

# A to Z

## Information Booklet



# 2020

[www.tematauru.school.nz](http://www.tematauru.school.nz)  
[Facebook - Te Matauru](#)

## WELCOME FROM THE PRINCIPAL

Dear Parents/Caregivers and Whānau

Nau mai haere mai ki tō tātou kura, Te Matauru!

We are a proud new school with a vibrant, enthusiastic and caring family atmosphere. Thank you for your interest in being part of our community.

Our vision is that all in our community of learners will  
“[Look to the peaks of the Alps and ascend to great heights](#)”.

We do this through three key values focus:

Respect  
Bravery  
Responsibility

Te Matauru’s learning philosophy is grounded in the [7 Principles of Learning](#). We seek to ensure the “Learner is at the Centre” of all our decisions, actions and systems. We aim to deliver the New Zealand Curriculum through a child-focussed and localised lens. We are proud to be part of both an established Rangiora community, and a new one which is literally being built around us!

We embrace the challenge of providing a forward thinking, progressive education for our students, grounded in our experiences as educators and through credible research findings on how children best learn. While there are many current ideas on what type of buildings, teaching styles or class compositions are best, we believe it comes down to a much more straightforward principle - **relationships as the basis for learning**. If your children know that we as educators care for them, want the best for them, will work hard to see them succeed, and have a strong and mutually respectful relationship with their whanau, then they are well positioned to achieve their goals.

We are thrilled to have great facilities, excellent staff and strong community goodwill - our work now is to harness all these elements to ensure the best outcomes for our learners. We look forward to having you accompany us on this journey.

Ka kite ano



Danny Nicholls  
Principal

## ABOUT US

Our school name was gifted its Māori name by Ngāi Tahu Rūnanga, “Te Matauru” which means “The eye to the west.” Mata = face/eye; Uru = west; Mata is also sort for “Taumata” = summit/top of hill/resting place. The area was a trail to the alps and to the hunting grounds. The school site is near a Maori Reserve, but was not a place of major settlement.

Our newly developed school caters for children from years 1 - 8 and opened in February 2020. We are part of the growing township of Rangiora, approximately 25km north from Central Christchurch.

We are surrounded by fantastic community resources. Our community has many local organisations that offer services and activities that contribute to community well-being (social, recreational and educational programmes and activities).

Te Matauru Primary places children at the centre of all learning and has strong foundational values and beliefs. Our core values are Responsibility, Bravery and Respect.

Our vision statement, also gifted to the school from Ngāi Tahu is...

“Ekea Ka Taumata Ki Te Uru”  
“Look to the peaks of the alps and ascend to great heights”

## School LOGO

# Te Matauru Primary

## Our Logo Explained

*Ngāi Tūahuriri gifted the name “Te Matauru” which translates as “eyes to the west”. This symbolises our geographical relationship to Mt. Grey, our aspirational vision for our students and our role as kaitiaki for the area. We wanted our school logo to reflect these themes – vision, aspiration, guardianship – and working in partnership with School Branding Matters, we were able to develop the logo below.*



The brief for the school logo was to create a symbol that was significant to the area, easily recognisable and could be used as a tool to demonstrate the school’s values and beliefs to staff, Whānau, and especially our students. Our school’s aspiration is that our students grow to become positive contributing citizens of society.

## GENERAL INFORMATION

School Address 51-59 Pentecost Road, Rangiora  
Postal Address PO Box 708, Rangiora  
Telephone 03 928 3191  
E-mail office@tematauru.school.nz

## SCHOOL HOURS

9.00-10.30am - Learn  
10.30 - 11.00am - Connect  
11.00-11.15 - Eat  
11.15 - 12.45pm - Learn  
12.45-1.15pm - Connect  
1.15pm - 1.30pm - Eat  
1.30 - 3.00pm - Learn

Children are not to arrive at school before 8.30am (as there is no formal supervision) and should arrive no later than 8.50 am. There will be no formal supervision after 3.10pm for children.

