



FIND OUT WHATS HAPPENING AT
TEMUKA PRIMARY ONLINE
www.temukaprimery.school.nz

Facebook pages: Temuka Primary School
TPS Team Aoraki
TPS Team Rocket
Team Koru

Contact details: Phone: 615 7178
Email: office@temukaprimery.school.nz



Welcome to Temuka Primary School

This information booklet is designed to help you to understand how our school functions. We want to ensure that your association with our school is a pleasant and positive one. If, at any time you have a question, or a concern, please contact the school and we will do our utmost to assist you.

We are an inclusive learning community, developing independent learners through a balanced curriculum incorporating our school ACER values.

We have –

- Learning centred around our four values of Acceptance, Caring, Excellence and Respect*
- Rich and exciting learning programmes*
- A roll of around 250 boys and girls from New Entrants to Year 6*
- Links with the community to enhance learning*
- Excellent and well maintained resources for teaching and learning*
- Ultra-Fast and safe internet facilities with laptops and iPads in every classroom*
- Spacious, attractive, landscaped grounds with three separate adventure playgrounds*
- A well stocked library, swimming pool, and hall*
- Attractive and practical school uniform (available from The Warehouse)*
- Support and extension classes. Reading Recovery, access to outside agencies and Teacher aide support available*
- Strong commitment to valuing Maori language and other cultures from around the world*
- Education outside the classroom, using our local environment for trips, camps, walks etc.*
- Extensive sports programmes and links to our local sporting clubs*
- Our own school van for various school trips*

Enrolments

Enrolments are accepted at any time. All enrolments are done through the School Office. We welcome your enquiries and would be pleased to show you around our school. The school is centrally located, near the Domain, sporting facilities and town shopping area.

Grant Willocks

PRINCIPAL

TERM DATES 2019

Term 1	Tuesday 29 January	to	Friday 12 April
Term 2	Monday 29 April	to	Friday 5 July
Term 3	Monday 22 July	to	Friday 27 September
Term 4	Monday 14 October	to	Friday 17 December

Holidays	February 6	Waitangi Day
	April 19 – 22	Easter (falls in the school holidays)
	Tuesday 25 April	ANZAC Day (falls in the school holidays)
	Monday 3 June	Queen's Birthday
	Monday 23 September	South Canterbury Anniversary Day
	Monday 23 October	Labour Day

BOARD OF TRUSTEES 2019

Board Members

Scott Shannon (Board Chair)
Bruce Hansen
Nick Henderson
Kirk Edgelar
Kerry Reihana

Staff Representative

Kay Lawrence

Principal

Grant Willocks

School Secretary

Trish Smith

Board of Trustees Meetings are held monthly in the Meeting Room.

The Board of Trustees is the governing body of the school. Its function is to set strategic goals and policies to enhance the function of the school and to monitor how these are being met.

The day to day management is delegated to the Principal and Management Staff.

**TEMUKA PRIMARY SCHOOL
STAFF - 2019**



<i>Principal</i>	Grant Willocks
<i>Deputy Principal</i>	Jane Fuller
<i>Teachers</i>	
Jenni Straub)
Helen Keen)
Jill Parr) Team Koru
Jan Wilson) NE & Year 2
Kaitlyn Straub)
Natalie Hunter-Brady)
Liz Macfarlane)
Sarah Young)
Chrissy Allan)
Kay Lawrence) Team Rocket
Jane Mulligan) Years 3 & 4
Liz Macfarlane)
Jane Fuller)
Stephen Brady) Team Aoraki
Nicki Stratford) Years 5 & 6
Rebecca Narayan)

SUPPORT STAFF

<i>Office Manager</i>	Lynley Prentice
<i>School Secretary</i>	Trish Smith
<i>Librarian</i>	Raewyn Smith
<i>Teacher Aides</i>	Muriel Gillies, Donna Fitzgerald, Raewyn Smith, Jessica Prentice, Melita Cater, Paula Keen and Courtney Dawkins
<i>Property Manager</i>	Tania Moir
<i>Cleaners</i>	Monica Gould & Lani Heremaia



OUTSIDE AGENCIES

<i>Health Nurse</i>	Claire Neilson
<i>Dental Van</i>	0800 846 983
<i>Vision/Hearing</i>	Ann Rooney

TEMUKA PRIMARY SCHOOL HOME AND SCHOOL TEAM

RATIONALE

The Home and School Team has an important role in enhancing the relationships between school, home and community, which will be of benefit to the growth and welfare of our children.

