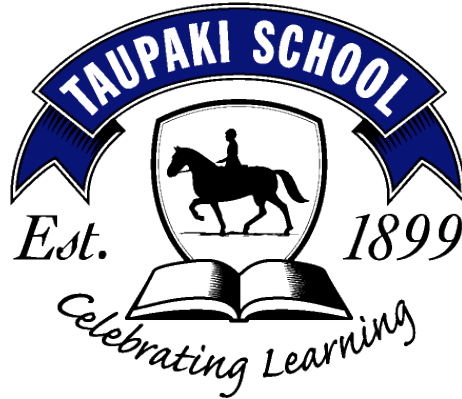




School Information

2009



14 Cottle Road, Taupaki, RD2 Henderson, Tel +64 9 8109 855, Fax +64 9 8109 851
Email office@taupaki.school.nz Web www.taupaki.school.nz

Welcome to Taupaki School

Our school is a community school. We know each other. We support each other. Our focus is on the education and welfare of our children. Teachers are excited about children's learning and our children set high expectations. We invite you to get involved; and trust that you will enjoy being a part of our school.

Our Core Purpose

To nurture and inspire

Our Core Values

We are a school where children are at the heart of all we do
We are a school where children know who they are and where they are going
We are a school that inspires a life long love of learning
We are a school that is all about creativity, inquiry, curiosity and innovation

At School we talk about Respect, Nurture, Personal Best and Learning

Our Mission

To produce positive, well rounded children who reach their full potential

These statements are from our Charter. As a staff and Board we have engaged in a visioning process that has produced a vivid description of what the school will be like in 5 years time.

History

Taupaki School has its beginnings in the 1870's. A teacher from Hobsonville rode a horse over the hills and fields to conduct school for two days per week in the Pomona Hall. Then the railway came through Taupaki and children from the area caught the train to Woodhill in order to go to school full-time. This usually involved a long walk and a slow train journey but the families put up with the inconvenience because education was seen to be important. This happened for 15 years until the number of school-aged children in the local area grew enough to warrant a school of our own. An approach was made to the Auckland Education Board in 1896. Along with the approach Mr William Aitken made an offer of land for a new school. The offer was accepted and Taupaki School was opened in 1899 with a roll of 22 taught by Miss Violet Johnson, the daughter of the owners of the Taupaki Store.

Our school and community have a rich history. Road names of the area reflect the names of the pioneering families, Amrein, Annandale, Cottle, Hunter, Nelson, Nixon, Hanham, Worrall and Cuthbert. The area has been milled for timber, prospected for gum, milled for flax and farmed.

Taupaki School sits in an idyllic location, a top a hill overlooking green pasture and rolling hills. In the heart of the North West close to world-renowned vineyards and minutes from the rugged West Coast iron sand beaches. Taupaki is a Maori name that means 'a season of fine weather' and most days it lives up to that title.

The school has grown from its early beginnings to accommodate up to 280 children each year. We have eleven classrooms and three technology rooms, the later catering for the technology needs of the local schools at Year 7&8 level with 350+ children experiencing Taupaki technology each year.

The school and the area has experienced prosperity and hardship, one thing that has remained constant is that education is important. From those parents who asked for a school in 1896 to the parents of today, they all have one thing in common – they were and are forward thinking.

Celebrating Learning is the school motto, and looking at all the historical information in the school's possession it is clear to see that learning at Taupaki School has been one big celebration. As a community we are lucky to have such a history as we head into uncharted waters, it serves to remind us that traditions are important, it also teaches us that taking risks and trying something new is ingrained in the culture of the school and the community.

In an age of lots to do and not enough time to do it in we are thankful for our piece of paradise in Auckland. We have the best of both worlds. Taupaki School has been, is, and will continue to be a place that students will remember.

From the Principal

We are in a special setting, close to the city geographically yet worlds apart in terms of setting. There is a sense of history and place combined with innovation and challenge. Taupaki School is a place where learning is valued by all.

Our staff is our most precious resource. We have quality teachers who are here to make a difference in each and every life they touch. We have energy, passion and enthusiasm for all that we do. We want what parents and caregivers want, the very best for our children. We have high expectations in terms of behaviour and learning. Children are engaged in meaningful learning experiences.

The school is very well resourced and possesses facilities that schools of a similar size can only dream about. The Board of Trustees is committed to refining these resources over the coming years.

