



TAPANUI SCHOOL

ENROLMENT

INFORMATION BOOKLET

WELCOME TO TAPANUI SCHOOL
Together we learn and grow
Me akotahi hei aranga mo te katoa
confident, connected, actively involved, life long learners



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MEET THE TEAM



Jane Stuart
Principal



Robyn Maher
Office Manager



Maxine Johnstone
Teacher Year 5 & 6



Rachel Lietze
Teacher Year 5 & 6



Sue Short
Teacher Year 3 & 4



Renee Horne
Teacher Year 1 & 2



Kaitlyn Roughan
Teacher NE & Year 1



Ashlee Boyce
Teacher Aide



Teresa Young
Teacher Aide



Adele van Rooyen
Teacher Aide



Donna Halder
Teacher Aide



Jo Helby
Learning Support
Coordinator



Tineke Harris
School Hygiene

SCHOOL HOURS

8.55am School Starts
9.30am Fruit and water break
11.00am Morning Tea (no actual bell)
11.30am Classes resume
1.00pm Lunch Break (no actual bell)
1.50pm Classes resume
3.00pm School concludes
3.10pm Buses leave

SCHOOL ROLL

The school has a roll of between 70 and 90 pupils.
Learning occurs in two areas/teams — Matai NE—Year 2 and Rimu Year 3—Year 6 Students attending come from both the township of Tapanui and surrounding rural areas.

Tapanui School

*Me akotahi hei aranga mo te katoa
Together we learn and grow*

A MESSAGE FROM JANE...



Nau mai, haere mai. Welcome to Tapanui School!

Thank you for coming to learn more about our wonderful school. At Tapanui School, we take pride in fostering a warm, inclusive, and engaging learning environment where every student is encouraged to learn and grow. Our dedicated team of staff are committed to providing high-quality education where all children can grow to be confident, connected, actively involved, life long learners.

With a strong focus on academic excellence, social and emotional skills, and community engagement, we strive to create a school where students feel valued, supported, and inspired to achieve their full potential. Whether in the classroom, on the sports field, or through our diverse extracurricular activities, we celebrate each child's unique journey.

We invite you to become a part of our school family and look forward to partnering with you in your child's education.

Jane Stuart
Tumuaki/Principal of Tapanui School

TAPANUI SCHOOL BOARD & PARENT TEACHER ASSOCIATION

We have a very active Board and PTA representing parents at our school. The Board is responsible for the governance of the school and the PTA supports the school with curriculum activities, events and catering along with fundraising very successfully, as is evident by the amount of excellent equipment provided as a result of their efforts.

If you are interested in serving on either of these bodies please contact the Presiding Member, Tessa Fabian for further information.

Board Presiding Member: Tessa Fabian email: tessa@tapanui.school.nz

Board Members: Tracy McHutchon, Paul Roulston, Georgina McCall, Ashlee Boyce

PTA - Chairperson: Vanessa Stewart

Secretary: Juanita Masunu

Treasurer; Joy Campbell

BUILDINGS

Tapanui School is a state co-educational contributing primary school for children from Year 1 [New Entrants] to Year 6. Our school is well positioned in the township with the Play Centre, Kidzway and Blue Mountain College situated alongside.

The school has two classroom blocks Matai (Yr1-2) and Rimu (Yr3-6) with an Administration area between. The school library is in the Rimu block.

The school grounds are landscaped and there are a number of trees which offer shade areas. There are grassed areas for games, a large shade house an outdoor equipment storage room, and a large paved surface area along with two tennis courts.

The Shade House provides an area for children to sit and play with protection from the sun and also acts as a teaching space for some outdoor activities.

There are two adventure playgrounds with the senior playground just recently being revamped and added to.

The West Otago Swimming Pool is on the school grounds and the teachers take full advantage of this facility which means the opportunity to swim most days through the summer. This facility is run and operated by a local community committee.