## STAFF

**Mr Danny Nicholls** *Principal*  
**Mrs Cara Taylor** *Deputy Principal*  
**Mrs Rachele Poole** *Deputy Principal*  
**Whaea Amanda Papps**  
**Miss Gemma Stopforth**  
**Miss Tiffany Ponniah**  
**Mrs Sophie Page**  
**Whaea Keshia Johnson**  
**Mrs Vicki Edwards** *Teaching Assistant*  
**Miss Jessica Bergs**  
**Ms Danni McCord**  
**Mrs Chelsea Anderson** *Office Administrator*  
**Caretaker**  
**Cleaner:** Lyn Adams

All staff will be listed on our website also: [www.tematauru.school.nz](http://www.tematauru.school.nz)

## BOARD OF TRUSTEES

The Board governs the school while the Principal's role is to manage the day to day aspects of pupil and staff development, carrying out Board policy, maintaining educational standards, catering for any special needs, upholding curriculum goals, and providing effective communication on school life to the community.

The Establishment Board is comprised of:

Board Chair	Peter Simpson
Deputy Chair	Lyn Bates
Board Member	Hugh Mould
Board Member	Simon Hemmings
Board Member	Claire Leach
Principal	Danny Nicholls

Advising the Establishment Board are Paula Wistrand (Ministry of Education Senior Advisor) and Tom Scollard (Governance Facilitator)

## **ENROLMENT ZONE**

The Ministry of Education have directed Te Matauru to operate an enrolment zone, to manage the risk of overcrowding. Details of this can be found at [www.tematauru.school.nz/zone](http://www.tematauru.school.nz/zone)

Should you have any enquiries please contact the school office.

Children are able to start school on the day of their 5<sup>th</sup> Birthday and no later than turning 6.

# Contents

[Absences](#)

[Allergies and Nut Free](#)

[Arriving at and leaving from school](#)

[Before and After School Care and Holiday Programme](#)

[Building Names](#)

[Cell Phones/Devices at school](#)

[Communicating Learning](#)

[Communication Guidelines](#)

['Connect' Time](#)

[Contacting and communicating with staff before & after School](#)

[Collecting your child during the day for appointments](#)

[Contact Details - Yours](#)

[Cyber Safety](#)

[Daily Timetable](#)

[Drink bottles and water fountains](#)

[Education outside the Classroom \(EOTC\)](#)

[Emergency Drills](#)

[End of term Celebrations](#)

[Enrichment Learning](#)

[Enrolling your Child](#)

[Environmental Practices](#)

[Found Property](#)

[Friends of the school](#)

[Headlice](#)

[Hearing & Vision](#)

[Holidays and teacher only days 2017](#)

[Home Learning](#)

[Illnesses and Accidents](#)

[Information Landscape](#)

[Karakia / Whakatauki](#)

[Lateness](#)

[Lollies at school](#)  
[Lunches](#)  
[Money](#)  
[Medical Authority Form](#)  
[Mufti Days](#)  
[Music opportunities](#)  
[Newsletters](#)  
[Notifications](#)  
[Our Staff](#)  
[Parking](#)  
[Parental Assistance](#)  
[Public Health Nurse](#)  
[Policies and Procedures](#)  
[School Activity Fee](#)  
[School Banking](#)  
[School Calendar](#)  
[School Uniform](#)  
[Senior Leadership \(Kaitiaki\)](#)  
[Senior Technology](#)  
[Snack break](#)  
[Sporting Activities/Uniform](#)  
[Stationery](#)  
[Sunglasses](#)  
[Transferring schools](#)  
[Treats, rewards and certificates](#)  
[Visiting the school](#)  
[Website](#)  
[Zone](#)

# Absences

Parents or caregivers are expected to inform the school of all absences before 9:00am. The school office will contact parents/guardians of children whose absence has not been explained after 9:00 am.

Please use the following options:

- Email [office@tematauru.school.nz](mailto:office@tematauru.school.nz)
- Ring the school office and leave a message. The recorded message will give you directions. This will be checked regularly.
- Notify us via the HERO app - [App Store](#) (Please download)

If your child will be absent for 3 days or more for any reason, you will need to notify the office in writing to [office@tematauru.school.nz](mailto:office@tematauru.school.nz) Please include the dates and the reason for his/her absence.



