



Parent/Caregiver Information Booklet



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Welcome From the Principal

Welcome to Tokanui School! I know that you will love what we have to offer your children and that they will enjoy their time with us.

We value input from caregivers to help support and enhance the learning programme. Make sure that you introduce yourself to the classroom teacher and get involved by supporting your children and school activities.

You will find that the staff and I are approachable and keen to speak to you regarding your children's welfare and progress. Catch teachers after school to arrange a time to meet or phone the Office to make an appointment to meet with myself. If we work together, we can make a difference for your child.

We aim to provide a wide range of stimulating educational experiences for the children and value the support that we get from our Community.

Attached are papers with pertinent information about our school that you should have. Please retain them for future reference during the school year.

Regards

Kate Stevenson

Principal

Mission Statement

"Empowering children through Respect, Integrity, Community and Excellence."

Principles- that underpin our school's curriculum

High Expectations-

To support and empower all students to learn and achieve personal excellence – academic, creative and physical.

Learning to learn-

Students will be encouraged to reflect on their own learning and how they learn best.

Community Engagement-

Learning activities will connect with students' lives outside of school and where relevant engage their families and community.

Coherence-

To offer a broad education that makes relevant links across the curriculum, and transitions students through the school and beyond.

Inclusion-

There is unconditional acceptance of all students' cultures, talents and abilities and an expectation that all students will learn.

Cultural Diversity-

Reflect New Zealand's cultural diversity and values the history and traditions of all its people.

Treaty of Waitangi-

Acknowledge the principles of the Treaty of Waitangi and the bicultural foundations of Aotearoa New Zealand. All students have the opportunity to acquire knowledge of te reo Maori me ona tikanga (Maori language and culture).

Future Focus-

Students will be encouraged to look to the future, exploring significant issues- sustainability, citizenship, enterprise and globalisation.



Our School Values – These values underpin everything that we do at Tokanui School:

Respect for life

- Respect yourself, others and the environment.

Integrity

- Honest, responsible and accountable.

Community

- Be an excellent school, classroom and local community member.

Excellence

- Doing the best you can and celebrate achievement in others.

Beliefs – We believe that:

1. Children need to believe in themselves and have respect for others.
2. A safe school and a supportive community working co-operatively will provide the best possible learning environment.
3. Highly skilled and enthusiastic staff are paramount to children's education.
4. High achievement levels in Literacy and Numeracy will give children a sound basis for ongoing learning.
5. Children should know about and be proud of who they are and where they come from.
6. A fully-resourced school is essential to provide a balanced education

The School Charter

This is the key document by which the school operates. It contains a number of formal requirements expected of schools by the Ministry of Education, and a range of local policies approved by the Board of Trustees. Copies of the charter are available for parents to borrow from the School Office.

Strategic Goals

Strategic Goal 1 – Each Tokanui student will be engaged in an education that enables them to reach their full potential, (underpinned by the New Zealand Curriculum)

Strategic Goal 1 – Each Tokanui student will develop competencies to live, learn, work and contribute as active members of their community.



2019

School Calendar 2019

TERM ONE:

- Term commences - Monday February 4th
Term finishes - Thursday 12th April

TERM TWO:

- Term commences - Monday 29th April
Term finishes - Friday 5th July

TERM THREE:

- Term commences - Monday 22nd July
Term finishes - Friday 27th September

TERM FOUR:

- Term commences - Monday 14th October
Term finishes - No later than Thursday 20th December



Statutory Holidays

- Waitangi Day 6th February
Good Friday 19th April
Easter Monday 22nd April
Easter Tuesday 23rd April
Anzac Day 25th April
Queen's Birthday 3rd June
Labour Day 28th October

School Calendar 2020

TERM ONE:

- Term commences - Between Monday 27th January and Friday 7th February
Term finishes - Thursday 9th April

TERM TWO:

- Term commences - Tuesday 28th April
Term finishes - Friday 3rd July

TERM THREE:

- Term commences - Monday 20th July
Term finishes - Friday 25th September

TERM FOUR:

- Term commences - Monday 12th October
Term finishes - No later than Friday 18th December