I encourage you to use our website, we hope that this grows to become the main source of interaction and communication in future years. If you have any suggestions or information requests for our website please leave a comment or email us.

Our leadership team is focussed on student outcomes. At the heart of every decision we make is the question "How is this going to enhance learning in our School?" We are forward thinking and very keen to try new initiatives. We think learning is fun and our goal is that this rubs off on children so that they are inspired to learn for a lifetime.

Our world is changing rapidly, 80% of your children's jobs have yet to be invented. What will they need to know? What 'knowledge' will be important as they enter the work force? The New Zealand Curriculum Document allows schools to address these issues. The NZC is mandatory from 2010, if it is good enough for 2010, why not start now? In preparation for these changes we joined the Teacher Designed Schools' Network in 2007. This is a group of schools, no more than 52 world-wide, who are committed to finding the best practice in the world and making it better. We are about to start the final year of a three-year partnership with Dr John Edwards and Bill Martin, two international consultants and leaders in their fields of thinking and leadership. .

I encourage you to become involved. To revel in your child's learning. Professor John Hattie from Auckland University cites positive parent talk about school as a key determiner of successful learning. Parents who tell of bad experiences at school or who put education and schools down are stunting their child's learning. So come along to parent evenings, learn with us. Support your school and the teachers; we are on your side. Help out where you can and most importantly show your children that you are a learner.

I am committed to helping create an environment where children and adults can learn together in an atmosphere of self-reflection and self-regulation. I hope that we can build upon all the best efforts of the past in order to have a world-class learning organisation. I want to help teachers and parents create the school of their dreams.

Stephen Lethbridge

Our Team

Leadership Team

Principal
Associate Principal
Team Leader Junior School
Team Leader Senior School
Technology Centre Leader

Mr. Stephen Lethbridge
Mrs. Mary Fursdon
Mrs. Michelle Fraser
Mr. Ross Booth
Mrs. Chrissy Wilmshurst

Teachers

New Entrants	Room 2
New Entrants	Room 3
Year 2	Room 4
Year 2&3	Room 1
Year 2&3	Room 5
Year 3&4	Room 6
Year 4&5	Room 7
Year 5&6	Room 8
Year 5&6	Room 9
Year 7&8	Room 10
Year 7&8	Room 11
Music	Yrs 1 – 8
Reading Recovery	

Mrs. Cathie Cottle
Miss Meredith Bladen
Miss Fiona Coleman
Mrs. Leanna Elmes
Mrs. Gretchen Greer
Miss Terri Stunell
Ms. Deborah Wilmore
Miss Sarah Houghton
Miss Ramona Elliott
Mr. Ross Booth
Mrs. Sharyn Flack
Mr David Parker
Mrs Michelle Fraser

Support Staff

Library and Resource Manager
International Students Liaison
Teacher Aides – Support

Rainbow Reading

Mrs Fiona O'Connell
Mrs. Mink Young Kim
Mrs. Gail Tudor, Mrs. Judy Chalmers, Mrs.
Francie Stokes,
Mrs. Anna Philip

Technology Centre

Food Technology
Hard Materials Technology
Soft Materials Technology

Mrs. Alison Hucke
Mr. Jim Wattam
Mrs. Chrissy Wilmshurst

Administration

Office Manager
Secretary
Caretaker

Mrs. Carole Newman-Watt
Mrs Andrea Riggans
Mr John Wells

Board of Trustees

Chairperson
Principal and Secretary
Staff Representative
Trustees

Mrs. Pippa Baker
Mr. Stephen Lethbridge
Mrs. Joan Western
Mr. Chris Fraser, Ms. Dellwyn Stuart
Mr. Graeme Crickett, Miss Justine Wheatley

Parent Teacher Association

Chairperson
Secretary
Treasurer

Mrs Jackie Bott
Mrs. Karen Alderson
Mrs. Lisa Burnett

Essential Information

Physical Address

Taupaki Primary School
14 Cottle Road
TAUPAKI

Postal Address

Taupaki Primary School
14 Cottle Road
R D 2
HENDERSON

Contacts

Telephone: 810 9855
Fax: 810 9851
Email: office@taupaki.school.nz

Office Hours

Monday through Friday 8.30am – 4.00pm

School Website

We have a new website at the same address www.taupaki.school.nz please bookmark it and use it as a reference for information about what is going on at school.

