



**Learning Together  
Akona Piri Tahī**

# **TE PUKE PRIMARY SCHOOL**

**OUR VISION:**

**Identity, Creativity, Growth**

**Akona Piri Tahī - Learning Together**

Corner of Cameron Road and Kōwhai Avenue, Te Puke

PHONE: 07 573 7434

EMAIL: [office@tepukeprimary.school.nz](mailto:office@tepukeprimary.school.nz)

[www.tepukeprimary.school.nz](http://www.tepukeprimary.school.nz)





# Principal's Message

## Andrea Dance - Tumuaki/Principal

“We aim to motivate and activate the minds of our achievers through making a clear connection between having fun and learning”

Dear Whānau and Visitors. Welcome to Te Kura Tuatahi o Te Puke.

Our context/kaupapa allows us to provide rich, rigorous and real personalised learning experiences where our tamariki are at the center of all we do.

Building student's learning capacity through developing and nurturing their unique gifts and talents is the core element to our school vision. This vision drives us all in the responsibility we collectively share as educators, parents, extended family and wider community with preparing our tamariki for their future.

At Te Puke we aim to motivate and activate the minds of our achievers through making a clear connection between having fun and learning. This, together with our vision is achieved through our absolute commitment in developing the Te Puke Achiever which is defined by our Graduate profile underpinned by our ACHIEVER VALUES.

I am proud to say that our best resource is our staff. All of our staff are caring, committed professionals who frequently go beyond the expectation to ensure our tamariki are successfully developing their personalised progressional pathway to be the best they can be.

Being approachable is something we pride ourselves on and our parents and extended whanau are always welcome to come and share in the learning of their child/children. Learning partnerships between home and school are paramount to our achievers success and one that we encourage.

Te Puke is governed by an exceptional Board of Trustees who are both committed and future focused. Together we continuously strive for the best and ensure we lead Te Puke from strength to strength.

Visitors are always welcome at Te Puke Primary School. I encourage you to contact me if you have any queries. Alternatively feel free to call in and I would be delighted to show you around and showcase what makes us unique and a fun, happy place of learning.

Nau mai, haere mai ki te Kura Tuatahi o Te Puke.

**Andrea Dance**  
**Principal/Tumuaki - Te Puke Primary School**








Ehara taku toa e te toa takitahi  
He toa takitini  
My strength is not as an individual, but  
as a collective.

## We will all succeed as life-long **ACHIEVERS**

### TPPS Vision

 <p><b>Identity</b></p>	 <p><b>Creativity</b></p>	 <p><b>Growth</b></p>
<p>One of the key contributors to child wellbeing is a sense of identity. Tamariki need to feel like they belong and can contribute within their whānau, kura and other communities they belong to. This helps them make sense of their world; where they fit, how they relate to others, how they can contribute.</p> <p>Developing their identity also helps children to shape their values, beliefs and aspirations.</p> <p>At TPPS we aim to provide teaching and learning that is inclusive, allows our Achievers to maintain a positive connection to their culture and encourages them to be proud of who they are. We strive to build a school culture that reflects those of our communities and provides our students with a supportive environment and varied opportunities to grow their sense of identity.</p>	<p>Creativity is the perfect word to describe our approach to ensuring excellence in teaching and learning at TPPS.</p> <p>Kaiako are learners – and proud of it.</p> <p>Tamariki are learning that they can teach – and are proud of it.</p> <p>Our leaders are learning effective and empathetic ways to lead in teams and across the school – and we are proud of that.</p> <p>At TPPS we research and adopt ways of teaching and learning that suit our tamariki, our staff and our community. Kaiako and ākonga teach and learn by: inventing, designing, talking, failing, analysing, playing, reflecting, building, thinking, questioning, challenging, prototyping and improving.</p> <p>Creativity also encompasses the attitudes and skills needed to enthusiastically turn all this action into responsive, targeted, passionate teaching and agentic learning.</p>	<p>Our ākonga grow physically (just look at their photos from year to year!)</p> <p>Our skill and ability as teachers and learners increases.</p> <p>Research informs our skill and practise.</p> <p>We are learning to make connections and be good citizens in a number of different contexts; communities, whānau, school, sports club, Scouts, Te Puke town, New Zealand and even internationally.</p> <p>We grow chickens, veggies and fruit.</p> <p>We learn the best ways to learn.</p> <p>TPPS has goals that we strive to achieve – our kaiako, our tamariki, our Principal and our Board.</p> <p>We reflect, we celebrate and after that we ask, 'what's next?' Our growth comes in many forms and all of them are important.</p> <p>At TPPS we work hard to acknowledge and facilitate the holistic growth of our tamariki, staff, community and wider educational community.</p>

