

Tapora

PRIMARY SCHOOL

Vision: Empowering our children to discover their passion and fulfil their potential.



HOW WE DO THINGS AROUND HERE FOR PARENTS

(Everything you need to know about Tapora School)

1 Okahukura Rd
RD7 Wellsford
Phone (09)422 1835
Fax (09) 422 1834
Principal: Keryl Lee

Reviewed: JANUARY, 2018

WELCOME TO OUR SCHOOL

Tapora School is situated in a supportive rural community on the Okahukura Peninsula which juts into the Kaipara Harbour. The area was originally settled by Ngati Whatua and then, more recently by returned servicemen after the war. There are still farms run by the descendants of these settlers.

The district has two distinct geographical areas: the low lying western end of the peninsula taken up largely by dairy farms and avocado plantations; and the more rugged and hilly central and eastern regions of mainly sheep and cattle farms. There is a settlement of holiday and retirement homes near the beach.

The closest town, Wellsford, is 33 kilometres away. It acts as a service town for a large rural area that stretches from the east coast to the west. Warkworth is another fifteen minutes' drive south from Wellsford and offers a greater range of services and employment opportunities. Auckland is an hour and 30 minutes to drive. Tapora community enjoy a beautiful rural setting while having access to city facilities if needed.

The school draws students from the Tapora district, as well as from Wellsford, the Wharehine and Port Albert areas.

The school is staffed by the Principal, one full time teacher, principal release (MOE funded), part time staff of office administrator, teacher aide/s, caretaker and a cleaner. Our teachers aim to deliver an exciting, engaging and challenging programme with an emphasis on literacy, numeracy and inquiry learning. Teachers at Tapora School are passionate and enthusiastic about teaching and learning while, through our CHaOS curriculum delivery framework, our learners are motivated and self-managed.

We offer something different for children and their families at Tapora School. We believe that "small is good" in that we offer smaller class sizes, a high student/IT ratio and a strong tuakana/teina culture in which our senior students are always looking out for our younger students and everyone knows and cares about each other. As a school, we welcome and embrace community involvement and engagement. Parents and members of the wider community are always welcome and regularly give their time, skills and expertise to enrich our school environment and the learning that goes on here.

Tapora School has a strong commitment to staff and students having access to and the use of computer and digital technology to support teaching and learning. We aim for our students to respect both themselves and others, take responsibility for their own learning and their actions and have the willingness and confidence to pursue their dreams with integrity and a generosity of spirit.

Vision:

Empowering our children to discover their passion and fulfil their potential.

Mission Statement: 'Yearn to Learn'

We will work closely with the community to encourage students to show integrity, be generous in spirit, kind and respectful.

Students will have opportunities to accept responsibility and learn from taking risks and making mistakes. Celebrating student successes can come about by directing and being engaged in learning that develops a sense of confidence, self-worth and belief.

Our Teaching Beliefs

We believe that teaching is most effective when children;

- Use materials
- Solve problems
- Study in depth
- Think creatively
- Practice new skills
- Want to learn

We welcome parents into the school. We urge you to take a keen interest in what your children are doing here. Come and watch what happens in the classroom. We would love to see you. Talk to the teachers and have a look in your child's books. We welcome your suggestions for improvements to our programmes and activities. If problems or doubts arise, please do not hesitate to contact the school immediately.

If you would like to be a parent volunteer – coach a sports team, teach a craft, hear children read, help them with story writing, play learning games with them, hear their spelling words, sort out our library and boxes of readers – we are always keen to have more of you involved with the everyday happenings in our school.

If you would like to help out our Friends of the School (FOTS) committee, we would love your help. We have a keen and enthusiastic bunch of parents and community members who have organised some wonderful events – both social and fundraising, but more heads mean more ideas – more hands mean more help for events. It's a great way to get to know other parents and help out at the school at the same time.

This is your school – yours and your children's. It is here for all of the community. Please feel free to use it.

Keryl Lee, Principal



STAFF

Principal	Keryl Lee
Room 1 Seniors	Keryl Lee
Room 2 Juniors	Michelle Carmichael
Classroom Release Teacher	Jill Jackson
Secretary / Teacher Aide	Sarah Luond
Bus Driver	Chris Heath
Cleaner	Lillian Hutchins
Grounds person/Pool Custodian	Darcy Stanford

BOARD OF TRUSTEES

Tapora School BOT consists of 5-8 members elected every three years. The BOT meets every month. These meetings cover all areas of school business and are open to the community.

The current BOT members are listed below.