Term Dates for 2009

Term 1	2 nd February – 9 th April
Term 2	27 th April – 3 rd July
Term 3	20 th July – 25 th September
Term 4	12 th October – No later than 18 th December

Public Holidays for 2008

Easter	Friday 10 th April to Tuesday 14 th April (Part of School Holidays)
Queen's Birthday	Monday 1 st June
Labour Day	Monday 26 th October

Daily Timetable

8.30am	Rooms are open for students
8.55am	Morning Block commences
11.00am	Morning Interval
11.30pm	Mid-Morning Block commences
12.50pm	Lunch
1.40pm	Afternoon Block commences
3.00pm	School finishes

Enrolment Scheme

Taupaki School has an enrolment zone. The following information details the zone and outlines the procedure for out of zone enrolments.

Home Zone

All students who lie within the home zone described below and shown on the attached map shall be entitled to enrol at Taupaki School.

The zone is bounded in the east and the south by the local authority boundary between Rodney District Council and Waitakere City Council which follows the Ngongetepara Stream from Highway 16 to Red Hill Road and along Sunnyvale Road and then follows property boundaries rather than roads across to Amreins Road (where the zone includes all properties in Amreins Road) and on to Waitakere Road. The boundary then follows Waitakere Road to Hunter Road, Cuthbert Road, Annandale Road, includes Pioneer Lane, Hanham Road, Waitakere Road to Highway 16 and then along Highway 16 to Ngongetepara Stream (Council boundary). Where the zone boundary follows roads, properties on both sides of the roads that have road frontage to the zone boundary, are considered to be within the zone.

To avoid any doubt as to which properties fall within the home zone the following information clearly identifies the street numbers of the properties that are within the home zone, for each road on or near the zone boundary.

State Highway 16:	All even numbers from the Ngongetepara Stream (number 238) west to 550. All odd numbers from the Ngongetepara Stream (number 239) west to number 551.
Main Road (SH16):	All even numbers from number 2 to number 82. All odd numbers from number 1 to number 65.
Waitakere Road:	All even numbers from number 144 onwards. All odd numbers from number 179 onwards.
Hanham Road:	All properties.
Tawa Road:	Number 347 (On the corner of Hanham Road)
Annandale Road:	All properties.
Pioneer Lane:	All properties.
Cuthbert Lane:	All properties.
Hunter Road:	All properties.
Amreins Road:	All properties.
Sunnyvale Road:	All even number properties north of the local authority boundary, (number 50). All odd numbers from number 57 onwards.
Red Hill Road:	All even numbers from number 58 onwards. All odd numbers from number 83 onwards.

All other properties on roads within the home zone are included within the zone.

Special Programmes

The school currently does not run any special programmes approved by the Secretary for Education.