Statutory Holidays

- Waitangi Day 6th February
Good Friday 10th April Included in School Holidays
Easter Monday 13th April Included in School Holidays
Easter Tuesday 14th April Included in School Holidays
Anzac Day 25th April (observed 27th April)
Queen's Birthday 1st June
Labour Day 26th October

Regular School Events

| What | When | Who |
|------------------------|-------------------|--------------------------|
| Flower Show | Term 1 – biennial | All Classes |
| Visit Art Exhibition | Term 1 – biennial | Varies |
| Camp | Term 1 | Year 7 & 8 |
| Swimming Sports | Term 1 | All Classes |
| Athletic Sports | Term 1 | All Classes |
| Cross Country | Term 2 | All Classes |
| Jump rope For Heart | Term 2 - biennial | All Classes |
| Moffett Cup | Term 3 | Years 3 – 8 |
| Bowls | Term 3 | Year 7 & 8 |
| SMAC Maths | Term 3 | Years 5-8 |
| Tokanui's Got Talent | Term 3 – biennial | All Classes |
| Speech Competitions | Term 3 | Years 5-8 |
| School Photos | Term 3 or 4 | All Classes |
| Golf | Term 4 | Year 7 & 8 |
| Pet Show | Term 4 | All Classes |
| Life Education | Term 4 | All Classes |
| Zone Tennis Tournament | Term 4 | Years 6-8 |
| Soccer Tournament | Term 4 | Teams from all ages |
| Science/Tech Road Show | Term 4 – biennial | Year 7 & 8 |
| EnviroSchools Hui | Term 4 | Selected from Year 5 - 8 |

School Staff 2018

PRINCIPAL: Mrs Kate Stevenson

TEACHERS :

| | |
|---------------------|--------------|
| Mrs Sue Poole | - Year 7 & 8 |
| Miss Pauline Cahill | - Year 5 & 6 |
| Miss Dana Gillard | - Year 4 & 5 |
| Miss Georgia Taylor | - Year 2 & 3 |
| Mrs Tina McMullen | - Year 0 & 1 |

TEACHERS AIDES:

Miss Tina McWilliam
Mrs Raewyn Stronach
Mrs Judy Buckingham

OFFICE ADMINISTRATOR: Mrs Marylyn Hayes

LIBRARIAN: Mrs Patricia Poole

GROUNDS : Mr Les McWilliam

CLEANERS:

Mrs Yvonne Stone
Miss Tina McWilliam

Tokanui School Board of Trustees

The Board of Trustees consists of five elected parent representatives, the Principal and a Staff Representative. From time to time the Board may co-opt people for various reasons. The Board meets once a month and oversees:

Curriculum
Finance
Property
Health & safety
Operations & self review
Legislative Requirements



MEMBERS: Board Chairperson: Daryl Johnstone
Ann Callahan
Nolan Jennings
Cala Paenga

STAFF REP: Pauline Cahill
PRINCIPAL: Kate Stevenson
The Board employs a Secretary and Financial Services Officer
SECRETARY: Rona Cowie
FINANCE: Deann Paisley

All meetings are open to the public and everyone is welcome to attend. Anyone wishing to be given speaking rights must contact the Chairperson 24 hours before the meeting. Board meeting minutes are available for parents to read at the office. Board of Trustees Elections take place in May 2019.

The Principal is responsible to the Board of Trustees for the implementation of the policies established by the Board as well as the curriculum of the school. In this respect the Principal's role is that of Chief Executive with responsibility for Administrative Operations of the school as well as the adherence to the National Curriculum as laid down by the Ministry of Education.

If you have a query or concern, your first point of contact with the school is the staff member involved and then the Principal.

Message from the Board of Trustees

Welcome to Tokanui School. The children come from the Fortrose, Otara, Waikawa, Quarry Hills, Waimahaka and Tokanui communities and the school thrives on support from these communities. The Board is grateful for the help that is freely given from these members of our community.

The Board of Trustees has overall responsibility for the school but is not in a "hands on" management position. This is delegated to the Principal, the professional leader of the school.

The Board of Trustees ensures there are goals, objectives and policies in place so the school can effectively achieve the aims of the charter and mission statement. We ensure there are mechanisms in place so the Board, the parents and caregivers know this is happening.