# Allergies and Nut Free

Allergy New Zealand's Allergy and Anaphylaxis Guidelines suggest that 'Risk minimisation with regard to particular foods (peanuts and tree nuts) is indicated, however the implementation of blanket food bans or attempts to prohibit the entry of food substances into schools are not recommended.'

At Te Matauru Primary we will implement a 'Safe Food' zone (when there is a need) in each learning hub where students can store and eat any foods which are potentially dangerous to others i.e. eggs, peanuts or tree nuts etc. There will be provision in the space to wash their hands before re-entering communal spaces.



# Arriving at and leaving from school

A school is a busy area especially when children are on their way to or from school. Every care is taken to promote road safety. We encourage our students to walk, bike or scooter to school. We have bike and scooter stands available for student use, and we encourage students to bring a lock to secure their bike or scooter. If children bike or scooter to school they need to wear their safety helmets. Please make sure you name your scooters and bikes.



# Before and After School Care and Holiday Programme

Busy Bumbles provides before and after-school care on site at Te Matauru Primary. Information can be accessed on their website <http://www.busybumbles.co.nz>. Busy Bumbles also runs school holiday programmes. Please email [admin@busybumbles.co.nz](mailto:admin@busybumbles.co.nz). Enrolments can be completed online.





# Building Names

Our school has been gifted names for the buildings that align with our cultural narrative. They provide a connection to our area. This was an area used as a pathway for food gathering places such as the river, hills and lakes. The mountains served as route markers for navigation to mahinga kai area.

## **Hall - Te Tiritiri**

This is a contraction of Te Tiritiri o te Moana, which means the Southern Alps. This name was given to the hall as it is the biggest part of the school, multi purpose, large gatherings, sport and the like will happen in the hall.

## **Administration - Korowai**

A korowai is a traditional cloak, embraces and warms the wearer, much as the admin area shows manaakitanga and looks after those that visit.

## **Junior Block - Ōpuke**

One of the traditional Maori names for Mt Hutt. A part of a rich gathering area in the past.

## **Senior Block - Ōkūkū**

The place of the Kukupu (wood pigeon, South Island Name for the Kererū)

Kūkū- contraction of the bird name

Ōkūkū is a river in North Canterbury that flows south from several sources in and near the eastern range of the Puketeraki Range.

## **Maukatere - Future Block in construction stage**

Maukatere (Mount Grey) is a mountain which the local Ngāi Tahu hapū of Ngāi Tūāhuriri strongly identify with.

## **Karetu - Future block**

This is a peak adjacent to Maukatere.



[back to top](#)

# Cell Phones/Personal Devices at school

Students must have parental permission if they are bringing a cellphone to school. Once at school they must hand them into their whānau teacher to be stored in their office for the day.

The school takes no responsibility for the security and safety of any personal devices brought to school which are not required or approved for learning.

Each class will have access to ipads, however at this stage we are not supporting BYOD (bring your own device).



[back to top](#)

# Communicating Learning

Communicating Learning (traditionally known as 'reporting') happens informally and formally throughout the school year - it is an ongoing process. The online programme we will be using to do this is [HERO](#). Click on the link for instructions on downloading the app for your device.

Our communication and reporting plan outlines how and when student learning and progress will be shared.

If you have queries regarding your child's learning and progress, your first point of contact should be your child/ren's [whānau teacher](#). Talking about your child's learning doesn't need to be a stressful event or something that is put off until a point of tension. You don't need to wait until a prescribed time of year. We really want this to be an ongoing dialogue.

If you want to arrange a meeting, it's a good idea to make an agreed meeting time so you can talk - contact the whanau teacher either face-to-face or via email. Keep in mind that your child may learn with a number of teachers during their normal day, so your child's lead whanau teacher may wish to gather information to share in the meeting.



# Communication Guidelines

We have developed these guidelines to ensure our communication with you remains timely and transparent. [Communication Guidelines](#)

There may be times when you have concerns about aspects of your child's education, and there may be times when error or confusion arises. On these occasions, it is vital that you direct your concern to the school in a respectful way. We want to know about and alleviate your concerns.