Out of Zone Enrolments

Each year the Board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

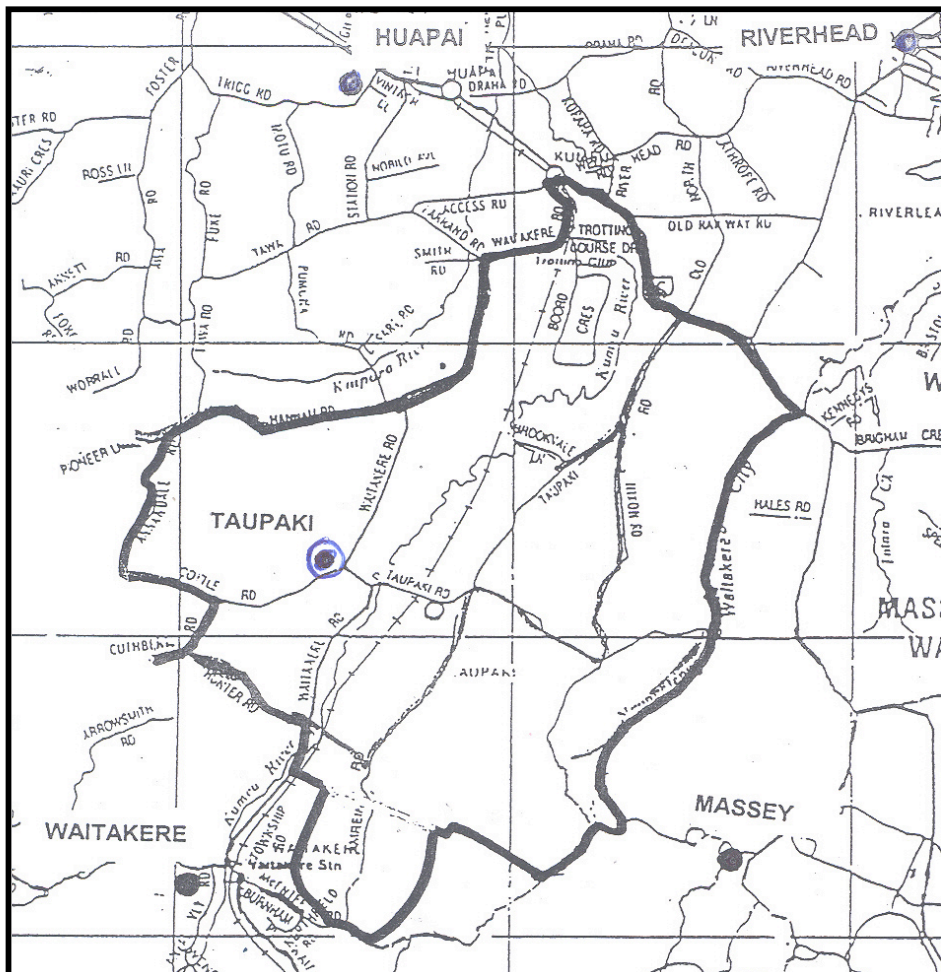
Applications for enrolment will be processed in the following order of priority.

- First Priority:** This priority is not applicable at this school because School does not run a special programmed approved by the Secretary of Education.
- Second Priority:** will be given to applicants who are siblings of current students.
- Third Priority:** will be given to applicants who are siblings of former students.
- Fourth Priority:** will be given to applicants who are children of board employees.
- Fifth Priority:** will be given to all other applicants.

If there are more applicants in the second, third, fourth, or fifth priority greater than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

Map of the Home Zone



Reporting to Parents

We are revising the way we give you information about your child and their learning. We believe the most important assessment information is that which is used by the teacher and students at the point of learning.

Meet the Teacher / Welcome BBQ

This is an opportunity for parents and teachers meet informally and get to know each other. There are no set interview times to talk about your child, but as always, we are available to discuss your child, please request an appointment at the office.

When: February

Learning in Progress Samples (LiPS)

This new initiative shows you what your child is capable of throughout the year. Some schools call them portfolios; others call them cumulative files. We have chosen this format because we want children to be able to reflect upon their learning intentions and self-assess against defined success criteria. Teachers will annotate the samples. The LiPS will come home once a term. A word of caution – they are not meant to be ‘pretty’, we are looking at the learning and thought processes that the samples show.

When: End of term, each term

Progress Report

A summary of progress for the first term of the year. This document, along with the LiPS, forms the basis for a discussion between parent and teacher. The Progress Report looks at attainment in literacy and numeracy as well as information about Key Competencies.

When: Week Eight of Term One

Parent & Teacher Interview Term One

This meeting is a discussion of the Term One Progress Report and the LiPS, with the view to goal setting for the rest of the year.

When: Week Nine of Term One

Full School Report

A summative statement of your child’s learning. We have revised this format to be in line with New Zealand Curriculum changes

When: 14th of September, Term Three

Student Led Conferences

With the success of last year’s Student Led Conference trial we are rolling this option out for all families this year. It is a time to celebrate your child’s learning journey as they guide you through what they have achieved. If you would like to speak to the teacher please make a separate time to meet.

When: 21st & 22nd September Term Three

Meetings with Teachers

Teachers are available to meet with you to talk about your child’s learning at any time. Please talk to the office to organise a time.

Curriculum

These are exciting times in education. The Ministry of Education has released a curriculum that is forward thinking and if implemented correctly in our schools promote skills and attributes for workers and learners in a Knowledge Society.

At Taupaki School we value Literacy and Numeracy. Each and every child should leave this school reading at or above their chronological age and leave with mathematical skills that will enable them to have choice in their future education.

We know every child learns and thinks in different ways, diversity is valued at our school. We cater for difference within each and every classroom. Children with special needs and abilities are identified using a variety of criteria and appropriate measures are taken.

