



# Te Kura o Te Pāroa

## Parent Information booklet

### 2023



34 Pāroa Rd, Whakatane 3191  
[office@paroa.school.nz](mailto:office@paroa.school.nz)  
[www.paroa.school.nz](http://www.paroa.school.nz)

#### Te Kura o Te Pāroa

Te Kura o Te Pāroa is a Special Character School as designated by the Ministry of Education, unique in that it provides for both Mainstream (Auraki) Education and Total Immersion Māori (Rūmaki) Education teaching in the medium of the Māori Language.

Te Kura o Te Pāroa caters for children of predominantly Ngati Awa descent, with others from Iwi throughout the Bay of Plenty. Our school actively promotes the retention of Te Reo Māori as well as enhancing each child's understanding of their culture and traditions.

Te Kura o Te Pāroa actively promotes a culture of whakawhānaugatanga, respect and caring for others. The learning environments are characterised by active teaching and learning relationships.

Students feel valued and demonstrate confidence and pride in being Māori.

Te Kura o Te Pāroa encourages the participation by all children in a wide range of learning experiences within the academic, sporting, cultural and outdoor arena.

#### MISSION STATEMENT

‘Tūrukihia Tōu Tāumata Tiketike’  
‘Pursue Personal Excellence’

#### VISION

**Students of Te Kura o Te Pāroa will endeavour to achieve personal excellence in the fields of Te Reo Māori me ōna Tikanga, Academia, Sport and the Arts.**

Ngā Matapono:

1. To cater for each child as an individual and to encourage each child to realise their full potential. 2. To develop students' knowledge of Ngāti Awatanga and strengthen relationships and connections with Whānau, Hapu and Iwi.
3. To nurture students in mind, body and spirit.
4. To produce 21<sup>st</sup> Century learners capable of engaging with the local community and the wider world.

**Principal's Message**

Ko Pūtauaki te maunga

Ko Oriini te awa

Ko Mataatua te waka

Ko Ngāti Awa te iwi

Ko te Tokotoru o Ōtamauru tēnei

Ko Taiwhakaea, Ko Te Rangihōuhiri, Ko Hikakino

Tīhei mauriora!

E ngā maunga karangaranga, e ngā wairere, whakapiri mai, whakatata mai. Ko tēnei te reo pōwhiri e whakatau atu ra ki a kōutou e aku rangatira.

As the Principal, I extend a warm welcome to all mokopuna and whānau. This booklet confirms general information about our kura and addresses some of the most common queries parents may have.

Our 4 focus areas to improve student achievement in 2023 are:

- a. Integrated curriculum learning and teaching.
- b. Te Reo Maori and Ngati Awatanga.
- c. Community relationships
- d. Our school environment as a learning resource

In 2022 Te Kura o te Pāroa begins the process of rebuilding by replacing classes in our kura with new akomanga. We look forward to teaching and learning with our tamariki in innovative, healthy, modern learning environments.

At Te Kura o te Pāroa we pride ourselves on forming strong respectful relationships with you (our whanau) and most importantly with our tamariki. We encourage parents to be part of the life of our kura and to visit classrooms and to discuss your child with their teacher at least once per term.

Parents input and assistance with their child's learning is very important for your child's success.

This year at Te Kura o te Pāroa there will be a focus on integrated learning, learning through play (juniors) and Science education (year 4-8) that will enable students to develop the key competencies and capabilities they need for living and lifelong learning.

Scientific learning will be understood by school students, as an activity that can be carried out by everyone including themselves and that they can add to scientific knowledge.

For learners, science education should help them to participate as critical, informed and responsible members of Iwi and NZ.

The staff at Te Kura o te Pāroa look forward to working with your child, you as parents and your whanau in 2023.