The Board is responsible for the physical environment at our school and the community is proud of what has been achieved. All students are encouraged to take pride in their school and its environment.

We recognise the staff as a key resource at our school and look to the Principal to encourage innovative, positive and forward thinking classroom programmes which challenge individual children to reach their full potential throughout our school.

Working in partnership with the staff to promote achievement and learning opportunities for our children is a rewarding role and I would encourage you to offer yourselves for election at some stage of your children's schooling.

Daryl Johnstone
Chairman

Home & School

CHAIRPERSON : Katrina Templeton

SECRETARY : Kylie Manson

TREASURER : Deann Paisley

The Tokanui Home and School (PTA) is a good way to meet with other families. Our Home and School organises fundraising to support our children and ensure that we don't miss out because of funding. The Home and School raises money to help: Take children by bus to events, have performers to our school, provide more books for our library, up-grade of our courts, provide excellent playing equipment and games for the children as well as providing an avenue for families to raise the money to attend school camps in Year 7 & 8.

Fundraising activities include:

- ITM Cup and Super 15 Sweepstakes.
- Quiz (this runs for 10 weeks in the winter months mid-May to end-July).
- Washing of Senior rugby jerseys (on a roster, usually once for the year).
- Selling Apples.
- Catering.
- Sausage Sizzle.

Meetings:

The Home and School have a meeting each term, usually around the second week. These meetings are informative, including a report from the Principal. They are a great chance to keep up to date on what's happening at School.



School Resources

Our classroom programmes are supported by:

- Staff who have a high priority of continuing their own professional development and thereby improving teaching and learning opportunities for children.
- A policy of carefully monitoring children to ensure teaching programmes are meeting their needs.
- Physical resources- our school is well equipped, with computers, excellent sports equipment and teaching resources – which are continually updated.
- Parents, extended family and caregivers who support our school programme.

School Hours

| | |
|--------------------|-------------------|
| Morning Session: | 9.00am – 11:00am |
| Morning Break: | 11.00am - 11.20am |
| Lunch Break: | 12.30pm – 1.30pm |
| Afternoon session: | 1.30pm - 3.00pm |

Winter Hours

| | |
|--------------------|-------------------|
| Morning Session | 9:15am – 11.15am |
| Morning Break | 11.15am - 11.35am |
| Lunch Break: | 12.45pm – 1.30pm |
| Afternoon session: | 1.30pm - 3.00pm |

At 8.30am children may enter the school grounds. Buses leave school at 3.00pm. Children must be under adult supervision when on the school and pool grounds outside of school hours.



Expectations

What can you and your child expect from Tokanui School

A welcoming environment

We endeavour to:

- provide a positive school culture where respect and inclusiveness are a major focus for staff and students.
- ensure all children are treated fairly and respectfully and have a sense of belonging to a learning community.

Respect and a sense of belonging

To encourage a respectful attitude and a sense of belonging to the school community we encourage lots and lots of:

- smiling
- friendly comments
- fun activities
- quiet voices
- specific positive comments about effort
- regular conversations with individual children

High quality teaching programmes

Our major teaching focus is to:

- ensure children achieve a high level of literacy and numeracy skills.
- provide high quality teaching programmes that meet individual learning needs.
- ensure children with special learning needs (remedial or extension) will receive support required.
- challenge teachers to continually review their practice and keep up to date with the latest research in the most effective ways on teaching and assessment.



A range of learning experiences

- We provide a range of learning experiences that will set up children for their future life and career e.g. Physical Education, the Arts, Education Outside the Classroom, Environmental learning.
- We draw on our school community to utilise strengths and interests that will give the children as many opportunities as possible and develop their independence and confidence in trying new activities.

A safe learning environment

- We operate under a positive learning environment where children are encouraged to show respect to others and develop integrity within themselves. The school Values of Respect, Integrity, Community and Excellence are taught and embedded in all that we do.
- We actively encourage children to tell someone when they face an issue concerning bullying and these concerns are listened to and taken seriously.
- We encourage children to take responsibility for their own actions, finding a way to make amends to the victim and accepting consequences.
- We focus on developing a school culture that makes everyone feel valued and included.
- Children are aware of the importance of taking responsibility for their behaviour, learning and belongings.

