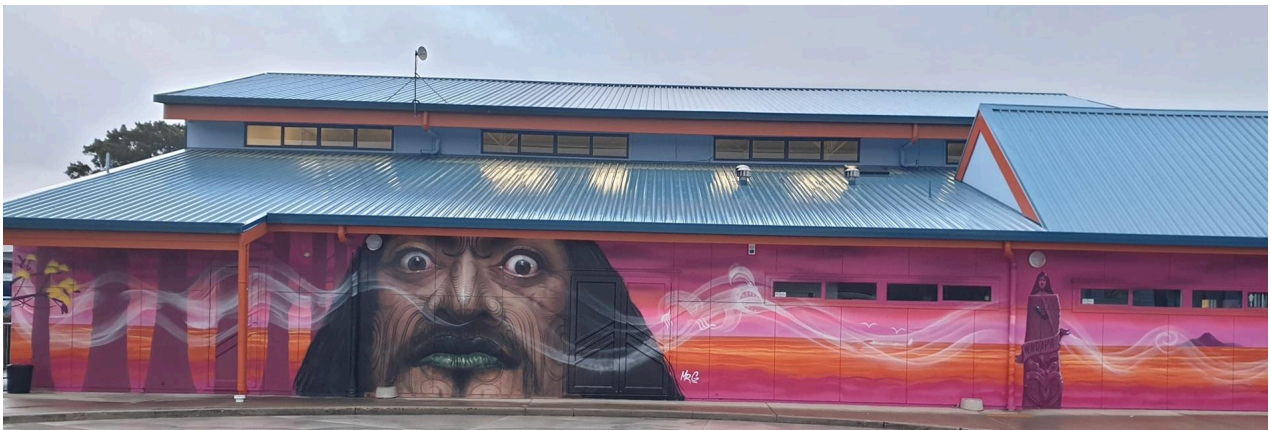




Te Kura o Te Pāroa

Tūrūkihia Tōu Taumata Tiketike



34 Pāroa Rd, Whakatane 3191

office@paroa.school.nz

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 of 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:

To cater for each child as an individual and to encourage each child to realise their full potential.
To develop students' knowledge of Ngāti Awatanga and strengthen relationships and connections with Whānau, Hapu and Iwi.

To nurture students in mind, body and spirit.

To produce 21st 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 ō Ōtamauru tēnei

Ko Taiwhakaea, Ko Te Rangihōuhiri, Ko Hikakino

Tihei 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 2024 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 (Chairman & Property)
Marama Studer (Finance & Property)
Kylie Kinghazel (Health & Safety)
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	Rose Herewini
Junior Rūmaki lead	Edna Osborne
Junior Auraki lead	Cilla Gray

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 skool loop app.

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

Access into kura

If Parents/Caregivers or other adults are visiting the Kura to see a child for any reason, it is important that contact is made first at the main office. All visitors are expected to sign the Visitors Book upon arrival, and departure. This is to monitor who is present in our kura grounds and for the health and safety of all our tamariki.

Accidents or Illness

Minor accidents are treated in the Kura sick bay, but parents are contacted if the accident is of a more serious nature. If children become ill while at kura, they will be cared for in the sick bay; however, if deemed necessary, parents will be contacted to collect their child.

In extreme cases where the parents cannot be contacted, and when expert medical opinion is considered necessary, the Principal will make a decision. It is important that the school has up-to-date information of contact phone numbers.

Sometimes children need to have special medicines at kura 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.

Attendance. Being in the classroom is an important family responsibility. You can ensure that your child is engaged in school by:

- Making sure doctor appointments and family events are outside school hours
- Practising 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.

Anti-Bullying / [Behaviour management plan.](#)

Te Kura o Te Pāroa promotes the W.I.T.S strategy to deal with bullying - Walk Away, Ignore, Tell Somebody, Stand up for yourself. The most important message for our children is to tell someone. The sooner we know, the sooner we can intervene.

If a student is found to have been involved in a serious behaviour issue:

1. Parents/Caregivers will be contacted and a hui with the Principal or Deputy Principal arranged.
2. If serious, or repetitive in nature, the Parents/Caregivers will be contacted and asked to collect the child. A support plan. A meeting with the Principal and Parents/Caregivers will be arranged with the RTLB and SWIS worker to compose a support plan.
3. Should any further offence occur during the development or after the implementation of the support plan, the child will be 'stood down' from Kura and remain at home for 2-3 days. At the end of the stand down time a hui will be held with the tamaiti, the parents and the Principal or Deputy Principal to create a process to welcome the tamaiti back to school and outline the expectations moving forward.
4. If a child is suspended from kura, this will result following a hui held with members of the Board of Trustees and Principal.

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 the front office (07 308 6652 Press 0). Bus messages must be given to the office before 2pm. Student bus monitors 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.

Clothing / uniform

Kura uniform is compulsory at Te Kura o Te Pāroa. All students are expected to wear the correct kura uniform daily.

Hats MUST be worn during Terms 1 and 4 and as part of the Sunsmart message - No hat, no play is enforced.