We value music and all students at Taupaki School receive specialist music instruction for New Entrants to Year Eight. Children who remain with us from the first year of school become musically literate by the end of year eight. Opportunities are numerous in music and performing arts. Children will be involved in a biennial production, Middle and Senior students every odd year. In even years we have a school-wide Arts festival in term two.

As we engage in what the new curriculum means for our school we must make sure that we have learning dispositions and thinking skills at the forefront. We are in a world where the sum total of Human knowledge doubles every 6 months. Schools who are preparing our future generations need to focus on teaching children how to learn, how to think in a variety of ways and most importantly how to select which thinking strategy for the situation they are faced with. Showing children that learning is fun is the most important aspect of teaching. That is why we have to have teachers who are passionate about what they do, who can have the freedom to take that teachable moment and expand it into an investigation that children will remember.

In preparation for future curriculum changes we have four Big Picture Contexts for the Year, with one overriding theme - Legacy. Each context has enduring understandings, these are big ideas that we want children to be left with in 5, 10, or 20 years time. Term One's context is Water. Term Two is Earth. Term Three is Wind and Term Four is Fire. In these units we will use guided, shared and independent inquiry so that student can start a process of guiding their own learning. We hope to introduce learning dispositions and thinking skills along the way. Please remember that we value Literacy and Numeracy and these are our top priorities.

We provide students with as many experiences as possible. Camps and trips to learn outside the classroom are common. All children experience camp from year four on a biennial cycle with our Year Seven and Eight children experiencing a camp each year. The Seniors venture to Motutapu this year, the Year 4, 5&6 children are spending a night at the Maritime Museum in Term One. This year we are offering two optional camps to year 6, 7 and 8 children. One is a Ski Camp and the other is called the Great Waitakere Trek which takes children from Muriwai to Whatipu over four days.

We take a keen interest in Sport and many of our student take part in organised school sports teams run by dedicated parents and teachers. We offer diversity from Mini-Ball to Ripa-Rugby as well as our Centennial Soccer matches against Huapai School. The year 7&8 students compete in regular sports field days in a wide variety of sports.

Most importantly we are about opportunity. Opportunity for children who are able, to be stretched. Opportunity for those who need support to be catered for. Opportunity for those who want to try something new, to do so.

Our Curriculum, whatever shape it takes, should be fun, engaging and relevant.

General Information

Absences

When a child is absent from school, a note must be sent stating the reason for absence when he/she returns, this is in addition to notifying us by phone. This is necessary for our records and is a Ministry of Education requirement.

Notifying the School Office of Absences/Lateness

Parents are asked to advise the office *before 9.00am* if your child is going to be absent for that day (unless you have already indicated the absence will be longer). Where possible we ask parents to text absences to 3255. Text Taupaki (space) child's name and reason for absence. We take attendance electronically and where we have an absence with no notification a text message will be sent to the parents cell phone. Please ensure you update your phone details in the contacts section of KnowledgeNET.

Access Agreements and Court Orders

It is important to inform the classroom teacher if there are any access agreements in force that affect your children. In any and all cases we need a copy of the agreement or court orders for our records. We are happy to make arrangements for non-custodial parents to receive copies of school reports and/or newsletters.

Accidents/Sick Children

Children injured or taken ill, will be treated appropriately and parents notified where necessary. It is important the school has updated contact numbers for those occasions. Parents are required to notify the school when their child is suffering a contagious condition or has other health problems.

NB: Aspirin, Disprin or Panadol cannot be administered to pupils at any time.

Schools can be breeding grounds for infections if sick children are sent to school. Please keep unwell children at home.

It is important that we have accurate records of your home, work, and mobile numbers as well as doctor and other emergency numbers. If you change any of these contact details please make notifying the school your first priority.

Addressing Concerns

We all want the best for our children. There will be times when you have concerns or questions and we encourage you to see your child's class teacher as a first port of call. We value open communication and pledge to keep you informed about any concerns we have.

After School Care

As numbers have declined in the past two years our after school care programme is no longer in operation. We are working on other providers but the numbers are too small for them to start up a venture at this stage.

Assembly

Full School Assemblies are held every Friday 9.00am. This is a time to celebrate the week's events and the success of our students. Our rooms take turns in running assemblies. We have the assembly at this time to promote parent attendance. Parents are very welcome and indeed encouraged to attend.

