

Turaki School Whānau Information Booklet

The Turaki Way



AROHA

www.turakiprimary.school.nz

Updated: January 2024

Welcome to Turaki School

At Turaki School we provide:

- A professional, dedicated and caring staff.
- A wide variety of programmes which cater for our student needs.
- An open door policy which encourages whanau and community involvement.
- A positive caring learning environment.

Our School Vision

Turaki, mai i te Wainui-a -rua horahia ki te ao whaanui Rural School - Global Outlook

The students at Turaki School will be confident, connected, actively involved, life-long learners who develop positive relationships.

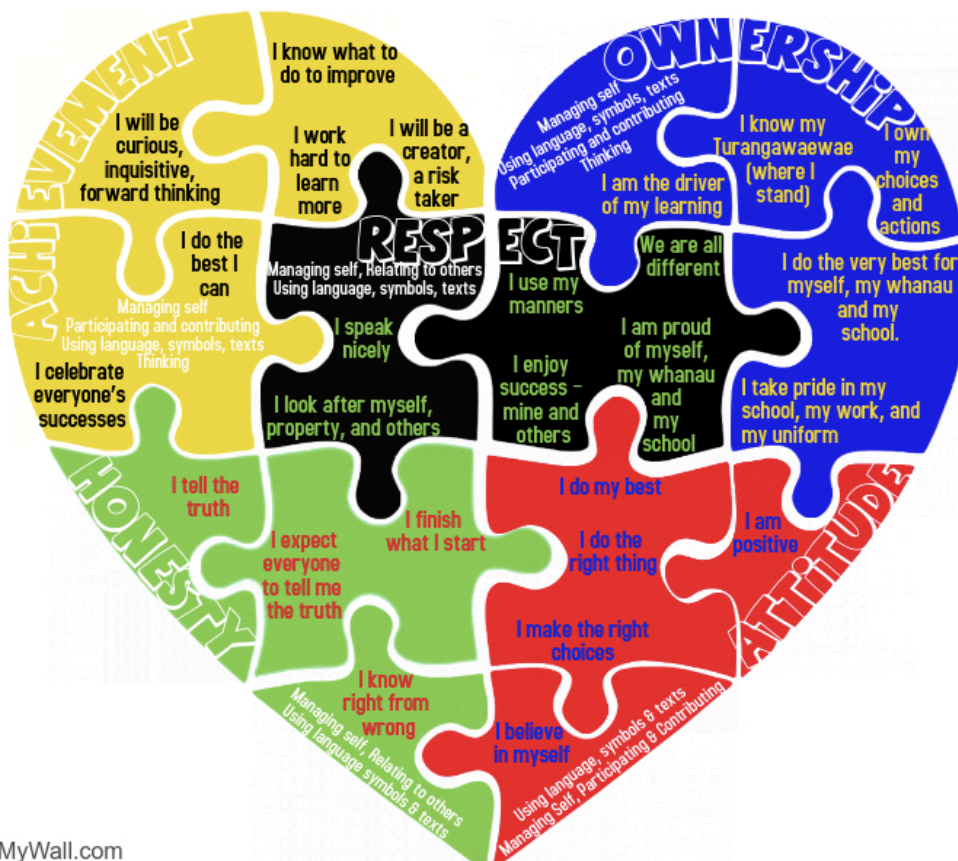
Turaki School's students, staff, Board of Trustees, parents and community share a belief that every student can succeed to a high level, without exception.

Turaki School Values - The Turaki Way

Turaki School is a Positive Behaviour for Learning (PB4L) school. The Turaki School values are represented by the **AROHA** acronym. By showing **AROHA** and demonstrating these values, children are actively living the Key Competencies and promoting the character and learning qualities desired by our school and community. **AROHA** forms the basis of the learner we aim to grow at Turaki School.

Our school values are:

- A**chievement
- R**espect
- O**wnership
- H**onesty
- A**ttitude



General Goals of Turaki School

- To promote learning and fulfill each child's needs and learning potential. Special emphasis is placed on catering for the educational needs of children - in particular Literacy and Numeracy.
- To encourage innovation and creativity throughout our school community.
- To attract, develop and encourage quality staff.
- To communicate effectively with our community.
- To develop the best physical and social climate possible, so that students and staff learn in a stimulating, caring environment.