# 'Connect' Time

'Connect' occurs during break times at Te Matauru Primary. This is an opportunity for our staff to interact with our learners both inside and outside by talking and playing games with them. COnnect times are between 10.30am - 11.00am and 12.45pm - 1.15pm



# Contacting and communicating with staff

Between 8:30am - 9:00am & 3:00pm - 3:15pm staff are accessible in their Learning Hubs or outside to chat with you. If you would like to arrange a time to meet individually with your child's teacher about a specific issue, please speak with them directly or email them to arrange a time. Staff are available for appointments every school day up until 4pm, apart from Tuesdays and Wednesday when undertaking professional learning and meetings.

You can email any staff member individually. The standard format is: [firstname.surname@tematauru.school.nz](mailto:firstname.surname@tematauru.school.nz) (eg [danny.nicholls@tematauru.school.nz](mailto:danny.nicholls@tematauru.school.nz)). If you email staff after 6pm during the week or weekends, you can expect a reply the next working day.

Staff are not able to share their cell phone numbers with you due to privacy. If you are having trouble contacting a staff member please contact a member of the leadership team.



# Collecting your child during the day for appointments

If you have arranged to collect your child from school for an appointment or if you need to pick up your child unexpectedly during the school day, please come to reception and the office staff will assist you.



# Contact Details - Yours

Should you change address, telephone or emergency contact information even temporarily please keep the school office informed. Accurate information is vital in the event of an emergency. If you are not able to come into the school please email this information to [office@tematauru.school.nz](mailto:office@tematauru.school.nz)



# Cyber Safety

Digital technology has an increasing role in teaching and learning, in running our workplaces, and in our daily lives. We value our internet facilities and ICT digital technology equipment and the benefits they bring us in learning outcomes and the effective operation of the school. We are also committed to keeping our learners safe online. To ensure we have robust and effective processes, we are an accredited Netsafe school.

Information about Cyber Safety can be found on our [enrolment page](#). All students will also be asked to read and discuss our [eLearning Responsible User Agreement \(Y0-4\)](#) [eLearning Responsible User Agreement \(Y5-8\)](#) at home before signing and returning it to school. This document will also be discussed and explored at school as part of our cyber safety programmes.



# Daily Timetable

We have a general overview of our timetable below, however ensure flexibility when the need arises. Please check in with your child whānau teacher for a more specific timetable relevant to their learning space.

TMP Timetable 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am - 10.30am	Whānau Hui - HALL	Whānau time			Whānau Hui - HALL
Fitness break for all students	Literacy	Literacy	Literacy	Literacy	Inquiry-Cross Curricular Learning
10.30 - 11.00am	Connect				
11.00 - 11.15am	Eat				
11.15 - 12.45pm	Mathematics	Mathematics	Mathematics	Mathematics	THE ARTS
12.45 - 1.15pm	Connect				
1.15 - 1.30pm	Eat				
1.30 - 3.00pm	Literacy Inquiry-Cross Curricular Learning	Literacy Inquiry-Cross Curricular Learning	Literacy Inquiry-Cross Curricular Learning	Literacy Inquiry-Cross Curricular Learning	SPORT/PE



## Drink bottles and water fountains

All learners at Te Matauru Primary including staff are encouraged to drink water throughout the day. Please provide your child with a drink bottle that has been clearly labelled. There are several drinking fountains and bottle refilling areas around the school.



## Education outside the Classroom (EOTC)

Practical experiences in the outdoors are vital to growing children. As teachers we value the opportunity to help children meet and overcome new challenges which in turn help them to develop confidence and self-esteem. Therefore, as part of the school curriculum, we include outdoor activities for all students relating to areas that are being explored or are of interest. Our school has an EOTC policy and Risk Management Guidelines are followed by all staff when planning trips. All EOTC activities will be clearly communicated with you as early as possible. From time to time we will require your assistance in terms of supervision and possibly transport.