GOALS

1. Meetings are held regularly to discuss and share topics relating to school matters.
2. To organise fund-raising which will provide additional equipment and resources for the school.

GUIDELINES

1. An Annual General Meeting of the Home and School Team will be held during the first term each year. Committee meetings are then held twice per term and all families are most welcome to attend.
2. Annual General Meetings have a good mix of educational topics, speakers, social events and discussions on subjects of school interest. This is an important event as it enables families to become involved.
3. Any major fund-raising ventures are carried out in consultation with the Home and School and Board of Trustees.
4. Any new members of the school community are most welcome.
5. A crèche is usually available during meeting times

ENROLMENT PROCEDURE

Children can begin school on their 5th birthday.

It is a good idea to enrol your child before his/her fifth birthday – this helps the school to properly plan for students.

To enrol



Complete the enrolment form at the back of this booklet or contact the school office. For New Entrants please bring verification of date of birth (Birth Certificate or Passport) and Immunisation Certificate or Plunket Book.

To help keep our register of New Entrants up to date, please notify the school office of your child's name and date of birth at any time prior to their turning five.

All pre-school children will attend four weeks school visits prior to starting school. The Junior Team Leader, Jenni Straub, will contact parents 2-3 weeks before visits commence.

Overseas families can enrol. A copy of their passport and student visa is required to be sighted.

Your child is also welcome to attend our Toroihi Club every second Tuesday afternoon and Discovery every Friday morning. Please see our Facebook pages Temuka Primary School - Toroihi Club and Team Koru for further details.



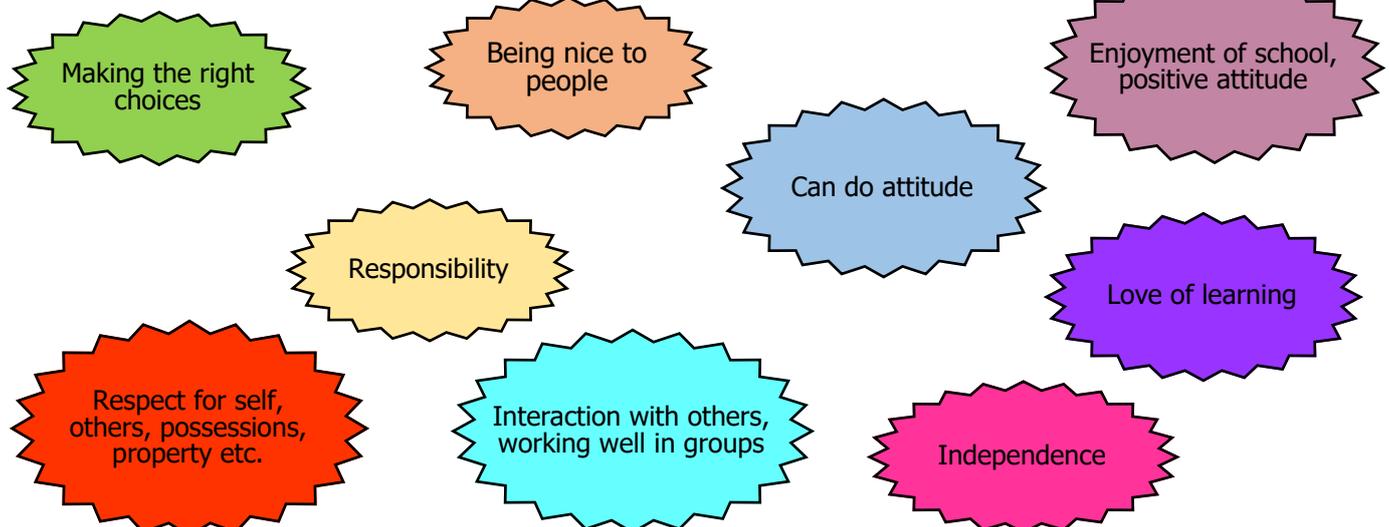
Jenni Straub

NEW ENTRANTS

Starting school is a special time for you and your child. The following information is important and gives you some ideas for helping to make starting school fun, happy and positive for the whole family.