Board of Trustees

The Board is responsible for the governance of the school. It comprises of 5 elected parent representatives, a staff representative and the Principal. Elections are held every three years. Meetings are held on the last Wednesday of the month.

Bus Bay

Our Technology Centre has pupils arriving from other schools by bus. The buses must have instant access to the Bus Bay. Parents should use this as a drop off zone... *but please do not park and leave your car* as this causes extreme frustration for the bus drivers and for other parents who cannot get kerb access to drop off or collect their children.

Collecting Children After School

Children are asked to wait for their parents in the bus bay area. You may stop there to pick them up, or park in the parent parking area in Cottle Road (by the Kindy and the Tennis Courts).

The area outside Library, the bus bay, is extremely busy between 3.00 and 3.15 pm. A teacher is on duty to supervise this area. If you pick up your child or children from this spot we ask that you follow these instructions exactly.

Entering the stopping area and, if there is a space available, **stop at the kerb.**

Your child can now get into the car.

Please **do not park and leave your car while in this position** as it causes congestion.

Be ready to move away as soon as possible so that others can get into a parking space.

If you cannot get a park **at the kerb**, move round the outside (right hand) lane, park up by the turning circle or turn right into Cottle Road. From here you can enter the stopping area again or move up Cottle Road to find a park in the area outside the Tennis courts.

Please do not stop in the outside (right hand lane) of the Bus Bay... and do not beckon your child to come across to your car from here, because it is extremely dangerous.

The teacher on duty will not allow children to leave the kerb until their parents get a parking space in the correct position, or until parents come to escort them to their cars.

For use of the Lower Car park, please follow the signs – in one gate and out the other gate to keep the flow of traffic going.

We ask for your continued co-operation in this very important safety matter.

Cycling to School

In the interest of safety all students 10 years and over need to have the written permission of the Principal to cycle to school. This process will involve a bicycle safety and helmet check, road safety lesson and practical test.

Dental Therapist

Taupaki School shares a Dental Therapist with Swanson and Waitakere Schools. You can contact the Dental Nurse, at Waitakere School 810 9075 or Swanson School 833 6083.

Donations (Annual School Donation) and Activity Fees

The Board of Trustees has set the school donation at \$160.00 for one child, \$140.00 for a second child and \$80.00 for subsequent children. Your donations provide extra computers, printers, software, library books, reading books, and other resources to benefit all pupils in the school. We appreciate payment of the annual donation to assist with the increasing costs of running the school.

Some families will have the capacity within their budgets to donate over and above the annual donation to enable the school to reach its financial targets and reduce the fundraising role of

our PTA. We would appreciate any family who feels able to make a larger donation. The donation will be tax deductible. The Board would be most grateful for all donations the school receives

All school donations are tax deductible and receipts will be issued.

Activity Fees are set at \$40 per student. This fee covers trips, visits and whole school or team activities that occur throughout the year.

Fundraising – Parent Teacher Association (PTA)

We welcome all efforts by parents to raise funds for the school. These funds provide essential resources that are not covered by government funding. At this stage the contact person is Jackie Bott. Please keep an eye on the newsletter, website and school noticeboard for dates of meetings and fundraising events.

We need your support to provide facilities and resources that your children need.

Homework

Homework is a contentious issue at the best of times. We really need to look at the notion of homework and what it entails. As a Principal I feel that homework encroaches on your time to be with your children, after all, who are we to tell you how you should spend time with your children? In saying this there are several views about the positives of Homework. However, Professor John Hattie from Auckland University has studied a number of factors that affect learning, and traditional homework does not rank very high in terms of impact upon learning. What will affect learning is you spending positive time with your children, you modelling what it means to look at something with wonderment and awe.

Learning is a shared responsibility between caregivers, child and school. We must look at ways to make homework powerful and purposeful so that children want to do it rather than being stood over in order to do it.

It is over to teachers to set homework, daily reading at home will be encouraged at all levels. Homework should not normally exceed these guidelines:

Yr1 : 15 mins Yr 2/3 : 15 – 20 mins Yr 4 – 8: 30 mins

The only negative consequence for children who do not do their homework is that they miss out on the joy of learning.