Nāku noa,

Erin Te Pou (Tumuaki)

Dwayne Hudson(Property)  
 Haruru Douglas (Te Reo Development)  
 Aroha Black (Staff Representative)  
 Erin Te Pou (Principal)

### STAFFING

Principal: Erin Te Pou  
 Deputy Principal: Ramia Honatana  
 Kaihoutu Rūmaki Helen Kingi  
 Kaihoutu Auraki Aroha Black  
 Junior Rūmaki lead Edna Osborne  
 Junior Auraki lead Cilla Gray

WHANAU AURAKI		WHANAU RŪMAKI	
Yr 6/7/8 Wananga STEAM - science, technology, engineering, arts, maths and leadership	Aroha Black A block -Te Tōtara	Tau 6/7/ 8 Wananga - STEAM - science, technology, engineering, arts, maths and leadership	Ripeka Koia B1 – Te Pāhitaua
Yr 6/7/8 Wananga STEAM - science, technology, engineering,arts, maths	Ramia Honatana A block- Awarāhe		
Year 4-6 Wānanga - Science focus	Huia Brown E2 – Ōtamauru	Year 4-6 Wānanga - Kia hāngai ki te Putaiao	Helen Kingi B2 – Ōwhataiti
Year 4-6 Wānanga technology focus	Rose Herewini E1 – Ōhūirehe	Year 4- 6 - Wānanga Kia hāngai ki te hangarau	Te Rumatē Mahutoto B3 - Kawarehe

Year 1-3 Wānanga literacy focus Cilla Gray Kakahoroa

Year 1-3 wānanga Arts focus Jaime Pere D Block -Te Tāpoa

Year 1-3 Wānanga Maths focus Helen Korewha D Block - Te Korokoro  
 Year 1-3 Wānanga. Kia hāngai ki te Reo Edna Osborne C1 - Te Karaka

Year 1-3 wānanga. Kia hāngai ki te mahi Toi Teia Herewini C2 – Rakaurāhe

Year 1-3 Wānanga. Kia hāngai ki te Pangarau Reremoana Rota C3 – Te Pākora

Te Pekapekātahi (Transition to school class for New entrants) - TeAmiona Korewha and Monique Rio

Support Staff Position
Janet McLean Finance and Resource Administrator
Karen Nathan School Administrator
Kimiora Palmer Rumaki Kaiawhina
Christine Hall Auraki Kaiāwhina Crystal Penny Auraki Kaiāwhina
David Kinghazel Auraki Kaiāwhina
Rimuerena Tiakiwai Rūmaki kaiawhina
Joy Heremia Rūmaki early words Kaiawhina
Jacqueline Thrupp Auraki Kaiāwhina
William Berryman ICT consultant

Anaru Black Auraki Kaiāwhina
Rerekau Foster Auraki Kaiāwhina
Whaiora Korewha Rūmaki Kaiawhina

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Atareti Hape Rūmaki Kaiawhina
Alana Moriarity Rumaki Kaiawhina
<b>Resource Staff Position</b>
Delia Melbourne Teacher release - Art
Monique Rio Teacher release - Sports
Kirke Sawrey Teacher release - STEAM / Te Reo
Sarah Marshall Junior Auraki literacy
Sarah Copeland Learning support and attendance
Karen Faulkner Tutaki Ka Ora Ka Ako manager

## Te Kura o Te Pāroa A-Z Handbook for Parents

### Absence from School

From the day they begin Kura, ensuring your tamaiti attends every day is an important way Parents help their tamaiti to be successful at Te Kura o Te Pāroa.

We ask all parents to provide a justifiable explanation for a student absence either to the classroom teacher or to the office.

Parents can either:-

leave a message on the school answer phone before 8.55a.m. (07 3086652 Press

1) or send a text explaining the absence - 0274471900

or use the class dojo app.

Parents of Tamariki who are absent without explanation will be contacted to request a reason for absence.

### Access

Under the covid 19 traffic light system, parents and caregivers will continue to be discouraged from coming onto site unless absolutely necessary.

Please be respectful of this as it is the '**most likely**' chance of Covid-19 entering the school grounds. All parents, caregivers, whānau, and other visitors are encouraged to wear face coverings on site. Parents are asked to quickly "drop off and pick up" their child in the school bus bay Times allocated are - Drop off between 8.00 and 8.45 am and pick up after 3.00pm.