I will probably meet you and your child in the weeks leading up to their birthday. Please feel free to contact me if you have any questions or concerns. Remember that it's ok for you as parents to be anxious. Leaving your child at school all day can be a big step! We want to make everything as smooth as possible and to work with you to help your child fulfil their potential.

At Temuka Primary School we want children to learn reading, writing and maths, but these values are essential to create a positive learning environment:



NEW ENTRANTS (CONTINUED)

What you need for Day 1

- Stationery (list available at school office)
- School Uniform
- Sunhat (Term 1 & 4)
- Comfy shoes suitable for playing
- Lunch (healthy please)

What to bring everyday

- Lunch/Morning Tea
- Reading folder
- Togs and Towel (Term 1&4)
- Bag big enough for everything!

What would we like parents/caregivers to do?

- Talk positively about school
- Listen to them read their reading book every day
- NAME EVERYTHING!!

Most days we follow a similar timetable

- **Roll 9am**
- Oral language
- Writing
- **Morning tea 10.20am**
- Reading
- **Fit and Fruit 11.30am**
- Maths
- **Lunch 12.40am**
- Inquiry/Theme/Art/Music/PE

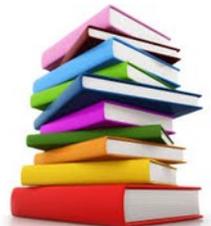
Encourage your child to be independent by:

- Ensuring they are toilet trained
- Letting them dress themselves
- Helping them get ready for school, but letting them pack their own bag
- Letting them bring their bag into school and unpack it themselves

Reading for beginners - How you can help

Your child will bring a book home every afternoon, except on Friday when they will bring home their poetry folder. These are some ideas to help you all enjoy the reading experience!

- Read with your child every day.
- Let them have a go at reading the words.
- Talk about the book before you read it. Ask questions, your child should know what it's about.
- Don't expect them to know every word.
- Talk about the story afterwards - it's important they know what they have just read.
- Let your child see you reading-they want to be like you! (This includes newspapers, magazines, recipes, instructions as well as books.) Don't forget dads and grandads.



Practise the words your child brings home. Can they recognise them in their reading book?

See who can get the most words

Cut out extra words to make more interesting sentences

Play games with the words

Make sentences

Some ideas for prompts

"Does that sound/ look right?"

"What sound does that letter make?"

"What letter does it start with?"

LEARNING EXAMPLES

You may wish to support your child by encouraging them to attempt the following examples. This may assist the teachers with providing a program that caters for your child's learning needs. We recognise that all children develop at different rates and enter school with varying knowledge and skills.

Do you recognise these numbers

1	2	3	4	5
6	7	8	9	10

Can you write you own name?

Letter Formation

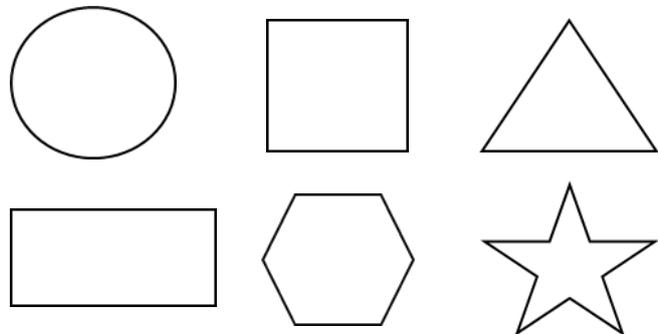
Beginning points/directions of movement

a b c d e f g
h i j k l m n
o p q r s t u
v w x y z
1 2 3 4 5 6 7 8 9 0

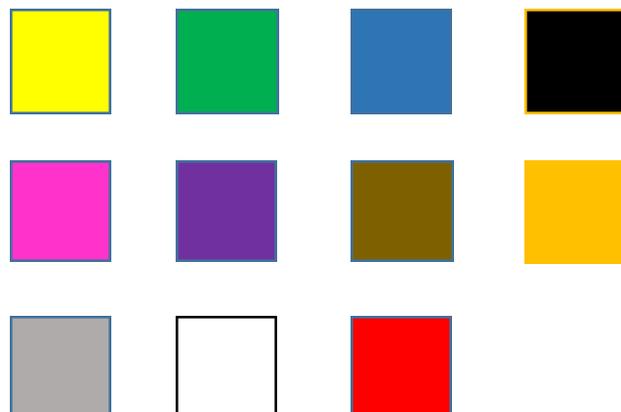
Do you recognise these letters?

a	b	c	d	e	f	g
h	i	j	k	l	m	n
o	p	q	r	s	t	u
v	w	x	y	z		

Do you recognise these shapes?



