

**HOME TASKS & HOME WORK:**

Home tasks & Home work is set for middle and senior students. Reading material is sent home for junior students every night.

**RELIGIOUS INSTRUCTION – BIBLE IN SCHOOL:**

Religious Instruction is taken at the discretion of the Board of Trustees. Those parents not wishing their children to participate in this programme must annually excuse them by writing to the school. These children will be supervised and given activities to do.

**MANUAL TRAINING / TECHNOLOGY:**

At present, Year 7 & 8 travel to Thames high School for Technology training, leaving Tapu at 10.30am and returning 1.30pm. Clothing, jewellery, hairstyle and footwear restrictions apply during classes – no loose or baggy clothing, long hair to be tied back and shoes to be worn. Parents / Caregivers are required to pay \$15 per term to cover material costs to the High School.

**END OF YEAR CONCERT OR FAMILY DAY:**

At the end of each year, usually in the last week of term, as school function is held in the Tapu Hall. The programme includes performances by the children, prize giving, speeches by the Principal and the Chairperson of the Board of Trustees. Families are requested to ‘bring a plate’ and tea / coffee / juice are supplied by the school.

**SUPPORT GROUP:**

The Support Group is responsible for fundraising. Events include raffles, sausage sizzles etc. The funds raised are used for special projects, equipment and resources and is a fun and rewarding exercise. The Support Group welcomes your help and ideas.

**Welcome, Kia Ora**

**STAFF:**

<i>Principal</i>	Judy Carroll
<i>Teacher:</i>	Gill Askwith
<i>Principal Release Teacher:</i>	Greg Pilcher
<i>Clerical Staff:</i>	Kerri Russek
<i>Cleaner/Teacher Aid:</i>	Lorraine Heagney
<i>Caretaker/Grounds person:</i>	Bob Sims

**BOARD OF TRUSTEES:**

<i>Chairperson:</i>	Emma Harris
<i>Treasurer:</i>	Kathryn Reed
<i>Secretary:</i>	Kerri Russek
<i>Property Manager:</i>	Andrew Paparestis
<i>Staff Representative:</i>	Kerri Russek
<i>Health &amp; Safety:</i>	Andrew Paparestis
<i>Member:</i>	Sue Rangi

The Board of Trustees is the governing body of the school and is made up of parents and community members.

The Board controls all the school’s finances, and is the formal employers of the school staff. The Board is also responsible for the management and maintenance of school property. However, the Principal is the professional leader and manager of the school and is responsible for the day-to-day running.

Anyone is welcome to attend the monthly Board meetings, which are advertised in our weekly newsletter.

**SCHOOL HOURS ARE AS FOLLOWS:**

School Starts	-	9am
Interval	-	10.30am – 11am
Lunch	-	12.30pm – 1.30pm
School Ends	-	3pm

The school bell is rung when school begins, ends, intervals etc. The bell itself does not belong to the Ministry of Education but was presented to the people of Tapu and especially the children, by A & G Price Ltd, Thames, when our 100 year old bell was stolen.

**ABSENCES:**

School must be informed of the reason for absence, preferably on the day of absence.

**CONTACTING THE SCHOOL:**

Parents are very welcome visitors to the school. There is always a cup of tea available in the staffroom. Should you need to contact the school by telephone it is preferable that you call during lunch or interval times. If you need to discuss a specific matter it would be advisable to make an appointment at a time to suit you and the staff.

**CYCLING TO SCHOOL:**

Children 10 years or older are allowed to cycle to school. They must wear helmets and walk their cycles into school when they reach the gate. An uncovered cycle rack is provided and only the owners are permitted to touch cycles at school.

**NEWSLETTERS:**

Newsletters are sent home on Thursdays. They are dated and contain notices of forthcoming events, general information etc. If you miss one (due to absence for example) additional copies are available from the office. Newsletters are distributed via the eldest in the family. You can also view our updated newsletter on our school website. [www.tapu.school.nz](http://www.tapu.school.nz)

**SWIMMING:**

The school pool usually operates from the end of November to the end of March. (Prevailing weather conditions are taken into consideration). The pool is used for class instruction, sometimes though the children are taken to the Tapu River or to the beach for a swim with a difference. Swimming is part of the class programme so if a pupil is not to take part, a note should be sent to the class teacher.