**Attendance.** Being in the classroom is an important family responsibility. Ensure that your child is engaged in school by:

Making sure doctor appointments and family events are outside school hours

Practicing a regular bedtime and morning schedule - control the playing of online

games Let your child know about the importance of being in school every day  
Using school resources like the bus and breakfast to make getting to school on time  
easier. **Attendance affects your child's success at Kura.**

**New Entrant Parents** can take their child/ren and anxious child/ren to their classrooms. You will be asked to sign a register and sanitise. This is asked for by the Health Ministry for possible contact tracing. Please prepare this with the classroom teacher.

If any parent **needs** to come on-site or needs to enter a classroom, please sign in at the office. You will be asked to sign a register and sanitise.  
This is asked for by the Health Ministry for possible contact tracing.

### **Anti-Bullying / Behaviour management plan.**

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The school has a behaviour management plan that is followed by staff. The plan is available on the school website. • Procedures will be fair and transparent

- Procedures will reflect Te Kura o Te Paroa expectation that akonga are to take responsibility for their actions • Procedures will be clear to all students and community through discussion, display and publication • All staff will support procedures
- Within the procedures staff will endeavour to treat each incident on its own merit • Whānau involvement is an important part of behaviour management
- Tamariki will have positive behaviours acknowledged and recognised
- Procedures will support the growth in self- discipline and maturity for each child

**Bell Times:** We have no bells except for 8.45am and 2.35pm. All classes have staggered breaks at different times. This is to decrease the number of tamariki in the playground at one time and to enable safer break times.

### **Buses**

The school provides bus transport for students living within the listed areas. For confirmation of bus routes and pick-up/return times, please contact Karen in the front office. (07 308 6652 Press 0) The bus departure times are listed under the Bell Times. Student bus monitors record all passengers who return home on the bus and have the responsibility of informing the school of any misbehaviour or misdemeanour.

Buses go to:

1. Poroporo Poroporo
2. Town South Awatapu & James Street
3. Town North Wairaka
4. Country Taiwhakaea to Coastlands
5. Cutler Cres Cutler Crescent

Students who abuse the privilege of the bus service will be removed for a length of time. Occasionally parents want children to travel on a bus on which they are not regular passengers. If this is the case, please contact the school as soon as possible or send a note, so we can make sure the buses are not overloaded.

### **Civil Defence**

In case of a civil emergency, all children will follow emergency evacuation procedures as in the school policy. All students will remain under the supervision and care of staff until such a time as parents/caregivers arrive to collect them.

### **Collecting Children**

If you collect children early from school they must be signed out by the accompanying adult. The end of school bell is at 3:00pm, at which they will be released from class. Children will wait inside the school grounds. If you are going to be late, please contact the school.

### **Complaints**

If you have any worries about your children or their schooling, **please talk to the teacher first.** If that doesn't

solve the problem, make an appointment to see the Principal or Senior Teacher in that area of the school. We really want your children to be happy and successful and will work with you to achieve that. This process is outlined on the [school policy website](#) "concerns and complaints process"

### **Damage to school property.**

When damage to school property occurs the incident will be reviewed and a decision made as to whether the damage was deliberate or not. The behavior management plan will be followed and any school property that is damaged deliberately or through wrongdoing will be charged to parents.

### **Digital devices.**

In years 1-8 the school provides 1:1 digital devices, each student is allocated the use and care of one device for the year. In junior classes 10 tablet devices are available for use. There are rules for the use of the internet and care of devices so that the cyber safety and the number of devices is maintained. All whanau and tamariki need to sign a cyber agreement each year. The NZ digital curriculum is part of the schools learning.

### **Duffy Books in Homes**

As part of our commitment towards raising our students' literacy levels, we will be part of the Duffy Books in Homes Programme.

### **Education Outside the Classroom**

Throughout the year, your child will have the opportunity to take part in a number of educational opportunities off school site. In order to attend day activities, parental consent has been given as part of the enrolment forms. All overnight trips require parental consent and BOT approval is required.

### **Enrolments**

Enrolment forms are available at the front office.

Parents of new entrants are expected to meet the Te Pekapekatahi teacher to arrange 2 visit times prior to their tamaiti starting. More visits may be required or an entry to school individual plan created if the tamaiti is anxious or not yet ready for a school environment.

