



Tapu School

Information Booklet



RD5
THAMES
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Kia Ora

STAFF:

Principal	Judy Carroll
Principal Release Teacher:	Annette Finlay
Office Manager:	Kerri Russek
Teacher Aides:	Lorraine Heagney / Sharyn Steele
Caretaker/Grounds person:	Bob Sims
Cleaner:	Christine Chapple

BOARD OF TRUSTEES:

Chairperson:	Emma Harris
Secretary:	Kerri Russek
Staff Trustee:	Kerri Russek
Health & Safety:	Sue Rangī
Member:	Rachel Henwood

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 its day-to-day running.

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

SCHOOL HOURS ARE AS FOLLOWS:

Bell times are as follows:

9.00am	-	School begins
10.30am	- 11.10am	Morning break
1.10pm	- 1.50pm	Lunch time
3.00pm	-	School ends

Unless catching one of the buses, students are expected to be collected from school or to be walking home by 3.15. Parents are expected to notify the school if a student is not catching their regular bus service. The school hand bell is rung when school begins, ends, intervals etc. The bell was presented to the people of Tapu and especially the children, by A & G Price Ltd, Thames, when the original 100 year old bell was stolen.

Please note that the term Parents also refers to Legal Caregivers responsible for our students.

ABSENCES

It is a legal requirement for schools to keep a roll and enter data accurately. For safety reasons, if your child is away from school we need to be notified by phone or note. The school number is 868 4838 to leave a message. The school is required to keep a record of attendance and we may need to follow up on unexplained absences through the Thames Truancy Service.

BEHAVIOUR

A high standard of behaviour is expected at all times.

The school rules are simple;

1: BE KIND - Don't hurt anyone by what you say or do. Don't punch, kick, hit, swear, name call or hurt people's feelings

2: BE IN THE RIGHT PLACE AT THE RIGHT TIME DOING THE RIGHT THING - Play in the correct areas. Don't leave the school without permission.

3: RESPECT PROPERTY - Look after school property and other people's property. Put rubbish in the bins and take home lunch wrappers and uneaten food.

CONTACTING THE SCHOOL

Parents and Caregivers 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 lunchtime or interval breaks. 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 bikes into school when they reach the gate. An uncovered cycle rack is provided for storing bikes during the day. Bikes are not permitted to be ridden during the school day.

COMMUNITY USE OF THE GROUNDS AND FACILITIES

Our grounds and facilities are open to the children at all times for the children to play and enjoy. No motorised vehicles are to be in the grounds at any time unless on school business. If you bring a dog onto the property it must be on a lead and under control at all times and you must clean up after your animal as it is a children's learning/play environment. People using the grounds out of school hours do so at their own risk and we ask that the grounds are treated with respect. Please note the signs displayed around the school and leave only your footsteps behind.

CHILDHOOD ILLNESSES AND INFECTIOUS DISEASES

Schools can be a breeding ground for infections and illnesses. Please keep children away from school if they have a bad cough or cold, diarrhea or vomiting, or feverish.

Some children may not be fully immunized so please notify us if any of these that occur with members of your family so we can notify other school families. As with most schools, head lice are our main offenders. Please check your children's hair regularly and treat if required. The lice love clean hair and it is not a reflection on hygiene.

Illness	Incubation	Symptoms	Infectious until
Chicken Pox	11 to 23 days usually 14 days	Fever, crops of spots which blister, become itchy and form scabs	Disappearance of spots
Mumps	12 to 26 days usually 18 days	Swelling of face just in front of ears, can be one side only, usually both, pain on swallowing	2 weeks from onset or 1 week after swelling settles
Impetigo (School Sores)	Until sores have healed (Highly infectious)	Small red spots	Disappearance of rash
Rubella (German Measles)	14 to 20 days usually 18 days	Mild illness, short-lived rash, 1 – 2 days	Disappearance of rash
Measles	7 to 21 days usually 10 days	Cold, runny nose, red eyes, fever, very miserable, marked rash, blotchy, for 4 days or more	Disappearance of rash
Hepatitis	2 to 6 months	Mildly unwell, off food, dark urine, occasionally jaundice (yellow skin and eyes)	Very variable, obtain doctor's advice
Hand, Foot and Mouth	7 to 21 days	More common in pre-schoolers, tiny pin point red or white spots on palms and soles along with a number of mouth ulcers	Disappearance of rash
Whooping Cough	Approximately 10 days following contamination	Cold like symptoms - cough begins - including sneezing, watery eyes, fatigue, muscle stiffness, and loss of appetite.	Must be seen by a doctor. On antibiotics for five full days before coming back to school.