Do you recognise these colours?



GENERAL INFORMATION

ACER values

Our aim as a school is to support our students in taking responsibility for their own actions, accepting consequences, respecting rules and authority and being positive participants in the community. We use ACER (Acceptance, Caring, Excellence and Respect) values to help us achieve this.

These ACER values promote positive behaviour. Our students practise their ACER values by:

- Wearing their uniform correctly and with pride
- Keeping themselves and others safe
- Being prepared for learning
- Being polite and caring

Adventure Playgrounds

The school has three separate adventure playground areas, each designated for a Learning Team.

Assemblies

A full school assembly is held fortnightly on a Friday at 2.30pm. These are usually in the MP Room and Parents/Whanau are most welcome to attend. Team Assemblies are usually held on the alternate week.

Bullying

Temuka Primary School has a zero tolerance attitude to any form of bullying. All issues brought to our attention are dealt with and investigated to ensure all relevant facts are known. Action varies depending on the severity and type of each case. School Council and PAL members' act as student mentors in the playground.

Programmes to assist student self esteem also form part of each year's programme.

Clothing and Private Property

Please note that neither the teachers nor the Board of Trustees are responsible for the loss of a child's valuables and/or clothing - *Please name all clothing clearly.* We strongly discourage children from bringing valuable items to school. Unclaimed clothing is put in the lost property box which is situated in the shed next to the bark pit.

Complaints

From time to time unfortunate situations arise. If you have a complaint the accepted procedure is –

1. Contact the person concerned to discuss the issue
2. Contact the Principal – fill in a Concern Referral Form.
3. Your concern will be fully investigated by the Principal

To ensure issues are dealt with fairly this procedure needs to be worked through in the correct order. A copy of this procedure is on our school website and available at the school office.

Please Note – Issues pertaining to a particular child will only be discussed with the parents/caregivers (Privacy).

Computers

Each classroom is equipped with computers and i-pads, a digital camera and a data projector.

Contact with Teachers/Principal

Teachers are always willing to talk to parents about their children, but this is best done at a suitable time. If you have a question, or a concern to discuss with a teacher, please phone and arrange a mutually acceptable time. If you wish to discuss any matter with the Principal please check with the office staff for an appointment.

Curriculum

The Curriculum at Temuka Primary School incorporates all the requirements of the New Zealand Curriculum. The students are taught Reading, Spelling, Handwriting, Oral Language, Written Language, Mathematics, Social Studies, Science, Health and Safety, Music, Physical Education, Art and Craft, Te Reo Maori and Technology and Education Outside the Classroom.

To enhance the education opportunities of the students we also offer a Reading Recovery Programme for six year olds identified as needing a boost, a one-to-one tutoring programme for selected students and out-of-class tutoring can be arranged for Music.

The school is well resourced with equipment and aids to assist with the various class and school programmes. These resources are regularly up-dated and replaced as required. All teachers are encouraged to regularly update their curriculum knowledge and techniques so that they can assist the students to gain optimum value from the programmes provided.

All classes participate in opportunities for education outside the classroom. A special feature is bi-annual camps for Year 5&6 students. We also have skating trips for Year 3&4 and skiing trips for Year 5&6 students. The local environment is used as much as possible to assist in the education of the students.

Hall

The school hall is used for a variety of school activities.

Illness/Accident

Should a child become ill or have an accident at school the child will be made comfortable in the school medical room. Where necessary contact will be made with the parents or the listed emergency contact person. Medical attention will be obtained, if necessary, in an emergency. The school needs to keep an accurate list of emergency contact numbers - please advise the School Office if your circumstances change.

MASH Programme

MASH offer an afterschool and school holiday care programme at our school. Your child can go straight from their classroom to the MASH room afterschool. Please contact them directly on 03 366 9402 or mashkids.co.nz for more information.

Medicines

Some personal medication is held in the Medical Room for children (e.g. inhalers for asthmatics, Bee stings etc.). The administering of these will be overseen by our office staff. A signed consent form is required for this.

Newsletter

School newsletters are sent home with the eldest student in the family, every second Tuesday. This is also posted on our website and our school Facebook page.