Please contact the classroom teacher, if you or your child is having difficulty with their homework. Open discussion about homework beliefs and expectations between parents and teachers is really important.

In term one we are reviewing our Homework Policy and will be consulting widely for your input.

Internet Use

The Internet is a valuable learning tool. All classes have access to the Internet. Our service provider is Watchdog, they provide a filtering service to schools. In order to use the Internet children and parents must have completed and Accepted Use Agreement.

We have a school website that is the public face for the school. KnowledgeNet is where we place photos of events and activities at school as well as each class having their own web presence. We need your permission to publish images of your child on the web site. Please fill in the Online Publication of Student Material and Images form stating your preference. If you

are not sure that you have filled in this form or wish to change the status please contact the school office.

Library

We have a wonderful Library full of quality books. Classes are timetabled to visit the library once per week and it is open at lunchtimes. Year 1 – 3 children are allowed to take out one book and year 4 – 8 children can borrow two books. Library books are issued for two weeks. Please ensure that these books are cared for. Accounts will be sent home for any books that are lost or damaged. This year we will open our refurbished library / resource area adjacent to the admin block.

Lost Property

Please encourage your child to look after their clothing at school. If your child has lost clothing please check the Lost Property located in the Caretaker's Shed. Any unclaimed clothing will be donated to a worthy Charity at the end of the term. *Please name articles of clothing because it makes it easier to track down the owners.*

Lunchroom

Parent volunteers run the lunchroom. It is open on Fridays. The current menu is sent home at the beginning of the year or issued when enrolled at school.

Lunchtime

Children sit together for the first ten minutes of lunchtime; this enables teachers to supervise the eating time. Rubbish is a constant problem for schools. We have rubbish bins around the school but would ask that all rubbish be taken home; this enables you to monitor what your child is eating. We ask that you refrain from packing lollies or chocolate bars in your child's lunch. You should also be aware that we have children at school who have severe nut and food allergies, although we cannot and will not ban nut derivative products we ask that you exercise restraint in this area.

We have two teachers on duty at lunchtime with another teacher running organised sports. In swimming season this is a lunchtime swim.

Money

Any money brought to school should be in a named, sealed envelope with what the money is for on the outside. It can be given to the classroom teacher who will send it to the office. Payments are accepted at the office during office hours.

Medication

If your child requires medication administered at school it is essential that you talk with the Principal and fill in the Permission to Administer Medication at School form.

Music

We have a strong music programme led by Mr David Parker. We have Guitar, Flute, Drums, and Keyboard tutors who work within the school, if you are interested please call at the office for information. Guitar, Flute and Keyboard lessons are available during the school day on Tuesdays and Thursdays.

In odd years we have a School Production, An arts festival occurs in even years.

The school rock bands are an iconic figure of the music programme with students ultimately writing, performing and recording original songs. The bands perform live at numerous events. The Marimba Orchestra takes part in the Marimba festival at the viaduct basin each year.

Parent Helpers

The assistance of parents in the classroom throughout the day is welcomed and valued. If you would like to be a parent helper please talk to the class teacher or contact the office. It is essential that all parents who are visiting school sign in at the office, this is a requirement for Health and Safety purposes.

Photographs

Class, individual and family photos are taken every year. Notification is provided in the newsletter.

Pre-School Children's Visits

Children may start school from their 5th birthday and must attend school after their 6th birthday. Pre-school children are welcome to visit the New Entrant room prior to entry. Parents are requested to make contact with the New Entrant Teacher, via the school office, a month prior to entry to arrange suitable dates for visits. For future planning please notify the school of your intention to enrol when your child turns four.

Rainbow Reading

This extra reading programme caters for children who need reading mileage. A Teacher Aide runs this programme for identified students. It is in addition to not instead of the regular class reading programme.

Reading Recovery

All children are tested close to their sixth birthday to check on reading and writing progress. If possible, children are placed on the Reading Recovery Programme. This involves intensive teaching, each day on a one to one basis. We have a high success rate with this programme and within 15 - 25 weeks children return to their normal class programme. Mrs Michelle Fraser is the Reading Recovery Teacher.

School Houses

Each child is placed in one of four Houses, Pohutukawa, Kauri, Rimu, and Kowhai. The house system is designed to encourage interaction across year levels, building on the family aspect of the school. It provides leadership Opportunities at year eight who are elected as House Captains for the year. We group families in the same house.

