





## **Welcome to Taupaki School**

Our school is a community school. We know each other. We support each other. Our focus is on the education and welfare of our children. Teachers are excited about children's learning and our children set high expectations. We invite you to get involved; and trust that you will enjoy being a part of our school.

### **Our Core Purpose**

To nurture and inspire

### **Our Core Values**

Respect

Personal Best

Learning

Nurture

### **Our Mission**

To produce positive, well rounded children who reach their full potential

These statements are from our Charter. As a staff and Board we have engaged in a visioning process that has produced a vivid description of what the school will be like in 5 years time.



## History

Taupaki School has its beginnings in the 1870's. A teacher from Hobsonville rode a horse over the hills and fields to conduct school for two days per week in the Pomona Hall. Then the railway came through Taupaki and children from the area caught the train to Woodhill in order to go to school full-time. This usually involved a long walk and a slow train journey but the families put up with the inconvenience because education was seen to be important. This happened for 15 years until the number of school-aged children in the local area grew enough to warrant a school of our own. An approach was made to the Auckland Education Board in 1896. Along with the approach, Mr William Aitken made an offer of land for a new school. The offer was accepted and Taupaki School was opened in 1899 with a roll of 22 taught by Miss Violet Johnson, the daughter of the owners of the Taupaki Store.



Our school and community have a rich history. Road names of the area reflect the names of the pioneering families, Amrein, Annandale, Cottle, Hunter, Nelson, Nixon, Hanham, Worrall and Cuthbert. The area has been milled for timber, prospected for gum, milled for flax and farmed.

Taupaki School sits in an idyllic location, atop a hill overlooking green pasture and rolling hills. In the heart of the North West, close to world-renowned vineyards and minutes from the rugged West Coast iron sand beaches.

The Waitakere Ranges and South Kaipara were the territory of the Te Kawerau-a-maki tribe. The Kawerau were often under attack from Ngati Whatua, the tribe that occupied the Auckland area. During one conflict Ngati Whatua were chasing the remainder of a Kawerau war party to the safety of the Waitakere Ranges. They stopped at Taupaki and peaceably agreed on a mutual boundary. This boundary was drawn from Taupaki out to the coast at Muriwai. The tribal boundary remained until European times, thus Taupaki means 'the binding peace'. Taupaki was originally just north of Te henga, but the name was relocated to its present site.



The school has grown from its early beginnings to accommodate up to 280 children each year. We have twelve classrooms and three technology rooms, the later catering for the technology needs of the local schools at Year 7&8 level with 350+ children experiencing Taupaki technology each year.

The school and the area has experienced prosperity and hardship, one thing that has remained constant is that education is important. From those parents who asked for a school in 1896 to the parents of today, they all have one thing in common – they were and are forward thinking.

Celebrating Learning is the school motto, and looking at all the historical information in the school's possession it is clear to see that learning at Taupaki School has been one big celebration. As a community we are lucky to have such a history as we head into uncharted waters, it serves to remind us that traditions are important, it also teaches us that taking risks and trying something new is ingrained in the culture of the school and the community.

## Essential Information

### Physical Address

Taupaki Primary School  
14 Cottle Road  
TAUPAKI

### Postal Address

Taupaki Primary School  
14 Cottle Road  
R D 2  
HENDERSON  
0782

### Contacts

Telephone: 810 9855  
Fax: 810 9851  
Email: [office@taupaki.school.nz](mailto:office@taupaki.school.nz)

### Office Hours

Monday through Friday 8.30am – 4.00pm

### Term Dates for 2017

Term 1	1st February – 15 <sup>th</sup> April
Term 2	2 <sup>nd</sup> May – 7 <sup>th</sup> July
Term 3	24th July – 29rd September
Term 4	16 <sup>th</sup> October – 15 <sup>th</sup> December

### Daily Timetable

8.30am	Rooms are open for students
8.55am	Morning Block commences
11.00am	Morning Interval
11.30pm	Mid-Morning Block commences
12.50pm	Lunch
1.40pm	Afternoon Block commences
3.00pm	School finishes

# Enrolment Scheme

Taupaki School has an enrolment zone. The following information details the zone and outlines the procedure for out of zone enrolments.

## Home Zone

All students who lie within the home zone described below and shown on the attached map shall be entitled to enrol at Taupaki School.