## Emergency Drills

Emergency procedures are practiced each term. Should you be in the school at such a time, please follow instructions from the staff and comply with the relevant procedural practice. Evacuation routes are marked

on plans beside exits from all Learning Hubs. The assembly point is the two grass areas on either side of the main entrance path into the school.



## End of term celebrations

Birthdays are important and we like to acknowledge these milestones. Therefore at the end of each term we will have a shared kai (food) opportunity to recognise all those who had birthdays within that term. This will support our policy around lollies in school during term time.



## Enrolling your Child

We ask that you enrol your child [online](#) via our school website. Once you have completed this process, you will be contacted approximately 5 weeks prior to your child's starting date. Whanau and students will be invited to a New Enrolment morning tea where you will meet other families starting school around the same time. Children will spend time with the class they will be in once enrolled and parents will go through the enrolment process, meet the Senior Leadership Team and receive relevant new parent information.

During this meeting transition visits will be finalised, these will look different for each student in time, length and frequency as they are personalised to support successful transition to Te Mataturu. Prospective students can wear their uniform or their own clothes for the visits. Confirmation of start dates and receiving of required paperwork for enrolment is also done at this time. The enrolment is not complete until this paperwork is received.

At times observational visits of students in their current preschool or school is required for a successful transition to Te Matauru, this is coordinated through the current support services the student is accessing and Te Matauru's Special Education Needs Coordinator (Rachele Poole).

Please feel free to contact us with any questions that you have no matter how small they may seem. The Leadership team wishes to make this process personal and meaningful.

It is important that we are aware of enrolments in upcoming years. If you are wanting to show an expression of interest in an upcoming year enrolment and do not wish to complete a formal enrolment at the early stage, please contact the office to be added to our enrolment register. Closer to the students start date we will be in contact to support the formal enrolment process.



## Environmental Practices

The rubbish bins inside and outside are all colour coded in accordance with the 2016 New Zealand Recycling Symbols.

Red - landfill rubbish

Green - compost

Yellow - recycling

We are developing a worm farm, bokashi, compost bin and water catchment in our school garden area. We work closely with Lesley and Justin at Eco Educate and plan to continue our sustainability practice through the Eco Educate Rethink Journey. Eco Educate support our staff, students, whanau and community learning around sustainability and environmental practice.

### **Rubbish Free Lunches**

We are a rubbish free lunch school. We encourage students to bring lunches to school with no rubbish. If packaging is brought to school then it will be returned home to be disposed of. We encourage sustainable lunch boxes or recycled lunch boxes (ice-cream containers), we encourage rubbish free wrapping (beeswax wraps). Te Matauru works in partnership with a Pegasus business, Phunky Bento! They sell bento-style lunch boxes and accessories. When you buy the items using our special code, Phunky Bento will give 10% of the money back to our school. This can then be used for future enviro projects like the vegetable garden. Nic is also happy to deliver the products to the school once a week. Go to [www.phunkybento.co.nz](http://www.phunkybento.co.nz) and enter the code 'TE MATAURU PRIMARY' in the discount box when you checkout.

### **Paper For Trees**

We have signed up to this programme <https://www.paper4trees.co.nz/> and are rewarded with trees from our recycling programme.



## Found Property

All unnamed, unclaimed clothing is kept in the Learning Hub. Should your child have missing clothing please check there first. We encourage parents to name their children's clothing clearly as we are happy to return any found clothing which can be identified. Unclaimed and unnamed clothing that is not part of uniform is donated to charity at the end of each term.

## Friends of the School

Friends of the School (FOS) is the equivalent of a PTA group. A focus for the FOS will be to promote opportunities for our school community to develop relationships. Friends of the School also aims to provide parents with the opportunity to assist the school and further the interests of children through fundraising. Parents will be encouraged to attend meetings arranged by this group and every endeavour is made to ensure that they are interesting, school-based and informative.



## Head Lice

These annoying little things can appear from time to time. Brochures are available in reception. If you notice your child has head lice, please treat it as soon as possible. Also let the school know so we can advise the parents of other children in your child's learning landscape and they can then check their hair. Information on head lice and treatment solutions can be found [here](#). If your child is noticed to have head lice, you will be asked to come and collect them and provide treatment before they return to school.



