

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
Principal: Keryl Lee

Reviewed: May, 2022

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 away. Tapora community enjoys 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, two part - time teachers, part time staff of office administrator / teacher aide, 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 local school 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

School Staff and Board Members

Please refer to our website for up to date information regarding staff and School Board members

<https://www.tapora.school.nz/>

Tapora School Board consists of parent members and a staff representative elected every three years as well as the Principal. The Board meets twice a term. These meetings cover all areas of school business and are open to the community.

TERMS AND HOLIDAY DATES: Please also refer to the school website

THE SCHOOL DAY

8.25am	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
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 to 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 in some cases is required.

All information is entirely confidential.

GENERAL INFORMATION

ENROLMENT REQUIREMENTS

Parents are asked to enrol their children at the office as close 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, Plunket book and immunisation certificate so that we can do this. If your child has enrolled at a New Zealand school previously then birth certificates are not required. Immigration documents will also be required if you have recently entered NZ and Taporā School is the first school your children will attend.

ATTENDANCE (CHILDREN ARE REQUIRED TO ATTEND SCHOOL EVERY DAY)

We mark attendance on electronic registers. Parents will be expected to contact the school to explain absences of their children on the day of absence by 9:00am. We will be following up those children who are away, if we haven't heard from you, as there are specific codes to classify absences.

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 or preferably payment can be made directly to Scholastic online. 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.

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 are 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 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.

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 on the following website <https://tapora.schooldocs.co.nz/1893.htm>

CONSULTATION

Each term parents/caregivers will be consulted regarding the policies and procedures of the school. This is available through following the procedure below.

1. Visit the website <https://tapora.schooldocs.co.nz/1893.htm>
2. Enter the username (tapora) and password (fairytern).
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the reviewer type "parent".
7. Enter your name (optional).
8. Submit your ratings and comments.
9. If you don't have internet access, school office staff can provide you with printed copies of the policy and a review form.

OTHER 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 (via Skool Loop), questionnaires, community meetings and operation of an 'open door' policy.

HOME Learning

All children will get some home learning each week. The home learning 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 home learning or isn't bringing any home please contact their class teacher.

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 Wednesday mornings.

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.

CULTURAL AND SPORTING 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
- Swimming, cricket, athletics, cross country, netball, touch rugby, tabloid games, hockey and soccer

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 worn on school trips and sporting events. They are available for purchase from the school office.

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. 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.

SMOKING / VAPING

The school has a No Smoking/Vaping 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.

LUNCHES

Weetbix and milk is available free at school for morning tea or lunch. When we have a volunteer available to run it, we have Friday lunches which are 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 at certain times of the year. 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.

MONEY/VALUABLES

Money is collected from pupils for a variety of reasons. Money is to be handed to the classroom teacher or office administrator.

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.

PROTECTION FROM THE SUN

The staff will ensure that all students wear an approved hat (gives shade to the neck) either provided by the school or students may bring their own. Sunscreen is available during the summer months. Pupils will also 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. There is time for interviews to discuss reports and student progress following the reports being sent home.

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.

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.

Entry to the pool is available to enable families and community members 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 TRANSPORT/BUS

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

- 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 a contract is provided for parents/students. 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 from their caregiver (a phone call will also suffice.)
- If a child is to miss the morning bus please phone 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 before the beginning of the school year. Tapora School does not provide students with stationery.

TAHA MAORI

N.Z. is multicultural 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 person 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.

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.

C : Be kind and honest

A : Set goals, do your best

R : Look after people, property, environment

E : Have courage to participate



Behaviour Plan for Tapora School

Managing the behaviour of a student is seen as a partnership between school, parents, caregivers, whanau and students. Tapora School takes a positive approach to discipline using PB4L principles to prevent issues before they arise. Teachers will create an engaging curriculum, differentiate the learning (not too difficult-not too hard) practise active supervision, scan class/playground and intervene early.

Tapora School expects a high standard of behaviour from our students.

School Vision

Empowering our children to discover their passion and fulfil their potential

*Tapora School is a **Learning Community** where we are:*

Tolerant
Achieving
Persevering
Optimistic
Respectful
Adventurous

CARE Values and Rules

C itizenship	- Raraunga	Be kind and honest
A chievement	- Taeatanga	Set goals and do your best
R esponsibility	- Haepapa	Look after people, property and environment
E ffort	- Ngākina	Have courage to participate



Behaviour Plan for Tapora School

Embedded in our behaviour plan is:

Manaakitanga: Caring, respect and kindness

Tuakana-teina: Older ones caring for younger ones

Kotahitanga: Unity and bonding

Te hui whakatika: Putting things right

Rewards for positive behaviour, making the right choices and special achievements

- ★ Students are given class dojos or points.
- ★ Care charts are displayed in the classroom with names on and stamped when received recognition for displaying a CARE attribute.
- ★ Students may receive Care medals at the end of the year based on completing Bronze, Silver and Gold levels.
- ★ During the year class certificates are awarded, Banquer money, free time rewards and opportunities to participate in class auctions or pick from the prize box at the end of term.
- ★ Students will be entitled to spend break times with others.
- ★ Students will be able to participate fully in all class trips and camps
- ★ Students will earn a mention in the newsletter or facebook

Consequences of unwise choices or inappropriate behaviour (depending on the offence)

- Students may get a warning, name written on board, peer mediation/conferencing.
- Any inappropriate behaviour that involves a staff member required to deal with it will be written up on e-Tap and the staff member will follow Tapora Guidelines for Dealing with Behaviour.
- Students may need to fill out an explanation sheet, write a letter of apology or give a verbal apology.
- Students may lose free time/loss of privilege, work by themselves in break time or be removed from the class for a specific amount of time/time out.
- Where practical the student will rectify the situation so that there is a positive outcome: eg return stolen property.
- Students may miss out on class trips, camps or bus transport
- Parents/caregivers/whanau may be contacted.
- An individual behaviour plan may be required.
- Where there is serious behaviour students will be taken to leadership and Ministry of Education guidelines may need to be followed. This may include the process of being stood down for a set period of time or suspended. (NAG 6 Procedures Suspension and Stand downs)

CIVIL DEFENCE EMERGENCIES

In the event of a civil defence emergency happening during the school day, all children will be kept at school initially unless it is a tsunami warning. Parents can rest assured that every effort will be made to ensure each child is cared for until a responsible known caregiver arrives to take them home.

In the case of a tsunami parents/caregivers will be able to collect their children from Fitzgerald Road.

