



## **TĪTAHI BAY SCHOOL - KURA KIDS are Believers and Achievers**

*Kura Street, Tītahi Bay, Porirua 5022    P O Box 50441, Porirua 5240    Phone: 04 236 8399*  
*website: [www.Titahibay.school.nz](http://www.Titahibay.school.nz)    email: [office@Titahibay.school.nz](mailto:office@Titahibay.school.nz)*

### **TĪTAHI BAY SCHOOL PROSPECTUS 2023**

Phone: (04) 236-8399

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

Tītahi Bay School App – Download for free from your app store

Tītahi Bay School Website – [www.Titahibay.school.nz](http://www.Titahibay.school.nz)

Go to A-Z for the answers to questions you may have on our website

Tītahi Bay School Facebook – Follow the link from our school website to our official Facebook page. Click on “like” and then you will be set up to follow us

Dental Clinic 0800 825-583 (Option 1)

#### **Contacts:**

Principal: Matt Tilley email: [principal@Titahibay.school.nz](mailto:principal@Titahibay.school.nz)

Deputy Principal: Miranda McMahon email: [miranda.mcmahon@Titahibay.school.nz](mailto:miranda.mcmahon@Titahibay.school.nz)

SENCO: Tanya King email: [tanya.king@Titahibay.school.nz](mailto:tanya.king@Titahibay.school.nz)

School Secretary: Jodene Gooch email: [office@Titahibay.school.nz](mailto:office@Titahibay.school.nz)

BOT Secretary: Jodene Gooch email: [jodene.gooch@Titahibay.school.nz](mailto:jodene.gooch@Titahibay.school.nz)

Caretaker: Steve Jackson Phone: 027-241-0913

**TĪTAHI BAY SCHOOL**  
**2023 STAFF LIST**

**Principal:** Matt Tilley  
**Deputy Principal:** Miranda McMahon  
**Assistant Principals:** Jacinta Kelleher & Tanya King

<p><b>Kākano</b></p> <p>Years New Entrant, Y1 /Y2 Rooms 5,6, 1,2,3,18</p>	<p>New Entrant</p> <p>Years 1 2</p>	<p>Room 5 &amp; 6 Tanya King, India McMahon/Sarah Taylor <a href="mailto:Tanya.king@Titahibay.school.nz">Tanya.king@Titahibay.school.nz</a>, <a href="mailto:india.mcmahon@Titahibay.school.nz">india.mcmahon@Titahibay.school.nz</a>, <a href="mailto:sarah.taylor@Titahibay.school.nz">sarah.taylor@Titahibay.school.nz</a></p> <p>Room 1 Kristina Stevens <a href="mailto:kristina.stevens@Titahibay.school.nz">kristina.stevens@Titahibay.school.nz</a></p> <p>Room 2 Chelsea Renshaw <a href="mailto:chelsea.renshaw@Titahibay.school.nz">chelsea.renshaw@Titahibay.school.nz</a></p> <p>Room 3 Lauren Blakeley <a href="mailto:lauren.blakeley@Titahibay.school.nz">lauren.blakeley@Titahibay.school.nz</a></p> <p>Room 18 <a href="mailto:cheryl.naylor@Titahibay.school.nz">cheryl.naylor@Titahibay.school.nz</a></p> <p>HUB LEADER Tanya King</p>
<p><b>Koru</b></p> <p>Year 2 &amp; 3 Rooms 14,15,17</p>	<p>Years 2 3</p>	<p>Room 14 Charlotte Ell <a href="mailto:charlotte.ell@Titahibay.school.nz">charlotte.ell@Titahibay.school.nz</a></p> <p>Room 15 Mathew O'Hagan <a href="mailto:mathew.o'hagan@Titahibay.school.nz">mathew.o'hagan@Titahibay.school.nz</a></p> <p>Room 17 Natalie Hillier <a href="mailto:natalie.hillier@Titahibay.school.nz">natalie.hillier@Titahibay.school.nz</a></p> <p>HUB LEADER Mathew O'Hagan</p>
<p><b>Rākau</b></p> <p>Years 4 / 5 Rooms 7, 8, 9</p>	<p>Years 4 5</p>	<p>Room 7 Jimmy Steele <a href="mailto:jimmy.steele@Titahibay.school.nz">jimmy.steele@Titahibay.school.nz</a></p> <p>Room 8 Delwyn Gardner <a href="mailto:delwyn.gardner@Titahibay.school.nz">delwyn.gardner@Titahibay.school.nz</a></p> <p>Room 9 Allie Waters <a href="mailto:allie.waters@Titahibay.school.nz">allie.waters@Titahibay.school.nz</a></p> <p>HUB LEADERS Jimmy Steele</p>
<p><b>Ngahere</b></p> <p>Years 5 / 6 Rooms 10, 11, 12, 13</p>	<p>Year 5 6</p>	<p>Room 10 Candis Wood <a href="mailto:candis.wood@Titahibay.school.nz">candis.wood@Titahibay.school.nz</a></p> <p>Room 11 Ang Strand <a href="mailto:ang.strand@Titahibay.school.nz">ang.strand@Titahibay.school.nz</a></p> <p>Room 12 Khaylen Huriwai <a href="mailto:khaylen.huriwai@Titahibay.school.nz">khaylen.huriwai@Titahibay.school.nz</a></p> <p>Room 13 Jacinta Kelleher <a href="mailto:jacinta.kelleher@Titahibay.school.nz">jacinta.kelleher@Titahibay.school.nz</a></p> <p>HUB LEADER – Jacinta Kelleher</p>

**Titahi Bay School**  
**Mission Statement**  
**KURA Kids are Believers and Achievers**

**TERM DATES 2023**

**Term One: 1 February - 6 April**

**Term Two: 24 April – 30 June**

**Term Three: 17 July – 22 September**

**Term Four: 9 October – 15 December**

**Public Holidays**

Waitangi Day	Monday 6 February
Easter	Friday 7th April, Monday 10th April
ANZAC Day	Tuesday 25 <sup>th</sup> April
Kings Birthday	Monday 5th June
Labour Day	Monday 23rd October

**Teacher Only Days:**

Monday 24th April

**SCHOOL BOARD**

The Titahi Bay School Board is comprised of parent representatives, the Principal and one staff trustee.