We believe that student success and achievement occur when;

- The student is at the centre of all decisions made.
- There is a collaborative vision for excellence in education in the school.
- Students are active participants in their learning.
- Student achievement is monitored and informs future teaching.
- Students have ownership and understanding of their learning.
- Parents are active partners in the learning process.
- The school acknowledges its cultures and people.
- The school is effectively resourced, managed and led.
- Learning is authentic in context and integrated across learning areas.
- Thinking and problem-solving strategies are taught and used.
- A school culture of pride, excellence and fun exists.

The Te Puke **ACHIEVER** represents many faces of our school.

The **ACHIEVER** has specific tools that represent the different characteristics we want our children to demonstrate at Te Puke Primary School.

Our Graduate Profile is essential for a learning community as it clarifies what we stand for and directs our actions.





# HERO

## School App

### HERO - School App

Hero is a powerful and secure online sharing platform that can be customised to reflect the curriculum, vision and values of any school.

Hero is an online sharing platform with complementary smart app. Hero allows schools to customise an online environment that enables teachers, students, and families to view and share content anytime, anywhere on any device. The software is secure, easy to use and brings together all school-related information in one place.

With Hero, you have the ability to:

- read and comment on posts relating to your child's learning
- view information on your child's progress and goals,
- read and comment on school notices sent to the class or groups your child is part of
- navigate to other school-related webpages
- customise your account by adding a profile image
- select how you wish to receive notifications
- view the school newsletter
- submit an absentee

Learning posts combined with curriculum information and goal-setting will form an online report designed to build year-on-year so that over time you will have access to written posts, images, video, work samples, and helpful resources all in one place.

***It is very important you download the Hero app - this is where all our important information is posted, so don't miss out!***



Hero is one place for all school communications.

To personalise your experience, your unique Hero account has been created using the email address that you provided to the school.  
Simply set your password to get started!

#### Learning

- Reports
- Progress
- Goals
- Portfolios
- Student sharing

#### Communications

- Personalised Notices
- Notifications
- Pay online
- Permissions
- Surveys
- Term dates

1

Scan the code -->  
or search for 'Hero' in your app store and download.  
or visit  
<https://go.linc-ed.com>



2

Select "New user"

Your account will be set up by your school using the email address that you provided when you enrolled your children, use this address to request a password. Please note: each contact must have their own email address.

3

Enter your email address and click the "Request Password Link"

4

Check your email!  
If one doesn't arrive, ensure your school has your correct details on file.

5

Follow the secure link and enter a password.














# TPPS LEARNER PROFILE

## OUR LEARNER PROFILE

The Learner Profile is used for students, their whānau and Kaiako to track their progress against the Achiever Values.

Achievers will regularly evaluate their progress through the profile progressions and set goals set from these evaluations. Learning Whānau use these the Achiever Values to work on specific needs within their environments and there are school wide foci too.

