

Takapuna Primary School



International Student Orientation Booklet

Year 2026

Welcome to Takapuna Primary School... a place where your child will enjoy a fun and enriching educational experience.

We provide exciting opportunities and programmes that will grow student confidence and progress learning across the curriculum.

Our curriculum is rich and varied, and includes a focus on children's passions and interests. We support the development of life-skills that will help our children flourish in a future we can only imagine. Our learning environments are collaborative, modern and well-resourced.

At Takapuna Primary School, International Students and their families are valued parts of our school community. We celebrate the diversity of culture within our school and encourage all students to develop an understanding and respect of cultural practices. International Students are encouraged to access, share and educate others about their first language and cultural identity.

We believe in our Maori whakatauki:

Mā te pā ka taea te whakatipu te tamaiti - It takes a village to raise a child.

Takapuna Primary School is rich in diversity, with a focus on inclusive practices and building positive learning relationships. Our school vision is 'proud to be different and proud to make a difference'.

We are so happy you have joined our school and wish you a warm welcome to our community.



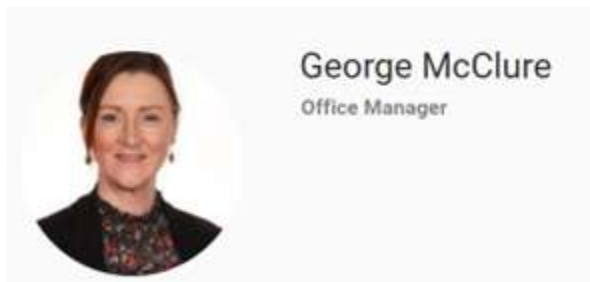
Here are some staff that will be important for you during your time here.



devikat@tps.school.nz



international@tps.school.nz



office@tps.school.nz

Our school details:

Address: 23 Auburn Street, Takapuna, Auckland 0622

Phone: 09 489 6339

Website: www.tps.school.nz

The Classroom...

Our classrooms are purpose-built modern learning spaces. This means they are big, bright and open.



Some classroom rules:

- Students may enter the classroom after 8:30am
- Take shoes off before entering the classroom and place them outside in the shoe rack
- Bring their bag inside and put it in a white cubby box - this is their own space to store all their equipment for the day
- Students may leave the classroom to use the toilet at any time, just let the teacher know by making a T sign with hands

The Classroom Names...

Our class spaces are named after native NZ birds.

Whānau Kiwi
Year 0/1 and 2



Whānau Tūī
Year 3 and 4



Whānau Kererū
Year 5 and 6



The Teachers...

At our school we call our teachers by their first name. You are welcome to go into the classroom before or after school to collect your child, say hello to the teacher and have a look inside the classroom.

The Timetable...

- School starts at 9:00am
- At around 10:00am students eat a small snack - we call this 'Top Up'. It should be something healthy that they choose from their lunchbox.
- Morning tea is from 11:00am - 11:30am
- Lunch break is from 1:00pm - 1:50pm
- School finishes at 3:00pm

Every class may have a different timetable and it changes regularly. The day is based around our core subjects (Reading, Writing and Math) as well as Inquiry. During the week students also participate in Music, PE/Sports, Library, Art and Kapa Haka (Maori performance).

School Uniform...

Our school uniform is compulsory. In Term 1 and Term 4 students must wear a school hat when outside at break times or during class activities such as Sports. In winter months when it is colder, students may wear extra layers underneath their uniform, for example: stockings or a long sleeve thermal, but these must be navy blue or black. Students may wear their own shoes and their own raincoats to school. Socks should be navy blue or black.

School uniforms are purchased online via our website

www.tps.school.nz/uniforms

There is a size guide to follow for correct sizing. We also sell Second Hand Uniforms via the website. These will not look as new as the photos but they will be in good condition. You can always arrange to have the uniform sent to the school address or your agent. It is best to organise this before you start school.

English Language Learning...

All students in Year 3 - 6 who need support with their English are included in the ESOL Program (English for Speakers of Other Languages). Students are taught Listening, Speaking, Reading and Writing in a small group environment with a qualified specialist English teacher. These groups are held in class time and are included as part of the International Fee.