Your representatives are:

- Matt Tilley (Principal)
- Anna McGavin (Chairperson)
- Kumeroa Brown
- Megan Williams
- Holona Van Iddekinge
- Kaela Harrison
- Nadia Collins (Staff representative)

All the members of the Board work on your behalf to ensure Titahi Bay School staff work in a well-resourced and supportive environment. This ensures that a balanced and high quality education is delivered to your children.

We invite and encourage you to attend our Board meetings which are advertised in advance on our website.

Anna McGavin  
BOT Chairperson

**ENROLMENT SCHEME:**

If you have a child ready to start school we would appreciate it if you enrol them at 4½ years old. This helps us plan for classes. We call this programme “SPRING BULBS” and you and your child can visit on a **Tuesday at 2.00 - 2.50pm**. Tanya King [tanya.king@Titahibay.school.nz](mailto:tanya.king@Titahibay.school.nz) will contact you once the enrolment form has been received to let you know which classroom your child will be in and when they can begin Spring Bulbs visits. No child can attend Spring Bulbs until the enrolment form is filled out and in the office.

You can purchase the books for the Kākano team at the office or from Office Max online. A stationery list is available by going to <https://www.myschool.co.nz> and typing in Titahi Bay School.

Your child will be welcomed into our school in a pōwhiri. Please ask your child's teacher or find the dates in our school newsletter on our website. We love you and your whānau being part of this.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary e.g.

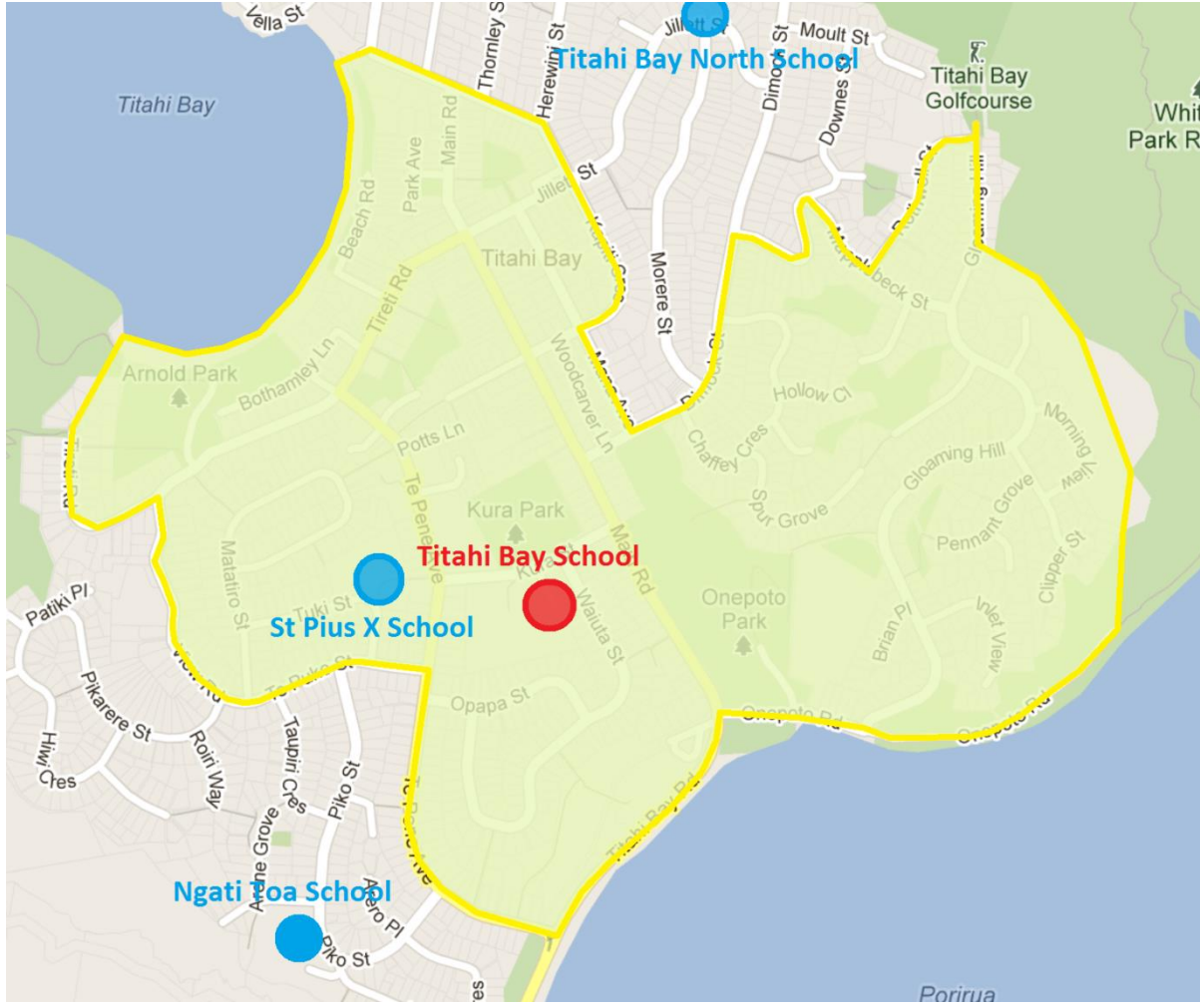
- renting accommodation in-zone on a short-term basis;
- arranging temporary board in-zone with a relative or family friend;
- using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.