 Learning Together Akona Piri Tahī		<b>TPPS Learner Profile</b>				Home of <b>Achievers</b>
		 kākano seed	 tupu seedling	 whanake sapling	 panekiretanga tree	
 <b>Kawenga</b> Responsible	Trustworthy	• I need support to help me make good choices.	• I am learning to be trusted to make good choices.	• I can be trusted to make good choices.	• I am always trusted to make good choices and can support others as a tuakana.	
	Role model	• I need support to role model.	• I am learning to role model to others.	• I am a role model to others.	• I am always a role model and support others as a tuakana.	
	Respectful	• I need support to show respect for myself, others and the environment.	• I am learning to show respect for myself, others and my environment.	• I can show respect for myself, others and my environment.	• I always show respect for myself, others and my environment.	
	Self-managing	• I need support to manage my own learning and behaviour.	• I am learning to manage my own learning and behaviour.	• I can manage my own learning and behaviour.	• I always manage my own learning and behaviour and can support others as a tuakana.	
 <b>Kia Māia</b> Confident	Risk taker	• I need support to be able to take risks.	• I am learning to take risks in my learning.	• I can take risks even if I don't know the outcome.	• I am always confident to take risks in my learning and support others as a tuakana.	
	Tuakana/teina	• I need support as I learn the roles of a tuakana/teina.	• I am learning to help and guide others as a tuakana/teina.	• I can help and guide others as a tuakana/teina.	• I am always confident to help and guide others as a tuakana/teina.	
	Relating to others	• I need support to play alongside others.	• I am learning to relate to others in small groups.	• I can relate to others and be open to their ideas, beliefs and values.	• I always cooperate with others to develop and understand others' ideas, beliefs and values.	
	Communicator	• I need support to listen to and communicate my ideas.	• I am learning to listen to others and communicate my ideas.	• I can listen and communicate in a variety of ways and situations.	• I always confidently listen and communicate in a variety of ways and situations and support others as a tuakana.	
 <b>Kakama</b> Active	Team player	• I need support to be a team player.	• I am learning to be a team player.	• I can be a team player.	• I am always actively involved as a team player.	
	Goal setting	• I need support to learn what goals are.	• I am learning to set personal goals.	• I can set personal goals and monitor my progress towards achieving them.	• I always set, monitor and reflect on my personal goals and plan my next learning steps.	
	Can do attitude	• I need support to have a 'can do attitude'.	• I am learning to show a can do attitude by giving things a go.	• I have a can do attitude when giving things a go, and persevere even if it is tricky.	• I always have a can do attitude and find tricky things exciting while teaching others to persevere.	
	Participating & contributing	• I need support to participate in my learning whānau.	• I am learning to participate and contribute in my learning whānau.	• I can participate and contribute across the TPPS whānau.	• I always participate and contribute as a positive citizen of our community whānau (local and global).	
 <b>Auaha</b> Innovative	Creative	• I need support to create an idea.	• I am learning to create original ideas.	• I can create original ideas, explain them and apply them.	• I always create original ideas, apply them and then improve on them.	
	Curious	• I need support to notice the things around me.	• I am learning to be curious about the world around me.	• I am curious about the world around me and like to learn new things.	• I am enthusiastic and passionate about learning and exploring new things.	
	Questioner	• I need support to ask a 'closed ended' question.	• I am learning how to ask open ended questions.	• I am able to ask questions about my learning and find different points of view.	• I always ask relevant and appropriate questions to reflect on and challenge my thinking and learning.	
	Problem solver	• I need support to help solve my problems.	• I am learning to use strategies to solve problems.	• I can use a variety of strategies to solve problems.	• I always try to solve problems by selecting appropriate strategies and explain how they work.	
		Learner: .....				

At Te kura tuatahi o Te Puke we strive to build culturally responsive relationships with our ākonga, whānau and community. This empowers us all to learn and grow with a sense of identity, motivation and confidence.

Our Achievers are at the heart of everything we do. We endeavour to respond to individual needs, strengths and aspirations. Research and evidence enable our team to develop a culture of high performance based on whanaungatanga, collaboration and reflection.





# School Information

## Learning Together - Collaborative Teaching & Learning:

At TPPS, our tamariki are taught within collaborative learning environments. Our classrooms have multiple teachers which allows for the strengths of different teaching styles and personalities to impact on the learning of the child. Each child is placed in a specific group (hapū) within their learning environment and this so parents can communicate with one kaiako for their child's learning, progress, pastoral care etc.

## The School:

We have 5 Learning spaces onsite catering to educating children. The school is well-resourced and staffed by an outstanding teaching team. The school has attractive grounds, which include playing fields, hard court areas, a swimming pool, and three playgrounds. All classrooms were modernised in 2010, and we are now one-to-one devices for our 330 students and their teachers. Our school composition does change a little year to year but currently sits at 41% European, 29% Māori and 30% other nationalities.

