



TITAHI BAY SCHOOL PROSPECTUS 2017

Phone: (04) 236-8399

Email: office@titahibay.school.nz

Titahi Bay School App – Download for free from your app store

Titahi Bay School Website – Our school website is www.titahibay.school.nz Go to A-Z for the answers to questions you may have.

Titahi Bay School Facebook – Follow the link from our school website to our official Facebook page.

Click on “like” and then you will be set up to follow us

Dental Clinic 0800 825-583 (Option 1)

Contacts:

Principal:	Kerry Delaney	email: kerry.delaney@titahibay.school.nz
Deputy Principal:	Jamie Merrick	email: jamie.merrick@titahibay.school.nz
Deputy Principal:	Miranda McMahon	email: miranda.mcmahon@titahibay.school.nz
Associate Principal:	Mike Laing	email: mike.laing@titahibay.school.nz
School Secretary:	Christine King	email: office@titahibay.school.nz
BOT Secretary:	Lynn Lang	email: lynn.lang@titahibay.school.nz

TITAHU BAY SCHOOL MAP 2017 (not to scale)

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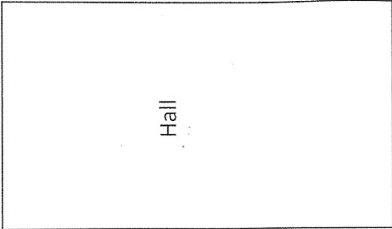
Room 14 Jacinta Hamer Y3	toilets	Room 15 Grace Mulvihill Y3

Toilets Road Patrol Gear	Room 16 Office R/R	Room 16 Phil Edgecombe Y5/6	Room 17 Karly Logan Y2/3	Room 18 Gillian Tumoana Y4	Room 19 office Mike Laing	Room 19 Mike Laing Y1
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Toilets	Room 13 Matt Tan Y5/6	
	Room 12 Candis Wood Y5/6	
Room 11 office	Room 11 Janelle Reid Y4	
	Room 10 Nicky Bell Y4/5	
	Room 9 Ang Strand Y2 /3	
	Room 8 Del Gardner Y5/6	
Room 6 Y1/2 Nadia Collins	Room 7 Jamie Merrick/ Sharon Hartley Y5/6	
	Room 7 office Jamie Merrick	

Toilets	Office Claire Oram Specialist teacher
Toilets	Room 1 Kristina Stevens Y2
	Room 2 Sharon Thompson N/E
	Room 3 Ebony Sushames Y1
	Te Manawa
Library	Room 4 N/E Fiona Fitzgerald

Staffroom			Mtg Room
	Principal	DP	Office



TITAHI BAY SCHOOL

2017 STAFF LIST

Principal:	Kerry Delaney
Deputy Principal:	Jamie Merrick
Deputy Principal:	Miranda McMahon
Assistant Principal:	Mike Laing

AREA NGAHERE	YEAR	ROOM	TEACHER
YEAR 4 – 6 Team Leaders Jamie Merrick Candis Wood YEAR 4 - 6 Team Leader Nicky Bell	5/6	7	Jamie Merrick
	5/6	8	Delwyn Gardner
	5/6	12	Candis Wood
	5/6	7	Sharon Hartley
	5/6	13	Matt Tan
	5/6	16	Phil Edgecombe
	4/5	10	Nicky Bell
	4	11	Janelle Reid
	4	18	Gillian Tumoana
RAKAU YEAR 1 – 3 Team Leaders Mike Laing Rebekah Maskell	1	19	Mike Laing
	1	3	Ebony Sushames
	1/2	6	Nadia Collins
	2	1	Kristina Stevens
	2/3	9	Ang Strand
	2/3	17	Karly Logan
	3	14	Jacinta Hamer
	3	15	Grace Mulvihill
KORU New Entrants Team Leaders Sharon Thompson Fiona Fitzgerald	NE	2	Sharon Thompson
	NE	4	Fiona Fitzgerald
SPECIALIST TEACHERS/SUPPORT			
Target teaching / Senco Year 1-3			Rebekah Maskell
Target teaching / Senco Year 4-6			Sharon Hartley
Reading Recovery Year 1 - 3			Rebekah Maskell
ALL – Accelerated Literacy Year 1-3			Rebekah Maskell
ALL - Accelerated Literacy Year 4-6			Sharon Hartley
Library Manager			Jodene Gooch
School Secretary			Christine King
BOT Secretary			Lynn Lang
Maori Te Reo			Murray Patterson
CRT/PRT/Release			Tanya Balfour
CRT/PRT/Release			Suzette McVicar
CRT/PRT/Release			Sarah Taylor
Caretaker/Cleaner			Steve Jackson/Kevin Sims

Titahi Bay School
Mission Statement

“Titahi Bay School promotes achievement and self-worth and provides challenging opportunities for all its students”

TERM DATES 2017

Term One: 2 February – 13 April
Term Two: 1 May – 7 July
Term Three: 24 July – 29 September
Term Four: 16 October – 15 December

Public Holidays

Waitangi Day	Monday 6 February
Good Friday	Friday 14 April
Easter Monday	Monday 17 April
ANZAC Day	Tuesday 25 April
Queen’s Birthday	Monday 5 June
Labour Day	Monday 23 October

BOARD OF TRUSTEES

The Titahi Bay Board of Trustees is comprised of parent representatives, the Principal and one staff trustee.
Your representatives are:

- Kerry Delaney (Principal)
- Sarah Campbell (Chairperson)
- Gaby Wesley-Smith
- Scott Hemsley
- Ria Tomoana
- Lynette Renouf
- Sharon Thompson (Staff representative)

All the members of the Board work on your behalf to ensure Titahi Bay School staff work in a well-resourced and supportive environment. This ensures that a balanced and high quality education is delivered to your children.

We invite and encourage you to attend our Board meetings which are advertised in advance.

