

WELCOME TO TURUTURU PRIMARY SCHOOL 2018



Believe, Achieve, Succeed

The Staff, Students, Board of Trustees and the Community of Turuturu Primary School welcome you and your family to the Turuturu School Community. We hope your time involved with our school will be worthwhile, rewarding and enjoyable.



Please, if you have any further questions about the school do not hesitate to contact us and seek more information.

At Turuturu School your children will be learning the Turuturu Roar.
That is Respect, Responsibility, Resilience and Readiness.



Our address is: 194 Glover Road
Hawera
4610

Our phone number is: (06) 278 2200

Our Mobile phone number is: (027) 278 2200

Our email address is: admin@turuturu.school.nz

Principal's email address is: principal@turuturu.school.nz

SCHOOL WEB SITE: www.turuturu.school.nz

Whole School Approach

An important feature of Turuturu School is the *whole school approach* taken to a number of key aspects.

What does this mean? The whole school approach simply means that we as a school consider an aspect of such significance that to ensure consistency, a common approach is adopted to how it is managed. School wide discipline is one example. Respect for resources, the teaching of key components, planning, are further examples. Teamwork & spirit are important at Turuturu & the whole school approach to key aspects is a feature of the school. With staff, students and community working together **WE** can achieve **AMAZING RESULTS**.

STAFF and BOARD OF TRUSTEES

Principal

Mr Richard Bradley

Teachers

Mrs Sharon Sybrandy
Mrs Sharon Honeyfield
Mr David Doeg
Mrs Lorena Morris
Mrs Tania Furness
Miss Diane Brady
Mr Lyndon Greening
Miss Sarah Wilson
Mrs Rowena Elgar
Mrs Elise Soothill
Miss Renee Clegg

Deputy Principal
Assistant Principal

Part Time Teaching Staff

Mrs Marie Evans
Mrs Sonja Smith
Mrs Ashley Carradus
Mrs Michelle Radford

Ongoing Resource Scheme
Reading Recovery Training
AP Release & Junior & Senior CRT Release
DP Release & PRT Release

Support Staff

Mrs Gillian Lane	Office Manager / BOT Secretary
Miss Tami Canterbury	Support Staff
Miss Vanessa Brown	Support Staff and ICT
Mrs Amy Bond	Support Staff
Mrs Rachelle Oxenham	Library
Mrs Patsy Lester	Support Staff ORS
Mrs Raewyn Soothill	Support Staff ORS
Mrs Deanna Furth	Support Staff

Caretaker and Cleaning

Mr Ian Tonks	Caretaker
Mrs Carol Dockery	Cleaner
Mrs Maria Mihaljevich	Cleaner

Board of Trustees

The Board of Trustees is responsible for the governance of the school. This is made up of five elected members, a teacher representative, and the Principal. The Board usually meets on the third Wednesday of the month in the Meetings Room. All parents and caregivers are notified of meeting dates and times through the regular school newsletter.

Board of Trustees (As at 1st February 2018)

Chairperson	Cecilia Hunt	Phone 278 6776
	Brian Hunt	Phone 278 1118
Finance Convenor	Samantha Turner	Phone 06 764 5353
	Tina Gray	Phone 278 1152
	Adrian Furth	Phone 0277874441
Principal	Richard Bradley	Phone 278 2200
Staff Rep	Sharon Honeyfield	Phone 278 2200



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Enrolment and Organisational Information

Enrolments

For your child's first enrolment it is necessary to please have the following information:-

Birth Certificate
Address
Telephone No
Family Doctor
Health Factors

Child's Full Name
Alternative Emergency Phone No
Immunisation Card - Plunket Book

Pre School Visits

We warmly invite you and your child once enrolled, to make a number of visits to school prior to him/her commencing school.

We have a Transition to School program called **Turuturu Learning Club (T.L.C.)** running weekly to ensure your child has an awesome transition to school. Please ring to talk about this.

Bell Times

Students may not enter the buildings before 8.30am when a bell is rung, unless the weather is poor.

Children are not permitted to leave the grounds during the school day unless prior arrangements have been made and staff have been notified.

Students should leave the grounds as soon as possible after the 3.00 bell.

REMEMBER the safety in numbers rule.

Enter Buildings	8.30am
Morning School begins at	8.55am
Interval from	10.30am - 10.50am
Lunch Period	12.30pm - 12.45pm
Lunch Play Period from	12.45pm - 1.25pm
Entry Bell	1.25pm
School Finishes at	3.00pm

Stationery

Parents are asked to purchase stationery requirements outside the school from the school stationery list supplied. We use Paper Plus, Hawera.