## Our Learning Environments:



**Curious Kiwis: Year 0-1**



**Creative Critters: Year 2-3**



**Talented Tuists: Year 3-4**



**Ngākau Māhaki: Year 0-6**



**Senior Syndicate: Year 5-6**





# School Information

## How to enrol your child:

You can easily book a time for a tour and a discussion with our school Deputy Principal, Krystal Cooper.

Please ring the school office on 07 573 7434.

A birth certificate/passport & visa plus a copy of their immunisation record is required.

We also need evidence of your address. (A tenancy agreement, sales/purchase agreement, rates bill, water bill, or electricity bill - bank statements are not accepted).

ENROL NOW



*Zoning has been implemented from January 2017.*

*Please contact the office re an application for an out-of-zone placement.*

## Cohort Entry:

Cohort entry refers to new entrant children starting school as a group, at the beginning or mid-point of a term, AFTER THEIR FIFTH BIRTHDAY as opposed to starting school on their fifth birthday. Parents will continue to have the option of not starting their child in school until their 6th birthday, regardless of whether or not TPPS has a cohort entry policy.

- We will now have two intake periods each term - at the start of term and at mid term. Please see the dates below.
- All new entrants who turn 5 before the start of the term can start at the beginning of that term, or at a later mid term or start of term date before their 6th birthday.
- If their birthday falls after the start of term but before the mid term date, they can enrol on the mid term date, or at a later start of term or mid term date before their 6th birthday.
- Children must have turned 5 before they can enrol in school.

We will have eight dates during the year where new entrants start in the classroom. **Students won't be starting school on their birthday.**

Term	Start of term date	Mid-term date
1	Wed 1 February 2023	Mon 6 March 2023
2	Mon 24 April 2023	Mon 29 May 2023
3	Mon 17 July 2023	Mon 21 August 2023
4	Mon 9 October 2023	Mon 13 November 2023

## Pre school visits:

All new families with new entrants (children starting at 5 years of age) are encouraged to attend at least three of our pre school visits. Each week we run ACHIEVER time for families of 4 year olds.

- Contact the school to arrange a tour and information session a term prior to starting school.
- During the information session, the transition process will be shared - children will have a minimum of 3 transition visits before starting school.
- Enrolment packs will also be filled in after the tour and information session.
- If you are out of zone, places available will be advertised in the holidays prior to the term starting.



# School Information

## Office hours

Kayleen Metcalfe runs the school office from 8.00 am – 3.30 pm.

## School fees

There are no fees. Minimal costs are only incurred when classes go on field trips, camps, etc.

## Before/After School Care and Holiday Programme

Before and after school care is available via SKIDS, who rent one of our rooms. Session times are 7.00 am – 8.30 am and 3.00 pm – 6.00 pm. Contact 0800274172 or tepuke@skids.co.nz

## School Uniform

We pride ourselves in our practical and affordable school uniform. All students must wear this following the school's policy. Uniform items can only be purchased from the school office. We have sourced quality school uniform items and pass the cost directly onto parents.

## TE PUKE PRIMARY SCHOOL UNIFORM/STATIONERY ORDER FORM 2023

CHILD.....

CLASS.....

Clothing Item	Colour	Quantity	Price	Total
Hat with logo	Red (Term 1&4)		\$18.00	
Polo Shirt with Embroidered Logo	Red		\$32.50	
Cargo Shorts with logo	Black		\$30.00	
Skort Black with logo	Black		\$35.00	
Sweatpants with logo	Black		\$30.00	
Whare House T Shirt	Kauri Matai Totara Puriri		\$21.00	
Polar Fleece Sweatshirt	Black		\$48.50	
Kukri Jacket	Black/Red		\$65.00	
TOTAL:				



Stationery Packs		
Class:	Cost:	Tick which one you require:
Curious Kiwis	\$21.00	
Creative Critters	\$40.00	
Talented Tuis	\$30.00	
Senior Pack SS	\$24.00	
Ngakau Māhaki Yr 0-2	\$22.00	
Ngakau Māhaki Yr 3-4	\$26.00	
Ngakau Māhaki Yr 5-6	\$23.00	
TOTAL:		

## Lunch in Schools Programme at Te Puke Primary

The Ka Ora, Ka Ako healthy school lunches programme provides our tamariki here at Te Puke Primary with 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.