Sarah Campbell
BOT Chairperson

ENROLMENT SCHEME:

If you have a child ready to start school we would appreciate it if you enrol them at 4½ years old. This helps us plan for classes. We call this programme “KAKANO” and you and your child can visit on a **Monday at 1.30pm - 3.00pm**. Fiona Fitzgerald/Sharon Thompson will contact you once the enrolment form has been received to let you know which classroom your child will be in and when they can begin Kakano visits. No child can attend Kakano until the enrolment form is filled out and in the office.

You can purchase the books for the Kakano team at the office or on-line.

Your child will be welcomed into our school in a powhiri. Please ask your child’s teacher or find the dates in our school newsletter on our website. We love you and your whanau being part of this.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary e.g.

- renting accommodation in-zone on a short-term basis;

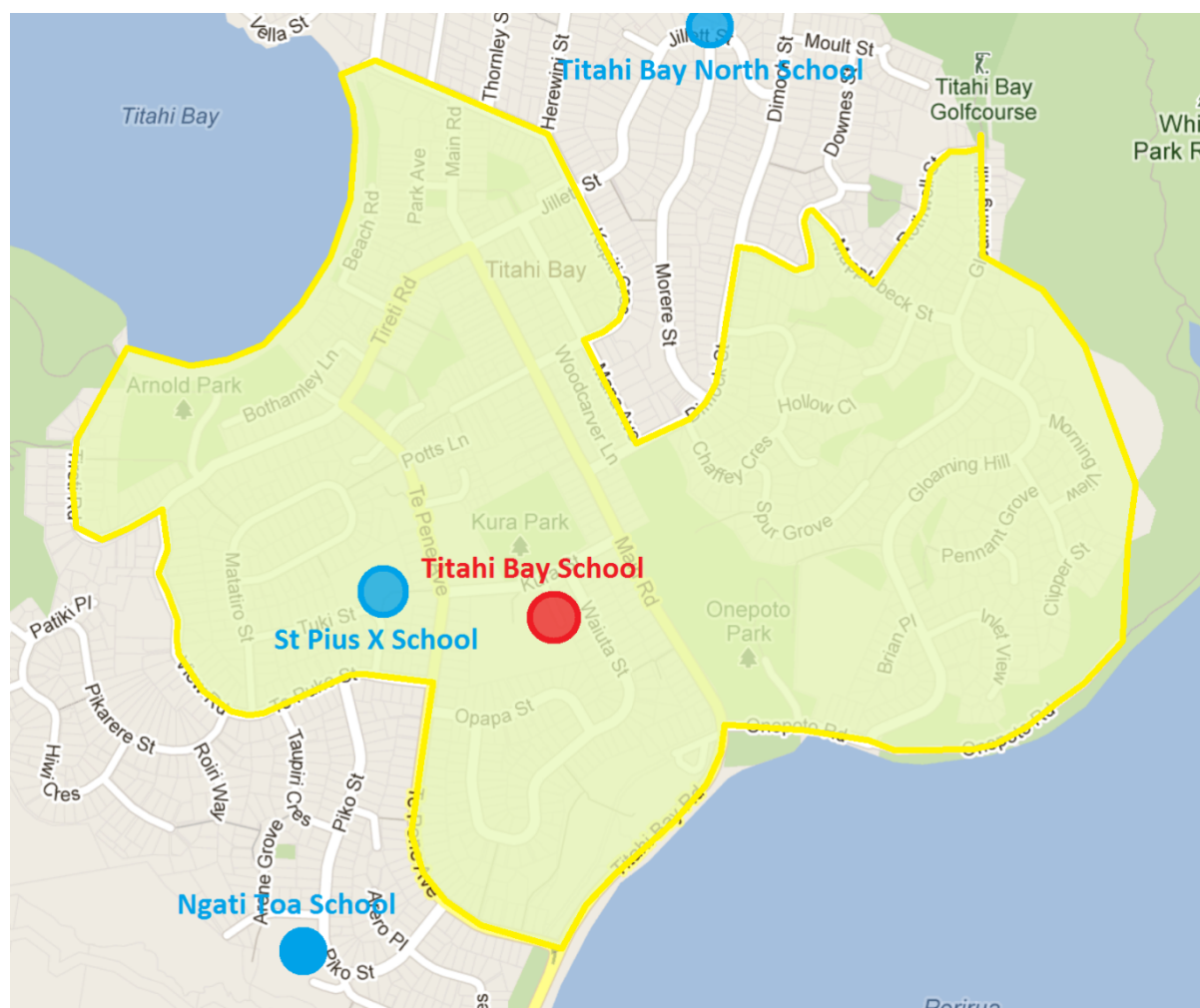
- arranging temporary board in-zone with a relative or family friend;
- using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.

If the board has reasonable grounds for believing that the given in-zone address will not be an ongoing genuine place of residence, the board may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address provided at the time of enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

On enrolment parents are asked to give proof of residence (proof of residence could be a phone bill, rates bill etc). A copy will be kept on the student's file and address information will be entered into the Student Management System (ETap) by the Enrolment Officer.

We regularly monitor addresses to ensure they are in-zone and request updates for personal details.



In a clockwise direction:

- From the northern point at the intersection of Beach Road and Bay Drive the boundary is a line such that addresses in Bay Drive are in zone. Richard, Whanake, Thornley and Herewini Street addresses are not in zone. The boundary continues such that all Kapiti Crescent addresses are in zone. Jillett Street addresses (both sides) from Main Road to

the intersection with Kapiti Crescent are in zone. All Mana Avenue addresses are in zone. Morere Street addresses are not in zone. Dimock Street addresses 1 to 45 inclusive on the odd side and 2 to 58 inclusive on the even side are in zone.