Student Absences

The school is responsible for ensuring the safety of all students. When your child is absent for any reason you must inform the school office by telephone, 615 7178, or text message 027 322 2935 by 9.10am stating your child's name and the reason for their absence. If desired, direct contact with the class teacher can also be made.

From time to time children contract contagious illnesses which require time away from school. Check with your doctor or the school office to confirm the time required.

Reporting to Parents

Regular reporting to parents on student progress is carried out both in parent/teacher interviews and in written form. These are formal occasions, but should you wish to discuss your child's progress with the class teacher at any time, refer to the section above for the best procedure.

Safety Vests

Newly enrolled students are issued with a safety vest. Children are to wear their vest on the way to and from school – we aim to keep your children as safe as possible at all times. There is no cost for the vest, however, there will be a replacement cost of \$20 if the vest is lost or damaged.

School Leaders

Each year a School Council consisting of Year 6 students is selected. There are six councillors who meet with the Principal to work through issues relating to the students and for enhancing the school. School Councillors carry a major leadership role and their input has proven extremely valuable for the school.

We select 8 PAL's (physical activity leaders) each year. These students organise activities for the other students to participate in at lunchtimes. They also act as student mentors in the playground.

Every student is allocated a House colour when they start school. Each House has two leaders who provide support, leadership and encouragement to all the students in their House.

We also have a team of Librarians, Road Wardens and WAVE students who give up their time to make our school a happy, healthy and safe environment for our students.

School Hours

Classes are in action from 9am to 12.40pm and from 1.30pm to 3.00pm. Morning interval is from 10.10am to 10.30am. There is an additional break during the morning for Fit and Fruit, this time can vary depending on each learning team. The school grounds are open for students at 8.30am. Students are expected to vacate the grounds by 3.30pm.

School Office

The school office and reception area are located inside the front door of the two-storied section of the main block. The office is staffed Monday to Thursday from 8:30am - 4:00pm and Friday 8.30am – 3.30pm.

School Physical Environment

The grounds of the school are most attractive. It features well designed play areas and is surrounded by trees, shrubs and garden plots. The students and staff have a functional and aesthetically pleasing environment in which to work.

The Temuka Domain, camping ground, swimming pool and sports fields are adjacent to the school and are made good use of by the school.

Specialist Services available to the School

The school health nurse visits Temuka Primary each week and is known to some families, as the nurse completes many of the children's B4 School checks in Temuka. Also the students get to know the nurse during class health education lessons. The nurse is available to listen and talk with children, young people, parents, caregivers and staff at schools.

This is a free and confidential service. If parents/caregivers have any health concern they would like to discuss, please ask office staff at school or the class teacher how to contact the nurse. The Public Health Nursing office number is (03) 6872326.

Dental Nurse - The Dental Nurses have a programme of regular dental checks for all students and pre-school children. In an emergency the Dental Nurse can be contacted by phoning 0800 846 983

Speech Therapist - A speech therapy clinic can be contacted through the school. Children can be referred to the therapist by class teachers or parents. Should you have a concern about your child's speech please do not hesitate to discuss it with the class teacher or speech therapist.

Special Education Service - Through this Timaru based service we have access to psychologists, physiotherapists, occupational therapists and itinerant teachers for special needs students.

Swimming Pool

A heated learner's pool, fully equipped with swimming aids is situated adjacent to the main grass playing field. Full use is made of this pool, for students, during the warmer months. Older students swim at the Domain Pool. There is a cost per child, per swimming season.

Travel to and from School

Bus enquiries should be directed to our Principal, Grant Willocks or our Deputy Principal, Jane Fuller.

If your child rides a bike to school please ensure the bike is roadworthy and that the child fully understands the road code and wears an approved cycle helmet. The school recommends that children below Year 4 should not ride a bike to school unless accompanied by an adult.

Tutoring for Students with Specific Needs

Students who are identified as having needs requiring one-to-one tutoring in curriculum areas are assisted by a Teachers' Aide who works in conjunction with the Class Teacher. Assistance is provided in reading, writing, spelling, mathematics and other areas as required. Arrangements are also made to provide suitable programmes for children who are very able and need to be extended.

SCHOOL DISCIPLINE

ACER values underpin all that we do here at Temuka Primary School. In addition to showing these ACER values of Acceptance, Caring, Excellence and Respect we expect students and parents to follow these simple rules to make our school a pleasant place for everyone.

