



# Tai Tapu School

## A to Z

(All you need to know)





## Tai Tapu School

### Teaching staff

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Graeme Trist  
(Principal)

Julie Goddard  
(Deputy Principal)

Jude Curtis  
(Associate Principal)

Karen Blatchford  
(Middle School Manager)

Sari Farrant  
(Junior School Manager)

Jenny Macartney  
Tania Shipston-Hollow  
Sonja Ackerman  
Chris Els  
Katie De Kwant  
Melanie France

Terry Climo  
Narissa Tilson  
Fiona Rassie  
Megan Ngatai  
Judy Ryman  
Fiona Sim  
(Special Needs Teacher)

### General staff

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Jill Banbury  
(School Secretary)

Trish Steenson  
Megan Skilling

Dawn Fergusson  
(Library Assistant)

Kathryn Fairbrass

Judy Collins  
(Library Assistant)

Jo Oorschot  
Annette Broad-Wilson

Chris Pietzner  
(Caretaker)

Zoe Sewell  
(Teacher Aides)

## Welcome to Tai Tapu School and Community

Tai Tapu School is one of Canterbury's oldest existing schools established in 1867.

A number of schools have consolidated on Tai Tapu. These have been Gebbie's Valley (1931), Kaituna Valley (1939), Rabbit Island (later Motukarara) (1931), Big Bay School (later Ataahua) (1931) and Birdlings Flat(1966).

Tai Tapu is currently zoned from Prices Valley in the South to Ellesmere Road in the West and Early Valley Road to the North.

# A to Z

(all you need to know)

### Absence

Our school has a computerised attendance register. Class teachers call the roll each morning and after lunch. We are required to record the reason for absenteeism and details such as lateness. If you know that your child is going to be away please let the classroom teacher know in writing. If your child is sick, ring the school on (03) 329 6796 and leave details. The Ministry of Education check all schools on a random basis through the National 'Enrol' Computer system.

### Activity Fee

At Tai Tapu School parents pay an activity fee for the year to cover the costs of trips and outings associated with the classroom programme. Money will be deducted from your account when events occur. This system helps reduce the need for parents to send frequent small amounts to school. Some families pay for each event as they go. Teachers will inform you when money is due.

### Address

Tai Tapu School  
Main Akaroa Highway  
Tai Tapu  
C/O the Postal Centre  
Tai Tapu

**Phone:** (03) 3296796

**Fax:** (03) 3296193

**Email:** [info@taitapu.school.nz](mailto:info@taitapu.school.nz)

**Website:** [www@taitapu.school.co.nz](http://www@taitapu.school.co.nz)

**Office Hours:** 8.45am to 3pm

### Appointments with teachers

At Tai Tapu we have an open door policy. Parents are encouraged to visit teachers when they are concerned or pleased about something. On most occasions an appointment will need to be made out of school time may need to be made. Please inform the school of the reason for the appointment, so staff can be prepared with necessary information.



## Assemblies

The Junior School holds an assembly every Friday morning. Children get opportunities to share their classroom programme with other classes. The staff give out certificates and acknowledge birthdays. This is a great time to see peers in other rooms. It develops a sense of community amongst the Junior School. We hold two Junior School parent assemblies a year. These are at the end of Term 1 and 3. We encourage you to attend these where possible.

The Senior School holds an assembly every Monday.

The whole school has assembly twice a term.

## Bicycles

Some children who live in the community bike to school. Children must adhere to safe bike practices such as basic road rules and wearing a helmet and safety vest. The bike stand is under the trees beside the swimming pool.

## Buses

There are two bus runs in the community. One is local and heads around the Otahuna Loop. The other bus run heads south to Kaituna Valley. Miss Goddard is responsible for the management of buses and you will need to see her regarding your child travelling to school on the bus and for a bus safety vest.

## Communication

Beginning school for many families is much like other new things in life that is new. There are new routines, procedures and rules for families to learn. If you are unsure please ask staff for explanation. At Tai Tapu these are the ways you learn information.

- Website: [www.taitapuschool.co.nz](http://www.taitapuschool.co.nz)
- Fortnightly newsletters: Every second Wednesday
  - Calendar of events
  - General school information
  - Individual class snippets
  - PTA information
  - BOT information
- Newsletters are given to the oldest child at school
- Individual class letters
- Fluorescent notices outside junior classrooms
- Beginning School meetings – Term 1 and 3
- Beginning of year parent meetings in some classrooms

## Class trips and visits

The Junior School classes generally do a trip each term related to class programmes. On most occasions we require parent help for both transport and supervision. As you are in a supervisory role we ask that you try to make other arrangements for preschoolers.

As children move through the school there tend to be more class trips. Teachers send notices home to you as soon as a trip is confirmed.