ENROLMENT OF PUPILS

We are happy to meet and talk with you about our school and show you all our classrooms and facilities and answer any questions you might have.

Enrolments are processed online and the link to the HERO enrolment form is on our website :

www.tapanui.school.nz/enrolment

Please supply a copy of your child's birth certificate, immunisation record and any domestic student status documentation.

We encourage you to visit the school at least once to let your child become familiar with the environment and classroom. If you want to visit more often this can be arranged.

Things your child will need when he/she starts school:

- school bag to hold lunch and personal items
- School uniform named
- named lunch box and named drink bottle

All student's exercise books are provided at school and charged on your students HERO account as needed during the year.

See the **stationery list on our website** for additional items.

Book Bags are available at the school office for \$5.00

Toys, radios, etc are always a temptation to other children and are easily broken. Please keep these at home. Cell phones are not permitted at school. If your child needs a cell phone for after school contact then it is required to be held at the office until 3.00pm. Please let the office know if this is the case.

SPORT

There are lots of opportunities for your child to be involved in a range of sports particularly as they move through the school. We have a strong connection with Sport Clutha who provide a Sports Activator who visits approximately 3 times a term to do games and skills with each class. This compliments our Physical Education Programme. At the end of every year we work with REAP who provide Swim Safety lessons over 2 weeks. Classes have access to the pool most days over the summer for other swimming lessons.

Our Sports Coordination Team will send notices home with your child as well as notify you through our HERO app of any after school sports competitions that your child can participate in.



SCHOOL ATTENDANCE

Attendance at school is really important and has a direct impact on progress and achievement. We ask parents to make every effort to ensure their children are at school every day.

If your child is going to be absent from school would you please advise the school office between 8am and 8.45am, giving the reason for the absence.

You can send a HERO notification, phone 03 2048614, or email our office@tapanui.school.nz

If children come to school after school has started they should report to the office before going to class. If you need to collect them during school hours please also check in at the office first.

ROAD SAFETY

BUSES

A number of buses serve both our school and Blue Mountain College. Mrs Janine Venz at BMC is the main controller and Mrs Jane Stuart manages the buses at Tapanui School. Any questions should be raised with her. The buses are for transport to and from school and any changes in arrangements for your child must be sent to school in writing. If you collect your child at 3pm please write PU [picked up] on the bus list or let the office know.

In an accident situation the school needs to know which students are on buses. The bus controller has a snow/emergency ringing list. Buses may not load or offload children while double parked. Please keep clear of the bus area from 8.30 am to 9.10 am and from 3.00 pm to 3.30 pm.

CARS / WALKERS

Please model and ensure your children cross the road at the pedestrian crossing outside the school. This crossing has been created for everyone's safety. It is also safer to ensure that your children always get into the car on the footpath side.

BICYCLES

Stands are provided.

Bicycles should be roadworthy and children must wear cycle helmets.

Children below age 10 are encouraged to walk to school.

Children can also scooter to school. These are parked in the same area as bikes.

A HI VIS SAFETY VEST is supplied by the school and is required to be worn to and from school each day and on school trips.

MOBILE DENTAL CLINIC

This visits periodically and will be situated at the end of the Rimu Block whilst the dental therapists are here.

Contact : Community Oral Health Service, Phone: 03 418 3366.

SCHOOL UNIFORM

We have a compulsory school uniform. This is available for purchase from The Warehouse and Southern Workwear in Gore. Details of the uniform are included in the enrolment pack. The opportunity to purchase secondhand uniforms is available through the PTA. Robyn in the school office can arrange for you to see these garments. The bottom half of the uniform is any navy blue shorts, skorts or pants (eg trackpants). Suitable footwear for active play is encouraged.

The school Sunsafe Policy requires a sunhat to be worn outside during play and lunch in Term 1 & 4 of the school year. Children without hats will be directed to the shade house. We encourage a navy blue bucket hat to protect children's ears and necks.