“Treat others as you expect to be treated”

- Students are expected to act with discipline and in a safe manner at all times
- Respect for people and property is expected
- A positive approach to discipline is taken – positives rewarded, negatives discouraged
- Bullying of any form is not tolerated
- Class rules are drawn up to ensure fairness and consistency to all
- Students causing major concern will be dealt with by the Principal or Senior Management
- Where necessary, parents will be involved in discipline matters
- Outside agencies e.g. Police, Special Education Services, Oranga Tamariki etc will be involved if necessary
- At intervals and lunch time two teachers are on playground supervision assisted by the members of the School Council
- There is an expectation on parents to instil sound social habits and behaviour in their children

“Practice what you preach”

- It is important for you to show your child the correct way to behave at school by ensuring that your behaviour also reflects our school values.
- Verbal or physical abuse of our staff by anyone will not be tolerated.
- The school has developed a Code of Conduct for Parents, Caregivers and Visitors. Please review this code of conduct on the next pages.

CODE OF CONDUCT FOR PARENTS, CAREGIVERS AND VISITORS

Temuka Primary School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

- to all conduct, action, and communication, including speech, emails, texts, phone calls, and social media
- while on school grounds or at another site where students and/or staff are assembled for school purposes (e.g. a camp or sports events).

Standards of conduct

Temuka Primary School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements.

Examples of inappropriate conduct includes:

- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums.
- threats, bullying, harassment, intimidation
- discrimination (e.g. based on ethnicity, religion)
- offensive language and/or physical aggression
- deception/fraud
- damaging school property
- placing unreasonable and excessive expectations on staff time or resources

Dealing with breaches of the Code of Conduct

How Temuka Primary School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with. Examples include:

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated misconduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Outcomes of breaching the Code of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- In some cases, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of that sport, event, or venue.
- All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report content or activity which breaches this. The school will also expect that any parent/carer or student removes such comments immediately.
- In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites, under the Harmful Digital Communications Act 2015. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by any member of the school community to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.

Further information

Supporting policies and procedures

These procedures are available at Temuka Primary School

Employer Responsibility

- Harassment Serious , Misconduct

Health and Safety

- Bullying, Internet Safety and Privacy

Relevant legislation

- Education Act 1989, section 139C
- Trespass Act 1980, section 3

Procedure Developed Term Three 2018

Next review date Term Two 2019

INTERNET SAFETY

All students will;

- Only have access to 'kid safe' search engines (like Google) and use bookmarks approved by the teacher.
- Be required to sign a class based 'Student Use Agreement' at the beginning of each year which says they understand the responsibility of using the internet.
- Use the network and internet in a legitimate and acceptable manner.
- Not use the network and internet in an unacceptable manner by -
 - Purchasing products
 - Register for competitions not authorised by the school
 - Download or copy software, graphics, or files owned by others or which is in violation of copyright laws.
 - Join or using unauthorised chat rooms and use personal web mail accounts without teacher supervision.

Follow the safety rules set out below

- Do not damage or delete other students work.
- Be polite, considerate and respectful in all communications.
- Do not access, send or display obscene, offensive or vulgar messages or graphic images.
- Never reveal your own or other's full name, address or phone number.
- Be aware of others who are waiting or who also need to use ICT equipment.
- Always check with the teacher before sending or opening e-mails.

All Parents/Caregivers will; (upon enrolment)

- Read and agree to the Internet Safety Guidelines and Rules Procedure of Temuka Primary School. Sign their agreement on the enrolment forms.
- Indicate (on enrolment forms) their consent to their child's first and last name, photograph or work being published on the internet or in school publications.

All staff will;

- Use the network, internet and equipment in a legitimate and acceptable manner
- Know that the school has the right to audit at any time any material or equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or any other school related activity
- Cover cyber safety in relevant contexts
- Ensure that children understand these guidelines and sign the class agreement at the start of each year (or upon enrolment).

Reviewed Term Four 2017

Next review Term Two 2019

T.P.S. Cyber Safety Agreement ROOM

I agree to follow the Cyber Safety rules when I use the internet and ICT equipment at school.

Our ACER values look like this when we are using ICT at school...