A message from our Principal

Tena koutou katoa

Thank you for choosing Turaki School, it is my pleasure to welcome you to our whanau. As you will learn in the weeks and months to come we are an active, motivated and nurturing environment to be a member of. As a school we are blessed with a wonderful group of learners and staff, who strive to achieve and make us very proud. Positive relationships exist between staff, students, whanau and community. Some of our key regular activities and opportunities for learners include: Senior camps, Kapa Haka, Marae noho, Culture Festivals, Passion Groups, Whanau events, Production/Talent Exhibitions, KiWaho, Enviro Schools and a long list of interschool sports events.

We have an open door policy which encourages whanau and community involvement at Turaki School. Please feel free to come in at any time should you have a question, query, need or concern.

The purpose of this handbook is to provide parents, whanau and/or students with information relating to the school that might be useful at different times after enrolment. It is unlikely to contain answers to all of your queries but it is hoped that most of your queries can be answered by reading the appropriate section in here. Please do contact the school if you have a question and it is not answered in this book.

I would like to warmly welcome you to our Turaki School whanau and I look forward to working with you and your child/ren and getting to know you all better.

Nga mihi

Whaea Kyra

Board of Trustees

Aiyad Khan (Chairman)
 Kyra Leatuafi (Principal)
 Warrick Street
 Christy Keystone
 Psalms Tarapata
 Julia Loft
 Toria Arahanga (Staff Representative)

Staff

Name	Class	Position
Whaea Kyra		Principal
Miss Turner	Room Karearea - Year 7/8 Hauora	Deputy Principal Te Pihinga Team Leader/SLT Te Mahuri Team Leader/SLT Teacher
Whaea Chelsea	Room Piwakawaka - Year 0/1 Hauora	Te Kakano Team Leader/SLT Teacher
Whaea Tracey	Room Tiwakawaka - Year 0/1 Hauora	Teacher
Mr Paul Mills	Room Tui - Year 2	Teacher
Mrs Kelly-Anne Powers	Room Korimako - Year 3	Teacher
Whaea Courtnee	Room Korimako - Year 3	LAT Teacher
Mrs Rachael Wind	Room Whio - Year 4 Hauora	Teacher
Mrs Charmaine Hape	Room Kiwi - Year 5/6 Hauora	Teacher
Miss Rose	Room Kea - Year 5/6 Hauora	Teacher
Miss Toria Arahanga	Room Kereru - Year 7/8 Hauora	Teacher
Mrs Samantha Kereopa	Room Karearea - 7/8 Hauora	Teacher
Whaea Tari		School Admin
Whaea Harmony		School Admin
Mrs Lesley Burkett		Resource Teacher of Literacy
Mrs Margaret Leatuafi		CRT teacher
Whaea Eden	Piwakawaka	Learning Assistant
Whaea Psalms	Tiwakawaka	Learning Assistant
Mrs Sharee Mills	Tui	Learning Assistant/ LAT
Whaea Niva	Korimako	Learning Assistant

Mrs Heather Lundquist	Whio	Learning Assistant
Miss Frances Austin	Kiwi	Learning Assistant After School Care Manager
Whaea Tanira	Kea	Learning Assistant
Whaea Hutia	Kereru	Learning Assistant
Matua Bert	Karearea	Learning Assistant
Jazmine Austin		After School Care Assistant
Cambell Allen-Granger		Kitchen Manager
Kristina Hardisty		Kitchen Assistant
Mr Trevor Hardisty		Caretaker
Kristina Hardisty		Cleaner

School Terms 2024

- Term 1: Wednesday 30 January - Friday 12 April
Term 2: Monday 29 April - Friday 5 July
Term 3: Monday 22 July - Friday 27 September
Term 4: Monday 14 October - Wednesday 18 December

Daily Timetable

- 9:00 - 9:20 Hauora Classes
9:20 - 11:00 Learning Block 1
11:00 - 11:20 Morning Tea
11:20 - 12:50 Learning Block 2
12:50 - 1:35 Lunch
1:40 - 2:45 Learning Block 3
2:45 - 3:00 Hauora Classes

After School Care



Assemblies

Whole school assemblies are designed to be a positive, enjoyable time where achievements are acknowledged and activities and music are shared. Parents/caregivers are most welcome to attend.