Devices...

We sometimes use Chrome books for classroom learning and communication. Students will be set up with their own email account to use for school purposes. All students sign an agreement at enrolment to ensure they know the school rules around correct and safe use of devices.

Mihi Whakatau...

If a student starts within the first week of any term they will be welcomed to our school with a traditional Maori ceremony called a *Mihi Whakatau*. We invite families to come and share this special ceremony - the beginning of your time in your new community. Students and families meet at the flagpole outside the office at 9:00am on the first day of each term. Afterwards we encourage students and families to join us upstairs in the staffroom to share *kai* (food) together.

Please rsvp to enrol@tps.school.nz if you can come.

Please put your child's name and the number of people attending.

Extra Activities...

Students may join a number of music enrichment groups that may be on offer by teachers including instruments and choir. These groups are at break times and are free. There are also Piano and Guitar lessons available during school time. These lessons cost money.



Our school also has a number of sports on offer, both during school times and after school hours. We have a school pool and in Term 1 and Term 4 students will have a one-hour 'Water Confidence and Water Safety' lesson in the pool. These sessions are during class time and are included in your International Fee.

An After School Care program is also available. Students can stay at the school for any length of time between 3:00pm and 6:00pm, whilst being looked after by our After School Care staff. Often for International Students this is a good way to improve their English by playing and having fun with others. This program costs money.

Contact **Kelly Club** <https://www.tps.school.nz/after-school-care/>

HERO...

We use an App called HERO for all our communication 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.

You can download this from the App Store or Play Store.

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!

Once you have an account you will be able to receive notices from your child's teachers and the school.



School Website...

We also have a school website www.tps.school.nz where you can find up-to-date information and our fortnightly newsletter. This page can be translated into several different languages. The newsletter can also be translated.



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 newsletters please "sign up" via our website www.tps.school.nz/newsletters/

The newsletter can be translated into your home language on the website.

Please take the time to read it so you and your child do not miss anything important.

Absences, Lateness and leaving school early...

An explanation for being absent is always required by the school office.

If your child is absent from school, please email

absences@tps.school.nz with your child's name AND reason for absence or note this using the Hero App (Report an Absence) or call the office on 489 6339 BEFORE 9:00 am.

If your child arrives late after the 8:58 am 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 have been marked absent on the roll and haven't signed in, you will receive a text message or phone call advising that they are absent.

If you need to pick your child up early, you must also please come to the office and sign them out before you leave the grounds, for the same reasons as above - all students need to be accounted for.

School Finishes at 3:00 pm...

Please collect your children promptly. No unsupervised children are allowed to remain in the school grounds after 3:00 pm. If you are going to be late to collect your child, for any reason, please call the school office to let us know. All children who are late being collected will be asked to wait inside the office area. At 3:15 pm we will ring caregivers to follow up.

Drop-offs, Pick-ups 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. Gates are also locked from this carpark.

School Lunches...

The first 10 minutes of morning tea and lunch are devoted to eating. The children sit in their class groups and eat together, with a teacher supervising, until a bell rings for play time.

Classes pause around 10:00 am for a quick "top up". The children need a healthy snack for that time, a piece of fruit or vegetable is best.

Suggestions for morning tea include yoghurt, fruit, vegetables, cheese, meats, crackers. Suggestions for lunches include sandwiches, rolls, wraps, rice, pasta,

sushi, and leftovers. We are a water-only school and ask that children do not have juice, tea or flavoured milk in their lunches.

You can order lunch to be delivered to the school for your child (please ensure they still bring something for top up and morning tea.) Children call into the office just before lunchtime to collect their order.

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 9:00 am on the morning lunch is required. You can set up multiple children under your login and also order several days ahead.



Stationery Requirements...

You will need to purchase stationery for your first day of school. Please go to our website and look for Stationery under the Information tab.

First Day of School...

You will be welcomed to our school by our International Student Director. Please meet Natasha in the school office at your appointed time. You will need to bring the following paperwork to be sighted:

- Your visa evidence
- Your insurance
- Your home address
- Your mobile phone number