

Te Kuiti Primary School



TKP Values
L.E.G.E.N.D.

Loyalty - Excellence - Growth - Empathy - Nurture - Determination

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BOARD OF TRUSTEES

Mrs. Stacie Fagan	Chairperson	Home Phone 027 3112094
Mr. James Opie		Home Phone 021 2883277
Mrs. Dominica Tata		Home Phone 021 1267255
Sam Adams		Home Phone 07 878 3017
Mrs. Paula Guilford	Principal	Work Phone 8787746
Ms Rachel Young	Staff Rep	Work Phone 8787746

The Board of Trustees welcomes you and your family to Te Kuiti Primary.

There is a spirit of friendliness and co-operation in our school, and we look with confidence to you for your support to provide the best for your children during their primary school years.

Current Term of Board: May 2022 - April 2025

Board of Trustees

This is the school governing body with responsibility for overseeing the organisation and administration of the school; ensuring that the educational needs of its pupils are being met and providing a clean, secure and supportive environment within which teaching and learning will take place.

Board of Trustee monthly meetings are advertised in the school newsletter a week prior to the meeting being held. Meetings are open to parents/caregivers.

Parents and caregivers will be kept informed of any relevant decisions through the school newsletter.

Visitors to B.O.T. meetings may receive speaking rights.

The Board of Trustees regularly consults with school parents/caregivers on any contentious issues that arise and values the contribution made by parents/caregivers to Te Kuiti Primary School. Every effort is made to keep parents/caregivers fully informed of what is going on in this school.

Te Kuiti Primary encourages an OPEN DOOR POLICY. The Principal is available to talk with parents/caregivers over any concerns.

STAFF & CLASSES

SENIOR MANAGEMENT

Principal	Paula Guilford
Deputy Principal	Tanya Roebuck
Assistant Principal	Marie Te Huia-Warren

TEAM LEADERS

Team Kowhai	Year 0, 1 & 2	Rachel Young
Team Rimu	Year 3 & 4	Sarah Managh
Team Kauri	Year 5 & 6	Jenn Waghorn
Team Tawa	Year 7 & 8	Suz Verry

ADMINISTRATION

Office Manager	Jennifer Strachan
Finance / Office Administration	Katy Smith

TEACHING STAFF

Team Kowhai

Room 7	Year 1/2	Gwen Bleasel
Room 8	Year 1/2	Kate Pollock
Room 9	Year 1/2	Kelly Neustroski
Room 10	Year 0	Rachel Young

Team Rimu

Room 11	Year 3/4	Mikayla King
Room 12	Year 3/4	Sarah Managh / Tanya Roebuck
Room 13	Year 3/4	Sinead Winter

Team Kauri

Room 1	Year 5/6	Kandice Newlands / Marie Te Huia-Warren
Room 2	Year 5/6	Jenn Waghorn
Room 3	Year 5/6	Dannielle Williams
Room 4	Year 5/6	Shona Blundell
Room 5	Year 5/6	Susan O'Halloran

Team Tawa

Room 14	Year 8	Suzanne Verry
Room 15	Year 7	Colleen Manuel
Room 16	Year 7	Lydia Beaver
Room 17	Year 8	Kate Muller

Classroom Release – Wayne Froggatt & Shelley Matthews
Sports Co-Ordinator's – Sarah Managh & Kate Muller

IN CLASS SUPPORT STAFF

Tracey Wakefield
Linda Rowe
Sue Anderton
Chrystal Rakich
Elizabeth Reid
Kelsi McLennan

RESOURCE TEACHER OF LITERACY

Liz Roberts

ORS TEACHER

Shelley Matthews

TERMS & DATES FOR 2024

Te Kuiti Primary follows a four-term year.