Formal assemblies happen once a term. This is a special assembly where we acknowledge one student for Significant Achievement and one student for Outstanding Effort throughout that term. If your child/ren are receiving one of these awards our office will make contact with you.

Attendance

Attendance of children at school is expected to be regular and punctual. It becomes very difficult for children to progress and learn if they do not attend school every day.

If your child is going to be absent from school, please notify our school office. Please note the school will follow up any children who are absent without explanation, as a safety measure. Should your child be required to leave school between 9:00am and 3:00pm, please sign them out at our school office before they leave.

Where attendance is causing concern, our office will follow up with a phone call home. Regular non-attendance will be referred to Attendance Services.

Bank Account Information

For anyone wishing to make payments to school (sports fees, trip charges, camp payments) our banking details are:

Westpac Taumarunui:

03 0426 0149208 00

Buses

Tranzit are contracted to convey our children to and from school. Not all children are eligible for free bus transport. If you are unsure about eligibility, please contact Tranzit directly or call our school office.

Teachers supervise children lining up in their bus lines and mark the bus roll every afternoon. Bus duty teachers assume responsibility for ensuring that all children are on the buses before departure. Please advise our office if your child/ren is not traveling by bus on a particular day, for any reason.

Concerns and Complaints Process

Below is a copy of our Concerns and Complaints process which should be followed if you have an issue/concern.

Concerns and Complaints Process

Most concerns can be resolved informally by discussions with the people involved.

STEP 1

Your concern is **GENERAL IN NATURE**
OR ...
 involves a particular **STUDENT OR STAFF MEMBER**.

Contact the person involved to arrange a time to discuss the matter privately.
 Indicate what the concern is about and let them know if you'll bring a support person to the meeting. If the concern is about a student, contact the student's teacher (or principal).

Meet with the person involved to discuss the matter.
 Be prepared to listen to different points of view and try to work towards a resolution. This may require another meeting and/or involve senior management.

Is the matter resolved?
 Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.

YES

NO FURTHER ACTION REQUIRED

STEP 2

Your concern has **NOT** been resolved by meeting with the person concerned
OR ... does **NOT** involve a particular student or staff member
OR ... you **DO NOT** wish to approach the person concerned
OR ... involves the principal or a trustee (board member).

Contact the principal, senior management, or board member (as appropriate) to arrange a time to discuss the matter privately.
 Indicate what the concern is about, any steps taken to resolve the matter, and let them know if you'll bring a support person to the meeting.

Meet with the appropriate person (as above) and discuss the matter.
 Be prepared to listen to different points of view and try to work towards a resolution.

The principal may involve other people to help resolve the concern.

Is the matter resolved?
 Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.

YES

NOTE: Unless there are exceptional circumstances, a complaint will not be considered unless the correct process has been followed. You may be directed back to the staff member or principal to follow the process.

STEP 3

Your concern has **NOT** been resolved by previous steps
OR ... your concern is more serious
OR ... your concern is serious and it's not appropriate to contact the principal (senior management) about it.

You can make a formal complaint.
 See the school's **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

Put the complaint in writing (email or letter), giving as many facts and details as possible, and any steps taken to resolve the matter.
 Include your name, signature, and contact details.
 Send to the principal, presiding member (board chair), or deputy board chair/other board member, as appropriate.

Your complaint will be acknowledged.

The school will decide whether a formal investigation is necessary or appropriate. See the **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

If a formal investigation is required, subject to privacy, confidentiality, or other ethical and legal requirements, the school may keep you informed about the investigation process and timeframes, including confirmation of when the matter is concluded.

NO

Once a formal complaint has been resolved, there are no further avenues to pursue the complaint with the school.

If you are not satisfied with the outcome of your complaint, you are encouraged to take advice and may wish to consider contacting other agencies. See the school's **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

Dental Therapist

Dental Therapists service the school approximately once per year.