The zone is bounded in the east and the south by the local authority boundary between Rodney District Council and Waitakere City Council which follows the Ngongetepara Stream from Highway 16 to Red Hill Road and along Sunnyvale Road and then follows property boundaries rather than roads across to Amreins Road (where the zone includes all properties in Amreins Road) and on to Waitakere Road. The boundary then follows Waitakere Road to Hunter Road, Cuthbert Road, Annandale Road, includes Pioneer Lane, Hanham Road, Waitakere Road to Highway 16 and then along Highway 16 to Ngongetepara Stream (Council boundary). Where the zone boundary follows roads, properties on both sides of the roads that have road frontage to the zone boundary, are considered to be within the zone.

To avoid any doubt as to which properties fall within the home zone the following information clearly identifies the street numbers of the properties that are within the home zone, for each road on or near the zone boundary.

<b>State Highway 16:</b>	All even numbers from the Ngongetepara Stream (number 238) west to 550. All odd numbers from the Ngongetepara Stream (number 239) west to number 551.
<b>Main Road (SH16):</b>	All even numbers from number 2 to number 82. All odd numbers from number 1 to number 65.
<b>Waitakere Road:</b>	All even numbers from number 144 onwards. All odd numbers from number 179 onwards.
<b>Hanham Road:</b>	All properties.
<b>Tawa Road:</b>	Number 347 (On the corner of Hanham Road)
<b>Annandale Road:</b>	All properties.
<b>Pioneer Lane:</b>	All properties.
<b>Cuthbert Lane:</b>	All properties.
<b>Hunter Road:</b>	All properties.
<b>Amreins Road:</b>	All properties.
<b>Sunnyvale Road:</b>	All even number properties north of the local authority boundary, (number 50). All odd numbers from number 57 onwards.
<b>Red Hill Road:</b>	All even numbers from number 58 onwards. All odd numbers from number 83 onwards.

All other properties on roads within the home zone are included within the zone.

## Special Programmes

The school currently does not run any special programmes approved by the Secretary for Education.



## Out of Zone Enrolments

Each year the Board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority.

**First Priority:** This priority is not applicable at this school because School does not run a special programmed approved by the Secretary of Education.

**Second Priority:** will be given to applicants who are siblings of current students.

**Third Priority:** will be given to applicants who are siblings of former students.

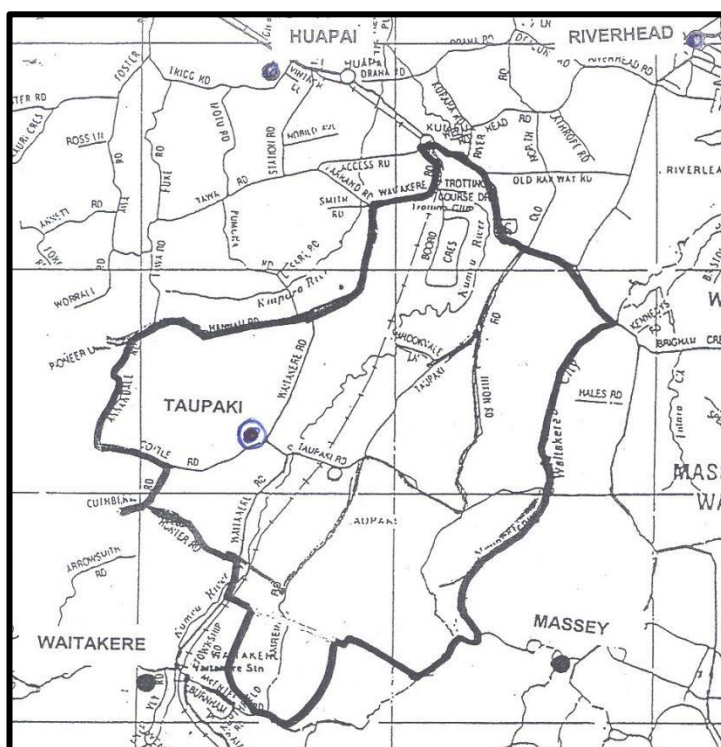
**Fourth Priority:** will be given to applicants who are children of board employees.

**Fifth Priority:** will be given to all other applicants.

If there are more applicants in the second, third, fourth, or fifth priority greater than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G(1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

Map of Home zone





## Keeping You Informed

### **Meet the Teacher and information Evening**

This is an opportunity for parents and teachers to meet informally and get to know each other. There are no set interview times to talk about your child, but as always, we are available to discuss your child, please request an appointment at the office.