Term One Wednesday 31st January to Friday 12th April
Monday 5th February - Teacher Only Day (No School)
Tuesday 6th February - Waitangi Day
Friday 29th March - Good Friday
Monday 1st April - Easter Monday
Tuesday 2nd April - Easter Tuesday

Term Two Monday 29th April to Friday 5th July
Monday 3rd June - King's Birthday
Friday 28th June - Matariki

Term Three Monday 22nd July to Friday 27th September

Term Four Monday 14th October to Thursday 12th December
Monday 28th October - Labour Day

FEES

Sports Fees Notices sent home at start of season

Sports Shirt \$35.00 - TKP sports shirts are required for all students that participate in sports teams and when representing TKP in other events e.g. interschool cross country, athletics etc. We have a range of sizes available

TKP Hoodie \$75.00 - Our TKP Hoodies are an optional extra for sporting purposes. They are not part of our day-to-day school uniform

Camp Fees Years 7 – 8 To be confirmed
Years 5 – 6 To be confirmed
Years 3 – 4 To be confirmed

Stationery Packs Available from the office at the beginning of the year and during the year for New Entrants. All Teams - \$25.00

Technology Fees For Year 7 & 8 pupils, \$20.00 per year.

TE KUITI PRIMARY SCHOOL

Behaviour Management Procedural Guideline

Statement:

The purpose of this document is to ensure that there are consistent student management processes which are fair and recognize the core values of the school while also recognising that some individual students may require an individual student management programme.

Actions:

In our Classrooms

1. Follow directions when they are given.
2. No bullying, keep your hands, feet and objects to yourself.
3. Treat people and property with respect.
4. Keep to the learning task set before you.
5. Bad language, gestures and answering back are not acceptable.

Teachers are able to reward students by providing

1. Verbal praise.
2. Use of class dojo points.
3. Notes or certificates home.
4. Sending the student to another teacher or member of the leadership team for praise or acknowledgement.
5. Allowing students to participate in a special activity e.g. cooking, extra computer time or other special class activities.
6. Awards school assembly.

Teachers are able to use the following consequences for inappropriate classroom behavior:

1. Verbal warning.
2. Removal for a specified time to another classroom.
3. Persistent non-compliance of a student should be discussed with a Team Leader and SENCO and a support plan put in place. This may result in removal from class to the Principal or Deputy.
4. Principal's office without further warnings.
5. When a student is putting themselves or others in danger they are immediately withdrawn to the Principal or Deputy Principals.
6. Verbal abuse directed at a staff member or physical violence towards students or staff will be managed by the Principal or Deputy Principal and may result in the student being placed on in school suspension for up to three days. If this occurs in class the teacher should send a reliable student immediately to a teacher next door for assistance and then to the Principal or a Deputy Principal.

In School Suspension

The student is removed from all class activities and placed in the Principal or a Deputy Principals office to work. The student does not engage in activities at playtime or lunchtime and remains under the supervision of either the Principal or Deputy Principal. Parents are notified of the situation and the reason for the decision.

TKP VISION

Our Best Always

Kia u kia mau mo ake tonu atu

TKP VALUES

L.E.G.E.N.D.

Loyalty

Excellence

Growth

Empathy

Nurture

Determination

TKP LEARNER PROFILE

THE TKP LEARNER...

- ...self-confident in their own culture, feeling connected to the school, local area, and the world around them
- ...are confident in Te Reo me ona tikanga Māori
- ...communicate effectively and actively collaborate with others
- ...know how to make a difference and positively contribute to society
- ...are resilient, empowered lifelong learners who love learning, are confident to take risks and are not afraid to make mistakes
- ...have integrity, are kind and compassionate to self and others
- ...are well balanced, well rounded citizens
- ...demonstrate kaitiakitanga (guardianship) toward our environment, others, themselves and property
- ...demonstrate a strong work ethic and strive for personal excellence
- ...are literate and numerate across all curriculum areas, and have an awareness of financial capabilities
- ...are motivated, reflective goal setters who show initiative and think critically to solve problems
- ...can maintain a healthy level of physical, mental and emotional well-being
- ...are responsible digital citizens, who are ICT literate and technologically capable

PROCEDURES OF OUR SCHOOL

ABSENCES

Like you we are concerned about the safety of children travelling to school and from school. We operate the following safeguards to ensure children have left home and arrived at school safely.

