



2023 School Handbook

14 School Road / P.O. Box 7, Tiniroto. 4044.

School Phone: 06-8637129.

Email: Office/Tiana: tiana@tiniroto.school.nz Principal: principal@tiniroto.school.nz

Facebook: Search for 'Tiniroto School'

Website: www.nzkiwiclassroom.weebly.com/tiniroto-school.html



Our Mission

Tiniroto School will ...

- create a safe, attractive, supportive environment, where quality learning, confidence and positive social skills are developed and valued.
- provide the children with values and key competencies for success in the future.
- develop respectful relationships with children, parents, caregivers and the school community.

Our Vision

Tiniroto School will support all children to be...

'Respectful, self-managing children with integrity and empathy who are prepared for a successful future.'



Our R.I.S.E Values

Respect
Integrity
Self-Management
Empathy

Our Principles

Children at Tiniroto School will experience a curriculum that engages and challenges them, is forward looking, inclusive and affirms New Zealand's unique identity.

- All children will be empowered to learn and achieve personal excellence.
- Our school curriculum will acknowledge the principles of The Treaty of Waitangi and the bicultural foundations of New Zealand.
- Our curriculum will reflect the cultural diversity of our school community.
- Our curriculum will ensure that all students' identities, languages, abilities, and talents are recognised and affirmed.
 - All children will be encouraged to reflect on their learning and given the strategies to 'learn how to learn'.
- Our curriculum will be relevant to the children and connect with the whole school community.
- Our curriculum will make links across all learning areas providing coherence to the students. The children will have input into what they learn.
- Our curriculum will encourage our children to be 'future focused' and encourage them to explore and understand significant issues such as sustainability, citizenship, enterprise and globalization.

Key Competencies

- | | |
|-------------------------------------|----------------------------------|
| ✓ Thinking | ✓ Managing self |
| ✓ Relating to others | ✓ Participating and contributing |
| ✓ Using language, symbols and texts | |

Welcome



Firstly, welcome to Tiniroto School, and to our small but vibrant community. We are sure that your child/ren will thrive and enjoy school, and that you as a family, will enjoy being part of the Tiniroto community.

This booklet has some information about our school. If there is anything you are unsure of, and/or you would like more information, please do not hesitate to get in contact with either Tiana in the office, or myself. We are only a phone call or email away.

Again, welcome, and thanks for being a part of Tiniroto School and community.

Contact Information

School Phone: 06 8637129

We do have an answerphone with the above landline, so feel free to leave a message, as these are checked on a regular basis.

School community Facebook messenger group, (which we use out here because we have no cellphone/texting coverage). Once you have made contact through the school Facebook page shown below, then you can use that to notify us of any messages, in addition to email and landline calls. That will also allow us to do the same with any message from us to you. Simply go onto the school Facebook page and send us a private message.

Tiniroto School Facebook Group (public page):

<https://www.facebook.com/profile.php?id=100083454334446> (or search 'Tiniroto School' on Facebook).

Tiniroto Community Facebook Group (private page):

<https://www.facebook.com/groups/1501709326743547> (or search 'Tiniroto Community' on Facebook).

Office Email (Tiana): tiana@tiniroto.school.nz or office@tiniroto.school.nz

Principal Email: principal@tiniroto.school.nz

School Website: www.nzkiwiclassroom.weebly.com/tiniroto-school.html

2023 Staff

Principal (Teaching):

Classroom Teacher (Y0-8):

Release Teacher: Diana King

Secretary/Office/Teacher Aide: Tiana Apiata

Cleaner: Tiana Apiata

School Lunches: Tiana Apiata

Grounds/Caretaker: BOT

2023 School Hours/Timetable

Times during the day may change slightly at times.

8.45am	School Begins
8.45 - 10.40am	Teaching Block 1
10.40 - 11.00am	Break 1 (morning break)
11.00am - 12.30pm	Teaching Block 2
12.30 - 1.10pm	Break 2 (lunch time)
1.10-2.30pm	Teaching Block 3
2.30pm	School finishes

Board of Trustees

Presiding Member:	Jess Kawenga	jesskawenga@gmail.com	06-8637202
Treasurer:	Kirsty Playle		
Staff Rep:	Diana King		
Principal:		principal@tiniroto.school.nz	06-8637129

BOT Meetings are held at various times throughout the year. Please contact the Principal or Presiding Member to be advised when the next meeting is. These are usually notified as upcoming in the school newsletter. BOT Meetings are public meetings, so anyone can attend. If you wish to have speaking rights, that is, that you want to bring something up, you must have prior approval beforehand. In this case, please contact the Presiding Member, (Chairperson), to discuss this.