- From the intersection of Dimock Street and Downes Street the boundary line is such that addresses 1 to 21 inclusive on the odd side and 2 to 26 on the even side of Downes Street are in zone and the boundary line then extends to the Titahi Bay Golf Course in the north-east. Mapplebeck Street, Rothwell Street and Gloaming Hill addresses are in zone. Keith Hart Grove addresses are not in zone.
- The eastern part of the boundary follows the reserve south including Onepoto Rd addresses as in zone. The boundary then follows the sea until opposite Te Pene Ave.
- Continuing clockwise the south to west boundary is a line such that Te Pene Ave addresses are in zone, Te Puke Street addresses are in zone, View Road addresses are in zone and Tireti Road addresses are in zone and the boundary line extends to Stuart Park and the sea and follows the Titahi Bay sea line until it connects to the intersection of Beach Road and Bay Drive (the starting point). Piko Street, Taupiri Crescent and Pikarere Street addresses are not in zone.

At the time of application for enrolment, the address provided must be the *student's usual place of residence* when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school. If you are in the process of building at an in-zone address, your 'usual' residence, i.e. the house you are living in on a day to day basis whilst building, is the address counted for enrolment purposes.

TITAHI BAY SCHOOL INFORMATION: A – Z

ABSENCES

If your child is going to be absent from school please phone the school office (236-8399) or advise their classroom teacher. You can also use the school app to advise if your child is going to be away. This can be done by downloading the app for free from your app store. You will be contacted by the school if your child is absent when the roll is taken in the morning if we have not been notified of their absence. We track absences and if we haven't had a reason for your child's absence then you will either have a phone call or letter from the Principal. You can also text in absences on the school's mobile phone 027-757-0272.

You can also use the school app to:

- *Pay school fees
- *Pay for school trips
- *Pay for New Entrant stationery
- *Change contact details
- *Book parent interviews
- *All events are on front page and things that are happening in the school
- *Order lunches

ARRIVAL TIME

For their own safety children should not arrive at school earlier than **8.30am** as teachers are busy preparing for the day and are not available for supervision of children.

If your child arrives at school late they need to sign in at the school office. If you are taking your child out of school before the 3pm bell is rung you need to go to the school office and sign them out. This is vital as if we have an emergency at school we must know who has left for the day.

ATTENDANCE TRACKING and PROCESS

As a school we track every child's attendance. When a child's attendance percentage reaches a level of concern which is 10% or more absences, then we start to follow our school attendance procedures. (Late arrivals and early leavers are included when calculating attendance percentages).

Once an attendance concern is identified class teachers or team leaders will make contact with whanau via phone or email. If things don't change within two weeks then a letter asking families to contact school to work together to remedy the concern will be sent home by the Principal, Kerry Delaney. If there is no change within two weeks then another letter will be sent home. This letter asks for a meeting to resolve the non-attendance issue. If there is no change then the child will be logged on the Ministry of Education's Attendance Register. A letter will be sent at this time informing the family that their child is now a focus of the Ministry of Education. They will make contact to resolve the issue.

Children transferring between schools will stay at the same level of the process until the issue is resolved.

AFTER SCHOOL PLAY DATES

If children want to go to someone's house after school they must have their parent's permission before they leave home in the morning. We do not let children phone at the end of the day for these.

ADDITIONAL ACTIVITIES

Additional activities your child can do at Titahi Bay School:

- Choir – Art Splash/concerts
- Drama – Art Splash
- Wide involvement in 'Education Outside the Classroom'
- Teams involved in Community Netball or Hockey
- Individual Education Programmes developed for a wide variety of needs – behavioural, academic and social
- Te Reo Programmes
- Whole school Kapa Haka
- Pasifika
- Elective Programmes –for example: recorder, Kapa Haka, Drama, Art, Craft, Music, Sign language
- Social skills programme (Positive Behaviour for Learning)
- Learning Support Programmes for Reading/Spelling/Writing/Maths
- Involvement in Otago Maths Challenge
- ICAS exams in Maths and English
- Band
- Science Certificate/Science Badge (extension)
- Information Communication Technology Development
- EPRO 8
- Coding Club
- School Council/Buddy Patrol/Peer Mediation
- Visual Arts
- Lunchtime clubs
- Sign Language

ASSEMBLY

Assemblies are held twice a term as a whole school. Each assembly focuses on and celebrates a KURA value; Kindness, Unity, Respect and Achieve. The whole school attends assemblies together, with the children sitting in their house groups. Parents are very welcome to attend these.

BEHAVIOUR

We are a Positive Behaviour for Learning (PB4L) school. We use the acronym KURA to focus on the positive behaviour that we expect at Titahi Bay School. All around the school, we have posters representing what KURA looks like, using photos and a few words to remind us what a KURA Kid would be doing in each of these areas. Our KURA song can be found on our school website. In 2017 we start Professional Development in Restorative Practice.

BIKES

Children may only ride bikes to school if they wear a cycle helmet. It is advisable for children to have a lock on their bikes. Bikes are to be left in the bike stands located around the school.

BOOK CLUB

Scholastic NZ regularly offers a range of books for children to buy. These are in three levels and orders are taken at school (with a cheque please) made out to Scholastic NZ **not** Titahi Bay School.

BUDDY PATROL

Each year a group of Ngahere Team students are elected by the older children to be the buddy patrols. This is a leadership position that children aspire to achieve. The buddy patrols wear a special t-shirt, so that they can be easily recognised in the playground. Younger children know that if they require help in the playground, they can ask a duty teacher or a buddy patrol member. Each class has a buddy patrol attached to them.

CAMP

We take our Year 5 and Year 6 children on camp every second year. Our next camp will be in 2017. As part of the fundraising for camp we will be selling school lunches on Fridays.

CARPARK

The car park is not to be used to drop off or pick up children after school. It is only to be used if you are picking up a sick or injured child. This is a safety issue for our children.

CHOIR/BAND

Children wishing to develop music may join the school band following selection and subject to skill level. They practise weekly and perform regularly throughout the year. Matt Tan overseas this group and you can contact him on matt.tan@titahibay.school.nz.

The school choir is run by Sharon Hartley – Sharon.hartley@titahibay.school.nz and Rebekah Maskell – Rebekah.maskell@titahibay.school.nz

CIVIL DEFENCE KIT

Each child in the school has a personal kit that is kept at school. This is updated once a year and is passed onto your child's future teachers. Rebekah Maskell looks after this area in school.