## Hearing & Vision

Your child should have had their hearing and vision tested at 4 years of age. If your child has missed this check then it will be carried out during their first year at school by a qualified Vision & Hearing Technician. A further vision test is done at school for year 7 students. These services are provided by the Canterbury District Health Board.



## Holidays and Teacher Only Days

These will be communicated through the school newsletter and posted on the annual overview, available on the school website.



## Home Learning

We aim for a clear understanding throughout - the school as to what Home Learning is expected. These expectations are based on our experience, knowledge of the busyness of family life, and research into both how the brain functions and the benefits or otherwise of learning at home.

Some practice at home can help a child to consolidate key foundational knowledge, and the joy of reading for enjoyment. It is a way to develop "learning stamina" and, like any form of exercise, benefits from training.

Therefore at Te Matauru Primary home learning may comprise these practices:

Years 1-3 This may look a little different to what you have traditionally experienced. We encourage you to read to your child every night. Daily reading for enjoyment:

A sound book will be bought home each night. The latest sound in the book is the sound that your child has been learning in literacy that day. At the back you will also find some heart words ♥ that they need to know 'by heart'.

Other ways to support your child at home is through connecting and spending time together. Perhaps you could ... count the carrots into the pot for tea, recognise letter box numbers and seeing patterns in the environment, having an awareness of measuring while creating, building, cooking, baking, adding prices at the supermarket and talking about the shapes of packages etc

Years 4-8 need to find a regular time to unwind and enjoy a good book. Families can support their older children by asking them about what they are reading and also reciprocating the conversation by talking about the texts they have been reading.

Continuing Learning - children may continue their learning at home outside of school hours either digitally or in books.

Links to relevant online learning activities will be accessed from the school website this year.



# Illnesses and Accidents

Most school accidents are minor and can be remedied by a staff member who have all been trained in First Aid.

If the accident is more serious or your child becomes unwell at school, we will contact you as soon as possible and your child will be kept in our Sick Bay. If we are unable to contact either parent or caregiver, we will contact your emergency contact.

If we are unable to contact a parent and feel your child requires medical treatment a staff member will accompany them to their Medical Centre or Christchurch Hospital either by car or ambulance.

Continuing efforts to contact parents, or their nominated emergency contact, will remain a priority while these steps are being taken.



# Library - Whare pukapuka

Te wa hono: Our space to imagine, connect and create.

Our Whare pukapuka is a well resourced community facility which offers learners a wide variety of informational and recreational opportunities. With supervision students will have access to this space during learning times. Learners are able to borrow books for a 2 week loan period. If these books are not returned after this time a reminder will be sent home and the learner will be given a period of time to locate and return the book. A replacement cost will be added to the learners school account. Be sure to check out our whare pukapuka [website](#).



# Karakia / Whākatauki

As a learning community we will participate in a [karakia/whakatauki](#) at the beginning and end of the day.



# Lateness and leaving school during the day.

If your child is late, they need to come to reception and sign in on the visitor tablet before going to their Learning Hub.

If a student leaves during the day, their parent or guardian must come to reception to sign out. This process will operate in reverse should they return to school.





## Lollies at school

Lollies are not used as a regular reward at Te Matauru Primary. Please refrain from giving your child lollies or chocolate bars as part of their morning tea and lunch food.



## Lunches

Subway will be available fortnightly on Thursdays from Term 3 2020. You can register and order Lunch [online](#).



## Money

We run a cash free system at Te Matauru Primary. All payments need to be made online. When making an online payment please put your child's name as a reference plus a description of the payment (eg Sally Smith - school donation). Payment options available. Please see Chelsea Anderson our office administrator if you would like to set this up. Our school bank account number is 12-3616-0058810-00



## Medical Authority Form

If your child is on any medication that needs to be administered at school for any period of time, you will need to complete a [medical authority form](#). Please click on the link or get a copy from the office to fill out. If your child needs ongoing medication during school time please inform both the Office and your child's whānau teacher. Please ensure your child's medication is in a sealed bag which is clearly labelled and up-to-date. All management plans need to be current.