School Assemblies

Times when we have School Assemblies, do vary. Please ask us when the next one will be held. These are also put in our newsletters to let parents know when the next school assembly is.

School Bus Timetable

Please contact the school to find out what bus services are available for children from Tiniroto School.

Newsletters

To assist with bridging the communication link between home and school, a printed newsletter is issued on a regular basis. These are also uploaded to our Website and Facebook page. The newsletters are also given out to other members of the community. If you know someone who has not received one, but would like one, then do please let them, of us know.

New Entrants

To assist with new entrants becoming familiar with school routines, parents are encouraged to make contact with the Teaching Principal to arrange pre-school visits in the four weeks prior to their fifth birthday. Children will be invited to attend one morning a week and then on the fourth visit, for a full day.

When enrolling new entrants, parents are required by law to present an immunisation certificate, (this is available from your family doctor), and a birth certificate or valid passport. Please be aware that children cannot legally be enrolled before their fifth birthday, however, we encourage you to inform us of your intentions to enrol with as much notice as possible. Please contact the school for further information and to confirm suitable days and times for visits.

School Uniforms

Tiniroto School does have a set school uniform, (navy sweatshirt and a jade t-shirt), for when they are at school. These are kept at home with you, as you purchase them, so they remain yours. They are subsidised by the Tiniroto BoT's.

When we go away for excursions/trips, we also have another 'away uniform', which the children are required to wear when we are away from school. These are held at school and are given out when these are required to be worn. Please ensure that when they come home, that they are washed and returned to school, so they are all ready for use on our next trip.

There is no charge for these 'away uniforms', which is all provided and paid for by the school.

Administering Medication

A parent or caregiver must make contact with Tiana, (who is our first aid officer), either in person, by phone or by email, to let us know that your child has medication on them. You will need to outline how often it is to be taken, and the dosage. Tiana then records these details, and collects the medication until it needs to be administered to the child. Please also remind your child to hand in any medication to Tiana when they get to school.

Absences/Sickness

Parents/Caregivers are asked to phone or email the school if their child is sick or absent.

One of the school requirements is that we record the reasoning of an absence, which includes stating to the MOE, (Ministry of Education), whether it is a justified or unjustified absence, which is recorded against the child's attendance online in the MOE database. This is done twice a day, first thing in the morning, then again in the afternoon. For example, we need to know if it is sickness, bereavement or holiday etc. We then have to notify this to the MOE.

If there is a regular pattern of lateness, then this is also recorded against the child's name with the MOE.

We are also obliged to report the student as truant if the child is absent, and we have not been notified, or we are unable to make contact to find out why the child is absent. Basically, communication is the key, so if your child is going to be away, simply give us a call or message us just to let us know.

In relation to sickness, we appreciate parents being pro-active and keeping their child at home if and when they are sick. This prevents any infection spreading to others. Again, when this happens, simply let us know thanks.

School Donations / Fees

Tiniroto School does not charge for school fees.

The exception to this is when school camps are organised, which is a charge which is passed onto parents at that time.

Sun Smart

During the heat of summer (Terms 1 & 4 usually) the staff ensure that pupils are wearing a wide brimmed hat, (not a cap), whilst exposed to the sun. Pupils are directed to a shady area if not wearing a hat. We urge parents to apply sunblock to their child in the morning before school if you can see it's going to be a hot day. If needed sunscreen is also available at school for the children to apply during the day.

Expressions of Concern / Complaints

On occasion (very rarely we hope!) parents may have justification to express a concern or query regarding the functioning of our school. If you do, we ask that parents adhere to the appropriate channels when wishing to discuss a matter of concern. Out of courtesy, it is appreciated that the Principal or Staff member involved is the first port of call. When expressing a concern regarding the day to day running of the school, please contact the principal in the first instance.

If you feel that your concern has not been addressed, in general terms, our school policy states that in the first instance the concern should be made known to the person it is directed at. If there is no resolution, it then goes on to the principal, and thereafter to the BOT, as a final measure. All formal complaints must be submitted in writing please. An outline of the complaint's procedure is available on request at the school office, and may also be listed on our documents page on our website.

Communication with the School

At Tiniroto School we welcome and encourage parents to come in and communicate with us. If parents would like to discuss their child's progress, we are very happy to do this. Please contact the school/staff member, and arrange a time to meet with us/them.

Police Vets

When we have local overnight events or overnight trips away, a Police Vet is required from parents. When enrolling your child, please ask us for a form, which will then allow you to be able to come away with us when we do have any overnight trips/camps. If you do not have a police vet, then unfortunately with this mandated rule, you would not be able to come away and assist us on these trips. Please feel free to have a confidential word in confidence with the principal if you want to know more about this.