When: February

### **Progress Report**

A summary of progress for the first term of the year. This document, along with the e-portfolios, forms the basis for a discussion between parent and teacher. The Progress Report looks at attainment in literacy and numeracy as well as information about Key Competencies.

When: Week 10 of Term One

### **Parent and Teacher Discussions – Term One.**

#### **A meeting attended by parents, student and teacher.**

This meeting is a discussion of the Term One Progress Report and the student samples with you and your child. At this conference we will set goals for the rest of the year.

When: Week 10 of Term One

### **Student Led Conferences**

These conferences involve the student leading their parent(s) through the learning they have been involved with. The student will discuss their progress, their attainment and their next steps. We believe that this empowers students to take ownership of their learning. Most of our parents are impressed that children as young as five can articulate their learning journey. If you have any questions at the end, the teacher is always available.

When: September, Term three

### **Full School Report**

A summative statement of your child's learning. We have revised this format to be in line with National Standards changes.

When: December, Term Four

### **Meetings with Teachers**

Teachers are available to meet with you to talk about your child's learning at any time after school. Please talk to the office to organise a time.

When: September, Term Three

## Curriculum

These are exciting times in education. The Ministry of Education has released a curriculum that is forward thinking and if implemented correctly in our schools promote skills and attributes for workers and learners in a Knowledge Society.

At Taupaki School we value Literacy and Numeracy. Each and every child should leave this school reading at or above their chronological age and leave with mathematical skills that will enable them to have choice in their future education.

We know every child learns and thinks in different ways, diversity is valued at our school. We cater for difference within each and every classroom. Children with special needs and abilities are identified using a variety of criteria and appropriate measures are taken.

We value music and all students at Taupaki School receive specialist music instruction from New Entrants to Year Eight. Children who remain with us from the first year of school become musically literate by the end of year eight. Opportunities are numerous in music and performing arts. Children will be involved in a biennial production, Middle and Senior students every odd year. In even years we have a school-wide Arts festival in term two.

As we engage in what the NZ curriculum means for our school we must make sure that we have learning dispositions and thinking skills at the forefront. We are in a world where the sum total of Human knowledge doubles every 6 months. Schools who are preparing our future generations need to focus on teaching children how to learn, how to think in a variety of ways and most importantly how to select the most suitable thinking strategy for the situation they are faced with. Showing children that learning is fun is the most important aspect of teaching. That is why we have to have teachers who are passionate about what they do, who can have the freedom to take that teachable moment and expand it into an investigation that children will remember.



We provide students with as many experiences as possible. Camps and trips to learn outside the classroom are common. All children experience camp from year four on a biennial cycle with our Year Seven and Eight children experiencing a camp each year.

This year we are offering two optional camps to year 6, 7 and 8 children. One is a Ski Camp and the other is called the Whakapapa Experience which takes the children across the Tongariro crossing. We take a keen interest in Sport and many of our students take part in organised school sports teams run by dedicated parents and teachers. We offer diversity from Mini-Ball to Rippa-Rugby as well as our Centennial Soccer matches against Huapai School. The year 7&8 students compete in regular sports field days in a wide variety of sports.

Most importantly we are about opportunity. Opportunity for children who are able, to be stretched. Opportunity for those who need support to be catered for. Opportunity for those who want to try something new, to do so.

Our Curriculum, whatever shape it takes, should be fun, engaging and relevant.



# General Information

## Absences

When a child is absent from school, a note must be sent stating the reason for absence when he/she returns, this is in addition to notifying us by phone or txt. This is necessary for our records and is a Ministry of Education requirement.

### *Notifying the School Office of Absences/Lateness*

Parents are asked to advise the office *before 9.00am* if your child is going to be absent for that day (unless you have already indicated the absence will be longer). Where possible we ask parents to text absences to 3255. Text Taupaki (space) child's name and reason for absence. We take attendance electronically and where we have an absence with no notification a text message will be sent to the parents cell phone.

## Access Agreements and Court Orders

It is important to inform the classroom teacher if there are any access agreements in force that affect your children. In any and all cases we need a copy of the agreement or court orders for our records. We are happy to make arrangements for non-custodial parents to receive copies of school reports and/or newsletters.

