

# **TURAKI SCHOOL**

(Established 1<sup>st</sup> February 1956)

**"Rural School,  
Global Outlook"**



## **2019 WHĀNAU INFORMATION BOOKLET**

[www.turakiprimaryschool.co.nz](http://www.turakiprimaryschool.co.nz)

## INDEX

<b>Information Topic</b>	<b>Page</b>	<b>Information Topic</b>	<b>Page</b>
Index	2	Newsletters	10
Mission Statement / Welcome	3		
School Strengths	4	Parent Helpers	10
Absences	5	Parents at School	10
Accidents	5	Pupil Support Services	11
After School Care	5	Reading Recovery	11
Bell Times	6	Reporting to Parents	11
Children at School	6	Road Safety	12
Complaints Procedures	6	School Buses	12
Dental Therapist	7	School Donations	13
Duffy Books	7	School Property	13
Fund Raising	7	School Rules	13
Generic Permission Form	7	School Uniform	14
Health	8	Security	14
Health Nurse	8	Sports Organisation	14
Hearing and Vision Testing	8	Sports Uniform	15
Homework	8	Stationery	15
Internet and Computer Use	8	Sun Smart	15
Library	9	Te Reo me Tikanga Māori	15
Lost Property	9	THS Technology Fees	16
Lunch Orders	9	Travelling to School	16
		Board of Trustees List	17
		2019 Term Dates	17
Lunch Price List	Lift out	<b>Staff List</b>	18

# *MISSION STATEMENT*

## **“Rural School, Global Outlook”**

All Turaki School activities are designed to link to our mission statement. We believe that while we enjoy the advantages of our rural location, we ensure our students have access to and participate in the global community.

We continue to have successes through quality classroom programmes and personalised learning support, which cover the requirements of the New Zealand Curriculum, whilst taking account of the nature, interests, values, expectations and ambitions of our community. The Turaki School Strategic Plan 2016 - 2019 is the guiding document and frames our work as we move along a continuum of collaborative teaching, integrating digital technologies and reinforcing positive behaviour both in school and out of school through the Positive Behaviour for Learning (PB4L) framework.

## ***Welcome***

We hope that this booklet gives you some idea of the activities, requirements and routines for children attending Turaki School.

Turaki School is the largest primary school in Taumarunui with 7 regular classrooms and a roll ranging between 150-170 pupils. All classrooms are well supported with digital technologies and we recommend parents buy their children their own personal devices in the later years of their primary schooling.

Turaki School also features well established and successful After School Care programme for its pupils. Our After School Care programme has been OSCAR accredited since 2006, entitling many parents to subsidies for these services.

If you wish to discuss anything in this booklet please call at the Office, or phone school on 895 7651, so that an appointment can be arranged.

The Principal's cell phone number (and email) is 027 350 0133 (principal@turakiprimary.school.nz).

# ***Turaki School Strengths***

We see our strengths as including:

- A focus on academic progress for all students
- High expectations of all pupils in all areas of school life
- High academic achievement
- Teachers working in teams, teaching collaboratively and focussing on student learning
- Comprehensive outdoor education programmes and experiences
- Our involvement in PB4L (Positive Behaviour for Learning), with a focus on AROHA (Attitude, Respect, Ownership, Honesty, Achievement)
- Developing modern learning environments for pupils and staff
- Classrooms redeveloped to support modern teaching methods
- An open, friendly and caring atmosphere
- Dedicated, hard-working, professional teachers and support staff
- Quality, student-focussed learning experiences
- Integrated use of Information and Communication Technologies
- Individual monitoring and interventions
- Providing for pupils' needs and abilities individually
- An open door policy, with good levels of parent-school communication
- A supportive and progressive Board of Trustees
- Strong, progressive and supportive leadership

## **Absences**

For safety and attendance reasons it is vital that parents and teachers know where children are. In accordance with the Education Act 1989 (Part III, Sections 24 and 25), parents are required to ensure that their children attend school, unless they are ill or permission has been granted by the Principal for an approved absence.

