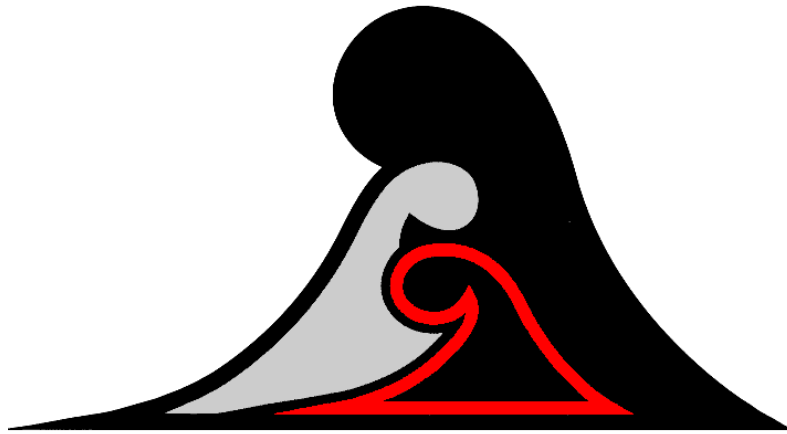


East Tamaki School



Information for Families 2017

**Kia Kotahi Tatou
Let us come together as one**

East Tamaki School

P O Box 58-035

Botany

MANUKAU

2163

Phone: 274-9246

Mobile: 021-1433718

Fax: 274-7824

Email: office@easttamaki.school.nz

Website: www.easttamaki.school.nz

We welcome parents and families as a very important part of the East Tamaki School community.

East Tamaki School Vision

Partnering with the community so that our children achieve high levels of success in a rich natural environment.

Daily Routine



8.00 – 8.15	Arrive at school
8.30 – 8.45	Start of Day Activity – all children in classes
8.45	Learning time
11.00 – 11.30	Morning tea
11.30	Learning time
12.45 – 12.55	Eating lunch in classrooms
12.55 – 1.30	Lunch time/play
1.30 – 2.45	Learning time

SCHOOL TIMES

Children are expected to be at school by 8.15am as school begins at 8.30am with the Start of Day Activity (SODA).

Children can arrive between 8.00am – 8.15am. The school is not responsible for children who arrive before 8.00am.

School finishes at 2.45pm and children must leave the school and go straight home except if they have permission to stay for sports training. All children must leave the grounds by 2.50pm. The school is not responsible for children after 2.50pm.

Please do not ask the school to look after your children after school on a regular basis. We are not able to do this. If you have an emergency which means you will be late to pick up your children please phone the office.

East Tamaki School Expectations

School Expectations of Parents/Caregivers

Attendance

It is important that:

- ◆ Children attend school every day unless they are very sick.
- ◆ Children be at school by 8.15am.
- ◆ Parents phone or text the school if a child is sick.

Bags

Your child is expected to:

- ◆ Bring a schoolbag to school every day.
- ◆ Bring a book bag to school every day.



Uniform

Your child is expected to:

- ◆ Wear the full school uniform every day including school shoes.
- ◆ Wear a clean uniform.

Lunch

Parents are expected to:

- ◆ Provide a sufficient healthy lunch for their children every day.

Support

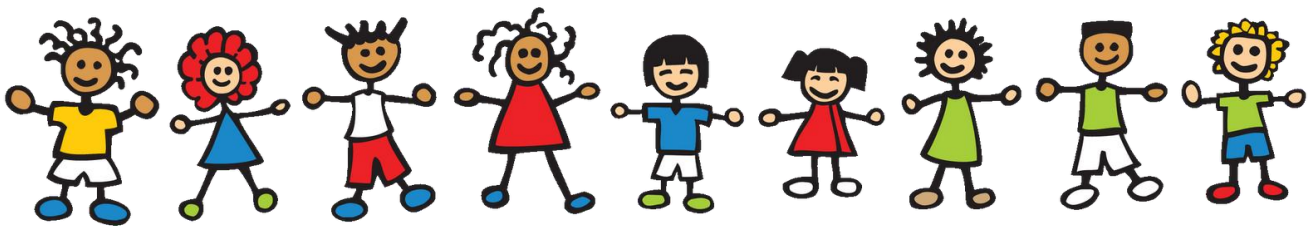
Parents are expected to:

- ◆ Listen to their child read the books that they bring home and talk about these.
- ◆ Support the school in activities such as parent interviews and Home School partnership evenings.