If the board has reasonable grounds for believing that the given in-zone address will not be an ongoing genuine place of residence, the board may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address provided at the time of enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

On enrolment parents are asked to give proof of residence (proof of residence could be a phone bill, rates bill etc). A copy will be kept on the student's file and address information will be entered into the Student Management System (ETap) by the Enrolment Officer.

We regularly monitor addresses to ensure they are in-zone and request updates for personal details.



In a clockwise direction:

- From the northern point at the intersection of Beach Road and Bay Drive the boundary is a line such that addresses in Bay Drive are in zone. Richard, Whanake, Thornley and Herewini Street addresses are not in zone. The boundary continues such that all Kapiti Crescent addresses are in zone. Jillett Street addresses (both sides) from Main Road to the intersection with Kapiti Crescent are in zone. All Mana Avenue addresses are in zone. Morere Street addresses are not in zone. Dimock Street addresses 1 to 45 inclusive on the odd side and 2 to 58 inclusive on the even side are in zone.
- From the intersection of Dimock Street and Downes Street the boundary line is such that addresses 1 to 21 inclusive on the odd side and 2 to 26 on the even side of Downes Street are in zone and the boundary line then extends to the Tītahi Bay Golf Course in the north-east. Mapplebeck Street, Rothwell Street and Gloaming Hill addresses are in zone. Keith Hart Grove addresses are not in zone.
- The eastern part of the boundary follows the reserve south including Onepoto Rd addresses as in zone. The boundary then follows the sea until opposite Te Pene Avenue.
- Continuing clockwise the south to west boundary is a line such that Te Pene Ave addresses are in zone, Te Puke Street addresses are in zone, View Road addresses are in zone and Tireti Road addresses are in zone and the boundary line extends to Stuart Park and the sea and follows the Tītahi Bay sea line until it connects to the intersection of Beach Road and Bay Drive (the starting point). Piko Street, Taupiri Crescent and Pikarere Street addresses are not in zone.

At the time of application for enrolment, the address provided must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school. If you are in the process of building at an in-zone address, your 'usual' residence, i.e. the house you are living in on a day to day basis whilst building, is the address counted for enrolment purposes.

## **TĪTAHI BAY SCHOOL INFORMATION: A – Z**

### **ABSENCES**

If your child is going to be absent from school please phone the school office (236-8399 and press 1). You can also use the school app to advise if your child is going to be away. This can be done by downloading the app for free from your app store. You will be contacted by the school if your child is absent when the roll is taken in the morning if we have not been notified of their absence. We track absences and if we haven't had a reason for your child's absence then you will either have a phone call or letter from the Principal. You can also text in absences on the school's mobile phone 027-757-0272 or you can email the office at [office@Titahibay.school.nz](mailto:office@Titahibay.school.nz).

### **APP**

You can use the school app to:

\*Change contact details

\*All events are on front page and things that are happening in the school

\*Pay Online - School donations, Camp

DOWNLOAD NOW. Go to the APP STORE or PLAY STORE and download SchoolAppsNZ

### **ARRIVAL TIME**

For their own safety children should not arrive at school earlier than **8.30am** as teachers are busy preparing for the day and are not available for supervision of children.

If your child arrives at school late they need to sign in at the school office. If you are taking your child out of school before the 3pm bell is rung you need to go to the school office and sign them out. This is vital as if we have an emergency at school we must know who has left for the day.

## **ATTENDANCE TRACKING and PROCESS**

As a school we track every child's attendance. When a child's attendance percentage reaches a level of concern which is 10% or more absences, then we start to follow our school attendance procedures. (Late arrivals and early leavers are included when calculating attendance percentages).

Once an attendance concern is identified class teachers or team leaders will make contact with whanau via phone or email. If things don't change within two weeks then a letter asking families to contact school to work together to remedy the concern will be sent home by the Principal, Matt Tilley. If there is no change within two weeks then another letter will be sent home. This letter asks for a meeting to resolve the non-attendance issue. If there is no change then the child will be logged on the Ministry of Education's Attendance Register. A letter will be sent at this time informing the family that their child is now a focus of the Ministry of Education. They will make contact to resolve the issue.

Children transferring between schools will stay at the same level of the process until the issue is resolved. Titahi Bay School Board have attendance as a high priority.

## **AFTER SCHOOL PLAY DATES**

If children want to go to someone's house after school they must have their parent's permission before they leave home in the morning. We do not let children phone at the end of the day for these.

## **ADDITIONAL ACTIVITIES**

Additional activities your child can do at Titahi Bay School:

- Wide involvement in 'Education Outside the Classroom'
- Teams involved in Community Netball or Hockey
- Individual Education Programmes developed for a wide variety of needs – behavioural, academic and social
- Te Reo Programmes
- Whole school Kapa Haka
- Pasifika
- Elective Programmes –for example: recorder, Kapa Haka, Drama, Art, Craft, Music, Sign language
- Social skills programme (Positive Behaviour for Learning)
- Learning Support Programmes for Reading/Spelling/Writing/Maths
- Involvement in Otago Maths Challenge
- Band
- Science Badge (extension)
- Information Communication Technology Development
- EPRO 8
- School Council/Buddy Patrol/Enviro leaders/Sports leaders
- Visual Arts
- Lunchtime clubs

## **ASSEMBLY**

Assemblies are held twice a term as a whole school. Each assembly focuses on and celebrates a KURA value; Kindness, Unity, Respect and Achieve. The whole school attends assemblies together, with the children sitting in their house groups. Parents are very welcome to attend these.

