Kia ora and a huge, warm welcome to Takapuna Primary!

The following information guide aims to answer many of your questions. Keep this somewhere safe as it has contact details and web addresses you may need in the future.



Me tū poho kererū kia whakamana tangata
Ensure to stand proudly to enhance others.
Proud to make a difference

Whaia tonu tō huarahi tuturu
Maintain your own true direction.
Proud to be Different

Before Starting School Checklist:

❏ **Scan any outstanding supporting documents** to **enrol@tps.school.nz**

- Passport or NZ birth certificate
- Visa allowing study in NZ (if applicable)
- Proof of In-Zone address (x2 required)
    - (e.g. recent electricity bill, bank statement, tenancy agreement *1 year minimum term) NB: water/rates bills are **not** accepted

❏ **Confirmed a start date?** (*after your child's 5th birthday)

NB: Cohort Entry dates apply for new entrants.

❏ **Have you shared important information relating to your child?**

For example:

any custody arrangements, medical information including allergies, any learning or behavioural needs.

*Please share this at the meeting with the Principal and via email to your child's teacher.

Next Steps: **(IMPORTANT)**

Once you have submitted all of the above to the school office, we will email you with further enrolment information on the following:

1. **Book a meeting for you & your child to meet the Principal:**
(NEW families to TPS ONLY) (8:45-9:15am) Booking instructions will be sent to you closer to their start date.
2. (**For New Entrants/5yr olds ONLY):**
    - **Booking Classroom Visits** before starting school (Tue/Thur 9:15-9:45am) *It is not suitable for toddler siblings to also attend.
3. **Download and log into the HERO app**. This is how we communicate school information with you. It is important you do this **ASAP** click here to get started.
4. **Sign up to receive the School Newsletter:**
https://www.tps.school.nz/newsletters/

Getting Ready - What will you need?

Stationery

We use **Qizzle** as our supplier. Stationery packs are delivered in bulk to TPS, making it cost efficient for you! The stationery pack will be charged to your Hero account. We also receive rewards to redeem on much needed materials for the classrooms.

Uniform



We have a compulsory uniform which can be ordered online by going to tps.school.nz/uniform/

Students do **NOT** need all the items on the list. For example, in summer a girl would wear a pair of skorts and a short-sleeved polo shirt. We suggest two sets of shirts and skorts/shorts for when a set is in the wash. In the cooler months children are welcome to wear navy leggings/thermals/long-sleeved tops underneath their uniforms.

Students wear their own comfortable shoes and can wear their own brimmed hat (hats are compulsory in Terms 1 & 4). Our office also sells new hats and sunglasses.

Starting School

School hours

The school hours are 8:58am until 3:00pm

- Top-up snack is at 10:00am - *fruit or veg only*
- Morning tea is 11:00am until 11:30am
- Lunch is 1:00pm until 1:45pm

Arriving at school

Children should **arrive between 8:30 and 8:45am** - at which time there is adequate supervision and they have time to unpack and settle in for the day's learning. The school bell rings at 8:58am. ***(children should not be on the school grounds before 8:15am).***

At the end of the day

Please wait outside your child's classroom and their teacher will bring them out to you.

Please bring on the first day

❏ Packed morning tea, lunch and a top-up snack (fruit or veggies)
❏ Drink bottle (water only)
❏ A wide-brimmed hat (Terms 1 and 4 **compulsory**)

Tips for parents

Beginning school is an exciting and tiring time, and you might be wondering, what can I do to help?

- Talk to your child about starting school where they will meet new friends, play games, sing and make interesting things.
- Help your child to learn how to put on clothing and care for personal belongings – put lunchboxes in their own bag etc.
- Label all belongings clearly with your child's full name.
- Encourage children to be responsible for managing their own belongings - e.g. putting their school bags and drink bottles in the correct place each morning.
- Send your child to school on time each and every day (we encourage them to arrive between 8:30 and 8:45am).

Communications

Hero

We use Hero to communicate information between school and home. Hero allows you to see information about your child, including their school reports. You can see school notices and outstanding fees, you can also make school payments through HERO

Download the Hero App ASAP (Hero LINC-ED). To create a login, all you need to do is enter the email address you have provided to the school, you'll then be prompted to create a NEW password. Please ensure that we have your correct email address and correct contact information at all times!
Visit https://hero.linc-ed.com/ for general information about Hero and please view https://hero.linc-ed.com/pages.php?page=privacy& for their privacy and security information.