A listening ear

- If you have any issues or concerns please tell us. Your first person of contact is the classroom teacher and if you still have a problem then make an appointment to meet with the Principal.
- We are all keen to do our very best for your family and will try to accommodate your needs.

Fun

- Fun is an essential part of a child's world.
- Staff also need to enjoy their working environment.
- We want children to have as much fun as possible while they are learning and playing.
- We encourage laughter and lots of light hearted times.

What does Tokanui School expect of parents, carers and children?

Regular attendance and punctuality:

- For the very best learning opportunities, children need to attend school every day unless they are sick.
- An occasional day at home (or in town) for no particular reason detracts from your child's learning. It might mean missing, for example a vital piece of the maths learning or reading understanding, which might explain why your child has difficulty in this area later on.
- If your child is absent, please use the absence form on our app (we encourage this method), absence form on website, text or ring the school as soon as possible and give the child's name, class and reason for the absence. If there is no reason given, children are marked as Truant.



Respect and support for the school

- Children quickly pick up negative reactions to school when parent/caregivers “sound off” within their hearing.
- We accept that we don’t get it right all the time. However we would really appreciate it if on the occasions when you are concerned, you tell us directly - and preferably not within your child’s hearing.
- Modelling respect and honesty is another way you can help your child get the most from school and life in general.



A-Z of general information

Absences

If your child is absent, there are several ways to advise the school:

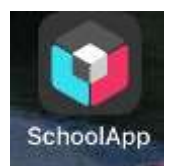
- On the School App, absences.
- Text the schools cellphone.
- Phone the school with the reason for absence.

Attendance is recorded online and is a legal document available to the Ministry of Education.

Attendance at school on a regular basis is required under the Education act.

App

The School has an app for smart phones. Go to either iTunes or Google Play and download schoolappsnz.



Assembly

Our School Assemblies are held in Room Karariki at 2:20pm on a Friday. Parents and extended whanau are always welcome. The dates are advertised in the Newsletter as these aren't held every week.

Bicycles

The wearing of safety helmets is compulsory for all children riding to and from school. The Educational Police Officer will talk to children biking to school about road safety where necessary.

Book Clubs

The school participates in the Scholastic Book Club.

Order forms are sent home to provide families with the opportunity to purchase books at a reasonable price. This may be completed online by parents or returned to school.

Payment can be made by credit card, cash or cheque. Cheques should be made payable to Tokanui School.



Bus Pupils

Children are eligible to travel on the bus if they are :

- a. Under 10 years who are more than 3.2 km from school.
- b. 10 years and over whom are more than 4.8 km from school.

Other children (who are ineligible), living on the bus route may be permitted transportation if room is available. However, if there are insufficient spaces 10-13 year old ineligible pupils will be required to make their own way to school on the basis of the closest pupil off first.

Safety:

On leaving the bus pupils must step back two spaces and wait on the side of the road until the bus has moved off, so that they have a clear view of the road before crossing.

- Pupils who travel to school by bus must not return home by any other means without permission from parents.
- Other pupils must not travel on the bus without permission from parents and the school.

Each bus route has a bus monitor who:

- checks that all children are lined up ready to travel on the bus.
 - ensures that children behave appropriately on the bus.
 - reports any misbehaviour to the bus driver and/or Principal, who is the Bus Controller.
- Any complaint or concern must be directed to the Principal.

Please allow 5 minutes leeway either side of the stated time for pickup and drop off.

Children's Safety

Please warn your child/children about:

- loitering to and from school.
- visiting friends without your permission and the school being contacted.

Please help us to keep your child safe by notifying the school if your child:

- is being picked on by someone else.
- is to leave the school grounds.
- has a change of address or telephone number.
- will be late for school.
- has a notifiable infectious disease.
- if there is a change in home life.

Children should not be at school prior to 8:30am without a parent to supervise them.

Teachers are busy preparing for the day and are not available to supervise prior to this time.

Civil Emergency

The school has a planned procedure to put into operation in case of a civil emergency such as a major earthquake. The school will keep all children at school under supervision until they are collected by parents or another adult specially nominated by you.

Class Trips / Visits

As part of the class programme, day visits and in some cases overnight camps are undertaken by classes. These are a valuable extension of the class programme and involve a large amount of work and organisation. Parents help on such excursions is essential and any offers of transport or supervision at these times is greatly appreciated.