Dietary requirements are catered for, and information can be collected upon enrolment. You can opt out of this at any time and can find more information about nutrition guidelines on the Ka Ora Ka Ako Nutrition Guidelines Document.





# School Information

## Healthy Lunches from home

If you choose to opt out of the Lunch in Schools Programme please ensure to help your child concentrate throughout the day, to provide them with a nutritious snack for morning tea and healthy lunch and drink (water only). Our staff monitor students during breaks to ensure they are eating their lunch so that their mind and body are fuelled for learning for the duration of the day. Sweets, chocolate, fast food, energy drinks, juice, and fizzy drinks are **not permitted at school**.



## Stationery

The school has stationery packs all made up, ready to go for new enrolments at any age level. Parents are encouraged to support this, but if you wish to buy any stationery elsewhere, could you please make sure that you buy only the types of items on your child's stationery list.

## Change of address

Please inform the office if you change your address, email, or phone number. Call Kayleen Metcalfe in the office or email: [office@tepukeprimary.school.nz](mailto:office@tepukeprimary.school.nz)

## Students travelling to school via bus.

Should you wish for your child to travel via bus, ask at the office for information as to systems, routes and timing - we will then contact the bus company for you and let you know what stops and times are available for you. All students travelling on the bus must have their parents complete the bus permission/rule slip.



## Students walking and cycling to school.

Road patrollers are based outside the school on Cameron Rd and down Kowhai Ave. Patrollers and staff are on duty from 8.30 am – 8.55 am and from 3.00 pm – 3.15 pm. Children and adults must follow instructions from the senior students who operate this patrol. We ask that all parents walk with their children to and from school over their first few days until they have developed safe routines. Should your child be cycling, we ask that no child under ten years old ride without an adult. This follows Land and Transport safety guidelines. All bikes must be in safe working condition, and all students must wear safety-approved helmets. Bicycles can be stored and locked in the school bike racks.



## School newsletters

These are sent home fortnightly. We ask all parents for their email addresses so that we can send 'e newsletters' so we are more environmentally friendly. For those parents that don't have an email address, we also add all newsletters to our Facebook Page - Te Puke Primary and our Hero app. To add your email to our list please get in touch with the office: [office@tepukeprimary.school.nz](mailto:office@tepukeprimary.school.nz)

## Facebook - Te Puke Primary

This is one of our primary ways of communicating, along with Hero. Each class has its page, and we have our main school page. Please like us so you can keep up with all our essential information, photos and celebrations!





# School Information

## Reporting to parents

Learning conferences are held twice a year. At these meetings, parents and teachers collaborate to develop an action plan to ensure individual learning success. Parents are welcome to book an appointment with their child's teacher anytime throughout the year. Written reports are sent home via the HERO app at the end of term 2 and term 4. Teachers will contact parents to discuss any significant developments or issues in their child's work or behaviour if these occur. Parents are encouraged to contact the school to discuss any matters that may arise.

## Assemblies

Whole school Celebration assemblies occur every three weeks. The students take responsibility for the planning and running of school assemblies. Assemblies include such things as children's presentations, sharing studies or stories, Principal Awards, sports results, singing, etc. All parents, caregivers, and whānau are welcome to attend. See the calendar on the school website or the first newsletter of each term.

## Book Club

The school subscribes to the Scholastic Book Club, which issues regular selections per year. The books feature well-known titles and authors in both the fiction and non-fiction categories, costing less than similar books from other sources. The school is rewarded with points that go towards purchasing books for the school library. Children are given selection sheets to take home. If parents wish to make purchases, the sheet should be filled out and returned to school with the correct money enclosed in a sealed envelope or order via the Scholastic Loop App.



## Internet and computer safety

Computers and ICT are a superb learning tool and are a vital part of any class programme. All children in association with their parents are required to fill in a Digital User Agreement form on enrolment. It is a commitment from your child to use the internet and computers properly for specific learning needs. The school has also invested in anti-virus checkers and a 'block' on undesirable sites, so children/adults are unable to access them. We take Internet Safety very seriously. [www.netsafe.org.nz](http://www.netsafe.org.nz)

## Kapa haka

Kapa haka is a core part of our school and community. Our tamariki gather as a school every Tuesday at 10:30 am to learn and perform haka and waiata. We have a school performance group that attends local events throughout the year.