School newsletters

Every fortnight on a Thursday, a newsletter will be sent to your email. It contains a message from the Principal, celebrates students sporting, cultural and academic achievements, and has information about forthcoming events. It is also a good place to find out about extra-curricular and local community activities. **To ensure you**

receive these important newsletters please "sign up" via our website https://www.tps.school.nz/newsletters/

Assembly

Generally, each fortnight on a Friday at 9:15am we hold a whole-school assembly to share and celebrate our successes for the week. Some assemblies are hosted by classes, others have people come in from other organisations. Every week certificates are presented to new students, students who have stood out in their class for their effort, progress or attitude, and students who are leaving the school. Parents and caregivers are always welcome to attend; we recommend that you arrive by 9:00am.

Communicating With Us

Absences

If your child is away sick from school you must **(BEFORE 9:00am)**, either:

- Note their absence via the **HERO APP or**
- Email **absences@tps.school.nz** with your child's name **AND** reason for absence **or**
- Go to "quick links" on our website https://www.tps.school.nz/report-an-absence/ **or**
- Call the office on 489 6339

Attendance

There have been significant changes to attendance management processes expected by the Ministry of Education. There is a section on our website for further information. Please be familiar with our stepped attendance plan.

Arriving late

If your child arrives late after the 8:58am bell they **MUST come to the office** and sign in on our tablet, so that we know they're at school. Then they need to take an orange late pass to their teacher to show they've signed in. If they're marked absent on the roll and haven't signed in, you will receive a text message or phone call advising that they are absent.

Appointments

If you need to pick up your child for an appointment, you must come to the office and sign them out. You will be given a green card to take to your child's classroom teacher before you leave the grounds. This is to make sure everyone is safe and accounted for.

Holidays and long absences

It is a Ministry of Education requirement that holidays be **taken outside** of term time.
If your child is going to be absent for more than 4 school days for any reason other than medical/sickness, please email Devika, at principal@tps.school.nz **and** absences@tps.school.nz with the reason and the dates your child/children will be absent.
Please note, the Ministry of Education requires schools to monitor absences and report to them daily. Children attending school everyday has a significant impact on their education.

Please note that if your child is away from school for several consecutive weeks we have to remove them from the school roll. When they return, in-zone students will need to re-enrol, and out-of-zone students will need to apply for the next ballot.

Contacting Key People

Absences

As above to report an absence:
(MUST BE DONE *BEFORE* 9:00am), either:

- Note their absence via the **HERO APP or**
- Email **absences@tps.school.nz** with your child's name **AND** reason for absence **or**
- Go to "quick links" on our website https://www.tps.school.nz/report-an-absence/ **or**
- Call the office on 489 6339

Your child's teacher

To email your child's teacher use their first name followed by the first letter of their surname
e.g. janed@tps.school.nz
As a rule, teaching staff are not contactable by phone and may miss an email during teaching time. **Please contact the office to pass on any *urgent messages*.**

Staff meetings

We have staff meetings on Tuesday afternoons at 3:05pm and Friday mornings 8-8:30am, so teachers are not available during those times.

Accounts

If you have a query about an invoice you've received, please email Alison at accounts@tps.co.nz or call the office between 9:30am and 3:30pm Monday-Friday.

School Office

Call 09 489 6339 for:

- general enquiries,
- to pass a message to your child, or
- to be put through to another part of the school.

Email office@tps.school.nz

After School

The end of the school day

School finishes at **3:00pm, please collect your children PROMPTLY**. **No unsupervised children are allowed to remain in the school grounds after 3:05pm. If you are going to be late to collect your child, for ANY reason, please call the school office ahead (09 489 6339) to let us know.** All children who are late being picked up, will need to be collected from the office.

Drop-offs, pickups and parking

Please support us to keep all our children safe around the roads and our school. You can help by parking your car safely and walking to pick up your children. Parking can be very limited around our busy urban school. The parking area on **Collins Street is for staff ONLY** and not to be used by parents/caregivers.

Entrances

Please enter and exit the school through the open gates on Auburn, Killarney and Anzac Streets. We thank you for your cooperation and understanding with this.

Please note the **external office doors on Auburn Street are locked before 8:58am & after 2:45pm**. This is for Health and Safety reasons as the office should not be used as a thoroughfare during these peak times.