Many families choose to pay a one off activity fee for these trips but you may choose to pay as you go. At the beginning of the school year you will be asked to sign a transportation notice which gives your child permission to attend school trips and travel in cars. Teachers will give parents notification that an event is happening. It is important that children attend all of these out of school events. If there is a reason for not attending, please see your child's teacher.

## Dental Clinic

There is a dental clinic on site. The dental nurses visit once a year for a period of 4 to 6 weeks. You will be notified in the school newsletter when they are due to visit us.

## Donations

Tai Tapu School has a school fee donation system. This account is sent out in Term one. This is an annual payment for each child attending Tai Tapu School. This donation helps to cover extra costs needed to run the school. There is a discount for prompt payment and a reminder each term. It is possible to pay by term instalments.

## Drop off and pick up

The best place to drop children at school is on School Road. If you are dropping children opposite the school please walk children across the road. At 9am and 3pm this zone is very busy with traffic. The Staff car park is out of bounds at all times for drop off and pick up. This is a safety issue.



## Enrolment

We ask that you fill in a pre-enrolment form before your child begins school. This can be picked up from the school office. For planning purposes we encourage you to enrol siblings that will be attending Tai Tapu in the future. Tai Tapu is zoned and therefore a placement is not guaranteed if you are out of zone.

## Homework

As a learning community we have surveyed parents and discussed with the staff our policy on homework. Research has shown that large amounts of homework do not add much value to children's learning. Children work hard at school so homework should be limited to simple, easily managed tasks.

At each syndicate level different expectations exist.

**Junior Syndicate Years 1-2:** Children will have a reading book and in Year 2 a weekly spelling list.

**Middle School Syndicate Years 3-5:** Reading a school reader or own novel, Weekly Spelling list, Basic facts and tables, once or twice a term some task associated with the current Rich Topic Research.

**Senior School Syndicate Years 6-8:** Homework tasks become a little more formal in preparation for high school and will include Spelling and Tables plus one or two other tasks from curriculum areas. These should still be managed in a short time.

## Immunisation

The Ministry of Education require that schools request a copy of the immunisation history when they enrol as a five year old. This information remains confidential to the school.

## Library Information Centre

All classes are given a timetabled visit to our School Library Information Centre. The school library is open all play and lunch times. We have librarians working in the library during these breaks. Children must take books home in their library bag to protect books. Our Library Centre has a computer suite which teachers timetable and use in class time.

## Lost Property

This is stored in Room 8. Parents and children are welcome to search for articles during school hours. It would be greatly appreciated if all items of clothing were named to help us manage the return of lost clothing.

## Meet the teacher

The Year 1 teacher holds two class meetings a year. These are in Term 1 and Term 3. If you have an enrolment form in at school you will be invited down for these meetings. Junior teachers up to Year 2 hold a meeting at beginning of the year to inform parents of the classroom programme.

## Money at School

We discourage children from bringing money to school unless it is money for events or stationery. If your child does bring money for either of these purposes, please put these into a named envelope before handing to teachers.

## Music

The Junior School has a weekly singing session together. This is run by all the teachers. We teach new songs and sing old favourites. Children then get opportunities to sing these songs at assembly and to the whole school.

**The Suzanne Prentice choir:** Offered to the Years 3 and 4 children every second year. Children practice weekly and then head into town to perform on stage with Suzanne Prentice. This is a fun opportunity as well as being a fund raiser for World Vision.

**Junior and senior choirs:** Tai Tapu has a choir teacher employed to take these two choirs. The senior choir prepares for the Town hall music festival which usually takes place in Terms 3 or 4.

**Instruments:** We offer opportunities for your child to learn musical instruments in school time. Private tutors work on site with children. Each tutor will have a recommended age for beginning lessons. A notice comes home at the start of the year with these details. It is not usual for junior children to have lessons in school.



## Parent Help

It is up to the individual teacher to decide when they need parent helps in the classroom. Parent help is asked for in all Junior School classes and many parents continue to help in middle and upper classes. In the junior area of the school we have a timetable asking for parent help in the core curriculum areas. i.e. reading, writing and maths. Teachers will advise you of how they wish parent help to work and an information letter will follow. Having parents in the classroom is a huge benefit to children and the teacher. Parents are encouraged to participate, which is a huge benefit towards greater community co-operation and understanding of life at school.

## PTA

The PTA adds huge value to our learning community through their support and fundraising activities which allow us to improve and enhance the opportunities we can offer our students. They have recently put in an exciting new senior adventure playground, and provided three interactive whiteboards for Junior, Middle and Senior classes. The PTA regularly assist with new sunhats, sports uniforms, classroom resources and many other helpful items. As the school has grown their financial support has allowed the school to provide smaller classes.

The PTA is a valued and integral part of Tai Tapu School and parents are strongly encouraged to participate. The more involvement from parents the more successful the fundraising

events will be. It is hoped that all parents will feel the importance of being part of the PTA at some time in their child's education at the school.

There are added benefits, as strong friendships and lots of fun evolve from belonging to the PTA, adding value to the school at the same time.