Accepting that we need to be cyber safe
Caring for the equipment by using it correctly
Striving for **Excellence** in our learning by using
ICT

Respecting the work of others



TEMUKA PRIMARY SCHOOL SCHOOL UNIFORM PROCEDURE 2018

GUIDELINES

1. Children will adhere to uniform guidelines included in our enrolment package.
2. Ears are the only acceptable body piercing studs only (unless need to wear sleepers for medical reasons)
3. No coloured nail polish or makeup to be worn or tattoo visible
4. Watches and Medic Alert tags and ear studs/sleepers or significant family jewellery (taonga) is all that will be accepted.
5. Hair should be of a natural colour and style.
6. Long hair to be clipped or fastened with plain hair ties off the face for both boys and girls.
7. If visible, thermal underwear must be of red, white, black or blue.
8. Sports shoes must be worn for regular physical activity
9. Sports uniforms for representation of the school will be supplied by the school and worn only at that occasion and then be returned on the same day.
10. Any disputes as to interpretation of these guidelines and uniform will firstly be dealt with by the classroom teacher and then referred to the Principal if dispute continues.
11. Safety vests are to be worn to and from school and on school trips. Temuka Primary School will supply vests until supplies are depleted and then vests will be made available to purchase from the school.

UNIFORM

Top options

Red Polo Top with logo (short sleeve)

Red Skivvy

Red Knit Sweatshirt with logo

Red Polar Fleece Sweatshirt with logo

High Visibility Vest (Yellow) provided upon enrolment Thermal underwear must be red, white or blue

Bottom options

Navy Knit Shorts with logo

Navy Knit Trackpants with logo

Navy Taslon Trackpants with school logo

Checked Blue/Red Skirt or Culottes

Navy/Black tights

Navy/Black/White socks

Shoe and Hat options

Black or Navy Shoes/Summer sandals (laced up, Velcro or buckled) and or Sports Shoes – running shoes must be laced up or Velcro – no skate shoes, no boots, no canvas slip ons, no crocs, no ballet flats, no jandals

Navy Sun Hat with Logo (Terms 1 and 4 only) as per our School's Sun smart Procedure, No caps

Developed: Date 2008

Reviewed: February 2018

Next Review: Term 2 2019

Legal Surname of Student: Legal first names of Student:	Previous School: or Preschool attended (for New Entrants):
Preferred Surname of Student: Preferred first name of Student:	Current Year Level: Date of Birth: <i>New Entrants - please supply a copy of your child's birth certificate</i>

Address: _____

Male / Female	Ethnic Group: NZ European/Maori/Other (please specify) _____ Do you want your child included on the Maori roll? Yes / No	Iwi Affiliation: (up to 3) 1) _____ 2) _____ 3) _____	Language spoken at home:
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Mother's Surname: _____ Mother's First Name(s): _____ Address: (if different from child) _____ Phone: (Home) _____ Phone: (Work) _____ Phone: (Cell) _____ Occupation: _____ Email: _____	Father's Surname: _____ Father's First Name(s): _____ Address: (if different from child) _____ Phone: (Home) _____ Phone: (Work) _____ Phone: (Cell) _____ Occupation: _____ Email: _____
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Other Emergency Contact Phone Number:

Name: _____ Phone: _____ Cellphone No: _____

Relationship to child: _____ Work: _____

Name: _____ Phone: _____ Cellphone No: _____

Relationship to child: _____ Work: _____

Health Information:

Family Doctor: _____ Medication used regularly: _____

Medical information you feel we should know about: _____

Specific Needs and Abilities _____

Please answer the following:

1) Are you happy for your child to see the Dental Therapist?	Yes		No	
2) Are you happy for your child to see the Hearing & Vision Tester?	Yes		No	
3) I accept full responsibility for any medication administered, with my permission, by any staff member	Yes		No	
4) Are you happy for your child to take part in activities within the immediate Temuka area? (Specific permission will be sought for trips involving greater distances)	Yes		No	
5) Are you happy for your child to participate in the Religious Education Programme?	Yes		No	
6) Are you happy for your child's name, photo and/or work to be published on the school website, school publications and/or newspapers?	Yes		No	
7) I agree to the school's internet, uniform and code of conduct policies	Yes		No	

Names of members of family likely to be attending this school in the future

- 1) _____ Birthdate / /
- 2) _____ Birthdate / /
- 3) _____ Birthdate / /

Privacy Statement: The information collected will be used by the school for enrolment and forms an essential part of the information held by the school on your child. The records made from this information may be viewed on request at the school. The information collected may be disclosed to appropriate education, health and welfare authorities and for data-gathering purposes by the NZ Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised or requested by law.