After school care

There is an on-site before school & after-school care programme based in the school hall and run by Kelly Club. They also run a School Holiday Programme.

Morning club runs from 7:00am - 8:30am (incl. breakfast) Monday to Friday.
Afternoon club runs from 3:00pm - 6:00pm Monday to Friday.
Email: takapuna@kellyclub.co.nz
Phone: 021 2425 721

Facebook: @KellyClubTakapuna

What food do we pack?

Top up

At around 10:00am we stop for a snack of fruit and/or vegetables.

Morning tea

At 11:20am we have 10 minutes to eat our morning tea.
Suggestions for morning tea include: yoghurt, fruit, vegetables, cheese, meats, crackers.

Lunch

At 1:30pm we have 15 minutes to eat our lunch.
Suggestions for lunches include: sandwiches, rolls, wraps, rice, pasta, sushi, and leftovers.

Drink

We are a water-only school.

What not to bring

We ask that **children do not have sweets, juice or flavoured milk** in their lunchboxes.

Supervision

All food eating time is supervised by a teacher.

Lunch orders

You can order lunch for your child to be delivered to the school office. Please ensure they still bring something for top up and morning tea. Children go to the office at 1:30pm to collect their feast.

EzLunch



From **Monday to Thursday** lunches are provided by www.ezlunch.co.nz. Simply register, load money onto the account and then order for your child by 9:00am on the morning lunch is required. You can set up multiple children under your login and also order several days ahead.

Sushi

On **Fridays**, sushi is delivered to the school (organised by the SCG *School Community Group). Each pack is $7.50 and there is a range of fillings to choose from. You can order Friday sushi via Kindo.
NB: **orders must be placed by 9:00am on Thursday** (for Friday's delivery).

Additional Information

Paying for trips and activities

Throughout the school year your child will have opportunities to go on class outings, or have other education providers (like Life Education) bring shows to school. If there is a cost involved, you will be advised when a permission slip is sent home.
There are lots of ways to pay:

- You can log in to HERO and make full payment (this is our preferred method).
- You can make a full or part-payment directly into the school's bank account using your child's name as the reference. The account number is
  Takapuna School Board 12-3026-0792484-00.
- If you prefer to pay by cash, or eftpos, those payments can be taken at the school office between 8:30am and 4:00pm Monday to Friday.

Voluntary School Donation

We really appreciate the support we receive from Parent donations. Unfortunately, the annual operational grant the Ministry of Education allocates to us is not enough to sustain the high-quality teaching and learning programmes, additional support, opportunities and innovative learning environments that we have here at Takapuna Primary School. It means we have to rely on our other limited revenue sources, such as donations, to deliver the high-quality education Takapuna Primary School offers.
Schools receive funding through four main sources:

- Operational grants from the Ministry of Education;
- International Students (if any);
- Donations; and
- Any additional fundraising activities usually organised through the School Community Group

The financial support we receive from your voluntary donations helps us to:

- Purchase new reading books, maths equipment, computers, sports equipment, library books and other learning resources.
- Employ teaching assistants to support students who have additional needs.
- Run enrichment programmes offering extended performing arts and sporting opportunities, such as; Kapa Haka, Orchestra, Choir and cluster sports events.
- Maintain the school swimming pool.

PLEASE REMEMBER A DONATION IS TAX DEDUCTIBLE AND A RECEIPT WILL BE GIVEN

Medical information

Please make sure we have your child's most current up to date information at the office, including any allergies or medication we need to be aware of. If your child needs medication during the day, it must be kept securely in the office and administered by staff only. You also need to complete a medications administration form from the office, with dosage details etc.

Phones

If your child has their own phone/smart watch, they may bring it to school, however, all phones/smart watches must be handed into the office before school begins and collected from the office at the end of the day as we lock them up securely during school hours.

Toys at school

We ask that children do not bring their toys to school to play with at break times, as lost or unintentionally broken toys make for unhappy students.

Do you have any unanswered questions?

Please contact the school office for help, you can either call 09 489 6339, or email at **enrol@tps.school.nz** Alternatively, check our website **www.tps.school.nz**

We look forward to seeing you soon!

This is our front door to the school.

Come on in!



This is the office where people can help you and your family.



This is the Library where you will take out books.



This is the hall where you will have assemblies.