Each kit is put together by you, the parents, and should contain:

- A can of food – this needs to be something that your child will eat and can be eaten straight out of the can without cooking
- Some wrapped long life lollies (e.g. barley sugars)
- Sealed peanut free snacks – muesli bars/fruit bars
- Something for your child to play with (crayons, playing cards, knuckle bones)

Each kit needs to be sealed in an ice-cream container labelled with your child's name, emergency contact details, names of those who have permission to pick your child up in the event of an emergency and any health issues.

COMPOSITE CLASSES

At Titahi Bay School the decision was made to have composite classes, based on the evidence about what makes a positive difference for students. Academic findings have been mostly positive, some neutral but certainly not

negative for students in composite classes. However, there is clear evidence that composites do make a significant difference in and provide effective advantages for students, i.e. they enhance self-esteem, decrease behavioural problems, reduce the impact of labelling, encourage the formation of positive communities and lead to social and academic growth.

The school's commitment to grouping students according to social as well as academic needs has positive outcomes for all. It is what we all know as parents and teachers – when a student feels positive about school they are more likely to be academically and socially successful.

Each year the composites can change due to the numbers in each cohort.

COMMUNITY NOTICE BOARD

This is at the front of the school and at the side of the staffroom and each newsletter goes on this.

CRT

This stands for Classroom Release Time. Each teacher gets the equivalent of two days per term, where they are released from their classroom to do a variety of things including collegial visits, observations, testing, cooperative work with other teachers, professional reading, and administration tasks. We use the regular part time teachers we have on staff to do this.

COMMUNICATION

Communication between school and families is immediate and regular (newsletters). If you have a concern, your first communication is with your **child's class teacher**. In many cases the situation will be resolved at that level. Wider school matters should be referred to the Team Leader, Deputy Principal / Assistant Principal or the Principal. If you require time to be set aside, an interview time should be requested. Staff are not available during teaching hours (9.00am – 3.00pm) but are onsite each day from 8.00am – 4.00pm. Feel free to email your child's teacher at any time,

firstname.surname@titahibay.school.nz

CYCLE SAFETY

We encourage our students to ride to school and teach them the safest way on the playground. Cycle road safety and supervision of bicycles in a roadworthy state will be the role of the M.O.T. supported by the class programme. The wearing of bicycle safety helmets is obligatory. Inappropriate behaviour will be followed up and may result in a persistent offender losing the right to ride to school for a time.

DENTAL CLINIC

Phone: 0800-825-583 – choose option 1 and ask for Titahi Bay Dental Hub. You will find this hub at the front of school in Kura Street. The Dental Clinic will be advised that your child has enrolled in our school.

DISCIPLINE

Each year in February teams will send out a newsletter stating expectations and consequences for our students. In 2017 we will continue to be on a Professional Development Programme looking at behaviour and consequences. This is called Positive Behaviour for Learning – PB4L.

DRAMA PRODUCTIONS

At times throughout the year, various groups come into school to provide our children with different show experiences. These productions are presented to the entire school and parents and families are welcome to come along to these matinees. We contact you 2 weeks prior to the show and let you know if there is a cost.

ENROLMENTS / KAKANO

Children may enrol on their fifth birthday. We need to sight their birth certificate and immunisation certificate as part of the enrolment process. Spring Bulbs is for children who are about to turn five to transition them into school. They come on Monday afternoons from 1.30 – 3.00pm. Fiona Fitzgerald/Sharon Hartley will contact you once the enrolment form has been received, to let you know which classroom your child will be in and when they can begin Kakano visits. No child can attend Kakano until the enrolment form is filled out and in the office.

FRUIT IN SCHOOLS

Our school is lucky enough to be given fruit twice a week for the children to eat during the day. This is supplied by the Ministry of Education.

GARDENS

We have developed gardens around the school. We started some vegetable and herb gardens four years ago and it's our hope that families will be able to make use of some of our produce too. Our kitchen uses the produce for cooking classes.

GOALS FOR 2017

Our goals for 2017 centre around raising the achievement levels of all our children in reading, writing, maths and PB4L. Our children are at the heart of everything that we do, and our goals will always reflect this – these can also be seen in our Charter.

GO GETTERS

Go getters are the children who always stay in the green zone of our traffic light system (Positive Behaviour for Learning). We recognise and celebrate them twice a term. Usually in week 5 and 10.

GOODIES

Many parents/caregivers have access to things we find useful but which might otherwise go to the tip. We always have use for clean card, paper, cloth, wool, plastic and so on. If it is of no use, we will say so, but we like being asked! If anyone has access to off cuts or paper of reasonable quality that might otherwise be thrown away we would be only too pleased to hear.

HEALTH CONTACT

Public Health Nurse, Dianne Murdoch

Email: dianne.murdoch@huttvalleydhsb.org.nz

Mobile: 0272278091

HEADLICE –We are part of a nit buster programme through KidsCan where you can opt in to have your child's hair checked and treated for headlice regularly. Our nit buster champion is Haana Parata her contact email is haana.p@kidscan.org.nz. Notices are available from the school office to sign up for this programme. Free shampoo is available from Haana who works at our school on Mondays.

HEARING

The Ear Van provides free checks for children 0-18 years.

There are 'drop in' and 'by appointment' clinics available.

Phone (04) 587 2916 or text "appointment" to (027) 845 1433 to make a time

HOMEWORK

There is an expectation that reading, basic number knowledge and oral language will occur on a regular basis at home. Teachers will help with this by providing home reading books or personal choice reading time, spelling, maths activities and/or games and ideas for building number knowledge.

Children enjoy a balance of being read to, reading with you, and reading for themselves. Books, magazines, comics, newspapers, model aeroplane instructions, the back of the Weet Bix packet ... whatever: it doesn't matter. As long as children are doing something that they are interested in, they will read and enjoy.

Oral language is the basis of all learning. Talking with children is an important part of home learning.

Each team has different expectations for homework. These are all set out on our school website and will be explained in each team's newsletter.