Parents are expected to contact the School Office before 9:30am if their child is to be absent - a message on our answer phone, an e-mail to [admin1@turakiprimary.school.nz](mailto:admin1@turakiprimary.school.nz) or a text to 027 487 2148, or using the PTCalendar phone app are the simplest ways of doing this. It is school policy to follow up all unexplained absences. This is initially a telephone call from the office staff on the day of the absence (generally around 10:00am). Should concerns still remain the Principal will write a letter of concern. Further follow up of children deemed to be of concern is made through the Taumarunui Attendance Service.

When your child returns to school after an absence, notification is required stating the date (or dates) the child was absent and the reason. If your child requires leave for reasons other than illness, please discuss this with the Principal, well in advance.

## **Accidents**

In the event of your child having an accident at school, every endeavour will be made to contact you or the person you have listed as an emergency contact. To ensure we can do this, it is critical that parents leave up-to-date information (address, home, work and emergency contact telephone numbers) at the school office and that these are updated if circumstances change. Our Health and Safety Officer will oversee the writing of an accident report in serious cases and a copy will be sent to you.

## **After School Care**

The Turaki School After-School Care programme offers a very affordable, safe, caring and convenient place for children to go after school on a regular or casual basis. Mrs Ferrier and her team supervise the programme, using Room M as their base. As well as supporting pupils with homework, they provide a variety of experiences that encourage children to be fully involved and mix socially. The programme has OSCAR status.

This facility is open from 3:00pm to 5:30pm every school day. Contracts are compulsory and are available from the school office or from Mrs Ferrier.

## **Bell Times**

Our bell times are as follows:

8:00	Tumeke Brekkie in Room F
8:30	Children permitted to enter classrooms
9:00	Morning classes begin
11:00	Morning Interval
11:20	End of morning interval - pre-lunch classes begin
12:50	Lunch break
1:40	End of lunch (first bell)
1:45	End of lunch (second bell) - afternoon classes begin
3:00	School ends

We do not have shortened lunch times as we share buses with other schools.

## **Children at School**

We prefer children to arrive between 8:30am and 8:45am, to allow them to prepare for their day. If your child arrives at school before 8:30am s/he is to go to Room F for Tumeke Brekkie and wait there until the 8:30 am bell rings.

## **Complaints Procedure**

If you are concerned with any aspect of school life, the following procedure must be followed:

- Meet and discuss the matter with your child's teacher. (It is best to have this discussion at the earliest opportunity, but at a time arranged to allow privacy, to not interfere with programmes and to be fair to all).
- If you are still concerned, contact the Principal. It is best to discuss the matter with the Principal rather than others in the district that may or may not, be associated with the school.
- If you are still concerned, put your complaint in writing to the Principal.
- If you are still dissatisfied with the handling of your concern put your complaint in writing to the Board of Trustees who will investigate, take the appropriate action and inform you of the outcome.

The School Office holds a copy of the Complaints Policy, should you wish to read it.

## **Dental Therapist**

Dental Therapists are now using mobile clinics and are no longer based at Turaki School. Their contact numbers are 0800 TALKTEETH or 021 356 243. They will inform us when they are planning to be at Turaki School and we will pass this on through our newsletters.

## **Duffy Books**

2019 sees the continuation of the fantastic Duffy Books in Homes programme. All children receive a number of books through this programme. We also enjoy being able to recognise our children's efforts at the many Duffy Assemblies and Role Model Assemblies held throughout the year.