Discipline

We have wonderful children at our school! Our school's behaviour management plan is clear. We seek parent input and assistance in all matters pertaining to discipline and ask that you discuss behaviour and attitude with your child's teacher. The Board policy document is also available for reading on request.

Newsletters

At Turuturu we publish a Newsletter weekly on **Thursday**. Newsletters come home with the oldest or only child in your family at Turuturu. Teachers display a copy of the most recent Newsletter outside their room. There is a each week on the school website.

Finance Related



School Donation

Each year the BOT sets a school donation. The donation is exactly that: a voluntary donation. We urge parents to pay the school donation. For at least the last 8 years the donation has remained \$50 per student or \$80 for 2 or more students. Turuturu families are very supportive of the school through their payment of this. The donation is also proportional: i.e. a student starting half way through the year would

only be asked for half the donation. The donation assists with sports gear, maths

apparatus, library books, teaching aids, playground equipment etc. If you are able to support the school in this way, thank you.



Other School Costs

As with all schools there are other costs associated with your child's education. These costs are usually related to a class visit, a visitor to school, a camp etc. Stationery is another cost as outlined on Page 13.

Fundraising

Government grants pay for some things in a school, such as Staff salaries, the power bill, heating, some text books, building maintenance, cleaning supplies and telephone charges. You

could call them house keeping bills.

Extras, such as additional books for the library, technological equipment, computers, sports gear, visual aids, mathematics resources, teaching resources and playground equipment all come from a limited budget.

To assist with this funding various activities throughout the year are held to raise money. Recent fundraising ventures included our annual gala, a raffle and sweet sales. Please support these ventures. They do not always need to involve spending of money but do require an outlay of time and/or energy.

Getting To and From School

Child Safety To and From School

Patrols operate at the crossing situated at the main gate, and at the round about where the children cross Waihi Road. For most students living in the area bounded by SH3, Glover Road and Turuturu Road, the promoted and safest route to and from school is via the 2 crossings.

If someone other than a parent is to collect a child from school for some special reason, we ask parents to contact the school so that we know it is alright to let the child go with that person. (We accept that neighbours often take children home from school and that children are safe because it is a known arrangement between families).

Bicycles

A cycle shed and cycle racks are available in the school grounds during normal school hours. Bicycles need to be locked while at school.

At the School Gate

Keeping the School gate area as safe as possible is a key focus, especially at peak hours.

Ensure that cars are parked well clear of the pedestrian crossing and clear of the gateway. Note the yellow "No Parking" lines.

Parents, please use the crossing when crossing the road. This reinforces the safety ideas that we teach the children. Children look to parents as their role models.

Buses

Two buses can bring children to Turuturu School.

- ✓ The Manaia - Ohawe bus route while essentially a 'High School' bus, can bring children to Turuturu School providing the loading limit is adhered to. This bus leaves Manaia at 7.50 a.m, Ohawe 8 am and comes past Turuturu School around 8.15 am. The return run can collect Turuturu School students at 3.25pm arriving at Ohawe around 3.50 pm and Manaia around 4 pm. Please note that these are present arrangements and times are approximate.
- ✓ The Kiwi Clubhouse bus:-



Kiwi Clubhouse

Each day a number of children are transported after school to Kiwi Clubhouse from Turuturu School. This is an arrangement organised by the parents with Kiwi Clubhouse. Each day we receive an email detailing, which students are going home via the Kiwi Clubhouse bus. Children travelling on

the Kiwi Clubhouse bus assemble in the corridor outside the library; they are accounted for and are also escorted onto the bus by the teacher on duty.

Your Place and Mine

Each day, after school, a number of children are transported to Your Place and Mine in Normanby.

Children travelling on the bus currently meet in the office straight after the 3.00pm bell ready for pick up. They are accounted for before being escorted to the bus by their designated driver.



Learning Related

Absences

Like you, we are concerned about the safety of children travelling to and from school. We operate the following safeguards to ensure children have left home and have arrived at school safely:

- We run an electronic register. If a child's absence is noted, a phone call or text has not been received; the office staff will make all attempts to find out the reason for the absence. We greatly appreciate being told of a child's absence as early as possible, saving us much time and energy tracking down the whereabouts of a child.

We ask you to phone or text the school before 9.15am if your child is going to be away for that day (or a number of days). Phone 278 2200 or Text 027 2782200. Please clearly state the child's name and reason for absence.