We also have optional KURA homework for all age groups on our website for any families that want an extra challenge. Up to 20 house points can be earned each term by students completing KURA homework. There will also be a morning tea each term put on for the children who complete this extra challenge.

HOME & SCHOOL

We have a very active group of parents who support our students and teachers in a variety of ways. If you wish to offer your services, meetings are advertised in the school newsletter.

Each year the Home & School runs a variety of school activities including the School Triathlon in Term 1. Contact:

Michelle Sutton

homeschool@titahibay.school.nz

HOUSES

All children are assigned a **house** when they start at Titahi Bay School and this is their house for their entire time with us. Brothers and sisters are always in the same house. Throughout the year, children will participate in events and sports where they can earn points for their house. On house event days we encourage the children to wear the colour of their house. The six houses are named after colours:

Kowhai – yellow

Whero – red

Kakariki – green

Kikorangi – blue

Papura – purple

Karaka – orange

At the end of each term, the house with the most points celebrates with a house event – Miranda McMahon is in charge of houses.

HOUSE AND CHARITIES EVENTS

You can earn points for your house a couple of times a term. Each term there will be two main events where you can earn house points. There will be a sports based event and another event where we support a charity by dressing up/doing art and collecting gold coin donations.

The events in 2017 are:

Term 1 Triathlon/Art focus (Down Syndrome Awareness)

Term 2 Cross Country / Book week – Character dress up (Autism Awareness)

Term 3 Tabloid Sports Colour Day (Pitt Hopkins Awareness)

Term 4 School Athletics Summer fun (Diabetes Awareness)

ILLNESS OR ACCIDENT AT SCHOOL

In the event of a child becoming ill or injured at school the office will contact the parents/caregivers to collect the child. It is most important that families advise us of any changes in home circumstances – telephone numbers, changes of address, mobile phone numbers and after school care arrangements, custody/court orders. In times of emergency we need immediate access to accurate information.

K A K A N O (our new entrants coming into school)

This is our group name for our Pre 5 year olds starting school.

In 2017 the organisation for school visits is done by:

1. Contacting office for an enrolment pack
2. Handing enrolment back to school
3. You will be contacted by email for a time for visiting
4. Visits are Monday afternoons from 1.30 – 3.00 and these are in our school space called Te Manawa

KAPA HAKA

We have Kapa Haka at school every Wednesday. The seniors (Years 3-6) do Kapa Haka in the hall from 11.45 – 12.30pm. The juniors (years 0-2) do Kapa Haka in the hall from 1.30 – 2.00pm. Throughout the year, the children will be learning about and participating in powhiri, singing waiata, learning karakia, and they will actively participate in Kapa Haka. Words for some of the waiata that we sing can be found on our school website.

LEAVE FOR EXTENDED DURATION

If you are intending taking your children out of school for an extended period during school time a written letter or e-mail explaining the details needs to be sent to the Principal. This includes permission for taking your child away on holiday during school time.

Consistent attendance at school is essential for maximising learning. Please consider carefully before removing children from class programmes.

LIBRARY HOURS

8.30am – 8.55am

12.45pm – 1.25pm

3.00pm – 3.30pm (if accompanied by adult)

Children also visit the library during the week with their classes.

Contact: Jodene Gooch jodene.gooch@titahibay.school.nz

Lisa Campbell lisa.campbell@titahibay.school.nz

LONG TERM PLANS

Each team writes a long term plan of what will be taught each term. You can find these on the school website along with the termly newsletters.

LOST PROPERTY

Please name everything. In spite of our best efforts we accumulate large amounts of unclaimed clothing. If you would like to see if any of it is yours, please come and look in the lost property box kept in Te Manawa. All lost property left at the end of term is donated to charity.

LUNCHES

Monday – no lunch orders

Tuesday – Subway (order envelopes at the office) and whatever is available on the school App.

Wednesday – no lunch orders

Thursday – Subway and whatever is available on the school App.

Friday – Friday Food Fundraiser (look out for more information in the school newsletter)

(Please note: there is no heating up of children's pies/sausage rolls or instant noodles from home).

LUNCH TIMES

We run a Coding Club and Band

Contact Matt Tan - matt.tan@titahibay.school.nz

We run a Sign Club

Contact Rebekah Maskell - Rebekah.maskell@titahibay.school.nz

MATHS-WHIZZ

Children in Ngahere Teams are going to use Maths-Whiz, a learning tool in Maths. This is an internet based programme that can be accessed from home as well as school. It will also form part of the homework expectations in Rakau and Ngahere teams. If you have an iPad at home, there is a Maths-Whiz app that you can download for free – your child will need to use their Maths-Whiz user name and password to use the app. We are committed to using Maths-Whiz at Titahi Bay School for 2017. We recommend that children spend three x 20 minute sessions on Maths-Whiz each week.

MEDICATION

If children bring medication to school, please label it clearly and bring it to the office. A form needs to be signed giving permission for our staff to administer it.

MEET THE TEACHER

We will meet with parents for 10 minutes in Term 1. We will send out a list of questions that you can fill in so we get a bigger picture about your child. These will be on 20,21,22 February. You will be able to book these on line at www.schoolinterviews.co.nz. The code for interviews is **gb4s5**.

MESSAGES FOR CHILDREN

If you need to get a message to your child during school time we will do our best to do this for you. You can help by keeping such messages to a minimum and leaving plenty of time for the message to be delivered. Please phone before 2.30pm if you want a message to be delivered to a child by 3pm.

MILK

Our school is part of the Milk for Schools programme. Children are supplied with a 200ml carton of chilled Anchor Lite UHT milk around 1.30pm each day. If you don't want your child to be given milk please contact your child's teacher. The milk is supplied by Fonterra.

MISCELLANEOUS

Drink bottles must be plastic and unbreakable.

Matches, razor blades, knives, fireworks, alcohol and chewing gum are forbidden at school.

NATIONAL STANDARDS

To help you to understand what the National Standards are, we have a display in the back of the school hall and there is a booklet available on our school website which relates to your child's year level (Years 1 to 3 or years 4 to 6). If you want to ask about National Standards, please talk with team leaders.