## Accidents/Sick Children

Children injured or taken ill, will be treated appropriately and parents notified where necessary. It is important the school has updated contact numbers for those occasions. Parents are required to notify the school when their child is suffering a contagious condition or has other health problems.

*NB: Aspirin, Disprin or Panadol **cannot** be administered to pupils at any time.*

Schools can be breeding grounds for infections if sick children are sent to school. Please keep unwell children at home.

It is important that we have accurate records of your home, work, and mobile numbers as well as doctor and other emergency numbers. If you change any of these contact details please make notifying the school your first priority.

## Addressing Concerns

We all want the best for our children. There will be times when you have concerns or questions and we encourage you to see your child's class teacher as a first port of call. We value open communication and pledge to keep you informed about any concerns we have.

## After School Care

Both before school and after school care is available through Skids. Please contact the office for more information.

## Assembly

Full School Assemblies are held every Friday 9.00am. This is a time to celebrate the week's events and the success of our students. Our rooms take turns in running assemblies. We have the assembly at this time to promote parent attendance. Parents are very welcome and indeed encouraged to attend.

### **Board of Trustees**

The Board is responsible for the governance of the school. It comprises of 5 elected parent representatives, a staff representative and the Principal. Elections are held every three years. Meetings are held on the last Tuesday of the month.

### **Bus Bay**

Our Technology Centre has pupils arriving from other schools by bus. The buses must have instant access to the Bus Bay. Parents should use this as a drop off zone... *but please do not park and leave your car* as this causes extreme frustration for the bus drivers and for other parents who cannot get kerb access to drop off or collect their children.

### **Collecting Children After School**

Children are asked to wait for their parents in the bus bay area or near the rear carpark, where a teacher supervises. You may stop at the bus bay to pick them up, or park in the parent parking area in Cottle Road (by the Kindy and the Tennis Courts) or the rear car park if there are spaces.

The area outside Library, the bus bay, is extremely busy between 3.00 and 3.15 pm. A teacher is on duty to supervise this area. If you pick up your child or children from this spot we ask that you follow these instructions exactly.

Entering the stopping area and, if there is a space available, **stop at the kerb.**

**Your child can now get into the car.**

Please **do not park and leave your car while in this position** as it causes congestion.

Be ready to move away as soon as possible so that others can get into a parking space.

If you cannot get a park **at the kerb**, move round the outside (right hand) lane, park up by the turning circle or turn right into Cottle Road. From here you can enter the stopping area again or move up Cottle Road to find a park in the area outside the Tennis courts.

**Please do not stop in the outside (right hand lane) of the Bus Bay... and do not beckon your child to come across to your car from here, because it is extremely dangerous.**

The teacher on duty will not allow children to leave the kerb until their parents get a parking space in the correct position, or until parents come to escort them to their cars.

For use of the Lower Car park, please follow the signs – in one gate and out the other gate to keep the flow of traffic going.

We ask for your continued co-operation in this very important safety matter.

### **Cycling to School**

In the interest of safety all students 10 years and over need to have the written permission of the Principal to cycle to school. This process will involve a bicycle safety and helmet check, road safety lesson and practical test.

### **Dental Therapist**

If you have not already received free dental care through your pre school, you will be contacted after enrolment by Westgate Children's Community Clinic.

Ph 08004336825 or 09 442 7129.

### **Donations (Annual School Donation) and Activity Fees**

The Board of Trustees has set the school donation at \$295 for one child, \$550.00 for two children and \$755 for three or more children and no donation required for subsequent children. Your donations provide extra computers, printers, software, library books, reading books, and other resources to benefit all pupils in the school. We appreciate payment of the annual donation to assist with the increasing costs of running the school.

Some families will have the capacity within their budgets to donate over and above the annual donation to enable the school to reach its financial targets and reduce the fundraising role of our PTA. We would appreciate any family who feels able to make a larger donation. The donation will be tax deductible. The Board would be most grateful for all donations the school receives

All school donations are tax deductible and receipts will be issued.

Activity Fees are set at \$60 per student. This fee covers trips, visits and whole school or team activities that occur throughout the year.

### **Fundraising – Parent Teacher Association (PTA)**

We welcome all efforts by parents to raise funds for the school. These funds provide essential resources that are not covered by government funding. At this stage the contact people are Gail McIntyre and Denise Lotz. Please keep an eye on the newsletter, website and school noticeboard for dates of meetings and fundraising events.

We need your support to provide facilities and resources that your children need.