## Whare Competition

Each Friday, the students take part in a whare competition. They are encouraged to wear their whare tees while competing in various activities and sports. Our houses/whare are Pūriri (green), Mātai (red), Kauri (purple) and Tōtara (orange). Children will be placed in a house when they enrol. Whare t-shirts are available from the school office.



# School Information

## Board of Trustees

The Board of Trustees (BOT) is made up of the Principal, a staff representative and parent representatives elected triennially by parents and caregivers of children at the school. It is responsible for school governance while establishing and monitoring the policies that guide the school. The Board is voted in by members of the community. The Board meets monthly. For meetings - check dates in school newsletters. Feel free to attend any Board meetings.

Presiding Member:  
Staff Representative:  
BOT Members:

**Rona Wheeldon**  
**Krystal Cooper**  
**John White**  
**Matthew Armstrong**  
**Lorraine Doughty**  
**Rona Wheeldon**  
**Gosia Costar**  
**Monique Verwey**  
**Andrea Dance**

Secretary:  
Principal:

## BOARD OF TRUSTEES



## The Friends of the School

This is an enthusiastic group of parents who play a vital role in the social and fun activities of the school. FOS's role is not one of a traditional group having to raise funds for the school. Instead, the FOS's role is to create fun opportunities for the students, assist and promote the school in the wider community. The FOS meetings are held on the second Wednesday of every month for new and existing parents to come along and meet/chat with other parents. Andrea Dance is always in attendance to answer any queries you may have during this informal time. Friends of the School are welcomed where you can help out on a given day/event.

## Money and Personal/valuable items

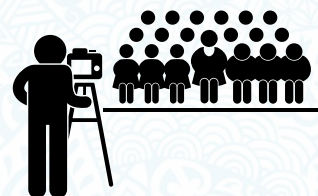
Please ensure that all money sent to school is sealed in an envelope or wrapped clearly marked with the child's name and purpose. This should be given to the class teacher. Children are asked not to bring personal items to school. If they do so it must be on the understanding that it will be at their own risk. Teaching staff cannot be responsible for lost or damaged items.

## Lost Property

We ask that all clothing, footwear, bags, and goods be clearly named. Keeping track of equipment at school is a big job; therefore, well-labelled clothing and equipment can be quickly returned to their rightful owner. Any property found is sent to the lost property box. This box is kept outside the office, and parents are encouraged to check it regularly. Staff make every endeavour to return items to pupils if it is at all possible to do so. Ultimately, children must take responsibility for their belongings while at school. All unclaimed lost property is disposed of at the end of each term.

## School Photographs

Class and individual photographs are taken each school year with photo life. Students receive a form after their photo is taken with a unique code to log in and view the photos and buy direct from photo life.





# School Information

## **Sickness, late arrivals, early departures**

Regular attendance of pupils at school is essential to ensure a sound education. If your child is sick or will be absent, please call the school by 9.00 am on Phone: (07) 573 7434, txt 027 374 5858, email [office@tepukeprimary.school.nz](mailto:office@tepukeprimary.school.nz) or submit an absentee on the HERO app or school website.

If we do not get a call and your child is absent, we will text you, as it is our policy to ensure that the student's absence is accounted for and is justifiable. Truancy is not accepted by the school, and parents will quickly be contacted personally by the Principal or Deputy Principal or Community Truancy Team (T.A.G) if regular absenteeism is a cause for concern.

If your child arrives late to school for any reason, please call in to the school office before going to class to sign in. When your child has signed in on the vistab tablet, a ticket will be printed to give to the teacher for clarification of the 'sign in' procedure. If you are taking your child from school early or for an appointment, please call into the school office and sign them out and if they are returning again after leaving early, they must again be signed in. If you have arranged for someone to collect your child and they are not known to the school, please advise us of this fact. This procedure is a safety issue and helps the school know exactly where students are and who has collected them from school.

## **Medication at School**

It is school policy that medication for students will only be stored at and administered from the school office and parents/caregivers will be required to complete and sign a consent form. Even when forms are signed, it is still necessary for parents/caregivers to first discuss their child's medication needs with the class teacher/office staff.