NEWSLETTER

The school newsletter goes out every second Wednesday via email, on the website or via the Titahi Bay School app. This newsletter is a very important link between home and school – a weekly communication of school events, acknowledgements and requests. There is limited space available in the newsletter for community notices as school items must take priority. We also have extensive school information on our website

www.titahibay.school.nz Parents can opt for the school newsletter via email, or on the Titahi Bay School app.

OFFICE HOURS

8.30am – 3.15pm. Office staff are here to help so just ask Christine or Lynn.

PARENT HELP

Parents are invited to assist in the life of the school. Parents are fully involved with supervision of road patrols, classroom helpers, library, making resources and serving on committees. Parent help is an essential element of the school's effectiveness. We acknowledge the support we do have and actively seek new parents to assist and support our work. If you have time to spare to work in a classroom please approach your child's teacher at any time.

PASIFIKA

The whole school regularly participates in Pasifika - Renata Marshall tutors our children in performance, basic language and traditions of the Islands. There is also a performance group that children can opt into.

PASIFIKA PARENTS GROUP

The Pasifika Parents Group regularly meet to celebrate things Pasifika at Titahi Bay School.

The group supports the implementation of the School's Pasifika Strategy by

- Building relationships with school and home
- Supporting the events where Pasifika culture and language can be showcased like:
 - *Festival/Kapokapo celebrations
 - *Pasifika language weeks
 - *Annual event celebrating Pasifika
 - *Providing skills and knowledge to support the learning in the classroom.

The Pasifika group meet together over supper. If you wish to be part of this group you can contact them on:

pasifika@titahibay.school.nz

Lynette Renouf

bot@titahibay.school.nz

PUBLIC HEALTH NURSE – Our Public Health Nurse, Dianne Murdoch is available to see you for health help. She is also available to give health advice and information to your family.

When: Most Thursdays of every school week

Time: 9am – 12pm

Where: At the school (ask at office)

For further information you can phone the Public Health Nurse on 237-8521.

Email: dianne.murdoch@huttvalleydhb.org.nz

Mobile: 0272278091

If you have any concerns about your child's development please let us know.

The vision and hearing tester visits our school once a term. All New Entrants are assessed for both vision and hearing. You will be notified about these results.

PB4L

This stands for Positive Behaviour for Learning. Our KURA values are embedded in everything that we do here at school. Our KURA values are **Kindness, Unity, Respect** and **Achieve**

Manaakitanga, Kotahitanga, Whakarangatiratanga, Kia tutuki ai

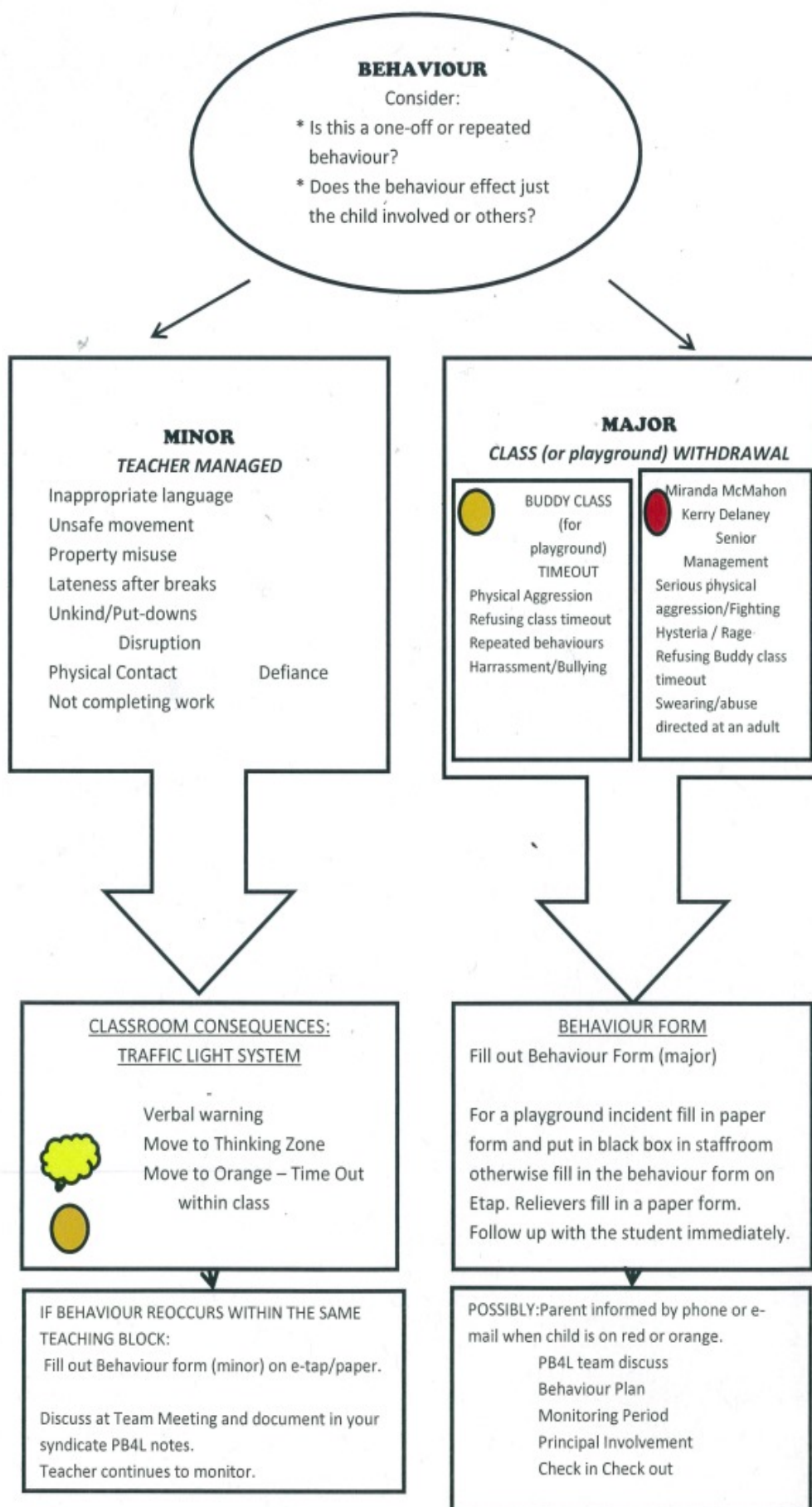
We expect our children to be KURA Kids. We teach KURA, show KURA, we are KURA



We regularly celebrate children who show KURA in our classes, Hui, and Assemblies and go-getter Celebrations.

