

# 2024 ENROLMENT INFORMATION BROCHURE

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WELCOME TO TAPANUI SCHOOL

Together we learn and grow

Me akotahi hei oranga mo te katoa

confident, connected, actively involved, life long learners



**TAPANUI SCHOOL**

PERSEVERANCE • EXCELLENCE • EQUITY • RESPECT

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# 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)
1.45pm	Classes resume
3.00pm	School concludes
3.10pm	Buses leave

*New Entrants may finish school at 2.00 pm during their first weeks at school.*

# 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.

# MEET THE TEAM



Jane Stuart  
Principal  
Teacher 5-6



Maxine Johnstone  
Teacher Year 5-6



Kaitlyn Roughan  
Teacher Year 0-1



Casey Young  
Release Teacher



Renee Horne  
Teacher Year 1-2



Ellyce Kristel  
Teacher Year 3-4



Adele van Rooyen  
Teacher Aide



Ashlee Boyce  
Teacher Aide



Teresa Young  
Teacher Aide



Robyn Maher  
Office Manager



Joanna Helby  
Learning Support



Tineke Harris  
School Hygiene



## BUILDINGS & GROUNDS

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 and Rimu 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 large grassed areas for games and there are two tennis courts.

The Shade House provides an area for children to sit and play with protection from the sun.

The PTA, Student Council and the Board of Trustees are currently working on rebuilding and updating the school's adventure playground.

The Tapanui Swimming Pool in the far corner of the grounds, means that children have opportunities to swim on most days through summer. This is run and operated by a local community committee.

All rooms have an Apple TV, ipads and chromebooks for student use.

## ICT (INFORMATION COMMUNICATION TECHNOLOGY)

We employ a blended approach to learning so ICT is a vital tool and is integrated in all 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 chromebook to support their learning.

## PLAY BASED LEARNING

Learning through play is a term used in education to describe how a child can learn to make sense of the world around them. Through play, children develop social and cognitive skills, mature emotionally, and gain the self-confidence required to engage in new experiences and environments. When student urges are pursued, explored and encouraged, effective, life long learning happens. In the junior school, play is integrated into aspects of their learning day.

## 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.

## SCHOOL CAMP

Year 5-6 students attend camp each year.

## QUESTIONS/CONCERNS

Please do not hesitate to ring school on 204 8614 if you have any concerns. Robyn is in the school until 3pm each day. There is an answer phone which operates if there is no-one in the administration area and your call will be returned.

## ABSENTEES

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

You can phone 03 2048614, email office@tapanui.school.nz or send a notification with the SkoolLoop school app (details on next page).

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.

## REPORTING

Three-Way Interviews to set goals and discuss learning are held twice a 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 may be on duty or involved with sports coaching. A written report describing progress in relation to the NZ Curriculum is emailed home in Term 2 and again in Term 4.

## COMMUNICATION

### ASSEMBLIES

Whole school assemblies that celebrate learning are held twice a term. Dates are advertised in the school newsletter and SkoolLoop. Most weeks we also hold "Sing and Celebrate " where the school gathers to do exactly that - sing and celebrate values and achievements.

### SKOOL LOOP APP

The app can be downloaded onto your smartphone. You can use the App to view the calendar, send a message (absentee) to school and to get reminder notices. It is available on the App Store (Apple) or the Play Store (Google / Android).  
Region: Otago, School: Tapanui

- ✓ Events
- ✓ Notices
- ✓ Instant school messages
- ✓ Absentee
- ✓ Newsletters
- ✓ Permission slips

Simple free download:  
In Google Play and App Store search "Skool Loop" and choose our school once installed.

Available on the App Store and Google Play.

## **NEWSLETTERS**

Regular newsletters are emailed to 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 SkoolLoop app, emailed to parents and uploaded to the school website [www.tapanui.school.nz](http://www.tapanui.school.nz)

## **MOBILE DENTAL CLINIC**

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

Contact ph 027 284 9872.

## **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 involving confidence and team building activities. Later in Term 1 they also attend the GRIP Leadership course. Year 5 and 6 pupils can apply or put their names forward for the following formal leadership roles:- Student Council - House Leaders- PAL's ( Physical Activity Leaders)- Librarians

## **BOARD OF TRUSTEES & 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 fundraises 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 Chairpersons for further information.

BOT Chairperson: Tracy McHutchon

PTA Chairperson: Vanessa Stewart

## **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, Marae 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.

## **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.

## **LAUNCHPAD**

### **(MARCH TO NOVEMBER)**

This is available to all children in the school and the agreed 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 at school 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.

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## ROAD SAFETY

### BUSES

A number of buses service both our school and Blue Mountain College. Mrs Janine Venz at BMC is the overall Bus 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 (located just inside the office door) 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 8.30am to 9.10am and from 2.50pm to 3.30pm.

### CARS / WALKERS

Please model and ensure your children cross the road at the pedestrian crossing outside the school. These have been created for everyone's safety.

It is also safer to ensure that they 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.

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## LOST PROPERTY

Parents are welcome to inspect the Lost Property box in the Sick Bay. Items left outside may find their way to this box. Unnamed clothing is disposed of at the end of each term. Please help us by making sure that all clothing is named.

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## LUNCHES

Healthy food is promoted and sugary sweets are discouraged in lunch boxes. School pie warmer (available Fridays only in Terms 1&4, every day in Terms 2 & 3) This food needs to be wrapped in tinfoil with your child's name clearly marked on it. Please ensure 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. Children are required to bring a filled water bottle each day.

### LUNCH ORDERS FROM LOCAL SHOPS

Light meals can be ordered from the local 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 phone the school office if you make an order directly with the dairy. We will then know an order is needing to be collected.

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## BOOK CLUB

Scholastic Book Club leaflets are distributed twice a term. There is no pressure on children to buy. Money and order forms should be returned to the school office in an envelope with the child's name on it. Alternatively you can order and pay online and the books will be delivered to school [www.scholastic.co.nz/LOOP](http://www.scholastic.co.nz/LOOP). Points received for school orders are used to purchase resources for the school library.

# KAPAHAKA

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

## ENROLMENT OF PUPILS

We are happy to talk with you about our school and show you all our classrooms and facilities and answer any questions you might have. You will need to fill in a number of forms which you will be given when you visit. Enrolment forms are accessed on our website and you will receive an email from us to confirm we have received it.

If your child is being enrolled at school for the first time would you please bring a copy of your child's birth certificate and immunisation record. 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 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 \$4.50

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 one for after school contact then it is required to be held at the office until 3pm . Please let the office know if this is the case.

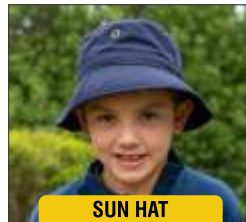
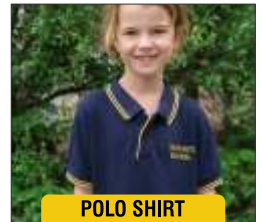
# SCHOOL UNIFORM

We have a compulsory school uniform. This is available for purchase from the Warehouse and Southern Workwear in Gore. Details are available on our website. The opportunity to purchase secondhand uniforms is available through the PTA.

The office staff can arrange this. 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 safety vest is supplied by the school and is required to be worn to and from school each day and on school trips.





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