## **BAND**

Children wishing to develop music may join the school band following selection and subject to skill level. They practise weekly and perform regularly throughout the year.

You can contact Del Gardner [del.gardner@Titahibay.school.nz](mailto:del.gardner@Titahibay.school.nz) for band.

## **BEHAVIOUR**

We are a Positive Behaviour for Learning (PB4L) school. We use the acronym KURA to focus on the positive behaviour that we expect at Titahi Bay School. All around the school, we have posters representing what KURA looks like, using photos and a few words to remind us what a KURA Kid would be doing in each of these areas. Our KURA song can be found on our school website. We use Restorative Practice when dealing with ongoing concerns.

## **BIKES**

Children may only ride bikes to school if they wear a cycle helmet. It is advisable for children to have a lock on their bikes. Bikes are to be left in the bike stands located around the school. If your child needs a bike just contact [del.gardner@Titahibay.school.nz](mailto:del.gardner@Titahibay.school.nz)

## **BOOK CLUB**

Scholastic NZ regularly offers a range of books for children to buy. The orders for these are done online directly with Scholastic NZ.

## **BUDDY PATROL LEADERS**

Each year a group of Year 6 students are elected by the older children to be the buddy patrols. This is a leadership position that children aspire to achieve. The buddy patrols wear a special t-shirt, so that they can be easily recognised in the playground. Younger children know that if they require help in the playground, they can ask a duty teacher or a buddy patrol member. Each class has a buddy patrol attached to them.

## **CAMP**

We take our Year 6 children on camp every year. If you have a year 6 child you will get information about this.

## **CARPARK**

The car park is not to be used to drop off or pick up children after school. It is only to be used if you are picking up a sick or injured child. This is a safety issue for our children.

## **CIVIL DEFENCE KIT**

Each child in the school has a personal kit that is kept at school. Each kit needs to be sealed in an ice-cream container labelled with your child's name, emergency contact details, names of those who have permission to pick your child up in the event of an emergency and any health issues. This kit is passed onto your child's future teachers at the end of each year.

Each kit is put together by you, the parents, and should contain:

- A can of food – this needs to be something that your child will eat and can be eaten straight out of the can without cooking
- Some wrapped long life lollies (e.g. barley sugars)
- Sealed peanut free snacks – muesli bars/fruit bars
- Something for your child to play with (crayons, playing cards, knuckle bones)

## **COMPOSITE CLASSES**

At Titahi Bay School the decision was made to have composite classes, based on the evidence about what makes a positive difference for students. Academic findings have been mostly positive, some neutral but certainly not negative for students in composite classes. However, there is clear evidence that composites do make a significant difference in and provide effective advantages for students, i.e. they enhance self-esteem, decrease behavioural problems, reduce the impact of labelling, encourage the formation of positive communities and lead to social and academic growth.

The school's commitment to grouping students according to social as well as academic needs has positive outcomes for all. It is what we all know as parents and teachers – when a student feels positive about school they are more likely to be academically and socially successful.

Each year the composites can change due to the numbers in each cohort.

### **CRT**

This stands for Classroom Release Time. Each teacher gets the equivalent of two days per term, where they are released from their classroom to do a variety of things including collegial visits, observations, testing, cooperative work with other teachers, professional reading, and administration tasks. We use the regular part time teachers we have on staff to do this.

### **COMMUNICATION**

Communication between school and families is immediate and regular (newsletters). If you have a concern, your first communication is with your **child's class teacher**. In many cases the situation will be resolved at that level. Wider school matters should be referred to the Hub Leader, Deputy Principal or the Principal. If you require time to be set aside, an interview time should be requested. Staff are not available during teaching hours (9.00am – 3.00pm) but are onsite each day from 8.00am – 4.00pm. Feel free to email your child's teacher at any time, [firstname.surname@Titahibay.school.nz](mailto:firstname.surname@Titahibay.school.nz)

### **CYCLE SAFETY**

We encourage our students to ride to school and teach them the safest way on the playground. Cycle road safety and supervision of bicycles in a roadworthy state will be the role of the M.O.T. supported by the class programme. The wearing of bicycle safety helmets is obligatory. Inappropriate behaviour will be followed up and may result in a persistent offender losing the right to ride to school for a time.

### **DENTAL CLINIC**

Phone: 0800-825-583 – choose option 1 and ask for Titahi Bay Dental Hub. You will find this hub at the front of school in Kura Street. The Dental Clinic will be advised that your child has enrolled in our school.

### **DISCIPLINE**

Each year in February teams will send out a newsletter stating expectations and consequences for our students. In 2021 we will continue to be on a Professional Development Programme looking at behaviour and consequences. This is called Positive Behaviour for Learning – PB4L. We will continue to implement Restorative Practice.

### **DRAMA PRODUCTIONS**

At times throughout the year, various groups come into school to provide our children with different show experiences. These productions are presented to the entire school and parents and families are welcome to come along to these matinees. We will send advance notice to the show and let you know if there is a cost.

### **ENROLMENTS / SPRING BULBS**

Children may enrol any time before their fifth birthday. We need to sight their birth certificate and immunisation certificate as part of the enrolment process. They come on Tuesday afternoons from 2.00 – 2.50pm. Tanya King will contact you once the enrolment form has been received, to let you know which classroom your child will be in and when they can begin Spring Bulbs visits. No child can attend Spring Bulbs until the enrolment form is filled out and in the office.