Children can wear a watch but are encouraged not to wear other jewellery. During winter and in wet weather children are requested to bring slippers or a change of footwear for inside use.

A HI VIS SAFETY VEST is supplied by the school and is required to be worn to and from school each day and on school trips.



POLAR FLEECE



POLO SHIRT



SUN HAT



MERINO JERSEY



SAFETY VEST



BEANIE

LOST PROPERTY

Parents are welcome to inspect the Lost Property collection boxes placed in both the Rimu and Matai areas and in the Sick Bay area.

Items left outside may find their way to these boxes. Unnamed clothing is disposed of at the end of each term. **Please support your child in growing independence in managing their belongings. Naming all clothing helps achieve this.**

EMERGENCIES / ADMINISTRATION OF MEDICATION

At enrolment we ask you to provide the school with another contact phone number for emergency use if we are unable to contact you.

The medical room is in the administration block and is only used for short-term sickness until a child is able to go home to bed.

If medication is required to be taken during school hours, caregivers are required to complete and sign forms held at the school office. Medications will be kept at the school office and a record of when and how much medicine has been administered will be recorded. Medicine is not to be kept in school bags.

SCHOOL STATIONERY

All student's exercise books are now provided at school and charged on your student's HERO account as needed during the year.

Please provide the following additional stationery items for each student.

NB: Please name all of the items as they will be stored in their class until needed.

NAMED

1 X 12 Pack Colouring pencils	1 Pencil Case
1 Book Bag – Large	1 Red Pen
6 HB Staedtler Pencils	4 Glue Sticks 35-40g
1 Highlighter, not yellow.	2 Rubbers
1 Ruler	4 Black 'white board' marker (fine tip)
1 Pencil Sharpener	1 Large Box of Tissues

Y5/6 only – If children have a set of over-ear headphones (not earbuds or earpods) that can plug in to chrome books that they can keep at school, this would be very helpful. Please ensure they are clearly named.

PAYMENT OPTIONS

Internet Banking: You can pay by direct debit through your internet banking directly into the school bank account (this is current practice).

Tapanui Primary School

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Some people choose to pay in advance (eg: \$20-\$30) and have a credit sitting in their child's account that can be used for any expenses incurred as the year progresses. This works really well at no extra cost.

All debit transactions and credits will show up on your HERO app.

HERO app payments: We have now activated this payment system in HERO.

Payments can be made via credit card or debit card. Each transaction will incur a STRIPE fee of 30c+2.7% for NZ cards, and 30c+2.9% for international cards.

Cash to the school office: Our bank, BNZ in Gore, is changing their opening days/hours to 5 days a week and will now be much more accessible. Cash payments can now be made at the office during school hours.

COMMUNICATION

ASSEMBLIES

Whole School assemblies that celebrate learning are held twice a term. Dates are advertised through the HERO app. Most weeks we also hold "Sing and Celebrate" on Friday afternoon where the school gathers to do exactly that - sing and celebrate values and achievements.

HERO APP

- HERO is our student management system and we use the HERO app as our main form for updates and communication through the week.



Please download this app:

Android <https://app.linc-ed.com/>

Apple <https://apps.apple.com/nz/app/hero-by-linc-ed/id1470011260>

- view a school calendar of events,
- notify the school if your child is absent or late
- read and comment on posts relating to your child's learning,
- read and comment on school notices sent to the class or groups your child is part of,
- respond to school notices and trip permission requests,
- view school term dates,
- view your child's account, (eg; exercise books, school camp, out of school sports activities)

NB: The app is free for our school community and we can also promote your business on this medium. If you are interested in advertising on our app, please contact Robyn at the school office.

NEWSLETTERS

Regular newsletters are shared with our community. They showcase learning at school and provide information about school and community activities relevant to our children. The newsletter is published in the HERO app, put on Facebook and the school website www.tapanui.school.nz.

FACEBOOK

This medium will be used to increase our profile in the community.