Staff Expectations of Students

It is important to:

- ◆ Be ready for learning.
- ◆ Do the right thing at the right time.
- ◆ Ask for help if you do not understand what to do.
- ◆ Take part in all learning activities.
- ◆ Complete your home learning.
- ◆ Wear the school uniform properly.
- ◆ Speak respectfully.
- ◆ Use your manners at all times.
- ◆ Treat others the way you want to be treated.
- ◆ Stand still and listen when someone is talking to you.
- ◆ Put rubbish in the nearest bin.
- ◆ Eat all food inside.



Attendance

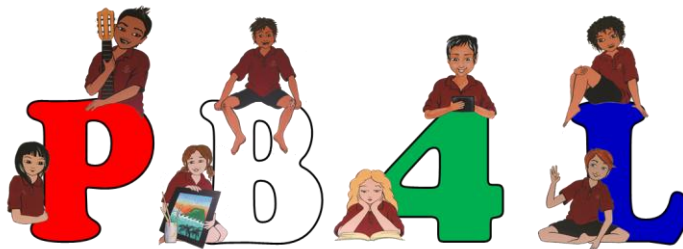
- ◆ If a child is away please phone the school on 274-9246 or 021-1433718
- ◆ All children are expected to come to school every day unless they are very sick.
- ◆ If a child is away without notification the attendance service or neighbourhood police team will be informed.

Behaviour

We are a PB4L school – Positive Behaviour for Learning.
Our three behaviour expectations are:

- Respect for ourselves
- Respect for others
- Respect for property

The East Tamaki School community will create a safe environment for learning where everyone feels respected, supported and included. Children's behaviour will be addressed fairly and effectively.



There are many ways that we reward the expected behaviours including certificates and Kapai Awards.

If children constantly behave inappropriately parents will be informed to work alongside the school to help the child.

If you have any concerns please contact the office to make an appointment.

Books, Pens and Pencils



- ◆ Parents need to buy books, pens and pencils on the day your child enrolls.
- ◆ Parents should buy these from East Tamaki School as stationery bought from other places is almost always inappropriate, i.e. wrong lines in writing books. To replace these items ends up costing parents more money than they would have paid if buying from the school.

East Tamaki School Uniform

**Children are to wear the correct and clean uniform every day.
Please put your child's name on all items of the uniform.**

Uniforms are available at:

The Warehouse
54 Cavendish Drive
Manukau City
Phone 262-1187

Details and prices as follows:

Shorts – black	\$25.99
Pants – black	\$35.99
Skort – black	\$29.99 - \$32.99
Skirt – black	\$42.99 - \$46.99
Short Sleeve Polo – red (with the school logo)	\$26.99 - \$27.99
Socks - black(3 pair pack)	\$12.99
Red sun hat	\$15.00



Black closed in shoes or black sandals

Polar Fleece - \$25.00 - Available only at East Tamaki School.

Home School Partnership

There are many ways parents and families can help.

Parents are very welcome to help at school in the classroom listening to children read, helping with art and sorting equipment. Parents could also help around the school and with the Garden to Table programme.

or:

You may have a skill that you can share with us, and/or the children. Please talk to your child's teacher or speak to Ms Sarah Mirams – the principal.



Mutukaroa

Mutukaroa is the name of our school and community learning partnership. Mutukaroa is about working with parents and whanau to understand how your child is progressing in their learning over the first three years at school. It is also about supporting parents to help their children in their learning at home.

Teachers will have regular learning conversations that equip parents to; understand data about their child's achievement, ask questions, select next steps for learning at home and choose learning resources to support learning at home.

The teachers will arrange times to meet with parents and whanau when it best suits them.

Mutukaroa is about having in depth knowledge of how your child is doing in their assessments and learning from Years 1-3 by having regular meetings with your child's teacher.



Food at School

- ◆ East Tamaki School is a Health Promoting school and Garden to Table school.
- ◆ Children learn better if they eat healthy food.
- ◆ Therefore we expect all children to bring healthy food to eat at school.
- ◆ This could be a sandwich, filled roll and fruit.
- ◆ Children can **only bring water to drink** at school.
- ◆ If children bring food or drink which is not healthy such as twisties, lollies or sugary drinks they will not be able to eat them at school.
- ◆ All children are given a piece of fruit for morning tea each day.