Parent Approval: I agree that the school will take action on my behalf in case of sudden illness or injury. I agree to abide to school policies. I agree that the school may forward my child's name and address to a potential intermediate or secondary school.

I undertake to advise the school should any personal details for my child change during their time at Temuka Primary School.

_____ **Signature** / / **Date**

Office use only:

Admission Number:

Date started:

Birth Certificate:

Immunisation Certificate:

Year:

Room:

Teacher:

Copy given to class teacher

For parents of New Entrant children to complete

Prior-participation in Early Childhood education

Did the child attend one or more Early Childhood Education service(s) in the six months prior to starting school?

Please complete the table below for the last service(s) attended.

1. If the child was attending more than one service *at the same time*, please enter hours per week for up to three services
2. If the child attended one service, but changed to a different service within the six months prior to starting school, please complete the table for the *last service only*, not both
3. If the child's attendance hours varied, or the parent/caregiver is uncertain, please enter an approximate or average number of hours per week.

Please enter the number of hours per week for up to three services	Service 1 (hrs/week)	Service 2 (hrs/week)	Service 3 (hrs/week)
Kohanga Reo			
Playcentre			
Kindergarten or Education and Care Centre			
Home based service			
Playgroup			
The Correspondence School – Te Aho o Te Kura Pounamu			

<i>Please tick the appropriate box</i>	
Attended, but only outside New Zealand	<input type="checkbox"/>
Attended, but don't know what type of service	<input type="checkbox"/>
Did not attend	<input type="checkbox"/>
Unable to establish if attended or not	<input type="checkbox"/>

Did the child regularly attend Early Childhood Education?

"Regularly attend" means the child was booked in to a service for sessions each week/fortnight and generally went to those sessions unless they were sick, or on holiday, or had a family occasion etc.

- Yes, for the last ____ years
- Not regularly, only occasionally with no on-going schedule
- No, did not attend ECE

TELL US ABOUT YOUR CHILD

We would like some information about your child, so we can better meet his/her individual needs. Please fill this in and return to your child's classroom teacher as soon as possible. If you wish your comments to be confidential please place them in a sealed envelope with the teacher's name on the outside. Use the other side of the paper if you want to say more.

Name of child.....

1. What strengths does your child have?
2. What are the areas your child needs extra support in?
3. Any brother and sisters at school and their class numbers
4. Interests and hobbies outside school
5. Friends at school
6. Does your child have access to the internet at home for research tasks? Yes/No
7. Does your child belong to the town library? Yes/No
8. Are there any health issues we need to be aware of? Please give details
9. Are there any issues at school that we need to be aware of? Please give details.
10. Are there any circumstances or issues at home that may affect your child's learning?
11. Is there anything you would like to discuss with the teacher? If so what?
12. What is the main thing that you would like us to do for your child this year?
13. Does your child have any toileting issues that we need to know about?

Thank you for filling this in. Please keep in contact during the year and keep us informed.

If necessary please update your address and phone number with the school office.

SCHOOL EXPENSES 2019

The following is a guide as to what you can expect to pay for each child attending Temuka Primary School.

School Donations

1 child - \$70, 2 children - \$100, 3 children or more - \$130

School donations help to subsidise the many activities which happen in and around the school and for which there is little or no Government funding

Stationery

\$35-\$45 per student, approximately.

Beginning of the year purchases can be made through local businesses. The school has small stocks for additional purchases through-out the year.

Class Trips/ Sport

\$20 per year approximately. To cover the cost of transport.

Year 3-6 swimming – approximately \$45 per year

Visiting Performances/Cultural

\$20 per child, per year, approximately.

Year 5/6 Camp

\$130—\$150 per child approximately, (depending on fundraising activities). The Year 5/6 camp is held every second year.

Skiing/Skating

\$70 (skiing) or \$30 (skating) per child approximately.

Fundraising

Throughout the year the Home and School Team and Board of Trustees hold a variety of fund-raising activities to raise money to support the education of the students at our school. You are encouraged to support these ventures as much as possible.

**Principal**

Grant Willocks

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03 615 7178

027 636 4141

027 322 2935 (absences only)

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Visit us on Facebook – Temuka Primary School