Rules are clearly displayed around the school and reinforce that KURA is an expectation for all at Titahi Bay School.

In class we follow the traffic light system and we collect data in our playground to find trends and align support where and when needed.



BULLYING

Defined as – The systematic abuse of power-persistent and repeated domination which is intended to intimidate, manipulate or hurt another person. Bullying within the school is unfair and not welcomed. Parents must report all cases to class teachers. Such behaviour will be promptly dealt with.

**IF SOMEONE IS
BEING UNKIND OR
DISRESPECTFUL
FOLLOW THESE 3
SIMPLE STEPS:**

1. NOT COOL

2. WALK

3. TALK



IS IT BULLYING?

When someone says or does something **unintentionally** hurtful and they do it once, that's **RUDE**.

When someone says or does something **intentionally** hurtful and they do it once, that's **MEAN**.

When someone says or does something **intentionally** hurtful and they keep doing it even when you tell them to stop or show them that you're upset – that's **BULLYING!**

BULLYING
See it. Get help. Stop it.



For further information about PB4L contact Miranda McMahon – miranda.mcmahon@titahibay.school.nz

PRECIOUS BELONGINGS/TOYS

Although we do our best, things sometimes happen to the precious belongings children bring to school. It is best to leave such things at home. We accept no responsibility for such treasures.

PRT

This stands for Provisionally Registered Teacher. It means that the teacher is beginning their teaching career. After studying for a teaching qualification, all teachers must then complete at least two years of full time teaching in order to become a Fully Registered Teacher. PRT's bring a wealth of knowledge and enthusiasm into their schools. We have two PRT's working at Titahi Bay School this year and we know that they are already stunning teachers.

POWHIRI

A powhiri is an official welcome to all new children, families and teachers in our school. Powhiri are held a couple of times a term. The dates of these are in our school newsletter and on our school website. The New Entrant team will inform you when the closest powhiri date is to your child starting school.

We encourage parents and whanau to be part of the powhiri with their child. Meet in the staffroom on the day of the powhiri. The powhiri procedure involves karanga being "called" into the hall by a senior girl, followed by a haka powhiri (dance of welcome), whaikorero (speeches), waiata (songs) and ending with shaking hands with the staff. You are invited to stay for morning tea in the staffroom after powhiri.

REPORTING TO PARENTS

Term 2 – We will have a meet the teacher interview in week 10, on 3, 4, 5 July. This will give you a chance to meet the teacher and talk about how your child has settled into their new class. Children are expected to come along to these interviews. These are booked on line at www.schoolinterviews.co.nz

Term 4 – End of year report sent home in week 9 (11 December) – these reports state if your child has met the National Standards in Reading, Writing and Mathematics. An interview with the classroom teacher can be arranged, if required.

In addition to this, the class teacher can be approached at any time during the year for an appointment to discuss educational issues relating to your child. If further discussion is required, please contact the Team Leader.

You can also make an appointment to talk with the class teacher first then Miranda McMahon (Deputy Principal), Jamie Merrick (Deputy Principal) Mike Laing (Assistant Principal) or Kerry Delaney (Principal) throughout the year.

RESOLVING CONCERNS

If you have a concern about your child, please first discuss this with their classroom teacher. If unresolved, the matter may be referred to the person who leads the team your child is in. If still unresolved, the issue may be taken up with the Principal. Please talk to the class teacher as soon as possible, as this is a proactive way of dealing with any matter. Concerns relating to other matters should be conveyed directly to the Principal.

ROAD SAFETY

Every care is taken in promoting road safety. As concerned parents/caregivers we ask you to actively support road safety rules:

Insist your child uses the patrolled pedestrian crossing. Set an example by using the crossing yourself. Children respond to your example.

Before and after school please park your car away from the school entrances or yellow lines. Do not park on yellow lines, over private driveways or on grass verges.

SAFETY

There are some steps parents/caregivers should take regarding safety on the way to and from school:

- * inform school if your child is going to be absent or late
- * make sure the school has your latest home and work numbers
- * telephone school if your child is late home
- * know where your child is playing after school
- * contact the parents of any friend your child brings home after school.

SCOOTERS

Children may only ride scooters to school if they wear a cycle helmet. Scooters are to be left in the scooter stands located around the school and are to be ridden on the back court only.

SCHOOL CHARTER AND POLICIES

A copy of these is kept in a folder in the office in the Administration block. Parents/caregivers are welcome to come down and read them at any time. Feel free to take the folder into the staffroom and read it over a cup of tea. Parents are also kept informed of new policies through the Board of Trustees newsletters. Feedback is always welcome. These documents are also available through the website.

SCHOOL DONATION (Voluntary)

School donation for 2017 will be as follows:

School Donation: (voluntary)

1 child \$40 Family \$60 *The fees have been the same for seven years now.*

This contributes towards computers, curriculum resources, playground equipment, classroom consumables, paper, and photocopying.

The school donation can either be paid as a lump sum or term by term. If you wish, you can pay by Eftpos (available at the office) or by internet banking or automatic payment - the bank account details are:

ASB Bank – Account No. 123254002777600.

If you have difficulty in paying the school donation, please contact the Principal.

Remember, the government pays for the basic level of education. All the extras have to be paid for and that is why we have school donations. We don't like charging parents for these extras but it is a fact of life and all schools request a voluntary school donation - many considerably more than Titahi Bay School.