### **FRUIT IN SCHOOLS**

Our school is lucky enough to be given fruit twice a week for the children to eat during the day. This is supplied by the Ministry of Education.



## **GARDENS**

We have developed gardens around the school. We started some vegetable and herb gardens four years ago and it's our hope that families will be able to make use of some of our produce too. Our kitchen uses the produce for cooking classes. In 2023 we will run a programme looking at how food gets from the garden to the table.

## **GO GETTERS**

Go getters are the children who always stay in the green zone of our traffic light system (Positive Behaviour for Learning). We recognise and celebrate them twice a term. Usually in week 5 and 10.

## **GOODIES**

Many parents/caregivers have access to things we find useful but which might otherwise go to the tip. We always have use for clean card, paper, cloth, wool, plastic and so on. If it is of no use, we will say so, but we like being asked! If anyone has access to off cuts or paper of reasonable quality that might otherwise be thrown away we would be only too pleased to hear.

## **HEALTH CONTACT**

The Health Nurse regularly visits the school. If you have any concerns about your child's physical, social or emotional health please contact the school for a referral. Our Health nurse is Ioana Gaulofa 587-2907 or 027 242 5159.

**HEADLICE** – If your child has headlice please contact the class teacher or office for a note to go home. We also have headlice treatment at school.

## **HEARING**

The Ear Van provides free checks for children 0-18 years.

There are 'drop in' and 'by appointment' clinics available.

Phone (04) 587 2916 or text "appointment" to (027) 845 1433 to make a time

## **HOMEWORK**

There is an expectation that reading, basic number knowledge and oral language will occur on a regular basis at home. Teachers will help with this by providing home reading books or personal choice reading time, spelling, maths activities and/or games and ideas for building number knowledge.

Children enjoy a balance of being read to, reading with you, and reading for themselves. Books, magazines, comics, newspapers, model aeroplane instructions, the back of the Weet Bix packet ... whatever: it doesn't matter. As long as children are doing something that they are interested in, they will read and enjoy.

Oral language is the basis of all learning. Talking with children is an important part of home learning.

Each team has different expectations for homework. These are all set out on our school website and will be explained in each team's newsletter.

## **HOME & SCHOOL**

We have a very active group of parents who support our students and teachers in a variety of ways. If you wish to offer your services, meetings are advertised in the school newsletter.

Each year the Home & School runs a variety of school activities including the School Triathlon in Term 1. Contact:

Helen Watts - chair

[homeschool@Titahibay.school.nz](mailto:homeschool@Titahibay.school.nz)

## **HOUSES**

All children are assigned a **house** when they start at Titahi Bay School and this is their house for their entire time with us. Brothers and sisters are always in the same house. Throughout the year, children will participate in events and sports days. On house event days we encourage the children to wear the colour of their house. The six houses are named after colours:

Kowhai – yellow  
Whero – red  
Kakariki – green  
Kikorangi – blue  
Papura – purple  
Karaka – orange

### **ILLNESS OR ACCIDENT AT SCHOOL**

In the event of a child becoming ill or injured at school the office will contact the parents/caregivers to collect the child. It is most important that families advise us of any changes in home circumstances – telephone numbers, changes of address, mobile phone numbers and after school care arrangements, custody/court orders. In times of emergency we need immediate access to accurate information.

### **KAPA HAKA**

We have Kapa Haka at school every Week. Throughout the year, the children will be learning about and participating in pōwhiri, singing waiata, learning karakia, and they will actively participate in Kapa Haka. Words for some of the waiata that we sing can be found on our school website.

### **LEAVE FOR EXTENDED DURATION**

If you are intending to take your child/ren out of school for an extended period during school time a written letter or e-mail explaining the details needs to be sent to the office. This includes permission for taking your child away on holiday during school time.

Consistent attendance at school is essential for maximising learning. Please consider carefully before removing children from class programmes.

### **LIBRARY HOURS**

Open all day

### **LONG TERM PLANS**

Each team writes a long term plan of what will be taught each term. You can find these on the school website along with the termly newsletters.

### **LOST PROPERTY**

**Please name everything.** In spite of our best efforts we accumulate large amounts of unclaimed clothing. If you would like to see if any of it is yours, please come and look in the lost property box kept in Te Manawa. All lost property left at the end of term is donated to charity.

### **LUNCHES**

We are part of the 'lunches in schools programme'. This means each child receives a free school lunch each day, you can however opt out of this if your child does not eat the school lunch. We use Kapura on Mondays, Wednesdays and Fridays and Subway on a Tuesday and Thursday. We also have fruit available throughout the day.

### **LUNCH TIMES**

We run a Band at certain times during the year.

Contact Del Gardner - [delwyn.gardner@Titahibay.school.nz](mailto:delwyn.gardner@Titahibay.school.nz)

### **MATHS-WHIZZ**

Children in Year 4-6 are going to use Maths-Whizz, a learning tool in Maths. This is an internet based programme that can be accessed from home as well as school. If you have an iPad at home, there is a Maths-Whizz app that you

can download for free – your child will need to use their Maths-Whizz user name and password to use the app. We are committed to using Maths-Whizz at Titahi Bay School for 2023. We recommend that children spend three x 20 minute sessions on Maths-Whiz each week.

If you need help contact Candis Wood [candis.wood@Titahibay.school.nz](mailto:candis.wood@Titahibay.school.nz)

### **MEDICATION**

If children bring medication to school, please label it clearly and bring it to the office. A form needs to be signed giving permission for our staff to administer it.