Students will remain in the Te Pekapekatahi class until they have built up the skills needed for the next classroom. Being ready to learn involves social, academic, self management and learning skills as outlined in the after [6 weeks at school checklist](#).

A pōwhiri is arranged for all new students on Mondays.

There is usually a two day wait for enrolments that transfer from another school. This allows all necessary information to be gathered prior to the commencement. Start day for all new students is Monday.

### **Extravaganza**

A number of our students excel in the Performing Arts. Biannually in even years, we stage our School Extravaganza, our performing arts showcase. This includes kapa haka, drama, contemporary dance and choir.

### **Free Lunches in school**

Free healthy lunches are provided daily to every student in school. We encourage parents to provide a healthy snack only. We also have fruit in schools to add to the free lunches.

Food that is high in sugar or salt is not allowed in school.

To coincide with the healthy fruit platters, water and lunches the students have every day we are looking at having unhealthy food and drinks phased out in term 4.

Please support the kura by ensuring your



child only has healthy food in their lunchboxes.



- grain foods (bread, cereals, rice, noodles, pasta)
- milk and milk products
- lean meat, poultry, seafood, eggs, legumes, nuts and seeds.

As a general rule, the less processed a food is the better. Watch out for added sugar, salt and fat when buying packaged foods.

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When preparing snacks for children, try to include a range of foods from the following 4 groups:

- vegetables and fruit

### Health Promoting School

We are a Health Promoting School and provide milk and fruit to all students as part of the Milk / Fruit in Schools Programme.

As a part of our Healthy Schools initiative, Te Kura o Te Pāroa is fizzy free. Please ensure that your child does not bring fizzy drinks to school. This is especially important to remember when bringing in treats like McDonald's or fish and chips. Fizzy drinks on school property will be confiscated.

### Kapa Haka

Biennially, on even years, we enter a senior kapa, a middle-school and a junior kapa into our local Rangitaiki competitions. All children have the opportunity to be selected for these competitive groups.



### Lost Property

We have an ongoing problem with returning lost property. To prevent build up, we ask that you name all your children's clothing clearly. At the end of each term, all lost property items are placed on display. To view lost property please ask at school office.

### Mobile Phones

Students are discouraged from bringing mobile phones to school or using them during the school day. If a mobile phone is found, it will be confiscated and parents contacted. If it is required for communicating before or after school, students need to please hand the phone to the teacher.

### Money

All payments towards school activities, not included in the MOE donations scheme grant, should be sent to the teacher. When you send money to school, would you please seal it in an envelope and on the outside write: a. child's name and room

b. what the money is for

c. How much money is enclosed

This is for your own security as well as to make the money easier to handle. A receipt will be issued to your child. Large sums of money may be sent directly to the office.

### Ngāti Awa Tangata/Ngāti Awa Tikanga/Ngāti Awa Kōrero

**We are a special character school under the auspices of our Iwi - Ngāti Awa.** The foundation and uniqueness of our school curriculum includes the history, waiata and practices of Ngāti Awa. The school curriculum

includes Marae visits and visits to landmarks of significance to Ngāti Awa.

### **Office Hours**

The school office is open between 8.00a.m. and 3.30p.m. Monday to Friday. An appointment to see your child's teacher or the Principal may be made by contacting the school office or contacting the teacher directly through class dojo.

If any changes are made to the school hours, you will be notified by newsletter. The school accepts supervision responsibility for children from 8:00am to 3:30pm.

### **Reporting to Parents**

In 2022 reporting to parents will be by class dojo learning portfolio's - you will be able to access this throughout the year and discuss your child's learning termly by phone, zoom or face to face conversation.

### **School Newsletter**

Every second Friday (even weeks), a newsletter is posted onto our social media sites (fb, Class Dojo, emailed, Skool loop and school website). The newsletter is a key means of communicating with parents about school events and programmes.

If you wish to have our newsletter emailed, please contact the school office or send an email request to Karen Nathan .

### **Sick Bay**

If children become ill while at school, they will be cared for in the sick bay. If deemed necessary, parents will be contacted to collect their child. In extreme cases where parents cannot be contacted and when expert medical opinion is considered necessary, the Principal will make a decision. Sometimes children need to have special medicines at

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school for such things as asthma and bee stings. Any of these should be labelled showing the child's name and the required dosage clearly on the outside of the container. Any medication children may need in the event of an emergency must be held at the main office. We have a safety cabinet for the storage of such medicines.