All uniforms can be purchased from NZ Uniforms, 89 The Strand, Whakatane. Pricing and catalogue can be viewed in-store or online at: <http://paroa.nzuniforms.com/catalog/school-uniform-1104562.htm>

Collecting Children

If you collect children early from school they must be signed out by a designated adult. The end-of-school bell is at 2:40pm, 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

Please let the school know as soon as possible if you have any concerns. Do not let things fester. Initial contact should be made with the class teacher first, if not resolved then a meeting setup with either senior management or Principal, in that order, and hopefully we can work out any problems together.

If parents wish to lodge a formal complaint, complaint forms are held in the front office. The complaint will be dealt with by the Principal. Once the complaint has been resolved, it will then be processed and remain on file.

Cultural Activities.

A number of our students excel in the Performing Arts.

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

Curriculum.

Ngāti Awa Tangata - Ngāti Awa Tikanga - Ngāti Awa Kōrero

The foundation and uniqueness of our curriculum includes the history, waiata and practices of Ngāti Awa. The kura curriculum includes visits to Marae visits and to landmarks of significance to Ngāti Awa.

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 behaviour management plan will be followed and any school property that is damaged deliberately or through wrongdoing will be charged to parents.

Dental Treatment.

The kura is serviced by the District Health Board's mobile dental service yearly.

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

Te Kura o Te Pāroa is a Duffy School, meaning your child will receive a book each term to keep and may also receive books as rewards. Our involvement in the Duffy Books in Homes Programme shows our commitment to raising our

students literacy levels.

Education Outside the Classroom.

Throughout the year, students will have the opportunity to take part in a number of educational opportunities off the school site. In order to attend these activities, Parental/Caregiver consent is required. Costs for trips should be fully paid prior to students attending. All overnight trips require approval from the Board of Trustees.

Emergency Procedures.

The kura practices emergency procedures, in particular fire and earthquake drills regularly, so that in the unlikely event of a fire or earthquake the children and staff know what to do. We would encourage whānau to work out similar emergency procedures for the entire whānau when at home.

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

Environment Education.

The Kura have groups of students involved in environmental projects in and around the Kura. We encourage environmental activities to support our role as kaitiaki of Papatuānuku and often have individuals and organisations like the Department of Conservation coming to share their skills and expertise with the students in relation to caring for the environment, pest management, recycle/reuse/reduce and permaculture.



We actively recycle paper, cardboard, plastics, cans and glass. Children are expected to take their lunch rubbish home. The main reason for this is for parents to see what their children have or haven't eaten at school and also to minimise the kura rubbish.

Extra Curricular Activities.

Parents are required to pay for any extra curricular activities.

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.

<p>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.</p> <p>Please support the kura by ensuring your child only has healthy food in their lunchboxes.</p>	 <p>Lunchbox snacks</p> <p>Healthy food options</p> <p>Is your child's lunchbox filled with these junk food?</p> <p>NO JUNK FOOD</p> <p>Our tamariki all have healthy lunches served daily. Our goal is for all our tamariki to bring healthy snacks.</p> 	<p>When preparing snacks for children, try to include a range of foods from the following 4 groups:</p> <ul style="list-style-type: none">• vegetables and fruit• grain foods (bread, cereals, rice, noodles, pasta)• milk and milk products• lean meat, poultry, seafood, eggs, legumes, nuts and seeds. <p>As a general rule, the less processed a food is the better. Watch out for added sugar, salt and fat when buying packaged foods.</p>
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Health Promoting School.

Te Kura o Te Pāroa is a fizzy free zone. Please ensure your child does not bring fizzy drinks to kura. This is especially important to remember when bringing treats like McDonalds or fish and chips. Fizzy drinks on kura 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 the school office.

Mobile Phones

Students are not allowed by law in school. If a mobile phone is needed for after-school use, tamariki are required to take the phone to the office and collect it at the end of the day. If a phone is brought to school and not handed in, it will be confiscated and parents contacted.

Money

All money brought to kura should be in a sealed envelope with the child's name, room number, the amount and what it is for written clearly on the outside. The envelope should be handed to the class teacher or office as necessary. A receipt will be issued to your child. Large sums of money may be sent directly to the office. Funds can also be deposited using online banking. Please contact the office to receive the school bank account and reference details.

Ngāti Awa Tangata/Ngāti Awa Tikanga/Ngāti Awa Kōrero

We are a special character school under the auspices of our Iwi - Ngati 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

. We also undertake the following throughout the year:

TERM 1: Whakawhanaungatanga hui - meet the teacher.

TERM 2: All parents receive a school report and have the opportunity to discuss student achievement over an interview with the teacher.

BEGINNING OF TERM 4: Student reports are issued and have the opportunity to discuss student achievement over an interview with the teacher.

Feel free to ring the school and make contact with the class teacher or Principal at any time. We welcome and encourage parental input.

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 office@paroa.school.nz

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 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.

Skool Loop App.

This app can be downloaded onto your phone. Parents can use the app to; notify absences, 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, hockey 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 their teacher.

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.

Nga Pūmanawa o Te Kura - Our Values

<p>➤ Mauri Tū</p>	<ul style="list-style-type: none"> • 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.
<p>➤ Mauri Tangata</p>	<ul style="list-style-type: none"> • 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.
<p>➤ Mauri Mātauranga</p>	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • We learn about the localised history of our area.
<p>➤ Mauri Ora</p>	<ul style="list-style-type: none"> • 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 contains useful information for tamariki, parents and whānau. Visit our website to find details of upcoming events, copies of school pānui, and class newsletters.