## Mufti Days

At the end of each term we will have mufti/non-uniform days. These may be to support a fundraiser or charity or just part of whānau Friday. Sometimes students will also be asked to bring a gold coin. We would really like it if you supported these events as it contributes to our school culture however, mufti days are not compulsory.



## Newsletters

When you enrol, your email will be added to our database and you will receive newsletters digitally weekly. You can access all newsletters on our school website on the "News" page and our school Facebook page.



## Notifications

Any changes to the school day will be communicated via HERO app, our [Facebook page](#) and our [website](#).



## Our Staff

<a href="#">Danny Nicholls</a>	Principal
<a href="#">Cara Taylor</a>	Deputy Principal, Senior School
<a href="#">Rachele Poole</a>	Deputy Principal, Junior School
<a href="#">Jessica Bergs</a>	Teacher
<a href="#">Keshia Johnson</a>	Teacher
<a href="#">Tiffany Ponniah</a>	Teacher
<a href="#">Sophie Page</a>	Teacher
<a href="#">Amanda Papps</a>	Teacher
<a href="#">Gemma Stopforth</a>	Teacher
<a href="#">Chelsea Anderson</a>	Office Administrator
Lyn Adams	Cleaner
Caretaker	TBC

To contact any staff member, the format is [firstname.lastname@tematauru.school.nz](mailto:firstname.lastname@tematauru.school.nz)



## Parking

We are very fortunate to have numerous car parks on our school site which includes provision for Resource Teachers of Learning and Behaviour (RTLB). We also have a "Kiss and Go" drop off zone.



## Parental Assistance

One of our most valuable resources is the parent body of the school. Parents provide vital assistance on trips and camps, with sports teams, in the Learning Hubs, on the Board of Trustees and Friends of the School (FOS). As a result of the new Children's Act 2014, one parent is asked to complete a [Police Vetting form](#) upon enrolment. Once completed your name will be added to our school database.



## Public Health Nurse

Our [Public Health Nurse](#) (PHN) is Anne Braid. She visits our school regularly. Anne can be contacted on 03 311 8664 or [anne.braid@cdhb.health.nz](mailto:anne.braid@cdhb.health.nz)



## Policies and Procedures

All Te Matauru Primary Policies and Procedures can be accessed through our online provider [School Docs](#). Each term various policies will be reviewed and you will be asked to provide feedback on these. Notifications and instruction reminders will be published in the weekly school newsletter.

1. Visit the website <https://tematauru.schooldocs.co.nz>
2. Enter the username (tematauru) and password (7615).
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the reviewer type "Parent".
7. Enter your name (optional).
8. Submit your ratings and comments.

If you don't have internet access, school office staff can provide you with printed copies of the policy and a review form or alternatively you can use the iMac in reception.



## School Activity Fee

Te Matauru Primary has opted to be part of the Government's policy to offset school donations. As such we will not be requesting an activity fee. The details of this policy are still being developed at the time of writing and more detailed information will be shared with the community as this is confirmed.

If you have any questions please feel free to contact the office.



## School Banking

We currently do not offer school banking as local banks are reviewing this option. However, we are part of the [ASB Get Wise](#) Financial Literacy programme which will be delivered within our curriculum bi-annually.



## School Calendar

Upcoming events at school can be found on the school [website](#) in the school calendar tab.



## School Uniform

Every child enrolled at Te Matauru Primary must wear the correct school uniform without variations or substitute items.

NZ Uniforms are the suppliers of Te Matauru Primary's School Uniform. Samples of sizes are available at the school office to try on. Purchase by visiting the store or ordering online. Online orders will be dispatched the next day from the order being placed.

NZ Uniforms Retail Shop

455 Blenheim Road  
Sockburn  
Christchurch  
Ph: 03 595 5766

[Click here to access uniform catalogue](#)

### **Additional Uniform Information**

Sunhats are compulsory in Term 1 and Term 4 in alignment with being a Sun smart school. No hat = no outdoor play.