Digital School

Turaki School is a digital school. Electronic devices play a large part in our learning journey.

Our School is able to cater for "Bring your own Devices" for those families who have devices at home. This will take place in all Year 4-8 classrooms and all these learners have been set up with a school based account for file storage and sharing.

BYOD is not compulsory and the school will provide devices within each of the rooms for students to share as part of their normal programmes. The preferred device is a Chromebook.

If you would like to discuss devices, please feel free to make a time to come and see your child's Hauora teacher.

Homework or Home Activities

Homework is not compulsory at Turaki School. If you would like your child to receive regular homework activities please let their teacher know.

Kapa Haka

We have a Turaki School Kapa Haka Roopu. Kapa Haka practices are held at school every week and are led by Whaea Chelsea. Our Kapa Haka roopu participate in the Tuwharetoa, Mana Ariki and Ruapehu festivals.

Library

All children are encouraged to read, both at school and at home. There is always ready access to the library and a host of excellent books and resources. The Board of Trustees and teachers are committed to providing children with a range of books that cater for all tastes. All classes are timetabled to visit the library.

Lost Property

Invariably, items of clothing are left at school by students. We ask that items of clothing are named so they can be easily directed back to the owner. Lost property is kept in the kitchen. At the end of each term, the unclaimed articles of clothing are given to charity.

Lunches

At Turaki School we are members of the Ka Ora, Ka Ako - Healthy School Lunches programme funded by the Ministry of Education. We have kitchen staff who make lunch and a snack every day for each of our students.

Newsletters

Each fortnight an informative and interesting newsletter is emailed to our school families and put up on our school Facebook page. We also hold a few printed copies in the office for those parents/caregivers without an email address. Please let the school office know if you would like a printed copy sent home with your child. Keep an eye out for this as it often contains important information and reminders.

Passion Groups

Our Passion Group programme runs one afternoon per week. Every term we offer a variety of at least 10 options ranging from Robotics and Coding to Vege Gardening and Cooking. Each of our students are asked to choose their programme for the term. A number of these options are run by whanau/community members who volunteer and have the necessary skills and talents. If you are able to help out by running a Passion Group please have a chat with one of the team leaders.

Reporting to Parents

All students at Turaki Primary School have a Seesaw Journal. Your child will be using their own Seesaw journal to show their thinking, explain their work, share their ideas, answer questions and to watch their own progress throughout the year.

Seesaw is used as the prime platform to keep whanau informed of their child's learning. This will provide whanau with 'real time' reporting which will enable them to keep up-to-date with their child's learning throughout the year. Reporting posts across all curriculum areas are posted to Seesaw throughout the year.

General comment and curriculum level reporting are posted to student Seesaw journals twice a year, generally at the end of Term 2 and 4.

We promote parents and caregivers having regular contact with our teachers to touch base and just see how things are going. We have an open door policy which promotes sharing of information.

Whanau Initiated interviews

As Real-Time reporting happens throughout the whole school year, Turaki School does not have a set time for whanau interviews. Whanau interviews about your child's learning throughout the year are welcome, and are to be initiated by whanau if wanted or required.

Whanau are to make contact with your child's team leader or the school office if you are wanting a whanau interview with your child's teachers.

Team leaders will then make contact with whanau to make a suitable time to meet with all teachers involved in the child's learning.

Our whanau interviews are an opportunity for parents and teachers to discuss the student's progress and any issues/next steps.

Informal interviews/conversations

Whanau are welcome to arrange a time with the class teacher to discuss their child's progress at school. The school may contact parents/caregivers if a student is identified as needing additional support or not achieving.

Road Safety Patrol

Each year, a number of senior children are trained to be Road Patrol Monitors for the safety of our students when crossing the road. They are on duty with staff members from 3.00 to 3.10pm every day. All children are expected to use the patrolled areas when crossing the road. We ask that parents do the same to set the right example to our students.

School Behaviour Management

Turaki School is a Positive Behaviour for Learning (PB4L) school. We believe everyone needs to develop self-discipline and to accept ownership/responsibility for their own actions. We have a positive behaviour management plan based on rules with consequences for inappropriate behaviour. We view our system as a partnership; sharing responsibility between school and home.