### **Skoolloop App.**

This app can be downloaded onto your phone. Parents can use the app to; notify absence, read school newsletters, sign permission slips, book interview appointments with teachers, see the school calendar.

### **Sports**

Throughout the year we enter teams from the following codes into local competitions: rugby, touch, volleyball, basketball, swimming and netball.

Teams may also be selected to compete in the NZ AIMS games which are held annually in Tauranga. Each child will need to pay a fee to play in a team.

### **Students Stationery**

There is a fee which is to be paid at the school office. Students will receive their stationery from the school.

### **Sun Smart**

Te Kura o Te Pāroa is a Sun Smart school. All students are supplied with a blue, bucket hat which is kept in their classrooms. In sunny weather during Terms 1 and 4 Sunscreen is available in all classrooms. Students will have the opportunity to "slop" before outdoor activities.

### **Swimming Pool**

Our school pool is open throughout Term 1 and most of term 4. Swimming is considered an important life-skill and is taught at all age levels. All students are required to have appropriate swimwear (no cotton worn) and towel at school. If your child is unable to participate due to medical reasons, please provide a note to your child's teacher.

### **Teacher Code of Ethics**

NZ Teachers Council Code of Ethics outlines the professional behaviours expected by all teachers. The four fundamental principles are: **Autonomy** to treat people with rights that are to be honoured and defended. **Justice** to share power and prevent the abuse of power. **Responsible** care to do good and minimise harm to others. **Truth** to be honest with others and self.

### **Te Reo Māori**

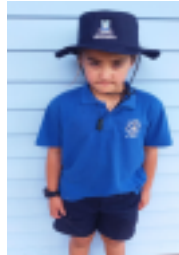


Kua whakatūhia he ara ako i te reo rangatira mai i te Y0-Y8. E ono ngā akomanga rūmaki. Ko te reo rangatira, ko te reo ako, ko te reo Māori. Ko te nuinga o ngā tamariki kua noho ki raro i te maru o ngā Kōhanga Reo. Kia tautokohia e nga whanau, i nga tamariki i roto i te rūmaki ki te whakawhiti korero Maori i te kainga. E whitu nga akomanga o te taha auraki. He reo rua te mahi ako i roto i enei akomanga, ko te reo Maori me te reo Pākeha. Kaore enei tamariki e tuhi, e panui hoki i roto i te reo Maori.

Te Reo Māori me nga Tikanga Māori are an integral part of our school culture and context for learning.

**Uniforms**

All students are expected to wear the correct school uniform daily. Sun hats to be worn during Terms 1 and 4. All school uniforms are available for purchase from the NZ Uniform shop on the strand. Second hand uniforms may be available through the office.



**Nga Pūmanawa o Te Kura - Our Values**

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➤ **Mauri Tū**

- We plan and teach from a Maori perspective.
- We show pride and confidence.
  - We connect learning opportunities in and outside of the classroom through Ako Ma Te Takaro, S.T.E.A.M and digital technology.
- We show a connection to our learning through whakapapa, purakau and pepeha.

➤ **Mauri Tangata** ➤ **Mauri**

- We celebrate learning progress and success.
- We include our whanau on our learning journeys.
  - We show and share our knowledge of Ngati Awatanga to our whanau and community.
- We learn about the localised history of our area.

**Mātauranga**

- We provide leadership opportunities for our students.
- We acknowledge the efforts of ourselves and others.
- We present our personal best
- We show confidence and pride.

➤ **Mauri Ora** ● We connect the interests and needs of the

- tamariki to the learning.
- We work together to build positive relationships

- with Staff, tamariki and whānau.
- We practice aroha, whanaungatanga and tautoko.
  - We are proud to be Māori.

### **Website**

Te Kura o Te Pāroa's website [www.paroa.school.nz](http://www.paroa.school.nz) contains useful information for tamariki, parents and whānau. Visit our website to find details of upcoming events, copies of school pānui, and class newsletters.