### **MEET THE TEACHER**

This is in Term 2 with a written report and there is also a written report in Term 4.

### **MESSAGES FOR CHILDREN**

If you need to get a message to your child during school time we will do our best to do this for you. You can help by keeping such messages to a minimum and leaving plenty of time for the message to be delivered. Please phone before 2.30pm if you want a message to be delivered to a child by 3pm.

### **MISCELLANEOUS**

Drink bottles must be plastic and unbreakable.

Matches, razor blades, knives, fireworks, alcohol and chewing gum are forbidden at school.

### **NEWSLETTER**

The school newsletter goes out every second Friday via email, on the website or via the Titahi Bay School app. This newsletter is a very important link between home and school – a fortnightly communication of school events, acknowledgements and requests. There is limited space available in the newsletter for community notices as school items must take priority. We also have extensive school information on our website [www.Titahibay.school.nz](http://www.Titahibay.school.nz). We also put the newsletter on our school facebook account.

### **OFFICE HOURS**

**8.30am – 3.15pm.** Office staff are here to help so just ask Jodene or Lisa.

### **PARENT HELP**

Parents are invited to assist in the life of the school. Parents are fully involved with supervision of road patrols, classroom helpers, making resources and serving on committees. Parent help is an essential element of the school's effectiveness. We acknowledge the support we do have and actively seek new parents to assist and support our work. If you have time to spare to work in a classroom please approach your child's teacher at any time.

### **PASIFIKA**

The whole school regularly participates in Pasifika - Renata Marshall tutors our children in performance, basic language and traditions of the Islands. There is also a performance group that children can opt into.

### **PASIFIKA PARENTS GROUP**

The Pasifika Parents Group regularly meet to celebrate things Pasifika at Titahi Bay School.

The group supports the implementation of the School's Pasifika Strategy by

- Building relationships with school and home
- Supporting the events where Pasifika culture and language can be showcased like:
  - \*Festival/Kapokapo celebrations
  - \*Pasifika language weeks

\*Annual event celebrating Pasifika

\*Providing skills and knowledge to support the learning in the classroom.

The Pasifika group meet together over supper. If you wish to be part of this group you can contact them on:

[pasifika@Titahibay.school.nz](mailto:pasifika@Titahibay.school.nz)

[miranda.mcmahon@Titahibay.school.nz](mailto:miranda.mcmahon@Titahibay.school.nz)

**PUBLIC HEALTH NURSE** – Our Public Health Nurse, is available to see you for health help. She is also available to give health advice and information to your family. You can contact Ioana.gualofa [ioana.gualofa@huttvalleydhs.org.nz](mailto:ioana.gualofa@huttvalleydhs.org.nz)

If you have any concerns about your child's development please let us know.

The vision and hearing tester visits our school once a term. All New Entrants are assessed for both vision and hearing. You will be notified about these results.

### **PB4L**

This stands for Positive Behaviour for Learning. Our KURA values are embedded in everything that we do here at school. Our KURA values are **Kindness, Unity, Respect and Achieve**

*Manaakitanga, Kotahitanga, Whakarangatiratanga, Kia tutuki ai*

We expect our children to be KURA Kids. We teach KURA, show KURA, we are KURA



We regularly celebrate children who show KURA in our classes, Hui, and Assemblies and go-getter Celebrations.

Rules are clearly displayed around the school and reinforce that KURA is an expectation for all at Tītahi Bay School.

In class we follow the traffic light system and we collect data in our playground to find trends and align support where and when needed.

## **BULLYING**

Defined as – The systematic abuse of power, persistent and repeated domination which is intended to intimidate, manipulate or hurt another person. Bullying within the school is unfair and not welcomed. Parents must report all cases to class teachers. Such behaviour will be promptly dealt with.

**IF SOMEONE IS  
BEING UNKIND OR  
DISRESPECTFUL  
FOLLOW THESE 3  
SIMPLE STEPS:**

**1. NOT COOL**

**2. WALK**

**3. TALK**



## **IS IT BULLYING?**

When someone says or does something **unintentionally** hurtful and they do it once, that's **RUDE**.

When someone says or does something **intentionally** hurtful and they do it once, that's **MEAN**.

When someone says or does something **intentionally** hurtful and they keep doing it even when you tell them to stop or show them that you're upset – that's **BULLYING!**

**BULLYING**  
See it. Get help. Stop it.



For further information about PB4L contact Miranda McMahon – [miranda.mcmahon@Titahibay.school.nz](mailto:miranda.mcmahon@Titahibay.school.nz)

# BEHAVIOUR

Consider:

- \* Is this a one-off or repeated behaviour?
- \* Does the behaviour effect just the child involved or others?





## MINOR

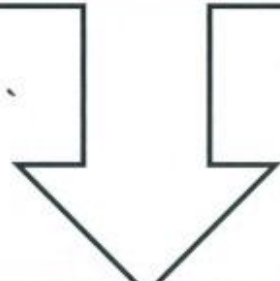
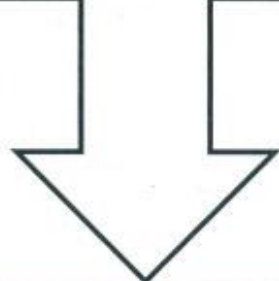
### TEACHER MANAGED

- Inappropriate language
- Unsafe movement
- Property misuse
- Lateness after breaks
- Unkind/Put-downs
- Disruption
- Physical Contact
- Not completing work
- Defiance

## MAJOR

### CLASS (or playground) WITHDRAWAL

 BUDDY CLASS (for playground) TIMEOUT Physical Aggression Refusing class timeout Repeated behaviours Harrasment/Bullying	 Miranda McMahon Kerry Delaney Senior Management Serious physical aggression/Fighting Hysteria / Rage Refusing Buddy class timeout Swearing/abuse directed at an adult
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### CLASSROOM CONSEQUENCES: TRAFFIC LIGHT SYSTEM



- Verbal warning
- Move to Thinking Zone
- Move to Orange – Time Out within class

### BEHAVIOUR FORM

Fill out Behaviour Form (major)  
  
For a playground incident fill in paper form and put in black box in staffroom otherwise fill in the behaviour form on Etap. Relievers fill in a paper form. Follow up with the student immediately.