## **Fund Raising**

Turaki School has no major, programmed fundraising schemes. We rely heavily upon your support of your children through such areas as:

- Aluminium cans (donations)
- Sales of stationery
- Sales of lunches
- Class fundraising (used to support class trips and EOTC events)
- Support of promotional schemes (Yummy apple stickers etc)

*If you have any fundraising ideas, please contact the School Office.*

## **Generic Permission Form**

When a child enrolls, the parents / caregivers will be asked to complete a generic permission form. This is to save time requesting consent for small trips and activities as well as photos and video use in school publications. This slip must be completed and returned to school promptly. Whaea Robyn will happily answer any queries about this form. If you believe we should revisit this form in 2019, please let us know.

## **Health**

The staff of the school will, to the best of their ability, protect the health of your child. If your child has an allergy or requires regular medication, you need to inform the class teacher and the office staff. Any medication required during school hours **must** be in the original container with the child's name and room on it. This will be securely stored in the office area. For staff to administer

medication on a regular basis, a signed consent form (available from the office) must be completed.

Asthma inhalers are expected to be stored in the Sick Bay.

Unfortunately head lice also regularly visit throughout the year. We ask that parents regularly check their children and take the appropriate actions should these pests be found. In fairness to all concerned our policy states that children are to remain at home until the head lice have been treated. We will advise you if head lice are detected in your child's class. We also have a supply of free treatment, thanks to the support of KidsCan Charitable Trust. We are happy for you to use this as needed.

### **Health Nurse**

The Public Health Nurse for our school is Corynne Boyle. She can be contacted by telephoning 896-0020, extension 4195, or by fax on 896-0037.

### **Hearing and Vision Testing**

Qualified staff from Health Waikato will call at school throughout the year. Unless requested to the contrary, in writing, all five-year old children and new enrolments will be tested. Other children can be tested on parental request.

### **Homework**

The school's Homework Learning Procedure allows teachers to set individual or class tasks to be completed at home, but note that homework will not be set regularly. If you want your child to have regular homework, please request this in writing from your child's teacher.

### **Internet and Computer Use**

All classes have access to computers and Internet-capable devices on a daily basis. Every child must have a Safe User Agreement, completed by their parents and signed by the child.

### **Library**

Our library is a wonderful, continually growing resource. It is well stocked and equipped with a computerised issuing and return system. Teachers encourage children to take suitable material from the library. For our library to operate efficiently, however, all children must strictly observe the rules.



The cost of any damaged or lost book **will** be charged to you, as the parent or guardian of the child to whom the book was last issued.

### **Lost Property**

Parents are encouraged to have all children's clothing well named. While we make every attempt to return named items to their owners, with over 150 children in uniform it is easy for un-named items to be lost. Items found around the playground will be taken to a lost property box in Room D.

At times during the term, all lost property is displayed on the concrete areas, giving children and parents a further opportunity to re-claim items.

Items handed to the school office (generally jewellery) will be held until the end of term and then, if unclaimed, appropriately disposed of.

### **Lunch Orders**

Our lunch orders are based on a healthy style of product. Selected items are available each day and items are listed on the enclosed list out.

All children **must** order their lunches from Mrs Robinson in the Office between 8:30am and 9:00am. It helps greatly if children have the correct money and order their lunch well before the 9:00am bell. (Younger children may require their order to be written down.)

The daily lunch sales form part of our school fundraising, with the minimal profits being used to buy resources for pupil and teacher use.

Your support in this area helps all of the children at Turaki School.

## **Newsletters**

This is a weekly item and is generally published on Wednesday of each school week. The newsletter is distributed to the oldest child of the family unless requested otherwise. Our newsletter is our primary way to keep parents and the wider school community informed of happenings at school and any issues that may arise. We ask that parents "keep an eye out" for this. Extra copies of the newsletter (possibly for grandparents, etc) are available from the school office, or can be mailed or e-mailed on request. It is also available on our website at [www.turakiprimary.school.nz](http://www.turakiprimary.school.nz). Please contact the school office if you would like to be added to the distribution list for the newsletter to be emailed to you or would be prepared to sponsor the newsletter.

