

**EAST TĀMAKI SCHOOL**

*Te Kura O Tāmaki Rawhiti*



**Information for  
Families  
2018**

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

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

### **East Tāmaki School Vision**

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

**P O Box 58-035  
Botany  
MANUKAU  
2163**

**Phone: 274-9246  
Mobile: 021-1433718  
Fax: 274-7824**

**Email: [office@easttamaki.school.nz](mailto:office@easttamaki.school.nz)**

**Website: [www.easttamaki.school.nz](http://www.easttamaki.school.nz)**

## Daily Routine

8.00 – 8.15	Arrive at school
8.30 – 8.45	Start of Day Activity – Learning begins
10.50 – 11.00	Eating morning tea in classrooms
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 a little late to pick up your children please phone the office.

# East Tāmaki 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***

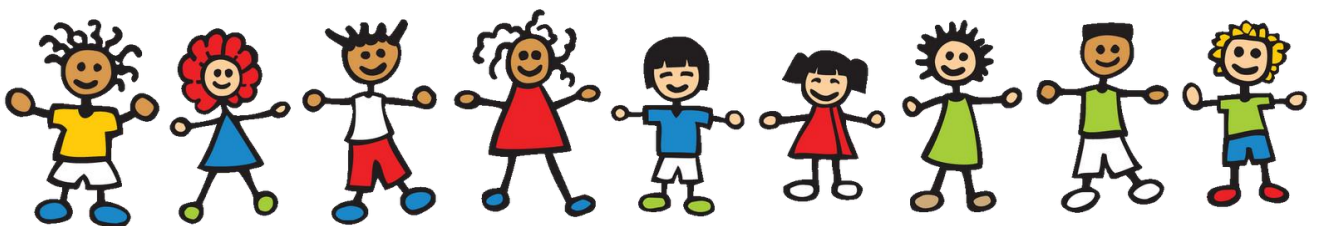
#### **Parents are expected to:**

- 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

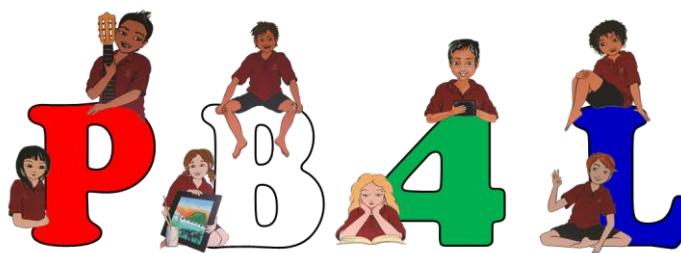
- If a child is away please phone the school on 274-9246 or 021-1433718
- All children are expected to come to school every day unless they are very sick.
- If a child is away without notification the attendance service or neighbourhood police team will be informed.

## 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 Tāmaki 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.**

### **Available at East Tamaki School**

Details and prices as follows:

Polar Fleece	\$30.00
Short Sleeve Polo	\$25.00
Red Sun Hat	\$12.00



To be purchased at any shop:

Shorts – black  
Pants – black  
Skort – black  
Skirt – black  
Socks – black



Black closed in shoes or black sandals. The shoes and socks must all be black with no other colours on them.

## 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.

Our Mutukaroa Co-ordinator, Gemma Cooper 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.

Gemma will arrange times to meet with parents and whanau when and where it best suits them. She will also be available Monday, Tuesday and Thursdays if you have any queries about your child's learning. Gemma's contact number is: 2749246.

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 the Mutukaroa Coordinator.



## 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. The newsletters are also available on the school website.

## Terms for 2018



Term 1:	Tuesday 30 January to Friday 13 April
Term 2:	Monday 30 April to Friday 6 July
Term 3:	Monday 23 July to Friday 28 September
Term 4:	Monday 15 October to Thursday 13 December

## Public Holidays

Waitangi Day	Tuesday 6 February
Good Friday	Friday 30 March
Easter Monday	Monday 2 March
East Tuesday	Tuesday 3 March
Queen's Birthday	Monday 4 June
Labour Day	Monday 22 October



# Inquiry Concepts for 2018



Term 1	Term 2	Term 3	Term 4
What does it mean to belong?	How can we make a difference to others?	What makes a great short film?	How can we improve our school?

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.

## Reporting to Parents

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

**Achievement Review discussions** are held each year with parents, students and the teacher. 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  
Associate Principal

Ms Sarah Mirams  
Mrs Robyn Malcolm

Room 1  
Room 2  
Room 3  
Room 8  
Room 9  
Room 10  
Room 11  
Room 13  
Room 14  
Room 15

Miss Abigail Wheeler  
Mrs Chareza Nel  
Mrs Susan Stanney  
Ms Cate Buchan  
Ms Melissa Carnachan  
Ms Tumua Pala'aia  
Mrs Irene Morgan  
Mrs Anne Kata-Makahili  
Mrs Beth McKay  
Mrs Shobna Singh

Literacy Support

Mrs Gillian Froud

Mutukaroa Co-ordinator

Mrs Gemma Cooper

Office Manager  
Office Administrator

Mrs Veronica Keswell  
Mrs Ashleigh Van Niekerk

Learning Assistants

Mrs Sandra Seymour  
Mrs Belinda McKain  
Mrs Rachel Robinson

Kitchen Specialist  
Garden Specialist

Mrs Fiona Munday  
Mrs Fiona Wilkinson

Caretaker

Mr Barry Williams



## **BOARD OF TRUSTEES MEMBERS**

Principal

Staff Representative

Chairperson

Members

Sarah Mirams

Tumua Pala'aia

Ianny Greig-Pori

Mele Lolohea

Reuben Ferrer

David de Thierry

Vaine Ama

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.