- We will check up on children absent from school, each day by carrying out a roll check.
- We ask you to please phone the school office and leave a message 878 7746 or text our cell phone 0275988460 before 9.15 am if your child is going to be away for that day (or a number of days).

For the sake of child safety, co-operation with the above procedure would be appreciated.

CHANGES IN HOME CIRCUMSTANCES

It would be appreciated if the school could be notified of any significant changes in the home circumstances of any student. This can have a marked effect on a child's behaviour, attitude or performance at school. Knowledge of such changes may enable us to assist your child through any trauma they may be facing, as well as giving an insight into why a change has occurred in the child's normal school behavioural patterns.

CHANGE OF ADDRESS OR PHONE NUMBER

Please let the school office know if you have a change of phone number, email or a new address. It is important for these to be correct in case of an emergency and we need to contact you urgently.

ASSEMBLIES

We have a whole school assembly every Friday in our hall starting at 9.00 am going for approximately half an hour.

BELL TIMES

Enter School	8.30 am
Start of school	8.55 am
Morning Interval	10.30 am
End of Interval	11.00 am
Lunch Break (Play first)	12.30 pm
Children sit to eat lunch	1.10 pm
School Resumes	1.30 pm
End of School	3.00 pm

ENROLMENT PROCEDURES

Enrolments are done by the Office Manager, at the school office. If you are enrolling a 5-year-old, we require a birth certificate and we must sight immunisation certificates for all new enrolments, not just 5-year-olds.

SPORTS / EVENTS

During the school year children will be participating, from time to time, in a variety of different events. Swimming, Cross Country, Running, Athletics, Netball, Rugby, Soccer and Hockey to name a few. They could also be participating in music festivals, drama productions and other cultural activities.

You will be informed by newsletter when these events are to be held. As a school we welcome all parents, grandparents, whānau and friends of the school to come along and join us on these occasions.

SWIMMING

As part of the school's physical education programme, all children are required to participate in the school swimming programme. Swimming days for your child's class will be posted on their Class Dojo. Please assist staff by ensuring swimming gear is brought to school on these days.

HOUSE SYSTEM

On enrolment at Te Kuiti Primary, children are allocated a house. Children are placed into a house on a family basis. We use these mainly for sporting events.

The Houses are: Tui – Blue Kiwi – Yellow Weka – Green Huia – Red

LOST PROPERTY

To minimise lost property, we request that all clothing be named.

The lost property cupboard is in the school hall foyer. Please check this cupboard if your child has lost something. All property left lying in the playground at the end of the day will be placed in this and we encourage pupils to check the cupboard regularly if they have lost something.

FREE SCHOOL LUNCHES

We are excited to be part of the Ministry's Ka Ora, Ka Ako, Healthy School Lunches Programme. This is a programme providing free lunches for every child at TKP every day. If your child/ren have any special dietary requirements, please let us know.

Please note that if you notify us that your child has a special dietary requirement, you will not be able to change this request. Students will only be given lunch, so they will still need to bring morning tea.

MEDICAL PROCEDURES

The sick bay is situated opposite the office. If we are concerned about your child's health, we will notify you or your nominated caregiver. In case of emergency, if we cannot get hold of you, your child will be taken to your nominated doctor or to the Te Kūiti Medical Centre.

If you need to take your child home because of illness you will need to sign them out.

We will administer medication when required, it must be brought to the office with a note from the caregiver clearly stating the medicine dosage, date and child's name. No medication is to stay in student's bags.

ROAD PATROL

The pedestrian crossings on Rora Street and Carroll Street are controlled by school traffic wardens and supervised by an adult. Road patrol operates between 8.15am – 8.45am and 2.55pm – 3.15pm.