### **Home learning**

Home learning is a contentious issue at the best of times. We really need to look at the notion of home learning and what it entails.

What will affect learning is you spending positive time with your children, you modelling what it means to look at something with wonderment and awe.

Learning is a shared responsibility between caregivers, child and school. We must look at ways to make home learning powerful and purposeful so that children want to do it rather than being stood over in order to do it.

It is over to teachers to set home learning, daily reading at home will be encouraged at all levels.

Home learning should not normally exceed these guidelines:



Yr1 : 15 mins Yr 2/3 : 15 – 20 mins Yr 4 – 8: 30 mins

The only negative consequence for children who do not do their homework is that they miss out on the joy of learning.

Please contact the classroom teacher, if you or your child is having difficulty with their homework. Open discussion about homework beliefs and expectations between parents and teachers is really important.

### **Internet Use**

The Internet is a valuable learning tool. All classes have access to the Internet. Our service provider is Network for Learning. Our internet is filtered but there is an expectation that children use sensible search terms and become informed digital citizens. Students receive specific training in this each year. In order to use the Internet children and parents must have completed and Acceptable Use Agreement.

Photos of students (without their names) are placed on the website, in newsletters and on class blogs. We need your permission to publish these images. Please indicate your preference at the bottom of the Cybersafety Agreement that you are given when you first enroll. If you are unsure that you have filled out this form or wish to change the status please contact the office.

### **Library**

We have a wonderful Library full of quality books. Classes are timetabled to visit the library once per week and it is open at lunchtimes. Year 1 – 3 children are allowed to take out one book and year 4 – 8 children can borrow two books. Library books are issued for two weeks. Please ensure that these books are cared for. Accounts will be sent home for any books that are lost or damaged.

You may also view our library resource online: <http://library.taupaki.school.nz/>

### **Lost Property**

Please encourage your child to look after their clothing at school. If your child has lost clothing please check the Lost Property located in the large cupboard behind the office, adjacent to the staff car park. Any unclaimed clothing will be donated to a worthy Charity at the end of the term. *Please name articles of clothing because it makes it easier to track down the owners.*



**Lunchtime**

Children sit together for the first ten minutes of lunchtime; this enables teachers to supervise the eating time. Rubbish is a constant problem for schools. We have rubbish bins around the school but would ask that all rubbish be taken home; this enables you to monitor what your child is eating. We ask that you refrain from packing lollies or chocolate bars in your child's lunch. You should also be aware that we have children at school who have severe nut and food allergies, although we cannot and will not ban nut derivative products we ask that you exercise restraint in this area.

We have two teachers on duty at lunchtime with another teacher running organised sports. In swimming season this is a lunchtime swim.

**Money**

Any money brought to school should be in a named, sealed envelope with what the money is for on the outside. It can be given to the classroom teacher who will send it to the office. Payments are accepted at the office during office hours.

**Medication**

If your child requires medication administered at school it is essential that you talk with the Principal and fill in the Permission to Administer Medication at School form.

**Music**

We value music as an important part of the curriculum. Our music teacher is Miss Courtney Edwards who along with taking each class for a weekly music session will be leading the choir and other musical groups.

We also have drum, piano and guitar tutors who work within the school. If you are interested in specialist music tuition for your child, please contact the school office.

School musical productions occur every second (odd year) with a whole school arts festival occurring on the even years. These are wonderful events where the school community come together to celebrate the arts. It usually involves performances and an evening meal.

**Parent Helpers**

The assistance of parents in the classroom throughout the day is welcomed and valued, particularly in the Junior School. If you would like to be a parent helper please talk to the class teacher or contact the office. It is essential that all parents who are visiting school sign in at the office, this is a requirement for Health and Safety purposes.

**Photographs**

Class, individual and family photos are taken every year. Notification is provided in the newsletter.

### **Pre-School Children's Visits**

Children may start school from their 5<sup>th</sup> birthday and must attend school before their 6<sup>th</sup> birthday. Pre-school children are welcome to visit the New Entrant room prior to entry. Parents are requested to make contact with the New Entrant Teacher, via the school office, a month prior to entry to arrange suitable dates for visits. For future planning please notify the school of your intention to enrol when your child turns four.

### **Reading Support**

This extra reading programme caters for children who need reading mileage. A Teacher Aide runs this programme for identified students. It is in addition to, not instead, of the regular class reading programme.