<https://www.facebook.com/TapanuiSchool/>



Tapanui School will only ever publish an image online, within our own communications, with the child's first name. To assist privacy and according to parental permissions signed at enrolment, surnames will not accompany a child's picture online.

REPORTING

Whanau Korero (Team Talks) are meetings held in Term 1 and early Term 3. These are for parents, the child and the teacher to discuss learning and set goals and action plans for the year. Other interviews may be organised by mutual agreement.

Please feel free to discuss any queries or problems with the class teacher, senior staff and/or the principal.

Appointments are appreciated as staff are busy people and can't always be available if parents just turn up.

A written report describing progress in relation to the NZ Curriculum will be available on HERO in Term 2 and again in Term 4.

LEADERSHIP OPPORTUNITIES

Our Year 6's (and Year 5's to an extent) have many opportunities to take on leadership roles.

We start our school year off with our Year 6's attending a Leadership day with all of the school staff, involving confidence and team building activities. Later in Term 1 they will also attend a GRIP Leadership Course .

Year 5 and 6 pupils can apply or put their names forward for the following formal leadership roles.

Student Council – Waka Leaders– PAL's (Physical Activity Leaders) – Librarians.

LUNCHES

Healthy food is encouraged and sugary sweets are discouraged in lunch boxes.

The School pie warmer (available Fridays only in Terms 1 & 4, every day Terms 3 & 4) is used to heat lunches brought from home. This food needs to be wrapped in tinfoil with your child's name and room number clearly marked on it. Please ensure that food is thawed and NOT frozen.

Food scraps and wrappings will come home in your child's lunchbox so you can see what your child has eaten at school. Where possible don't send wrappers to school. Children are required to bring a named filled water bottle each day.

LUNCH ORDERS FROM LOCAL SHOP

Light meals can be ordered from the dairy. Orders need to be in a sealed envelope with the child's name, food order and amount enclosed written clearly on the envelope. Children place this order in a box at the office before school. (Price lists are available at the school office, prices are subject to change.) Please note if you make an order directly with the dairy. Please phone the school office or put a note in the order box, we will then know an order is needing to be collected.

SPORT

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ICT (Information Communication Technology)

We employ a blended approach to learning so ICT is a vital tool and is integrated in the teaching and learning programmes. The school provides iPads and Chromebooks for classroom use and we use Google Apps for Education. Students in Y4-6 may bring their own device (Chromebook) to support their learning.

LIBRARY

Along with access to our local community library just around the corner, Tapanui School also has its very own library onsite. This has a wide range of books for all ages that children can enjoy at school and also have issued to enjoy at home. Books are generally issued for 2 weeks.

LAUNCHPAD PROGRAMME (March to November)

This programme is available to all children in the school and the agreed, values based Christian Religious Education Programme is used.

Attendance at Launchpad is optional. Launchpad is an 'opt in' system recorded at enrolment on the Enrolment Form. The school will close each Tuesday morning between 9.00am and 9.30am during the Launchpad programme. If your child is not attending you have a choice; you may keep them at home until 9.30am when classes start, OR they can be supervised in another space by one of the teaching staff until 9.30am. If you wish to re-evaluate any previous decision about attendance or non attendance at

Launchpad, please come and see the Principal. The volunteers / tutors running the programme are all Police Vetted.

In December a special service is held to celebrate Christmas and the end of Launchpad for the year. Parents are invited to join the children and staff at this service.

BOOK CLUB

Scholastic Book Club leaflets are distributed twice a term. There is no pressure on children to buy. You can order and pay online and the books will be delivered to school www.scholastic.co.nz/LOOP. Points received for school orders are used to purchase resources for the school library.

KAPAHAKA

Tapanui meaningfully incorporates te reo Māori and tikanga Māori into the everyday life of the school. We offer Kapahaka to all interested students each week. We ask students who wish to do this to commit for the year so the group can build cohesion and strength to perform.