We praise positive, appropriate behaviour choices with AROHA and praise. When inappropriate choices are made students will have a "mini chat" with their teacher. If a student receives three minichats for the same behaviour in one day or a 'major' incident occurs then they will receive a timeout with our Principal. In a timeout students are supported to make "I" statements about:

- What happened?
- Who has been affected?
- What needs to be done to make things right?
- What do we need to do to move forward?

As a part of the Time Out process students are required to contact home to explain why they are in Time Out.

Sickness and Accident

Please notify the school if:

- Your child is absent from school (either by phone, text or Facebook message).
- Your child has a notifiable (infectious) disease.
- You change your telephone number, address, email address.
- You change the person who is the "Emergency Contact".

We are equipped to handle injuries and slight indispositions that occur at school. When children are too ill to work in classrooms or when they sustain a serious injury (or any head injury) parents/contacts will be notified. Unless Medical treatment is required immediately, children are kept in sickbay for a short period of time to be monitored and assessed.

In the event of an accident or serious illness the Principal will act "in loco parentis" if parents/contacts cannot be contacted, and arrange for medical treatment. It is essential that the school be advised of any allergies and any medication children need at school. Regular, long term medication requires written notification from Parent/Caregiver advising name of medication, amount to be administered and time of daily administering.

Children requiring medication such as asthma inhalers or "bee sting treatment" can leave this in the School Office (named along with instructions).

Special Needs and Abilities

We recognise that some of our pupils have special abilities or needs in particular areas. The school provides programmes for identified children who have a special strength or require extra assistance. Classroom teachers are also able to identify and cater for these students within their own classroom programme.

Staff Professional Learning

Staff professional learning development is given a high profile in order that our educational priorities can be put into practice effectively. Just as we have high expectations of our students, all staff are required to continue their educational and professional learning.

Student Assessment

Assessment begins from the day your child starts and assists their teacher to provide appropriate learning for them. Learning examples are collected regularly, assessed and filed.

Sports, Fitness and Physical Education

Our aim is to develop the physical skills and enhance the health, growth and well-being of every child. This is achieved through a stimulating and lively programme. We aim to improve each child's level of fitness by providing regular fitness lessons through a range of activities.

A range of sporting codes are available to all interested students. Parents/caregivers support the school fully in coaching and managing sports teams involved in competitions outside school hours (Netball, rugby, hockey, soccer, basketball).

The school encourages all students to gain enjoyment by active participation in all sports programmes. Assistance from parents is necessary to ensure that all of our students are able to participate in their chosen events. Some of our school and inter school sporting events/activities include:

- Swimming
- Softball
- Lawn Bowls
- Soccer
- Ripper Rugby
- Orienteering
- Mud Run
- Cross Country
- Athletics
- Touch
- Ki O Rahi

Stationery

All stationery can be purchased at Paper Plus. Stationery lists for each Hauora class are available from our office and on our school Facebook page.

Sun Smart

Turaki School is a SunSmart school. All students are required to wear a hat while working and/or playing outside in Terms 1 and 4. Children without hats are limited to playing in shaded areas. Children are also encouraged to wear sunscreen. We ask that you assist in this area by "sun-screening" your children before they come to school.

Technology

Our Year 7 and 8 technology is run by our Te Mahuri staff.

The fee for 2024 is \$10.00 per pupil per term or \$40 per year.

Traveling 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 Kereru. 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.

Tumeke Brekkie

Breakfast is available from the kitchen staff at the school kitchen from 8.10am. Children who arrive at school and would like breakfast are encouraged to help themselves.

Turaki PTA

Our PTA are a wonderful group of parents who organise and lead fundraising events for the benefit of all of our students. Our group of parents are committed to helping all of our tamariki by organising events such as our Car Boot Sale, Batons Up, Hangi, and Gala. If you are interested in helping out please let our school office know.

Uniform

Our Turaki School uniform can be purchased through Postie Plus, The Warehouse and we have some stock at school. It consists of plain black bottoms, a yellow polo shirt and bottle green polar fleece.