Smoke Free Environment

Taupaki School is a Smoke Free Environment. Smoking in school buildings and on school grounds is prohibited at all times.

Sport and Fitness

Classes and teams conduct regular fitness activities that promote participation with a view to developing a healthy habit of regular activity.

There are numerous school sports teams at all levels that play in competitions outside school hours from mini-ball, to touch rugby. Please keep an eye on the newsletter and contact the relevant parents organiser if you are interested. At Year 7&8 level we select and enter teams in the North West Sports Zone. These are sport specific days, the winners heading off to represent the North West at the Champion of Champions Events.

We also have the Centennial Soccer matches with Huapai School. These are played in term three and teams from year 1&2, year 3&4, year 5&6 and year 7&8 compete for the centennial trophies. Parents and teachers coach the teams, if your child is interested please keep an eye out for trials and practice times.

Staff Meeting

We meet as a staff on Tuesday afternoons. Please keep this in mind as your child's teacher tries to hurry you out the door as they make their way to the staffroom. The teachers are not being rude, they just want to get to the meeting so that they can get home at a reasonable hour.

Stationery

Lists are provided at the end of each year and upon enrolment. Items may be purchased at the office before classes start for the day.

Student Council

Leadership is something that we encourage in all areas of the school. Our Student Council has evolved in recent years so that children can take an active role in leadership.

Sun Safe School

Children are encouraged to wear sunblock during the hotter months in the playground and it is mandatory to wear hats in Terms 1 & 4. If hats are not worn then children will be directed to play in the shade areas of the playground.

Supervised Crossing

At the top of the hill, leading down Waitakere Road - children who cross at this point must wait for the duty teacher to give them permission to cross the road. Children must come to this gate no later than 3.10pm.

Swimming Pool – Community Pool

During the summer months, families who live in the enrolment zone may purchase a tag at the school office at a cost of \$80. This helps to meet the running costs of opening the pool during the holidays and at weekends.

Technology Classes for Year 7&8 Students

We have a Technology Centre on site. Local schools send classes to our Centre and our own Taupaki pupils rotate around Food Technology, Soft Materials Technology, or Hard Materials Technology each Monday over the course of two terms. There is a charge for the materials necessary to produce items which are taken home.

Pupil Material Fees paid before due date: \$75

Pupil Material Fees paid after due date: \$85

Uniform

Taupaki School does not have a school uniform. Children are encouraged to dress appropriately in order to engage in any and all school activities. Jewellery is discouraged and for safety we ask that children wear earrings only wear studs or sleepers.

Walking School Bus – TTT Express

We run a Walking School bus to and from the Harry James Reserve. We try to encourage parents to drop their children off at the reserve to catch the bus at 8.30am. Children earn clicks on their tickets and gain rewards as they use the bus.

For more information contact Vicki Pratt on 412-6188.

Communications

Newsletter

The Link is published every Friday and is given to the eldest child in the family to take home. It is one way of keeping you informed about what has been happening ... and what is going on at school. We are happy to put Parent Notices into our newsletter, depending on the availability of space. Please type or handwrite your notice so that it can be easily read and handed in to the office no later than *3.15pm Thursday afternoon*.

Newsletters can be emailed to parents, if you would prefer this option please email newsletter@taupaki.school.nz placing e-newsletter in the subject line. Please include the name(s) and class(es) of your children in the body of the email.

Once written, the newsletters are available on-line within 24 hours. They can be downloaded from the KnowledgeNET.

Board Minutes & Monthly Reports

These are public documents and are available for you to read at the office or on the school website in the Information Zone under BoT.

Board News

This is distributed to every family at regular intervals throughout the year, usually within a week of a Board meeting. This is on green paper. It gives information on what has happened at the recent Board Meetings etc. You can also access it online in the Information Zone under BoT on our website.

School Charter & Policies Folder

This is available for parents to read at the office as well as online in the Information zone of the school website.

School Notice Board

We have a notice board located outside the Administration block. We will endeavour to keep it filled with current information.

Issues, Questions and Concerns

From time to time you will have questions, you may have issues or want to raise concerns with us. We ask that you maintain open communication with your child's teacher. The class teacher is your first point of contact. It is a matter of courtesy to make an appointment at the office to discuss matters that may take a little longer than 2 minutes when you pick your child up.