## Pets Day

Pets day is an annual event held early in November at Tai Tapu. It is a major social day for the school that is unique to rural schools. At Tai Tapu there are many long standing traditions associated with Pets Day. The day is set up so that children from rural and town families can participate in many of the options offered. Junior classes decorate eggs, arrange sand saucers and display in class work for judging. There are many sections for children to enter work from home such as baking, box construction, lego and many more. Of course the main focus is on the great variety of pets that turn up for judging on the day. Teachers are involved with judging for the first part of the day and then rooms are open for viewing. There is no formal teaching that day and children are not in class. There is a duty teacher roster throughout the day to supervise children as they participate in the activities of the day. Many notices come home leading up to Pets Day. Please ask your child's teacher for further information if unsure.

Pets day is an amazing community day for children, parents and staff alike.



## Photocopier

A school photocopier is available for parents to use at 10 cents a copy.

## Pie Warmer

This is available on Mondays and Fridays in terms 1 and 4, and everyday during terms 2 and 3. Food items must be wrapped in tin foil or microwave wrappers and clearly named.

## Picnic

This event is held on the school site in February/March. Families bring their cars into the school field and park around the edge to enjoy a picnic tea.

There are some organised events such as races, lolly scrambles and swimming. The picnic is held on a Friday evening from 5.30pm onwards. This is a great opportunity for families to meet each other.

## Playground

There are two playground areas in the school. The Junior School adventure playground is beside the New Entrant classroom and is to be used by Year 1 and 2 children. The Senior School adventure playground is used by the middle and senior area of the school. There are designated times for middle and senior children to use this area.

## Principal

The Principal of the school is responsible for the day to day management of Tai Tapu. The Board of Trustees carries out duties for the governance of school.

## Reporting to Parents

New Entrants have a 6 weekly interview once the child is settled into school.

### Term 1

Parent interviews when teachers and parents share information which will assist the child's progress.

### Term 2

A portfolio containing current assessments, samples of work and a term report. This is signed by the teacher/s and returned signed by the parent/caregiver.

### Term 3

A work sample book showing progression from the previous term. No written report from the teacher for this work sample.

### Term 4

A more comprehensive report is sent home covering the school year. It is signed by both teacher/s and principal.

## Road Patrol

There is a road patrol at 3.00pm sharp at the gate on the Main Akaroa Highway for the children who need to cross here.

## School Hours

School is open from 8.15am until 3.30pm when the last bus leaves. School begins at 9.00am and finishes at 3.00pm. Morning break is from 10.35am until 11.00am. Lunchtime is 12.30pm until 1.30pm.

## Sick Children

There is a sick bay at school for children who are unwell or have had minor accidents at school. Parents are immediately informed of any serious injury and are always notified of any injury related to the head. The sick bay is well equipped and all staff qualified in first aid. If parents are unable to be contacted the emergency contact will be rung immediately.

## Smoking Policy

Tai Tapu is a smoke free zone at all times. This applies to all on site events.

## Stationery

The school office does hold a small supply of stationery for children.

Stationery lists are given out at the end of the school year in most classes so you can purchase during the Christmas break.

## Sweets

Children are not allowed to bring sweets and soft drinks to school.

## Swimming Pool

An intensive swim week is held for the children in Years 3 up in the first week of school. The children in the juniors begin swimming in week 2. Our school pool is not open to the public in weekends and holidays.

## Technology

Children in Years 7 and 8 travel to the Lincoln Technology Centre every Wednesday for the morning. All children experience home craft (cooking and sewing), Lego technics, computer design, metal and woodwork over the two year period.



## Toileting Accidents

The New Entrant classroom often deals with toileting accidents during the year. We do keep a small supply of clothes on site for wet accidents and the staff will oversee changing. It is advisable to have a spare change in junior children's bag.

If children have a soiling accident parents, caregivers or the emergency contact will be rung to ensure the child is cleaning thoroughly to prevent comments from others.

## Toilets

Classes have designated toilet areas that children may use. In the Junior School children use the T sign with to let a teacher know they are leaving the room. Junior children are always allowed to go to the toilet. A teacher will investigate frequent use of the toilet and speak to the parents if they felt this is a concern. In the senior area of the school children are encouraged to use the toilet at break times.

## Toys at school

It is school policy that we do not allow toys from home to come to school. Unless a class is having a special event related to home toys, please ensure that these items stay at home.

## Use of School Grounds

At Tai Tapu there is real pride in our beautiful environment. The community is welcome to enjoy our grounds and play areas out of school time. Parents need to be aware that they are responsible for the actions of their children.

## Uniforms

These are available from Postie Plus in Hornby. Black track pants may be worn by both girls and boys in the colder terms 2 and 3.

## Zone

This is on the school's website and a copy is obtainable from the school office. The number of out of zone places and priority order will be advertised in October in a local newspaper and all applicants informed in November.



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