School Documents

For any related school documents, a number of these are listed on the school website. Alternatively, feel free to ask us at school if you would like to view any of them in hard copies.

Education Outside the Classroom (EOTC)

Education Outside the Classroom provides beneficial experiences for children and compliments the class programmes. Parents/Caregivers will be notified in advance of:

- The purpose of the visit,
- Description of the activities to be done by the children,
- Timelines (departing and returning times),
- Whether a police vet will be required for any parent attending,
- Supervision and transport arrangements.

All EOTC visits must be approved by the Principal and overnight trips must be approved by the BOT. An adult/child ratio will depend on the type of activities/rating levels that the children will be doing and will be in line with our EOTC policies.

For all day trips, the over-arching permission slip, will cover any day trips. That means a separate permission slip will not be needed if you originally fill out an ongoing permission slip when you first enrolled your child. If you are not sure if you did, and/or you would like another form, simply just us know.

Play Groups - Tiniroto Play Group

Please contact us if you are interested in being part of a local play group in the area, and you would like to touch base with other parents in the area who have preschoolers. They usually meet between 9.30am-12.30pm on Tuesdays. Alternatively, please free to contact any of the following Tiniroto Play Group organisers;

Chairperson: Maree Pethybridge	Phone: 02747779167
Secretary: Amanda McGurk	Email: armcgurk@gmail.com
Treasurer: Jess Kawenga	Email: jess.kawenga@gmail.com

Facebook page: Search for 'tinirotoplaygroup'.

Parent Conferences/Interviews - Written Reports

Parent Interviews/Conferences and Written Reports occur twice a year. When these are due to occur, these dates are usually put in the newsletter.

As always, if you want to discuss any aspect of your child's education, please feel free to get in contact. You do not have to wait until conferences/interviews or school reports, to discuss aspects of your child's education. One of the plusses of being a small school, we can usually fit you in, at times that suit you.

Stationery

There are no stationery costs at Tiniroto School. These requirements are kindly provided by the Tiniroto BoT's, to help ease school related costs to parents.

Smokefree and Vapefree

Please remember that all school grounds and buildings are both smokefree and vapefree at all times, (24/7).

Alternate Arrangements

It is important that you contact the school if your child has other arrangements for travelling home, if these arrangements are different from the norm. Simply give us a bell or email/message us to let us know.

Sickness at School

Any child injured or feeling unwell at school and where sending them home will be the best option, then someone from school will attempt to contact a family member. If we are unable to contact you, we will then try your emergency contact.

In any emergencies (life threatening), we will contact medical services if we are unable to contact either you or your emergency contact.

School Lunches

We are a part of the MOE Healthy Lunches programme. This is where daily lunch is provided free of charge to all children at Tiniroto School. It is only their morning tea that they need to bring.

Covid Safety Measures At School

With Covid being a part of everyday life now, please help us to keep you and everyone at school safe. The biggest thing, is that if you, or your child, is not feeling well, please try and refrain from popping down until you are well. We would love to see you, but please wait until you are feeling well.

When it comes to masks, any person, child or adult, who wishes to wear a mask at anytime, they will be supported to do so. These days, it's pretty much the same now as having a handkerchief in your pocket. There is always hand sanitizer available at school if required.

If you need any masks or RAT tests for use at home, just let us know.

Homework

These expectations (if any), will come out at the start of each term. If you are unsure, please feel free to contact us.

Swimming Pool

We have a lovely clear swimming pool that is used during school times in Terms 1 and 4. It's even heated. Swimming is part of the school programme, and is done on a daily basis during Terms 1 and 4, as long as weather allows.

The pool is also available to our school community families during the holiday periods. If you would like a key to access this fantastic resource, please contact us at school.

The final word

The staff at Tiniroto School are dedicated to catering to the needs of every individual. We share the same goal that you as the parent/caregiver do... your child's education. If you have any queries or concerns, please do not hesitate to contact us at school. We are very approachable and would be more than happy to iron out any creases. We are very professional and would address any matter with the utmost confidentiality.

*The best learning takes place
when there is a positive input
from three areas:
The School, the Parents, and
the Students.*



Other Forms and Information Staff Checklist

- Official school enrolment form (+ copy of Birth Certificate or Passport)
- Immunisation Certificate
- Internet form
- Publication of photos
- Panadol
- Bus form (if eligible/applicable)
- School uniforms
- Trips permission form
- Lunches, including any allergies to foods
- Police Vet forms (only for overnight trips)
- Stationery
- Water bottle
- Any medical issues?
- Any custody issues?

Notes (if any):