IF BEHAVIOUR REOCCURS WITHIN THE SAME TEACHING BLOCK:  
Fill out Behaviour form (minor) on e-tap/paper.  
  
Discuss at Team Meeting and document in your syndicate PB4L notes.  
Teacher continues to monitor.

POSSIBLY: Parent informed by phone or e-mail when child is on red or orange.  
PB4L team discuss  
Behaviour Plan  
Monitoring Period  
Principal Involvement  
Check in Check out



## **PRECIOUS BELONGINGS/TOYS**

Although we do our best, things sometimes happen to the precious belongings children bring to school. It is best to leave such things at home. We accept no responsibility for such treasures.

## **PRT**

This stands for Provisionally Registered Teacher. It means that the teacher is beginning their teaching career. After studying for a teaching qualification, all teachers must then complete at least two years of full time teaching in order to become a Fully Registered Teacher. PRT's bring a wealth of knowledge and enthusiasm into their schools. We have two PRT's working at Tītahi Bay School this year and we know that they are already stunning teachers.

## **PŌWHIRI**

A pōwhiri is an official welcome to all new children, families and teachers in our school. Pōwhiri are held a couple of times a term. The dates of these are in our school newsletter and on our school website.

The New Entrant team will inform you when the closest pōwhiri date is to your child starting school.

We encourage parents and whānau to be part of the pōwhiri with their child. Meet in the staffroom on the day of the pōwhiri. The pōwhiri procedure involves karanga being "called" into the hall by a senior girl, followed by a haka pōwhiri (dance of welcome), whaikorero (speeches), waiata (songs) and ending with shaking hands with the staff. You are invited to stay for morning tea in the staffroom after pōwhiri.

## **REPORTING TO PARENTS**

Term 2 – We will have a meet the teacher interview in Term 2. This will give you a chance to meet the teacher and talk about how your child has settled into their new class. Children are expected to come along to these interviews. These are booked online at [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz)

Term 4 – End of year report sent home in week 9 – An interview with the classroom teacher can be arranged, if required.

In addition to this, the class teacher can be approached at any time during the year for an appointment to discuss educational issues relating to your child. If further discussion is required, please contact the Team Leader.

You can also make an appointment to talk with the class teacher first. If you need to discuss further Matt Tilley is always available.

## **RESOLVING CONCERNS**

If you have a concern about your child, please first discuss this with their classroom teacher. If unresolved, the matter may be referred to the person who leads the team your child is in. If still unresolved, the issue may be taken up with the Principal. Please talk to the class teacher as soon as possible, as this is a proactive way of dealing with any matter. Concerns relating to other matters should be conveyed directly to the Principal.

## **ROAD SAFETY**

Every care is taken in promoting road safety. As concerned parents/caregivers we ask you to actively support road safety rules:

Insist your child uses the patrolled pedestrian crossing. Set an example by using the crossing yourself. Children respond to your example.

Before and after school please park your car away from the school entrances or yellow lines. Do not park on yellow lines, over private driveways or on grass verges.

## **SAFETY**

There are some steps parents/caregivers should take regarding safety on the way to and from school:

- \* inform school if your child is going to be absent or late
- \* make sure the school has your latest home and work numbers
- \* telephone school if your child is late home
- \* know where your child is playing after school
- \* contact the parents of any friend your child brings home after school.

## **SCOOTERS**

Children may only ride scooters to school if they wear a cycle helmet. Scooters are to be left in the scooter stands located around the school and are to be ridden on the back court only.

## **SCHOOL CHARTER AND POLICIES**

A copy of these is kept on our school website [www.Titahibay.school.nz](http://www.Titahibay.school.nz). under Board. Parents/caregivers are welcome to come down and read them at any time. Parents are also kept informed of new policies through the Board of Trustees newsletters. These can also be found in Board documents on our school website.

## **SCHOOL HOURS**

9.00 am	School Opens
9-10.40am	Lessons
10.45 – 11.15am	Morning tea break
11.15 – 1pm	Lessons
1pm – 1.10pm	Eat lunch - Teachers sit with the children for these ten minutes
1.10 – 1.50pm	Second break
1.50 – 3.00pm	Lessons
3.00pm	School closes

## **SCHOOL PATROLS**

Selected Year 6 pupils maintain an oversight of the school crossing from 8.30am – 8.50am and 2.55pm – 3.10pm daily. Parent volunteers supervise these pupils. The pupils are trained by the NZ Police. Please support by:  
Waiting behind white lines marked on footpath  
Crossing on the patrol child's command that it is safe to cross  
Using the crossing all the time  
Role modelling safe pedestrian practices

## **SCHOOL PHOTOGRAPHS**

Class photos and individual photos are taken annually by a professional photographer. These will be taken on Thursday 1<sup>st</sup> June 2023.

## **SHOES**

School grounds are places where lots of people go in weekends and at night. We cannot always guarantee the grass is safe for children to walk on with no shoes. It is very important your child wears shoes to school.