SCHOOL CHOIR

This is new (starting in 2025) and is open for anyone in Years 4–6 who loves to sing. Choir runs every week during a lunchtime. We aim to go to the "freeze your bits off" busking competition in Gore in June. We also aim to sing at any other opportunity given to us.

SCHOOL CAMP

Year 5 & 6 students attend a 4 day/3 night camp each year. The location of these camps vary depending on the needs, experiences and interests of the group.



PARENT HELP

Assistance from parents is always appreciated, and there are many areas in which you can help.

The introduction of the Vulnerable Children's Act and changes to the Education Act in 2015 required that anyone who is a Board employee or who has unsupervised access to students must be Police Vetted. To this end Tapanui School has developed a Capable Guardian's Register. Parents, caregivers and members of our community who agree to being Police Vetted will have their name added to the Register.

Having your name on our Capable Guardians Register means you can transport any students on school trips (eg. Cross Country, Waipahi Wetlands visit), you can accompany the class / teams on school camp or other overnight event and you can help out at school working with students unsupervised.

SCHOOL PRODUCTION

Every two years the whole school are involved in the rehearsing and performance of a musical school production. We have the privilege of using our community theatre with lights, stage, props, costumes, makeup, sound effects, head set microphones...the works. It is always a fabulous show and a highlight of children's Tapanui School experience.



SCHOOL BANK ACCOUNTS

Tapanui Primary School

02 0900 0000399 25

Tapanui Primary School PTA

06 0923 0161646 00

2025 SCHOOL TERMS

Term 1

Starts Monday 3 February and ends Friday 11 April 2025

Public holiday: Waitangi – Thursday 6 February.

Term 2 (9 weeks)

Monday 28 April to Friday 27 June 2025

Public holidays: King's Birthday – Monday 2 June and Matariki Friday – 20 June.

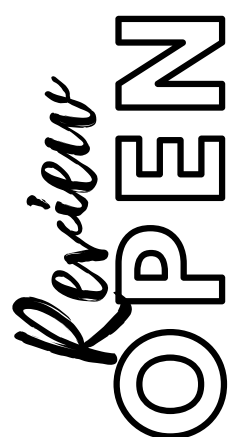
Term 3 (10 weeks)

Monday 14 July to Friday 19 September 2025

Term 4

Monday 6 October to Wednesday 17 December 2025

Public holiday: Labour Day – Monday 27 October.



SchoolDocs
Policies and Procedures

This terms review is now open.

Log in to your SchoolDocs site using these details:

website: <https://tapanui.schooldocs.co.nz/>

username: tapanui

password: together

Go to "Current Review" and get started.

STRATEGIC PLAN 2025

Tapanui School

Charting our course for a stellar year

Strategic Goal #1

To raise levels of student achievement increasing engagement, confidence and resilience.

2025

Literacy – focus on Writing

Embed our structured literacy practices across the school, develop our assessment schedule and build knowledge and use of the new English Curriculum.



Maths

Align the new Maths Curriculum with school systems and processes along with the introduction of Oxford University Press (OUP) Maths across the school.



*When we all work together
★ this all leads to...*



OUR VISION: TO GROW CONFIDENT, CONNECTED, ACTIVELY INVOLVED, LIFE LONG LEARNERS



Strategic Goal #2

Grow a safe, caring and positive Aotearoa school culture where our tamariki (students), whānau (families) and kaiako (staff) can thrive in, our community can be proud of and our students want to engage in.

2025



Attendance and Engagement

Develop and strengthen our restorative practice, Critical Capabilities programme and cultural responsiveness to increase attendance and engagement.



NOTES



TAPANUI SCHOOL

PERSEVERANCE - EXCELLENCE - EQUITY - RESPECT

TEL: 03 204 8614 / email: office@tapanui.school.nz
14A SUSSEX STREET, TAPANUI 9522, WEST OTAGO

www.tapanui.school.nz