Complaints

Often unnecessary worry can be caused by unfounded rumour or misinterpretation. On the occasion of any suspected trouble, please contact the Principal or classroom teacher before it becomes a bigger issue. Please do not make your complaint via social media platforms or email.

Computers - Internet

At the beginning of each year an expected Code of Conduct and a permission slip will be sent home for parents to read and sign to enable their child to have access to this resource.

Bring Your Own Device is an option for our two senior classes. Please get the appropriate notices from the Office if you are thinking of purchasing a device for your senior student. Only the approved device will be allowed at school and for educational purposes.

Consultation with the Community

Consultation is a long term process which aims to establish a genuine level of communication between the school and the community, and a mutual sharing of view points on a two-way basis. Parents are consulted on changes and reviews to policies and procedures and to gain feedback on events that have taken place to help with future planning.

Communications with Parents

Parents are kept informed of class and school events through the School Newsletter, School App, See Saw and notices.

The School has a phone tree – which can be used to relay information.

Cultural Events

We have a policy of inviting performers from the wider community into our school, usually one per term.

Every opportunity will be taken to participate in cultural events within the Tokanui and wider area.

Most of these performances are paid for or subsidised by the Home and School, using funds from fundraising projects.

Dental Service

Our children attend the dental clinic based at Fernworth School in Pomona Street, Invercargill.

Phone (03) 216 9706

Discipline

The school operates a successful Behaviour Management Plan, where children are encouraged to be responsible for their own actions and behaviour and respect their own property and that of others. Parents are contacted if there are serious matters of concern so that we can work together to improve the situation.

Fitness, Physical Education, Swimming

All classes participate in these programmes. Should children not be well enough to participate parents should notify the teacher with a note requesting exemption.

Health & hygiene

A number of our staff are trained in First Aid and we have First Aid facilities at school. For the health of the whole school community it is important to keep your children at home if they are unwell.

If children becomes ill at school, we attempt to contact parents so the child may be collected and taken home.

Every attempt will be made to contact parents in cases of injury or illness so it is important that we have updated phone numbers and emergency number contacts.

Children requiring medication such as asthma inhalers or bee sting treatment can leave this (named) in the medical room . This must be accompanied by parent's written permission for staff to dispense this medicine.

We retain a register of health problems. **REMEMBER** keep us informed if circumstances change.

Particular care should be taken with head lice and impetigo (school sores). These should be treated properly and the school should be notified so as to avoid further spread of these. The school will be contacting caregivers to collect their child if we find head lice, school sores or any other infectious ailment.

We are able to refer, with your approval, children to the Public Health Nurse who would follow up any checks with you.

Vision and hearing checks are carried out regularly, again with your permission.

Homework

Each teacher will send home a notice within the first two weeks outlining their home learning expectations.

This will mostly consist of reading, spelling, learning of basic facts and sometimes work on the current topic or finishing off.

Please return books promptly. It is important that the supply of books is available for others to learn from also.

House System

When your child is enrolled he/she is put into a ' House ' grouping (Rata (*Red*), Rimu (*Green*), Kowhai(*yellow*), Kauri (*blue*)). These houses are used for school wide activities. House competitions are run to build good spirit among the students.

ICT –Equipment and devices

Mobile phones, iPods, games, cameras and USB drives are unnecessary. If they need to be at school, children must have a written letter from home and permission from the school.

Library

The school has as excellent library with a wide range of titles for the benefit of all the children in the school. New titles are constantly being added to the shelves. All pupils spend some time in the library each week.

Children are issued with books that must be returned before they are issued with new books.

The Book Bus calls on the school each month and children in the three senior classes can get books out if they wish. Just get a form from the Office to join up.

Lost Property

It is recommended all clothing be named. All lost property is deposited into plastic boxes in the cloak bays. Children who have misplaced articles of clothing should be encouraged to check these boxes. Periodic displays of lost property will be advertised though the newsletter. Unclaimed clothing will be disposed of regularly.

Lunches

Children who go home for lunch regularly should provide a note from parents at the beginning of the school year.

Children who normally have lunch at school and who may go home for lunch occasionally are asked to provide a note from parents explaining the change of routine.