## **SPORTS IN SCHOOL**

Sports, fitness and physical education are a regular part of our school programme. Children need to be prepared to participate in P.E. activities every day. Saturday sport is organised by Jacinta Kelleher [Jacinta.kelleher@Titahibay.school.nz](mailto:Jacinta.kelleher@Titahibay.school.nz).



### **SPRING BULBS (our new entrants coming into school)**

This is our group name for our Pre 5 year olds starting school.

In 2023 the organisation for school visits is done by:

1. Contacting office for an enrolment pack or downloading from our website
2. Handing/emailing enrolment back to school
3. You will be contacted by letter for a time for visiting (approximately 6 weeks prior)
4. Visits are Tuesday afternoons from 2.00 – 2.50pm.

### **STATIONERY**

Stationery is available from Office Max online. A stationery list is available by going to <https://www.myschool.co.nz> and typing in Tītahi Bay School. Stationery can be delivered to your home address via the myschool website. Stationery is also available to purchase at the school office.

### **STRATEGIC GOALS FOR 2023**

Our goals for 2023 are Growing Relationships, Growing People, and Growing Innovation. Our children are at the heart of everything that we do, and our goals will always reflect this – these can also be seen in our Charter. We will also continue to work on the SHINE project, Beagle and Local Curricula.

### **SUNSMART**

All children are required to wear a sunhat and sunblock when outside playing or as part of a physical education programme (terms 1 and 4). The hat needs to be named. We feel strongly about this and want our children to be sunsmart. If your child does not wear a sunhat outside during these terms he/she will have to play under the shade structures.

### **TE REO AND TIKANGA MĀORI**

This is taught weekly in most classes and teachers are beginning to regularly use Te Reo Māori in their classrooms.

### **TRIATHLON**

Great news - we have started the organisation for 2023. The date for our Triathlon is in Term 1 Saturday 25<sup>th</sup> March with postpone date 1<sup>st</sup> April 2023. Please put these dates in your diary. If you can help in any way or get sponsorship please contact Helen Watts [homeschool@Titahibay.school.nz](mailto:homeschool@Titahibay.school.nz)

#### **A bit about the Tītahi Bay School Triathlon:**

This year will be our 13th year of running the Tītahi Bay School Triathlon and every year it just gets even better! It is a great way to fundraise a large amount of money and has become our main fundraising event of the year. This year the fundraising will be used for sealing our bike track.

- \* In 2009 we fundraised for various equipment around the school
- \* In 2010 we fundraised for acoustics for the hall
- \* In 2011 we fundraised for staging for the hall
- \* In 2012 we fundraised for new playground equipment
- \* In 2013 we fundraised for new playground equipment
- \* In 2014 we fundraised for cycling gear and bikes
- \* In 2015 we fundraised for cooking room being built beside the hall
- \* In 2016 we are fundraising for furnishing the cooking room
- \* In 2017 we are fundraising for stage seating in the hall
- \* In 2018 we are fundraising for a new PE space
- \* In 2019 we are fundraising for an addition to our Junior playground

The triathlon promotes health and fitness and the children spend time training for the event as part of their Health and Physical Education programme at school.

All children are encouraged to participate and to collect sponsorship money for their participation. Prizes are

awarded for the most money raised.

Feedback from children and families tells us that children get a lot out of participating in the triathlon and enjoy a real sense of achievement in being a part of the whole training/fundraising/competing process.

We have 3 categories of races to allow children who are not part of Titahi Bay School to participate. These races are 'Open Juniors – school age', 'Open pre-schoolers' and 'Open Seniors – older children'.

### **UNIFORM**

We do not have a school uniform.

### **VISITING SCHOOL**

Parents/caregivers are welcome to visit school at any time but our school policy is that they must call at the office first and sign in.

### **VISITORS TO THE SCHOOL – Code of Conduct**

#### **Statement:**

To ensure that the learning and wellbeing of children is not adversely affected by the behaviour of visitors, including contractors, contract staff, parents or caregivers or relatives of children, and that all children are safe.

#### **Objective**

1. Unless they have been specifically invited to a classroom, visitors to Titahi Bay School are required to make their presence and their purpose known to the Principal or the office staff before visiting a classroom, particularly if they are picking up a child during school hours.
2. Teachers' instructions to children must at all times be supported by visitors; visitors should not distract children from the tasks they have been set or in any other way undermine the authority of the teacher.
3. Visitors who are working with children should ensure that they maintain a positive relationship with the children, especially by finding things to praise in their work; discipline is the responsibility of the teacher.
4. Children must not be touched or sexually harassed, nor be led into difficult situations. They should never hear swearing or bad language from a visitor.
5. Children's progress and behaviour in the classroom is confidential to the school and to their own parents; visitors are expected to refrain from discussing or comparing children in outside situations.
6. If this code is breached by any visitor the school has the right to insist they leave the school environs immediately.

### **WHĀNAU GROUP**

Everyone is welcome. The group meets each term and supports families and the school to do the following:

- To promote and foster Te Reo Māori and Tikanga Māori within the school
- To encourage the community and our school to learn about things Māori.
- To act as a facilitator between the school and the community.
- To support and encourage the Kaiawhina.

Activities include:

- Making costumes/poi
- Annual Hangi
- Kai for Hui
- Annual Kapa Haka Concert
- Overnight stay on the Marae
- Support of classroom Tikanga programmes

Contact at school: Delwyn Gardner

[delwyn.gardner@Titahibay.school.nz](mailto:delwyn.gardner@Titahibay.school.nz)