NEWSLETTERS

These come out weekly on a Thursday. Newsletter are sent home via the youngest child in the family. Alternatively, they can be e-mailed to you by leaving your e-mail address at the office.

TELEPHONE MESSAGES FOR CHILDREN

Individual messages to children will be delivered only in an emergency. Numerous phone messages to children cause disruption to classes and the work of our administration staff.

Children will only be able to use the telephone to ring out in an emergency. They will not be permitted to use the phone for making personal arrangements.

LOLLIES / CHEWING GUM / SOFT DRINK

Lollies, chewing gum and soft drink are not permitted at school and will be confiscated and disposed of if found.

CELL PHONES

We do not allow children to have a cell phone at school. If they bring one, they must name it and hand it into the office in the morning and pick up after school finishes.



TE KUITI PRIMARY SCHOOL UNIFORM EXPECTATIONS 2024

Te Kuiti Primary School is a uniform school. One of the reasons we have adopted the policy of having a uniform is to promote a high standard of dress and show a respect of our school and its place in the community. It is important therefore that students wear the school uniform correctly. The wearing of a uniform should be regarded as a privilege, and it helps build a foundation on which to build respect and pride. This required ongoing support from parents and whanau. To make uniform expectations clear and to help you avoid purchasing non-uniform items that will not be accepted at school and costly to substitute, below you will find a description and pictures of the accepted uniform for Te Kuiti Primary School.

GIRLS

Clothing	Jade polo shirt Navy blue skirt / navy blue skort / navy blue trousers / navy blue capris / navy blue shorts / navy blue tracksuit pants Navy blue polar fleece sweatshirt
Footwear	<u>Plain</u> black shoes (with black laces), black sandals, jandals or scuffs (no white soles) . Bare feet allowed Black or navy socks only
Hosiery	Navy blue stockings or tights

Note: **NO writing and or logos on skirts, skorts, shorts or trousers**
NO coloured sleeves under polo shirts other than navy
NO jeans

BOYS

Clothing	Jade polo shirt Navy blue trousers / navy blue shorts / navy blue tracksuit pants Navy blue polar fleece sweatshirt
Footwear	<u>Plain</u> black shoes (with black laces), black sandals, jandals or scuffs (no white soles) . Bare feet allowed Black or navy socks only

Note: **NO writing and or logos on shorts or trousers**
NO coloured sleeves under polo shirts other than navy
NO jeans

Additional information

Jewellery	No jewellery is permitted at school except for taonga, watches, studs, or plain sleepers (up to 10mm) for pierced ears (one piercing in each ear), no facial piercings.
Hats	All students must wear a navy, wide brimmed sun hat during the day in Terms 1 and 4. These are available for sale from the office for \$10.00. It is a school policy that if a child does not have a sun hat on, they will have to sit in the shade. NO CAPS
Hair	Hair below the shoulders is to be tied back if it is obstructing the face. Hair tied in black/navy hair ties only. Hair to be of a natural colour tone. Hair accessories to be black/navy.
Nails	No nail polish to be worn
Suppliers	Our uniform can be purchased locally through Flatmates Signco and The Warehouse. Our logo can be added to garments through Flatmates Signco. Or you can order online through Postie Plus. At times we may have second hand uniforms available at our school office.
Contacts	School office 878 7746 The Warehouse 878 1124

TE KUITI PRIMARY SCHOOL UNIFORM 2024



Left – Jacob pictured in jade polo shirt and navy blue shorts
Middle – Paige pictured in jade polo shirt and navy blue skirt
Right – Jared pictured in jade polo shirt and navy blue pants



Left - McKenzie pictured in navy blue polar fleece
Middle – Marshall pictured in jade polo shirt and navy blue shorts
Right – Renee pictured in jade polo shirt with blue long sleeved underneath and navy blue skirt



Left
Left – Jovelle pictured in jade polo shirt and navy blue trousers
Middle – Lawson pictured in jade polo shirt and navy blue shorts
Right – Nakaea pictured in jade polo shirt and navy blue skirt