## **Skool Loop**

Download the free Skool Loop app and keep up to date with events, including school term dates, mufti days, parent teacher interviews, sports days, newsletters and general notices all pertaining to Turaki School. Once the app is downloaded, select New Zealand, Wanganui and scroll down to, and select Turaki Primary School. You will then receive instant notifications when posts are made.

## **Parent Helpers**

We are looking to grow your informal support in 2019. Parent helpers are actively encouraged to participate in both the learning environment in the classroom and the out of class activities. Should you wish to be part of your child's programme, please chat with your child's teacher. If you are prepared to help in classes other than your child's own, please let the office staff know.

## **Parents at School**

We always look to maximise classroom teaching time. Minor interruptions can cause unnecessary disruption to class programmes. Parents are asked to first call at the school office with any late messages, lunches etc, so that classroom distractions can be kept to a minimum. If you are visiting a classroom please check in and out through the office to obtain a "Visitor's badge". We work on a "no knocking policy," so please enter the room and wait for the teacher to become available.

## **Pupil Support Services**

There are times when we seek outside assistance from agencies such as Ministry of Education Student Enhancement and Support, Social Workers in Schools or Resource Teachers. Parental consent is required for most applications and we ask for your support in this area, should the need arise. The purpose of such assistance is always to support your child's learning and progress.

## **Reading Recovery**

In 2019 Miss Rose will be taking Reading Recovery, meaning that we can support our early learners even more than we do now!

## **Reporting to Parents**

We issue a total of two written reports throughout the year. They are focused on student learning and progress, with mandatory reporting on achievement towards the New Zealand Curriculum.

Reports are issued at the end of Terms 2 and 4 for all children. Parent interviews will be held in Week 9 Term 3 where parents and teachers can discuss these reports and progress your child had made.

In 2019 we will hold student-led conference in Week 10 Term 1. During the student-led conference your child will be supported to explain the work they are doing, the progress they have made toward their goals and the next steps in their learning.

All classes use Seesaw, which allows you to see what your child has been doing in class, and also give feedback and make comments on the posts that they make. Details on how to access your child's account is sent home in early Term 1.

Teachers will also contact parents when they have concerns or issues to discuss. We ask that parents do the same.

## **Road Safety**

Teachers reinforce road safety skills, but it is your responsibility to ensure that your child is adequately instructed and/or supervised in the safe crossing of roads to and from school. We do have road crossing supervision immediately after school to assist parents and children at the second gate on Tumoana Street, and crossing to the Athletic car park.

As parents, you are expected to follow the instructions of the school when you call to collect your child. We expect that children are collected from the Turaki Street entrance by the Athletic Rugby and Sports Club and at the second gate on Tumoana Street, and as the Tumoana Street entrance (by the Dental Clinic) is reserved strictly for bus traffic. Parking on the dotted yellow lines beside school is illegal. Parents and children are expected to use the monitored crossing areas. Please ensure that you role model this behaviour for all our children.

Please **do not** call your children across the road to you or your car.

## **School Buses**

Go Bus are contracted to convey our children to and from school. Ivan Stevens is our contact and he can be contacted on 895-7068 or 027 8072916. Not all children are eligible for free bus transport (Ministry of Education guidelines state that school transport is assistance, not a right). If you are unsure about eligibility, please contact Ivan Stevens at Go Bus, or speak with Mrs Sheryl Goodwin in the school office.

As our buses link in with Taumarunui High School, children must be ready to depart promptly at 3:05pm. Teachers supervise children lining up in their bus lines and student bus monitors are appointed for the bus. Their duties are to assist in assembling children at school prior to departure of buses. Duty teachers assume responsibility for ensuring that all children are on the buses before departure.

It is expected that children not travelling by the bus, for any reason, produce a note for both the duty teacher and bus monitor. Should a note **not** be forthcoming, no bus change will be allowed. Children will not be allowed to make changes to their travel arrangements late in the day.