Parent Reps:	Simon Robinson	Chairperson
	Rodney Cotton	
	Heidi Burchett	
	Bryony McOnie	
	William Dodd	
Staff Rep:	Michelle Carmichael	Staff Representative

TERMS AND HOLIDAY DATES 2018

Term 1

January Wednesday 31st April Friday 13th
Holidays: Waitangi Day 6th February
Easter 30th March – 3rd April

Term 2

April Monday 30th July Friday 6th
Holidays: Queens Birthday 4th June

Term 3

July Monday 23rd September Friday 28th
Holidays: Mid – term break 27th August

Term 4

October Monday 15th December Friday 14th
Holidays: Labour Day 22nd October

THE SCHOOL DAY

8.15am	School opens to children. No children at school before this time unless special arrangements have been made with the Principal.
8.25 a.m.	School bus arrives 1 st bus
8.55 a.m.	2 nd bus
9.00 a.m.	Classes Begin
10.00 a.m.	Fitness and Brain Break
11.00a.m - 11.30a.m.	Interval 'Morning Tea'
11.30 a.m.	Lessons Resume
12.45 p.m. - 1.30 p.m.	Lunch and milk supplied by Fonterra for those who want it.
1.30 p.m.	Lessons Resume
2.50 p.m.	Lessons End
2:55 pm	School bus departs 1 st bus
3.20 p.m.	2 nd bus

SPECIAL SERVICES

Available to our school:

Dental nurse: Care of Tapora students is through the Wellsford Dental Clinic at Wellsford Primary School.

Social Worker

Health Nurse: Free service available to staff, parents and students on any health related matters. Visits school by arrangement.

Speech Therapist

Hearing and Sight Technician

Special Education Service

Community Police

Resource Teachers Learning Behaviour

Resource Teachers Literacy

National Library Service

School Support – Curriculum Advisors.

Correspondence School.

Truancy Officer

If you would like your child referred to one of the above agencies please contact the Principal or class teacher. Should any child be referred to the above services by the school, parents are informed as permission is required.

All information is entirely confidential.



GENERAL INFORMATION

ENROLMENT REQUIREMENTS

Parents are asked to enrol their children at the office as soon as possible to their fifth birthday. The Ministry of Education asks us to verify a New Entrant's birth date and to check immunisations. Please provide a birth certificate and a Plunket book and immunisation certificate so that we can do this. Immigration documents will also be required if you have recently entered NZ and Tapora School is the first school your children will attend.

ATTENDANCE (CHILDREN ARE REQUIRED TO ATTEND SCHOOL EVERY DAY)

We mark attendance on electronic registers. We will be following up on those children who are away, if we haven't heard from you, as there are specific codes to classify absences. Absences will be recorded daily in the Attendance Bus Log located in the office.

ABSENCES

Parents will be expected to contact the school to explain absences of their children on the day of absence by 9:00am. If your child travels on the bus please let the bus driver know they won't be there.

The school will liaise with other agencies to follow up consistent unexplained or unjustified absences.

BOOK CLUBS

Scholastic book club is a means of obtaining good quality books at substantially reduced cost. Twice a term children are supplied with an illustrated brochure to take home where your requirements can be marked on the order form and returned to the school with the payment for the requested books. Delivery takes approximately one week from the closing date for orders. Purchasing of these books is voluntary.

AGRICULTURE DAY

This is a livestock day held in the third or fourth term, in which children are encouraged to rear an animal and then bring it along and show their animals or pets on Agriculture Day.

If held on a weekend it is regarded as a school day if over 80% of school students attend.

All visiting animals on agriculture day must be provided with shade, food and water.

All dogs will be on a leash and the grounds will be kept free of droppings etc.

ALCOHOL ON SCHOOL PROPERTY

Alcohol is banned from all school organised functions and activities unless with Board of Trustee prior approval. At no time is alcohol to be brought onto school property during school hours. Anyone deemed to be drunk while attending school functions may be asked to leave at the discretion of the Principal/Board of Trustees.

APPOINTMENTS WITH TEACHERS

Teachers are happy to discuss pupils' progress at any time during the year. However, in order that a suitable time can be arranged, parents are asked to give reasonable notice.

BULLYING

BEHAVIOUR MANAGEMENT (currently under review)

Stage 1

- Up to 3 verbal warnings.
- Temporary timeout from activity for a set timeframe – within/outside of class.
- Discussion with parent/caregiver about concern and a letter home to confirm concerning behaviour.
- Data collection – actions specified, timeframe, involvement of other children, dates and times.

Stage 2

- A referral to Special Education Committee (teaching staff) with supporting data and interventions to date.
- Look at in school support i.e. peer support, in-school suspension for all or part of play breaks, listening to and counselling the student, student phoning their parents to report misdemeanour, parents invited to sit in on class time.
- Independent Education Programme (IEP) for student – reviewed 2-3 weekly.
- State behaviours of greatest concern. State goals for short term – state 3 strategies per goal that are realistic for the teacher within the constraints of classroom teaching.
- Involving and obtaining parental support of the IEP process.
- Evaluation/review reveals little to no change.