The beanie and lightweight waterproof jacket are optional.

The soft shelled jacket is available for Year 7 and 8 students only.

Here are [guidelines](#) around appropriate shoes, socks, tights, thermal tops, sandals, jewellery, and hair ties.

### **Uniform Payment Support**

NZ Uniforms is affiliated with WINZ and Gilrose Finance. Additional support for financial hardship may be accessed through the City Mission.

They also offer the below option:

### **Uniform Club**

The Uniform Club works by allowing you to add payments to a Uniform Club card, which can then be redeemed for goods at any NZ Uniforms retail outlet. The Uniform Club helps you save for your child's School Uniform throughout their school journey.

Join our Uniform Club and we'll encourage your savings for your child's School Uniform. By becoming a Uniform Club member, you will receive a 10% discount off purchases made using your card on a great range of products like, Canterbury Clothing, Jansport Bags, Ascent Shoes. **(Excludes School Uniforms)**

Top up your card, weekly, fortnightly or monthly from your bank account using direct debit or Internet banking. Payments are also accepted at any of our stores. The minimum top up amount is \$5 and the maximum balance you can have is \$2000.

[Uniform Club](#)

### **Part pay**

4 X Interest free payments

Buy as normal from the retailer's website and choose PartPay as your payment method at checkout

Log in or create an account, it only takes minutes to apply. You must be 18+ and have a NZ debit or credit card and NZ Driver Licence

Pay 25% today and your goods are shipped straight away. Then pay 25% for the next 3 fortnights via an automated charge on the card you loaded.



## Senior Technology

This will include Play, Inquiry and Technology. It is a time for students to explore their passions, take on real life learning tasks and to choose the direction their learning takes.

We will have options for students to bake, build, sew and explore digital technologies and more if they want to try something different.

If you or someone you know has experience in these areas and you would like to come in and help please let us know, we would love to have you in our hub.



## Snack break

Between 9.00-10:30 learners are encouraged to 'graze' on either fruit or healthy snacks. For those who don't choose to do this, a fruit break occurs everyday.



## Sports Uniform

Pupils participating in sporting activities representing our school are required to wear the school's sports uniform; in most cases this is the basic sports uniform which can be purchased through our uniform supplier. At times additional uniform that requires numbers or specific design may be required and this will be on a loan basis. Students from Years 5-8 are required to have a sports uniform (sport top and shorts) that can be worn during school PE sessions, sports days and when representing the school. Younger students have the opportunity to purchase a sports uniform but it is not an official requirement to wear it. Year 3 and 4 students will be involved with inter school sporting activities throughout the year and at this time the sports uniform is required. The Te Matauru Sports uniform can be purchased online from New Zealand Uniforms

[Uniform catalogue](#)



## Stationery

All stationery will be provided either prior to or on the first school day. Officemax makes up stationery packs as requested by the school based on the year group needs. These will be added to your school account and you will be invoiced accordingly. All students receive these on their first day of school.



## Transferring schools

For children transferring schools (i.e they have attended another school) they can normally begin with us after mutual agreement on a start date, made at the time of enrolment. If you would like us to collaborate with their present school to make the transition process more seamless, please let us know.



## Treats, rewards and certificates

At Te Matauru Primary we believe the most powerful reward in terms of learning is verbal feedback. Lollies and sweet treats will not be given as regular rewards. There may be the odd occasion when these are shared with students on very special occasions. We will give out certificates for example during celebrations of learning. If your child is going to be formally recognised at a Celebration of Learning your child's teacher we will aim to contact you in advance.



## Visiting the school

If you are visiting the school outside the regular start and end of day, please come to the reception area. All visitors and contractors working at the school are required to sign in and out. You will be issued with a visitors lanyard to be easily identified.



## Website

The school [website](#) is an active project and is the first point of call for school information. The school also maintains an active [Facebook](#) page. If you 'like' us you will usually be the first to hear about school happenings.



# Zone

Our school has an enrolment zone. If you live within this zone your children are entitled to attend Te Matauru Primary, assuming you meet other requirements to attend a New Zealand state school. [Zone map and description.](#)