**SCHOOL UNIFORM:**

A School Uniform is available from the school office at a cost of as follows:

- T-Shirt - \$25.00 each
- Polo Jackets - \$35.00 each
- Boys Shorts - \$17.00 each
- Girls Skort - \$29.99 each
- Unisex Skivvies \$15.00 each

Prices are subject to change.
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**LUNCHES:**

Children may purchase lunches from Tapu Store Thursday's only, (price lists are available from the School Office). Orders are taken and money collected first thing Thursday morning by the lunch monitors. The monitors are responsible for collecting orders at lunchtime and distributing them.

**MEDICATION:**

Medicines may be brought to school to ensure continuity prescribed courses. These should be clearly labeled with names, dosages and storage recommendations. Children should be instructed to hand these to the Principal or another member of the staff for safe keeping and/or refrigerated. At the beginning of each term Parents/Caregivers should renew medication.

**FIRST AID:**

First aid is administered, where appropriate. In the event of serious injury, every endeavor is made to contact either parent/caregiver, but if this is not possible a Doctor will be contacted and advice taken. In all cases of sickness or injury, the comfort and well being of the child will be top priority.

**SUN HATS & SUNSCREEN:**

Tapu School encourages the wearing of sunscreen during the summer months and actively promotes the wearing of sunhats by providing a uniform hat (the cost of which is covered by the student donations). The School has a 'Hat Policy', which states that hats must be worn by students/staff during any outdoor activity.

**DENTAL NURSE:**

Jan Vlicich is our school Dental Nurse, stationed at Moanataiari and Parawai schools. Jan makes direct contact with parents regarding appointments. She can be contacted on 8686505 at both bases.

**HEALTH NURSE:**

Our Public Nurse and in conjunction with staff runs a first aid / personal health programme with the children. Our Nurse is very approachable and helpful. Margaret ph 8668729 or mobile: 021759832

**SCHOOL ATTIRE:**

All clothing should be named. The only jewellery permitted for hygiene and safety reasons is a watch and sleeper/s or stud/s for earrings. Cultural necklaces need to be worn inside clothing.

**UNIFORMS:**

Wearing of our school uniform is expected as part of being a Tapu School pupil – t/shirts, polofleece jackets with school logo can be ordered through the School Office.

**LOST PROPERTY:**

Clothing and property left lying around the school accumulates and periodically these articles are held up to be claimed. Unclaimed articles remain in Room 1 until the end of the term and then may be disposed of. Parents should realize that children do not recognize their belongings and that naming clothing assists in the return.

**REPORTING OF PARENTS:**

Parents are reported to orally each term on their child's/children's progress at a Parent Teacher Talk. Written reports are given out at the end of the school year. Being a small school we are fortunate in that the staff know most of the parents and have the opportunity to speak to them (when dropping off or collecting children) should problems arise between designated reporting times.

**ENROLMENT:**

Children can be enrolled on their fifth birthday. However it is best to contact the school a few weeks before hand to familiarize yourself and your child with the staff and school. Prospective new entrants are encouraged to attend morning and afternoon sessions, at a time to suit both the class teacher and parent. This will allow the child to spend time in their classroom and meet classmates. On enrolment day the following information is required.

- Birth Certificate
- Child's full name
- Immunization Certificate
- Parent(s) / Caregiver(s) name(s)
- Occupation
- Residential & Mailing address
- Telephone number
- Alternative Emergency Contact name & ph no.
- Name of family Doctor
- Serious illness, accidents, allergies & health concerns
- Medication if required.

Every care will be taken to ensure that your child's introduction to school will be as smooth and pleasurable as possible.

***All information is kept strictly confidential.***

- ☞ Assembly - Monday mornings
- ☞ Fitness Jump Jam - Held regularly
- ☞ International Students - Pending MOE confirmation



# Tapu School Information Booklet

RD5

THAMES

Ph: (07) 8684838 Fax: (07) 8684839

e-mail: [tapu.school@gmail.com](mailto:tapu.school@gmail.com)

[www.tapu.school.nz](http://www.tapu.school.nz)

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