Stage 3

- Consultation with parents.
- Referral to outside agencies with supporting data.
- Resource Teacher for Learning and Behaviour (RTLb).
- Group Special Education (GSE).
- Report to BOT – action to date and possible future action, however ensuring privacy (discretion).

Stage 4

- Exploring options – residential school, school for part of the day.
- Escalation of student's behaviour despite intervention.
- Consultation with parents.
- No positive change in behaviour. Stand down.
- Suspension.

COLLECTION, STORAGE AND ACCESS TO PERSONAL INFORMATION

The Principal and Teaching staff will ensure that student personal information is kept in a discreet place within the school. Only persons directly involved with the student situation will be shown personal records.

The Principal will use his/her discretion about what personal records/documentation relating to students is passed on to their new schools.

COMPUTER USER AGREEMENT FOR TAPORA SCHOOL

Students are required to sign a Computer User Agreement form as part of the enrolment process and as needed throughout their time at Tapora School.

CLASSROOM TRIPS AND VISITS

From time to time classes will undertake trips and visits to places of interest. These are usually closely related to the class programme and as such are very valuable. Notice of such trips is usually given well in advance and costs are kept to a minimum. Parental help on such trips is usually required. Because of high costs we rarely use a bus on our trips. Parental assistance with transport is essential for class trips to be successful/ possible.

COMMON DISEASES

Period of exclusion from school

Measles	For at least 4 days after the onset of the rash.
Chicken Pox	Until vesicles (small blisters) have crusted.
Mumps	For a minimum of 10 days after the glands enlarge.
Ringworm	Nil. If under treatment.
Head Lice	Nil. If under treatment.
School Sores	Nil. If under treatment.

Doctor's advice should be sought in all these matters, with the exception of head lice where information is available from the school, or Public Health Nurse.

COMMUNITY CONSULTATION

The methods of community consultation may vary depending on the information needing to be related to the community. Methods used could include newsletters, notices, questionnaires, community meeting and operation of an 'open door' policy.

Newsletters

A school newsletter is sent home once a fortnight with the eldest child. The newsletter contains information on up-coming events, policy changes and matters concerning the everyday running of the school.

The newsletter is available to individuals, local clubs and organisations as a means of conveying messages. Any notices for the newsletter should be handed to the school secretary or phoned through before 9.00am on Tuesday mornings.

CONCERNS & COMPLAINTS

Children often cause unnecessary concern at home with stories about situations at school. They may concern other children or a situation they have found themselves in with their teachers. On the occasion of suspected trouble, please contact the Principal before taking any further action. We have a complaints policy with a procedure to follow. It is available through the office.

- *Complaints Procedure attached.*

CONTACTING TEACHERS

Unless the reason for contacting the Principal or Teacher is urgent we ask that you phone or call before school, during play or lunch interval or immediately after school.

HOMEWORK

All children will get some homework each week. The homework will be work that your child can share with you and not be too demanding on you or them. If your child is struggling with their homework or isn't bringing any home please contact their class teacher.

CULTURAL ACTIVITIES

Tapora School interacts with other schools in events such as:

- Visiting drama/music/dance groups.
- Concerts.
- Performance by pupils e.g. plays
- School wide themes
- Kapa Haka
- Kids for Kids Choir

DRESS CODE

Students are expected to wear appropriate clothing for climate conditions. No clothing with slogans promoting alcohol, sex or discrimination or with inappropriate language will be allowed.

SPORTS WEAR

We ask that children wear sensible clothing to school to avoid the need to change for physical education/daily fitness. Tapora School t-shirts are available for purchase at \$30 each.

FIRST AID TREATMENT TO PUPILS

Should a child suffer an accident at school, they will be attended to and, if it is felt that a Doctor's advice is necessary, the parents will be contacted immediately. Please advise the class teacher if pupils need to take any form of medical prescription during the school day. In an emergency an ambulance will be called.

FUNDRAISING

The Ministry does not provide enough money to meet all the requirements needed to run our school in the best way for our children. Because of this the school does some fundraising in various ways during the year, the main source of fundraising being telephone book deliveries.

We do not have a fee/donation system.

LOST PROPERTY

We endeavour to return misplaced articles as they are found. To assist us please ensure that all clothing, including footwear, is named. If at the end of each term there are any unclaimed items they will be washed and given to charity.

LUNCHES

On Friday lunches will be sold on a cash only basis. The menu will vary from term to term and menus will be sent home via the newsletter or students.

The lunches are subject to changes of type and price. Where possible notice will be given of days where lunches will not be sold as usual.

TECHNOLOGY

Year 7 and Year 8 children travel to Rodney College for Technology on Wednesday mornings.

Notification of dates will be in the newsletter. Covered shoes need to be worn for Technology. All Year 7 and 8 students are expected to attend. Fees are paid directly to Rodney College.