School Newsletter



Newsletters go out on a Tuesday and Thursday. Parents need to look out for them as they have many important notices in them.

Terms for 2017



Term 1:	Tuesday 31 January to Thursday 13 April
Term 2:	Monday 1 May to Friday 7 July
Term 3:	Monday 24 July to Friday 29 September
Term 4:	Monday 16 October to Wednesday 13 December

Public Holidays

Waitangi Day	Monday 6 February
Good Friday	Friday 14 April
Easter Monday	Monday 17 April
Anzac Day	Tuesday 25 April
Queens Birthday	Monday 5 June
Labour Day	Monday 23 October



Inquiry Concepts for 2017

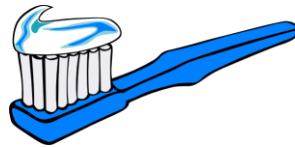


Term 1		Term 2	Term 3	Term 4
Sunsmart	Creativity	Community	Wellbeing	Student choice inquiries

We will also:

- continue to emphasise achievement in literacy and numeracy.
- maintain the focus on school values and key competencies.
- continue further developing the school environment and music programmes.

Dental Nurse



The Dental Nurse is here from time to time. The dental clinic phone number is 837-6635.



School Nurse

The school nurse is at school Monday to Friday for part of the day to check for skin infections and rheumatic fever. The Healthline is 0800 611 116 if you need more information.



Car Parks

For safety reasons parents are asked **NOT** to bring their cars into the school car park off Preston Road. If you wish to drop off or pick up children, please use the Fisher Crescent entrance. There is much less traffic and this is a much safer area for the children to wait.

Concerns and Complaints

1. Talk to the class teacher by note or ring the school office.
2. If you are still not satisfied then arrange a meeting with the Associate Principal or Principal through the office staff.

If something happens at school that you are unhappy about please contact us. The following process is most helpful.

Addresses and Phone Numbers

If you change your address or phone number, please notify the school. This is **particularly important** when we need to contact parents/caregivers in case of sickness or accident.

School Donation

School donations are \$40.00 per child per year, or \$60.00 for a family per year. You can pay \$10.00/\$15.00 per term if you choose.

Learning Celebrations

We have a Learning Celebrations at 1.45pm on some Fridays in the hall. This is an opportunity to celebrate learning and for children to show their work. Certificates are presented and we sing. Parents are most welcome to come along.

Reporting to Parents

Written reports will be sent home at various times throughout the year.

Parent/Teacher conferences are held each year. If you are in any way concerned about your child, please contact us and make an arrangement to come to school and discuss the matter with the Principal and/or your child's teacher.



STAFF LIST

Principal	Ms Sarah Mirams
Associate Principal	Mrs Robyn Malcolm
Room 1	Miss Kelly Mattock
Room 2	Miss Archana Karve
Room 3	Mrs Susan Stanney
Room 5	Miss Sacha Smith
Room 6	Miss Abigail Wheeler
Room 7	Mrs Helen Armstrong (Science)
Room 8	Learning Assistants
Room 9	Miss Emma Kelsen
Room 10	Mrs Tamzin Forlong
Room 11	Miss Irene Jenkins
Room 12	Mrs Anna Fisher (Music)
Room 13	Mrs Anne Kata-Makahili
Room 14	Miss Lee-Ann Riddington
Literacy Support	Mrs Gillian Froud
Office Administrators	Mrs Veronica Keswell Ms Helena Dean
Learning Assistants	Mrs Sandra Seymour Ms Belinda McKain
Library/Resource Manager	Mrs Ashleigh Van Niekerk
Kitchen Specialist	Ms Fiona Munday
Garden Specialist	Ms Fiona Wilkinson
Caretaker	Mr Russell Sinclair



BOARD OF TRUSTEES MEMBERS

Principal	Sarah Mirams
Staff Representative	Helen Armstrong
Chairperson	Ianny Greig-Pori
Members	Fisi Taula
	Reuben Ferrer
	David de Thierry
	Mele Lolohea

The Board of Trustees meet once a month in the Staffroom at 5.30 pm. The public are welcome to attend these meetings. A copy of the school Charter, Board Policies, Minutes and Agendas and various reports are available in the office.