## **School Donations**

The Board of Trustees have agreed to not have a school donation amount in 2019.

## **School Property**

It is the policy of the Board of Trustees to seek reimbursement, either in full or in part, when any child wilfully damages school property. This also includes acting in careless disregard for property resulting in damage (e.g. broken sports equipment, windows, broken chairs or desks, tagging, graffiti etc).

## **School Rules**

ĀROHA (Attitude, Respect, Ownership, Honesty, Achievement) underpins our school rules, with the aim being to assist in the smooth running of the school, high standards of behaviour, a safe environment and protection of property etc.

Our rules include:

1. Children who arrive at school before 8:30am must go to Room F..
2. Children are to store skateboards and scooters on arrival at school.
3. Treasured possessions are safer left at home.
4. Approval to leave the school grounds at any time during school hours must be sought from the Principal or Deputy Principal.
5. Sweets, fizzy and energy drinks, chewing and bubble gum etc are not permitted at school.
6. Jewellery is not encouraged. Exceptions are watches and sleepers in pierced ears. The school will take no responsibility for loss or damage of any jewellery. A Jewellery & Taonga Procedure is available upon request.
7. Cell phones and gaming consoles are to be stored in the school office on arrival at school.

## **School Uniform**

This is an area we are reviewing on 2019. We are a uniform school. With the support of Postie Plus and The Warehouse (Te Kuiti) we have a very smart uniform in the school colours of green and gold.

The uniform consists of: a yellow collared polo shirt, plain black pants or skirt or shorts, a green bucket or wide-brimmed hat, and a green sleeveless vest or long-sleeved polar fleece. There is no uniform shoe, but we do encourage and recommend black shoes or sandals.

Further information on these items is available from the school office.

The uniform hat is compulsory and all children **must** wear it while playing and working outside during Terms 1 and 4. Wide brimmed hats and bucket hats can be purchased through the school office or Postie Plus. Through support from the TSG, we provide each **new** student with their first bucket hat, **free of charge**.

## **Security**

The Board of Trustees has an alarm system covering the school. King Country Security monitors our property. Your assistance in reporting any unusual activity around the school at night, on weekends and in holiday breaks is welcomed and appreciated. Should you need to contact anyone, please 0508 527 724 or the police.

## **Sports Organisation**

Turaki School enters a large number of teams in local competitions, both in and outside of school hours. Children must have their own school polo shirt and black shorts for many of these events. It would be preferable if this was not the shirt they were to wear to school the next day.

Without your continued support with coaching, managing and transport for these teams we will not be able to field as many teams. Your support is greatly appreciated by both the staff and the children involved. We will be asking early for coaches, so please keep an eye on the newsletter, or let the school office know that you are available.

## **Sports Uniform**

All sports teams representing the school must wear the appropriate uniform. Our school colours of green and gold are worn.

If the children do not have the correct uniform on the day, they will not be permitted to play. Coaches and staff reinforce this rule.

For Physical Education and sports lessons, you are asked to encourage your child to wear suitable clothes.

## **Stationery**

While there are many providers for school stationery, all stationery requirements can be purchased through the school office at highly competitive rates. The small profits made are returned to the children through the purchasing of classroom resources. Stationery lists are issued at the beginning of the year and upon enrolment. They are also held at Taumarunui Paper Plus, who have packs available.

In 2019 we expect each child to bring one ream of A4 photocopier paper to support their learning programmes.

## **Sun Smart**

Children must wear the uniform hat while working and playing outside – particularly in Terms 1 and 4. Children without hats are limited to playing in shaded areas. Children are also encouraged to wear sunscreen and all classes have their own supply. We ask that you assist in this area by “sun-screening” your children before they come to school.

## **Te Reo me Tikanga Māori**

Over 45% of our children identify as Māori. We incorporate Tikanga Māori in most curriculum areas. All children will have regular weekly lessons in their classes and this work will be guided by Whaea Robyn. We are very keen to see our children perform at Mana Ariki and the Tuwharetoa Festival in 2019, so your support with kapa haka would be appreciated.