SMOKING

The school has a No Smoking Policy. Signs are displayed and we ask our staff and parents to abide by this. We are a smoke free school and all smoking should be done outside school grounds.

MONEY

Money is collected from pupils for a variety of reasons. Money is to be handed to the classroom teacher or office administrator. In each case the amount and purpose should be carefully noted and a receipt given. The money is to be immediately put into the secured cash box and locked away in the cupboard.

Pupils may request staff to take care of money or valuables but such care is conditional and staff will not be held liable for any loss. Children are not to bring anything to school that is not necessary for their every-day work. Jewellery, watches, calculators, toys, etc. are brought at the child's risk and children should be discouraged from wearing any valuables/jewellery to school.

PARENT/TEACHER EVENINGS

Meetings are held on an as needs basis, and the activities include guest speakers, workshops and social events. The aim of such meetings is to foster understanding and co-operation between the home and the school. It is also to provide an important contact time between staff and parents.

PROTECTION FROM THE SUN

The staff will ensure that all students wear an approved hat (gives shade to neck) and use sunscreen where appropriate during the summer months. Pupils will also be encouraged and have access to plenty of water to avoid dehydration.

REPORTING TO PARENTS

Formal reporting, in the form of a school report, is carried out twice a year: for senior students this is half and full year, while for junior students, it is on each 6 month anniversary of starting school up to the end of their third year at school. There is a time for interviews in term one and four.

Being a small school, staff are fortunate in knowing most parents and will be able to contact parents at any time during the year should problems or areas of concern arise.

SCHOOL RESOURCES FOR COMMUNITY USE

The photocopier is available to the community at a cost of 20c a copy to help with running costs.

Faxes to toll destinations can be sent for \$1.00.

Laminating can also be arranged at reasonable prices.

TAKING CHILDREN FROM SCHOOL

It is sometimes necessary for parents to take children from school during school hours. Please advise the Principal and/or classroom teacher when the child is leaving. No child will be released into the custody of any person other than the parents without the prior consent of the parents.

SWIMMING

While weather permits, each class uses the pool daily.

The school aims to teach the children to swim adequately, be conscious of water safety and know how to get themselves out of difficulties in the water should the need arise.

Swimming is part of the class programme so if a pupil is not to take part in the swimming lesson, a note to this effect should be provided.

Keys are available from the school at a cost of \$50 (subject to review) to enable families to use the pool out of school hours. The BOT insists that parents supervise the children in their charge. No child under 16 is to swim unsupervised.

SCHOOL RULES

The school sees self-discipline in children as the ideal and the general rules of the school try to reflect this aim. It is hoped that children will grow in self-awareness of their faults and shortcomings, and will develop tolerance and respect towards others. To this end, the rules are brief and are designed with safety and the above factors in mind.

- Out of bounds areas:
Behind the school buildings. Inside on sunny days during break times without prior permission from a teacher.
- Children are not permitted to leave the school grounds without the prior permission of the teacher on duty.
- Pupils are to remain seated during the lunch eating period.
- Playing chasing games on the Adventure playground and attempting to walk up the slide and climbing over the sides of the tower are not permitted.

SCHOOL TRANSPORT/BUS

Children are eligible to travel on the bus if they are:-

- All students who are more than 3.2 KMs from school.
- Children have transferred eligibility if they are further from their nearest school using the criteria above and make their own way to our bus stop.

Other children (ineligible) living on the route may be permitted transportation on the bus if room is available. However, if there are insufficient places the ineligible 10 – 13 year old pupils will be required to make their own way to school on the basis of the closest pupil off first. If this doesn't provide sufficient seats then the ineligible pupils between the ages of 7 and 9 will be required to make their own way on the same basis. Bus transport can be arranged by phoning Chris or Jenny Heath on 422 1816 or 021 237 9052.

A set of Bus Rules is operative and pupils are reminded of these regularly, in particular:-

- On leaving the bus, pupils must step back two paces and wait until the bus has moved off, so that they have a clear view before attempting to cross the road.
- Pupils who travel to school by bus must not return home by other means or be dropped off at a different stop without first providing a written note by the (A phone call will also suffice.)
- If a child is to miss the morning bus please phone the Chris or Jenny Heath on 422 1816 before 7:10 am.

STATIONERY

School stationery lists are sent home at the end of the year. Stationery is to be purchased at the beginning of the school year. Taporā School does not provide students with stationery.

TAHA MAORI

N.Z. is multi-cultural in composition. We believe that our school promotes respect and provides an appreciation of all cultures.

This attitude will be taught in our Taha Maori and Social Studies programme, but will also permeate in our daily interaction with each other.

VISITORS TO THE SCHOOL

Any visitors to the school must first sign the Visitor's Book, located at the front office. Any persons that the Principal feels will interrupt the student's progress or make any student/staff feel threatened will be denied access to the school but may be asked to visit after school hours.