need to have a designated pickup/dropoff point on some of the larger bus routes.

Whilst the service is aimed at our day students, if there is seat availability, boarders may use the bus to go home for the weekend and back on the Monday morning however, this is not a guarantee as the priority will be given to day students.

If boarding parents wish their child to use the service, then they should contact the Executive Assistant to check availability. There are no ‘permanent boarding bookings’ for the buses.

A bus vest is compulsory for all using this daily service.

SCPSSA Events

These South Canterbury Primary Schools Sports Association events are held in swimming, cross-country and athletics each year and are indicated in the calendar. These events follow our school events, where we select a team to compete from the best performers in our school. Parents are always notified of Waihi students who will be participating in these events and are welcome to come and support our team at the various events.

Sickness

If your child is unwell and unable to attend school, you should contact the school directly on 03 687 8071 or email executive@waihi.school.nz.

If your child takes ill at school, they will be taken to the sick bay. For day students, their parents will be contacted to come and collect them if appropriate.

Students will not be available to play sport if ill in the previous 24 hours. We support NZ Sports ‘Return to Play’ guidelines.

Special Diets

If a special diet is required for your child, for medical or cultural reasons, please notify the School Office and they will relay this to the kitchen staff and other relevant parties.

Stationery

Parents order their child/ren’s stationery via the supplied OfficeMax link for the beginning of the year.

Swimming Sports

Swimming Sports are held in Term One. The day begins at 10.30am with our ‘Meet the Teacher’ parent orientation. Lunch on the Quad is then held, with parents bringing a picnic lunch.

As with Athletics, your child is welcome to join you for lunch or access it from the dining room.

The sports start at 1.15pm, involving a whole programme of graded events with all students competing.

During the sports, there is a race for parents alongside their child - the parents are asked to bring their togs. School exeat begins at the close of the sports.

Uniform

- **Formal Uniform (Number 1s)**
Boys: Blazer, white shirt, tie, dark grey shorts, long grey socks, black leather shoes

Girls: Blazer, white long-sleeve blouse, tie, winter tartan skort, long navy socks or tights, black leather shoes, tartan scrunchie/hair band

- **Summer Uniform (Terms One and Four)**

Boys: Blazer, light blue Aertex shirt, light grey shorts, jersey, black/brown sandals

Girls: Blazer, white short-sleeve blouse, summer check skort, jersey, black/brown sandals (can be T-bar sandals), check scrunchie/hair band

- **Winter Uniform (Term Two and Three)**

Boys: Blazer, Long sleeve grey shirt, tie, dark grey shorts, jersey, long grey socks, black lace-up shoes

Girls: Blazer, long sleeve white blouse, tie, winter tartan skort, jersey, long navy socks or tights, black leather shoes, tartan scrunchie/hair band

Note – All Day students are to wear their Blazer and Tie when travelling to and away from school and this includes school buses.

Using Devices – School Policy

Text/Email Messages

We wish the students to use their devices (iPads and computers) responsibly in class time, and during prep, to aid learning. Unfortunately, we have seen a rise in the negative use of devices and the resultant distraction it causes. Surprisingly the biggest distraction has not come from gaming but from messaging, often from parents!

All the teaching and boarding staff would appreciate it **if parents do not send emails/iMessages etc during the course of the school day**. If for any reason your child does contact you during the academic day, or during prep time, please let us know so that we can discuss appropriate device use with them.

Should you require a message passed on to your child during the course of the day, please contact the School Office in the first instance and this will be passed on. In the evenings you may phone Pyne House and speak to the matron, housemaster or duty staff member.

For the best learning environment, we need to eliminate distractions as far as possible, to allow students to give their attention to the learning experiences. Students who have incoming messages/notifications throughout the course of the day do not have the focus required to give of their best.

We are also conscious that staff too can get distracted by their devices, and they are committed to leading by example and not checking their messages; texting etc when engaged with your children!

We appreciate your consideration and support with this matter.

Waihi School Shop

Parents are welcome to make appointments to buy uniform, new or secondhand, through the School Office, 03 687 8014 ext #1 or via email uniform@waihi.school.nz