## **Accident or Illness at School**

In the event of your child being involved in an accident or becoming ill at school you will be notified by telephone. If you are unavailable we will contact the person(s) designated on the child's enrolment form. Designated staff have been trained in first aid, and the school is equipped with first aid materials. Please note, that staff are unable to administer medicines to the children unless authorised to do so. If the school is unable to contact an emergency caregiver, staff will ensure that your child receives the appropriate medical attention.

## **Contagious Illness and Head Lice**

Many children in their primary school years suffer from the common contagious illnesses such as measles, colds and flu, chickenpox, tonsillitis and conjunctivitis. Any child with a contagious illness should be kept home during the infectious period, for their own well being and that of the other children. For head lice, check your child regularly. If eggs or live lice are found, visit your pharmacist for treatment shampoos and inform your child's teacher. (Also to note, we do have some head lice treatments at the office - please just ask).

## **Dental Unit**

The mobile dental unit comes to school once a year. This is a free service to all children. When forms are sent home by the dental team, please fill these in and return as quickly as possible giving the dental team permission to treat your child.





# Policies and Procedures



## School Docs - Policies and Procedures

Our school has been working with SchoolDocs to create a website for our policies and procedures. The site is live and available to our school community.

The school works on a subscription basis with SchoolDocs to maintain, update, and review our policies. SchoolDocs provides us with a comprehensive core set of policies, which have been well-researched and follow the Ministry of Education National Administration Guidelines. The policies and procedures are tailored to our school, and the school supplies specific information such as our charter, and procedures for behaviour management, reporting to parents, etc.

SchoolDocs updates modify or create policies in response to changes in legislation or Ministry guidelines, significant events, reviews/requests from schools, and regular reviewing from the SchoolDocs team. Our board of trustees has the opportunity to view changes/additions and comment on them before they are implemented. We will advise you when policies are up for review and how you can take part in the review.

We invite you to visit the site at <https://tepukeprimary.schooldocs.co.nz> (note that there's no "www.").

Our username is "**tepukeprimary**" and password "**tepuke**".





# Curious Kiwis

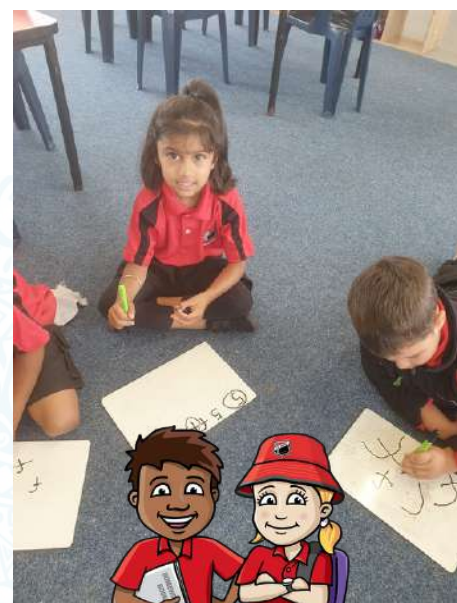
## CURIOUS KIWIS (YRS 0 & 1)

In Curious Kiwi's, we are focused on building our students' social and oral language skills which includes how they socialise with others, are they able to problem solve, and giving them the tools to explore within the world around them. In our learning environment children are able to make choices about where and how they learn, in ways that are self directed, complex and fun. The Te Puke Primary School Achiever Values of Kawenga/Responsible, Kia Māia/Confident, Kakama/Active, Auaha/Innovative, are an important part of our learning. They are discussed and referred to daily and are strongly embedded in our learning goals and assessment.



### Transition to school

All tamariki will have a minimum of 3 transition visits before starting in Curious Kiwi's. This is called Achiever time. We hold Achiever time for your child every Wednesday morning from 9am - 10am. This gives us a chance to get to build relationships with our tamariki and whānau before starting school. Teachers will also visit each child in their early learning centers and we encourage families to share children's early learning portfolios with us.