INFECTIOUS CONDITIONS

If your child contracts nits, school sores, conjunctivitis, or any other infectious disease, please keep them away from school until cleared by a doctor, or in the case of nits once treated correctly.

Please also notify the school as to the condition so we can reduce the spread if possible.

HEALTH NURSE

Our Public Health Nurse (PHN) is part of the Waikato District Health Board and calls into school on a regular basis. The PHN complete any immunization programmes and other health related activities as required. You are welcome to contact the school if you wish to speak with the PHN or we are able to contact them on your behalf if you have concerns about the health of your child.

DENTAL THERAPISTS

The Dental Therapists contact the school to get up-dated contact lists of the parents then contact you directly to make appointment times for screening and completing any necessary work on your children's teeth. Please let the school know when you will be taking your child/ren to these appointments so we can amend the roll accordingly. The dental Therapists will let you know where they are parked when booking upcoming visits. For urgent dental work you need to contact the Thames Dental Centre in town.

ELECTRONIC GAMES, PHONES, AND TOYS

Parents are asked not to send these items to school with children unless prior arrangements are made with the class teacher or the Principal. Sometimes it may be necessary for an older child to carry a phone for after school activities. Phones etc are to be left in the office during the day for safe keeping. The staff cannot and will not take responsibility for any device or toy not handed into the office. Toys can easily be broken and be the source of arguments so we ask that these are left at home. We also ask parents to be vigilant and completely aware of their children's activities on social media.

ENROLMENT

Children can be enrolled prior to their fifth birthday but can only legally attend school once they turn five. It is best to contact the school a few weeks before hand to familiarize yourself and your child with the staff and school and get uniform items sorted. 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 them to spend time in their classroom and meet their classmates. Please note that during Pre School visits these children remain the responsibility of the parents, not the school. On enrolment day bring the following documents and information along to school to completed forms.

- Full 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
- Information on any serious illnesses, allergies or other health concerns your child may be prone to or have suffered
- 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.

FIRST AID

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

FONTERRA MILK IN SCHOOLS PROGRAMME

Operates at Tapu School with children receiving one free 180ml pack of chilled Anchor Lite UHT milk to drink at school at morning tea daily. Participation in this programme is voluntary. Please advise the office and teachers if your child is not to have milk.

HEARING AND VISION TESTING

The Hearing and Vision Technician tests new entrants and Year 7 students. If at any time you feel a student needs to be referred, please contact the school.

HOMEWORK

One of the best thing you can do with your children after school, if you have the chance, is play with them, talk with them or engage them in other activities with you. That is where children often develop their imagination, creativity and collaborative skills.

The main focus of homework is to build on learning especially in developing literacy and numeracy. All children are expected to read every night at an age appropriate level and length of time. Children will also have individual spelling programmes which is relevant to, and in the context of their learning. This will range from basic sight words through to more difficult words as they become more competent. Each child also has a Mathletics and Reading Eggs or Reading Express password which allows them to access mathematics and reading activities at home through the internet. We also encourage parents to help their children to learn their basic facts including addition, subtraction, multiplication and division.

LUNCHES

Children may purchase lunches from Tapu Store on Wednesdays only. A price lists will be given out along with other information on enrolment. Orders are taken and money collected first thing in the morning by a staff member. Orders are phoned through to the shop and senior students will collect the lunches at lunchtime for distribution. Other days of the week we encourage parents to provide healthy options for their children. Children are requested to return all lunch wrapping and other rubbish home in their lunchboxes. We work closely with the Project Energise Team and can always get copies of ideas for lunch boxes for students.

MANUAL/TECHNOLOGY CLASSES

Year 7 & 8 pupils travel to Thames High School to receive tuition in technology-based experiences. Our children experience a different area of technology each term (woodwork, metalwork, sewing or cooking).

Students pay \$15 per term (\$60 per year) to Thames High School for the take home component of materials used during their sessions. An invoice will be issued and this is payable to the High School office.

MEDICATION

Medicines may be brought to school to ensure continuity of prescribed courses. These should be clearly labeled with name, dosage and storage recommendations. Medicines are to be handed to the Principal or another member of the staff for safe keeping and/or refrigeration. Parents whose children have severe allergies or conditions that require special treatments need to discuss this with the Principal to arrange and action plan for this in conjunction with the Public Health Nurse if appropriate.