### **Reading Recovery**

All children are tested close to their sixth birthday to check on reading and writing progress. If needed, children are placed on the Reading Recovery Programme. This involves intensive teaching, each day on a one to one basis. We have a high success rate with this programme and within 15 - 25 weeks children return to their normal class programme. Mrs Gretchen Greer is the Reading Recovery Teacher.

### **School Houses**

Each child is placed in one of four Houses, Pohutukawa, Kauri, Rimu, and Kowhai. The house system is designed to encourage interaction across year levels, building on the family aspect of the school. It provides leadership Opportunities at year eight who are elected as House Captains for the year. We group families in the same house.

### **Smoke Free Environment**

Taupaki School is a Smoke Free Environment. Smoking in school buildings and on school grounds is prohibited at all times.

### **Sport and Fitness**

Classes and teams conduct regular fitness activities that promote participation with a view to developing a healthy habit of regular activity.

There are numerous school sports teams at all levels. Please keep an eye on the newsletter and contact the relevant parents organiser if you are interested. At Year 7&8 level we select and enter teams in the North West Sports Zone. These are sport specific days, the winners heading off to represent the North West at the Champion of Champions Events.

We also have the Centennial Soccer matches with Huapai School. These are played in term three and teams from year 1&2, year 3&4, year 5&6 and year 7&8 compete for the centennial trophies. Parents and teachers coach the teams, if your child is interested please keep an eye out for trials and practice times.

**Staff Meeting**

We meet as a staff on Tuesday afternoons. Please keep this in mind as your child's teacher tries to hurry you out the door as they make their way to the staffroom. The teachers are not being rude, they just want to get to the meeting so that they can get home at a reasonable hour.

**Stationery**

Lists are provided at the end of each year and upon enrolment. Items may be purchased at the office before classes start for the day.

**Student Council**

Leadership is something that we encourage in all areas of the school. Our Student Council has evolved in recent years so that children can take an active role in leadership.

**Sun Safe School**

Children are encouraged to wear sunblock during the hotter months in the playground and it is mandatory to wear wide brimmed hats in Terms 1 & 4. If hats are not worn then children will be directed to play in the shade areas of the playground. It is school policy that students wear wide brimmed hats. These may be of your choice or you may purchase one in your child's house colour form the office for \$10.

**Supervised Crossing**

At the top of the hill, leading down Waitakere Road - children who cross at this point must wait for the duty teacher to give them permission to cross the road. Children must come to this gate no later than 8:45 in the morning and 3.10pm in the afternoon.

**Swimming Pool – Community Pool**

During the summer months, families who live in the enrolment zone may purchase a tag at the school office at a cost of \$110. This helps to meet the running costs of opening the pool during the holidays and at weekends.

**Technology Classes for Year 7&8 Students**

We have a Technology Centre on site. Local schools send classes to our Centre and our own Taupaki pupils rotate around Food Technology, Soft Materials Technology, or Hard Materials Technology each Monday over the course of two terms. There is a charge for the materials necessary to produce items which are taken home.

**Uniform**

Taupaki School does not have a school uniform. Children are encouraged to dress appropriately in order to engage in any and all school activities. Jewellery is discouraged and for safety we ask that if children wear earrings they only wear studs.

Hats: all students are expected to wear bucket hats or wide brimmed hats during terms one and four. You may choose to buy one of these from the office for \$10.

# Communications

## **Newsletter**

The Link is published every Friday and emailed to parents. It is one way of keeping you informed about what has been happening ... and what is going on at school. We are happy to put Parent Notices into our newsletter, depending on the availability of space. Please type or handwrite your notice so that it can be easily read and handed in to the office no later than *3.15pm Thursday afternoon*.

## **Board Minutes & Monthly Reports**

These are public documents and are available for you to read at the office.

## **Board News**

This is distributed to every family at regular intervals throughout the year. This is emailed to all parents with paper copies available for those who request this.

## **School Charter & Policies Folder**

This is available for parents to read at the office as well as online in the Information zone of the school website.

## **School Notice Board**

We have a notice board located outside the Administration block. We will endeavour to keep it filled with current information.

## **Issues, Questions and Concerns**

From time to time you will have questions, you may have issues or want to raise concerns with us. We ask that you maintain open communication with your child's teacher. The class teacher is your first point of contact. It is a matter of courtesy to make an appointment at the office to discuss matters that may take a little longer than 2 minutes.