## **THS Technology Fees**

The specialist programmes run by Taumarunui High School supplement the technology work in our inquiry units. It is a compulsory part of our Year 7 and 8 programme.

All children attending Technology at Taumarunui High School are required to pay a fee that assists with the expenses involved in running the unit. The fee is set by Taumarunui High School and can be paid to the Turaki School in a lump sum early in the year. Non-payment of this fee may exclude children from the practical activities undertaken in the Technology area at Taumarunui High School.

The fee for 2019 is \$20.00 per pupil per term or \$80 per year.

Children must dress appropriately for technology classes. This includes wearing suitable shoes for workshop sessions with Mr Lina. They must also be prepared with writing materials and other basic requirements.

## **Travelling to School**

For safety reasons, children walking, or cycling to and from school are asked not to use the main street - Hakiha Street. The alternative route of Miriama Street is preferred, as there is less traffic.

Children who cycle to school **must** wear a cycle helmet whilst riding and must cycle on the road. Bicycles are stored in a rack behind Room R. We strongly recommend that only children in Years 5 - 8 ride to school.

Children who come to school on scooters need to be very careful and respectful of others when using the footpaths and when crossing intersections.



## **Board of Trustees**

Our current Board was elected in 2019.

<b>Name</b>	<b>Designation</b>	<b>Telephone</b>
Mr Laal Bhullar	Chairperson	896-7310
Mr David (Charlie) Burton	Parent Trustee	895-6699
Mrs Robyn Pulu	Principal	895-7651
Miss Toria Arahanga	Parent Trustee	
Mr Warrick Street	Parent Trustee	
Mrs Christy Keystone	Parent Trustee	
Miss Rose Clark	Staff Representative	

## **2019 TERM DATES**

<b>TERM</b>	<b>START</b>	<b>END</b>
<b>ONE</b>	Wednesday 30 January 2019	Friday 12 April, 2019
<b>TWO</b>	Monday 29 April, 2019	Friday 5 July, 2019
<b>THREE</b>	Monday 22 July, 2019	Friday 27 September, 2019
<b>FOUR</b>	Monday 14 October, 2019	Friday 13 December, 2019

## ***Staff List***

<b>Staff Member</b>	<b>Designation</b>	<b>Room</b>	<b>Class Level</b>
Mrs Robyn Pulu	Principal		
Miss Kyra Leatuafi R	Deputy Principal - Tuakana Team Leader	Karearea	Year 6-8
Mrs Charmaine Hape H	Teacher - Teina Team Leader	Korimako	Year 3-4
Mrs Chelsea Jellie S	Teacher	Piwakawaka	Year 0-2
Miss Sarah Bassett N	Teacher	Tui	Year 2-3
Ms Rose Clark H	Teacher	Pukeko	Year 4-5
Miss Mandy O'Reilly S	Teacher	Ruru	Year 6-8
Ms Louise Turner R	Teacher	Kereru	Year 6-8
Mrs Pam Sanderson N	Resource Teacher: Literacy		
Mrs Sue Rennie H	Student Support Teacher	Whio	
Mrs Jocelyn Beaton	Release Teacher		
Mrs Lynne Kilmartin	Release Teacher		

<b>Staff Member</b>	<b>Designation</b>
Miss Frances Austin S	Teachers' Aide After School Care Assistant
Mrs Angelique Bashford	Teachers' Aide
Mrs Sharon Ferrier S	After School Care Supervisor
Mrs Heather Lundquist R	Teachers' Aide
Mrs Sharee Mills H	Teachers' Aide
Mrs Sue Palmer R	School Secretary
Mrs Robyn Robinson H	School Secretary/ Librarian
Mr Trevor Hardisty H	Caretaker