No children may leave the grounds to purchase their own lunches without permission from parents and staff.

Lunches to be heated in the pie warmer, (must be named and have class number or name and wrapped in suitable wrapping eg foil) will be collected prior to morning interval and delivered prior to the beginning of lunch time. Please provide children with food suitable for a healthy morning snack, such as vegie sticks or fruit. Try to keep lunches nutritious and avoid processed food.

Money

All money bought to school should be handed to the Office. Money should be in an envelope with the child's name, class, amount and what it is for written on the front.

Newsletters

It is essential to read the newsletter to be informed about school events and happenings.

School newsletters are sent out to the schools community weekly on a Wednesday. To subscribe to our newsletter (go onto our webpage and add your email address under the Newsletter tab) these will be emailed at lunchtime on a Wednesday. Community groups are most welcome to contribute items for a small cost, and these will be included in our newsletters if space permits.

Office Hours

Our School Office staff are on duty from 8:30am – 3:00pm.

Parental Involvement

Parents can be involved in a number of school activities both in and out of the classroom. Some examples of involvement are: Accompanying trips, reading assistance, sports coaching, Kapa Haka, EnviroSchools and swimming.

Any parent with spare time and/or skills to offer should contact the Office.

Parents are often asked, through the newsletter to help in some way – or they may be contacted by a staff member.

Thank you for supporting your school.

Private Music Lessons

These are available from Marylyn and Steven Hayes. Bookings can be made by phoning them on: 2468 446.

Religious Instruction Programme

We offer a Religious Education Programme to all classes on Thursdays for 30 minutes.

Parents have the legal right to withdraw children if they so wish and this should be conveyed to the Principal by a written note or telephone call.

Reporting to Parents

The school encourages frequent contact between parents and teachers to discuss student's progress or related matters of concern.

Formal Goal Setting Conferences with teachers, caregivers and children, will take place in Terms 1 & 3 with Reports going home in Terms 2 & 4.

The report shows your child's progress.

School Closure

On the rare occasion that the school has to be closed, the phone tree becomes the main form of reliable communication. Information is also placed on the School Facebook, School App and on the radio.

School Events

Each term the school events are listed in the Newsletter under Calendar of Events. It is important to look at this each week. They can also be viewed on the School App.

School Policies

All areas of the school curriculum and organisation are covered by school policies or procedures. These are available for parents to view, please contact the Office or the Principal. As part of the Board's School Review Procedures, relevant policies are made available for parents to review.

Sports Uniform

For all Zone events the children wear a green/black tee-shirt and black shorts. These shirts are distributed through the school. Your child will be assigned a numbered tee-shirt at the beginning of the year. At the end of the year damaged or lost tee-shirts will be charged for.

Green hoodies with gold logo are optional and can be ordered through the Home and School.

Stationery

The school carries stocks of the stationery that your child will need. Families are notified of the basic stationery requirements at the end of the year for the next school year giving them the option of purchasing these locally or at School at the beginning of the year.

Thereafter, children can purchase the replacement stationery they require as they need it.

An account will be sent home each term.

Swimming and Pool Use

During the summer months, each class will have two - three sessions per week in the pool. The School aims to teach children to be safe in and around the water.

Staff will supervise fun swims at lunch times on occasions, particularly in hot weather.

Technology Training

Year 7 & 8 pupils attend technology at Menzies College for one day a week over two terms.

The bus leaves Tokanui School at 8.10am returning for the bus runs in the afternoon – 3.00pm.

Telephone

Children can gain permission to use the telephone to contact parents on important matters only.

Staff can be contacted during breaks, before and after school.

They cannot take phone calls during class times.

Toys & Valuables

As teachers cannot be responsible for the custody of valuable articles, children are advised not to bring them to school. Policy on watches and small jewellery is "wear at your own risk and expense".

Expensive toys are also discouraged.

Visitors

The school positively supports parent involvement and frequent contact between families and teachers. It is our partnership that ensures your child will succeed. Parents and Community members play an important part in our schools activities and programme.

However it is to be appreciated that we want our classes to operate with as little interruption as possible during the hours of teaching.

If you wish to meet with a teacher please phone the Office first to arrange a suitable time.