LITTER

Tapu School prides itself on its wonderful environment and surroundings. We ask parents to minimize lunch wrappers and encourage your child to bring home their morning tea and lunch rubbish in their lunchboxes and school bags.

LOST PROPERTY

We do not keep a special lost property box or bin as such and students are expected to be responsible for their own clothing and footwear. Naming all clothing greatly assists us to make sure all items are returned to their rightful owners before the students leave school each day. This is particularly so for the younger members of the school who often will not recognize their own belongings.

NEWSLETTERS

Newsletters are sent home throughout the term. They are dated and contain notices of forthcoming events, general information etc. If you miss one, 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

PRIVACY ACT

We are bound by this act. Tapu School requires accurate information in order to communicate with parents/caregivers, to determine appropriate educational and pastoral support needs and to complete statistical returns. The Privacy Act 1993 places rules on the collection, use, storage and access of information that is received at enrolment, and from student academic records. All reasonable care is taken in the collection, storage and security of this information. From time to time it needs to be updated. Individuals have the right of access to personal information through the Principal who is our school's Privacy Officer. At the discretion of the Principal, under Section 76 and Section 77 of the Education Act 1989, this information may be shared with the following groups of professionals on a need-to-know basis – school staff, Group Special Education, Public Health Nurse and Doctors, Ministry of Education, Children and Young Persons and their Family Service, Police and other professionals approved by the Principal.

REPORTING TO PARENTS

Parents receive a written report on the progress of their child/ren against National Standards twice each year – once around the middle of the year and again at the end of the year. Parents have the opportunity to come to a parent interview after the first report is issued. Being a small school we are fortunate to know most of the parents and have the opportunity to speak to them should problems arise between designated reporting times.

RELIGIOUS INSTRUCTION – BIBLE IN SCHOOL

Religious Instruction at Tapu School occurs at the discretion of the Board of Trustees. Those parents not wishing their children to participate in this program must annually excuse them by notifying (in writing) the school. The school is officially closed during the time Bible in Schools is operating so students are not required to be at school if they are not attending the Programme. Supervision will be provided for any child who arrives at school but does not attend the Bible in Schools Programme. Bible in Schools currently operates fortnightly on Friday mornings from 9-9.30

SCHOOL ATTIRE/ UNIFORMS

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

should be named. Students who do not wear uniform to school should wear clothing and footwear appropriate for the activities and expectations of a primary school. The only jewelry permitted for safety reasons is a watch and sleeper/s or stud/s earrings. Cultural necklaces are permitted but are the responsibility of the owner.

SMOKE FREE

In accordance with Government legislation, Tapu School as with all public venues, is a smoke free environment 24 hours a day, 7 days a week. This covers the buildings and grounds.

SUN HATS & SUNSCREEN:

The wearing of the Tapu School hat is compulsory during Terms 1 & 4. This is a hat approved by the Cancer Society. Those children who don't have a school sun hat must remain on the deck under the shade. School hats are to be left at school so they are available every day. Hats can be purchased from the school office. The School Sun Smart Policy is promoted and supported by the Cancer Society of New Zealand. Parents are encouraged to apply Sunscreen to their children before coming to school during the hotter months and to provide additional sunscreen for them to apply during the school day.

SWIMMING:

The school pool usually operates from the end of November to the end of March. The teachers will not take the class swimming if the weather becomes too cold – just like you we don't want the students to become sick.

Swimming is part of the curriculum so pupils are expected to come prepared for swimming each day during this time. If a student is not to take part, a note should be advising us of this.

STATIONERY

A stationery list will be issued on or prior to enrolment. We do not sell stationery at school and request that parents try to obtain necessary items as soon as possible at the beginning of each year. We try hard to keep the requirements as minimal as possible as we understand this can be an expensive time of the year for a lot of families these days. Books can be often carried over from one year to the next to use up empty pages. A stationery list will be issued at the end of each year along with the student reports so you can make use of any sales over the summer period.

TRANSPORTING STUDENTS

Students are sometimes required to be transported in private motor vehicles when we go on school trips. All private motor vehicles transporting children must have a current WOF/COF and registration. Children are only permitted to sit in seats with over the shoulder sash belts. Children are not permitted to sit in seats with lap belts. All drivers are required to have a full NZ driver's license. This is for everyone's safety so please don't feel uncomfortable if you are asked any questions around this. All Children under the age of 7 are required to use a car seat or booster seat.