# Middle Syndicate



## CREATIVE CRITTERS (YRS 2 & 3)

Our Creative Critters class is a mixture of Year 2 and Year 3 students. We strongly believe in teaching our children how to be motivated, independent learners and how to manage themselves both inside and outside of the classroom. Through our school wide Resilience Project we are teaching core values of gratitude, empathy and kindness which align well with our classroom culture. This year we are following an explicit and sequential literacy approach called Little Learners Love Literacy (LLLL). Using this approach children use the sounds of letters to read, write and spell with confidence. For Numeracy we use a structured Maths approach known as Numicon. Children are able to explore and problem solve all strands using fun hands on equipment. In addition to these core subjects, we are integrating all areas of the curriculum including the New Zealand Aotearoa histories, Science, The Arts and specialised Physical Education.





# Middle Syndicate



## TALENTED TUIS (YRS 3 & 4)

The Talented Tui's is our year 3 and 4 learning environment. Within our modern learning environment we have 3 kaiako who each lead their own hapu. This is where tamariki do their core curriculum learning, Te Reo Matatini/Literacy and Pangarau/Math. We follow a school-wide structured literacy approach as well as a structured maths approach through a programme called Numicon. All areas of the New Zealand Curriculum are integrated into our learning programme and are often driven by taura/student passions and interests. Our school values are weaved throughout everything we do, Kakama/Active, Kia Māia/Confident, Auaha/Innovative, Kawenga/Responsible. Our school values align wonderfully with our school wide Resilience Project. This programme enables students to build gratitude, empathy, mindfulness and emotional literacy.





# Senior Syndicate

## Senior Syndicate (YRS 5 & 6)



Our Yrs 5 & 6 Senior Syndicate follows the values of Manaakitanga 4 Life. Our learning in Literacy, Maths, Science, The Arts, Languages, Aotearoa Histories, Digital Technology, and PE are reflective of students' passions and interests. Learning is also guided by our school values: Kakama - Active, Kia Māia - Confidence, Auaha - Innovative, Kawenga - Responsible. Learners interact within a collaborative learning environment, which is responsive to strengths and next steps in learning. Students are expected to be capable self-directed learners, using skills developed through the Resilience Project and through our Achiever Values.

We have a fantastic and progressive team of kaiako/teachers, who provide a positive, caring and inclusive culture and have a strong focus on building relationships with learners and their whānau. The teachers/kaiako use a range of evidence-based learning approaches to deliver learning and most importantly teaching approaches that meet the needs of the learners.

Our learning focuses on developing skills for life, and preparing children for life beyond TPPS

We also offer many experiences outside of the classroom, including:

- Ngamuwahine camp
- Science and beach trips
- Year 6 transition to Intermediate
- Year 6 Leadership programme
- Whole school Kapa Haka
- Pasifika Cultural Groups
- Specialist programmes





# Ngākau Māhaki

## Ngākau Māhaki (YRS 0-6)

Ngākau Māhaki is a Yr 1-6 reo rua whānau unit.

Our achievers in Ngākau Māhaki as with other syndicates and year levels, are learning in all areas of the New Zealand Curriculum. Ngākau Māhaki is unique in that we are learning utilising a Te Ao Māori lens including Te Reo Māori me tōna tikanga.



Our aim in 2023 is to be delivering 30-50% Te Reo Māori through integration of learning throughout each day. These times are inclusive of whanaungatanga, kapa haka and tohutohu. These learning opportunities are integrated with the New Zealand Curriculum and aspects of Te Mātauranga o Aotearoa.

The concept of Ako or reciprocal learning is adopted utilising a tuakana/teina philosophy. Our Ngākau Māhaki whānau have an opportunity to work and learn alongside peers, kaiako me kaiawhina. In a learning environment that values ako, the roles of teina/tuakana can be reversed at any time whereby we are not only learning from our peers but also being the leaders and the teachers.

*"Mā te tuakana ka totika te teina, mā te teina ka tōtika te tuakana"*

*"From the older sibling the younger learns the right way to do things, from the teina the older sibling learns also (tolerance, patience and empathy)"*

We welcome tamariki from years 1 - 6 to Ngākau Māhaki where we have two kaiako and three kaiawhina in our space who work collaboratively and collectively while also being dedicated lead kaiako for hapū, based on year levels within our learning environment.

We believe that such an environment fosters a whānau orientated atmosphere whilst providing specific, needs based learning opportunities and successful outcomes for all of our tamariki.