SCHOOL HOURS

9.00 am	School Opens
9-10.40am	Lessons
10.40 – 11.00am	Morning tea break
11.00 – 12.30pm	Lessons
12.30 – 12.40pm	Eat lunch - Teachers sit with the children for these ten minutes
12.40 – 1.30pm	Second break
1.30 – 3.00pm	Lessons
3.00pm	School closes

SCHOOL PATROLS

Selected Year 6 pupils maintain an oversight of the school crossing from 8.30am – 8.50am and 2.55pm – 3.10pm daily. Parent volunteers supervise these pupils. The pupils are trained by the NZ Police. Please support by:

- Waiting behind white lines marked on footpath
- Crossing on the patrol child's command that it is safe to cross
- Using the crossing at all times
- Role modelling safe pedestrian practices

SCHOOL PHOTOGRAPHS

Class photos and individual photos are taken annually by a professional photographer. These will be taken on Friday 30 June 2017.

SHOES

School grounds are places where lots of people go in weekends and at night. We cannot always guarantee the grass is safe for children to walk on with no shoes. It is very important your child wears shoes to school.

SPORTS IN SCHOOL

Sports, fitness and physical education are a regular part of our school programme. Children need to be prepared to participate in P.E. activities every day. Saturday sports is organised by Janelle Reid Janelle.reid@titahibay.school.nz

STATIONERY

Stationery is available from Office Max on line. A stationery list is available by going to <https://www.myschool.co.nz> and typing in Titahi Bay School. Stationery can be delivered to your home address via the myschool website. Stationery is also available to purchase at the school office.

SUNSMART

All children are required to wear a sunhat and sunblock when outside playing or as part of a physical education programme (terms 1 and 4). The hat needs to be named. We feel strongly about this and want our children to be sunsmart. If your child does not wear a sunhat outside during these terms he/she will have to play under the shade structures.

SYNDICATES

Our Syndicates are named after the parts of a forest

Ngahere - Canopy - Year 4,5 and 6

Rakau - Trees - Year 1, 2 and 3

Koru - Floor Covering - New Entrants

Kakano - Spring Bulbs - Pre-school visitors

TE REO AND TIKANGA MAORI

This is taught weekly in most classes and teachers are beginning to regularly use Te Reo Maori in their classrooms.

Murray Patterson works one day a week (Wednesday) on this area.

TRIATHLON

Great news - we have started the organisation for 2017. The date for our Triathlon is **Saturday 19 March** and the postponement date is **Saturday 2 April**. Please put these dates in your diary. If you can help in any way or get sponsorship please contact Michelle Sutton homeschool@titahibay.school.nz

A bit about the Titahi Bay School Triathlon:

This year will be our 9th year of running the Titahi Bay School Triathlon and every year it just gets even better! It is a great way to fundraise a large amount of money and has become our main fundraising event of the year. This year the fundraising will furnish the kitchen of the cooking room.

* In 2009 we fundraised for various equipment around the school

* In 2010 we fundraised for acoustics for the hall

* In 2011 we fundraised for staging for the hall

* In 2012 we fundraised for new playground equipment

* In 2013 we fundraised for new playground equipment

* In 2014 we fundraised for cycling gear and bikes

* In 2015 we fundraised for cooking room being built beside the hall

* In 2016 we are fundraising for furnishing the cooking room

* In 2017 we are fundraising for stage seating in the hall

The triathlon promotes health and fitness and the children spend time training for the event as part of their Health and Physical Education programme at school.

All children are encouraged to participate and to collect sponsorship money for their participation. Prizes are awarded for the most money raised.

Feedback from children and families tells us that children get a lot out of participating in the triathlon and enjoy a real sense of achievement in being a part of the whole training/fundraising/competing process.

We have 3 categories of races to allow children who are not part of Titahi Bay School to participate. These races are 'Open Juniors – school age', 'Open pre-schoolers' and 'Open Seniors – older children'.

UNIFORM

We do not have a school uniform as such but we do sell hoodies. If you wish to purchase a hoodie you can come to the school office and get your child to try one on for size. Once you have the size you want an order will be made through the school office.

VISITING SCHOOL

Parents/caregivers are welcome to visit school at any time but our school policy is that they must call at the office first and sign in.

VISITORS TO THE SCHOOL – Code of Conduct

Statement:

To ensure that the learning and wellbeing of children is not adversely affected by the behaviour of visitors, including contractors, contract staff, parents or caregivers or relatives of children, and that all children are safe.

Objective

1. Unless they have been specifically invited to a classroom, visitors to Titahi Bay School are required to make their presence and their purpose known to the Principal or the office staff before visiting a classroom, particularly if they are picking up a child during school hours.

2. Teachers' instructions to children must at all times be supported by visitors; visitors should not distract children from the tasks they have been set or in any other way undermine the authority of the teacher.
3. Visitors who are working with children should ensure that they maintain a positive relationship with the children, especially by finding things to praise in their work; discipline is the responsibility of the teacher.
4. Children must not be touched or sexually harassed, nor be led into difficult situations. They should never hear swearing or bad language from a visitor.
5. Children's progress and behaviour in the classroom is confidential to the school and to their own parents; visitors are expected to refrain from discussing or comparing children in outside situations.
6. If this code is breached by any visitor the school has the right to insist they leave the school environs immediately.

WHANAU GROUP

Everyone welcome. The group meets each term and supports families and the school to do the following:

- To promote and foster Te Reo Maori and Tikanga Maori within the school
- To encourage the community and our school to learn about things Maori.
- To act as a facilitator between the school and the community.
- To support and encourage the Kaiawhina.

Activities include:

- Making costumes/poi
- Annual Hangi
- Kai for Hui
- Annual Kapa Haka Concert
- Overnight stay on the Marae
- Support of classroom Tikanga programmes

Contact at school:

Delwyn Gardner

delwyn.gardner@titahibay.school.nz

Ria Tumoana

bot@titahibay.school.nz