- If a child is absent and we haven't received a phone call or message we will check with that child's home by phone, or with a brother or sister.

If we cannot ascertain the whereabouts of a child, it is a real concern to us.

Please for the sake of child safety, co-operate with the above procedures.

Homework

At Turuturu School we believe that homework has a place:

- Providing a positive link with home
- Consolidating and reinforcing learning
- Establishing the 'homework habit'
- Assisting in the development of independent study for students

Homework;

- Must be relevant to a students needs
- Must have clear and understandable instructions
- Needs to be checked by staff
- Will be set at the start of each week for the completion by Friday.
- Junior School reading is given each day in the interests of regular practice.

Appropriate Timeframes & Homework Activities are:

- | | | |
|------------|---------------|--|
| • Yr 0 & 1 | 10 mins | Reading |
| • Yr 1 & 2 | 10-15 mins | Spelling and Reading |
| • Yr 3 | 15-20 mins | Spelling, Reading, plus Basic Addition Facts |
| • Yr 4 | 15-20 mins | Spelling, Reading, Basic Facts, & Thematic Activity on occasions |
| • Yr 5 & 6 | Up to 30 mins | Maths worksheet, Reading log, Spelling, Basic Facts, Thematic related Activities |

Parents are encouraged to acknowledge their children's efforts and appropriately participate.



Inquiries and Concerns

If for any reason you have any question, inquiries or concerns please do not hesitate to contact the school.

Concerns directly relating to a student's progress initially should be discussed with the teacher and/or the syndicate leader concerned. Following this, or for any

other reason, please arrange through the school for an appointment to see the Principal. Most simple procedural inquiries can be answered through the school office, phone 278 2200, or feel free to call in personally.

Reporting to Parents Year 4 to 6

We report in writing twice yearly. One report will be an interim - Year 4 to Year 6 this occurs in June. The second report, the final one, for Year 4 to Year 6 is at the end of the year.

These reports are retained by parents as a permanent record of their child's work and progress for that year. School interviews will be held during the year at the same time as written reporting.

For new entrants to Year 3 reports and interviews occur late in the term the child has a birthday **and then again two terms later.**

At all times during the year the Principal and Staff are available to discuss any matters concerning children. Please ring and make an appointment at the school office or drop in at a convenient time (see "Bell Times"). Never let little problems build up to more serious ones. If a child seems troubled, upset or appears to have difficulty with work please come and discuss these issues with our professional staff. We want to know!

School Trips

From time to time children need to be transported by car. We realise that this is a big responsibility and in supporting parents we ask that all children wear seat belts, that doors are well secured and children adhere to driver's instructions. *All cars must have current Registration and hold a current Warrant of Fitness certificate.*

Parents are in charge of their group crossing streets etc until they are united with their teacher again. We ask that parents do not buy children "treats" on the way to or from trips as this gets out of hand and is also costly.

Events

During the school year children will be participating from time to time in a variety of different events. Swimming, cross country running, athletics, netball, miniball, rugby, soccer and hockey to name a few. They will also be participating in music festival items, drama festivals, folk dance, speech and all sorts of other cultural activities.

You will be informed by Newsletter when these events are to be held. As a school we welcome all parents, grandparents and friends of the school to come along and join us on these occasions.



Interesting Events

Learning takes place in many ways and sometimes watching something interesting provides a language idea. Should anyone move a house, discover moa bones, launch a rocket etc, please do share it with the school.

Early Years Reading

Books coming home in the first year or two fall into two categories :

- a) Books which children are reading and should attempt to read to Parents each night.

These books have been selected from

browsing boxes, made up of books from an "easier" level. That is, books below the child's instructional level they are working at in class.

- b) Library Books which should be read by the parent with, or to, the child

Library & ICT Suite

The school Library and ICT Suite are our most valuable non-human resources. With the Library we encourage its extensive use and urge children to read as widely as possible. Parents help at home is very valuable in developing good reading habits and interests. Each class has regular visits to the school library and the ICT Suite

Swimming

As part of the school's physical education programme, children are taught to swim at school.

The School pool is solar heated, however the weather still dictates that swimming is taken during the first six weeks of the school year and often in the final weeks of year, also.

Having all clothing named is essential when children are swimming.

A large supermarket plastic shopping bag recommended for transporting and keeping swimming gear together during the school swimming programme.

It is essential that children swim as often as possible during the rather short season. Please assist staff by ensuring swimming gear is brought to school daily (regardless of weather) or provide a note explaining non-participation.

Instruction occurs in the school's pool for younger students and at the Powerco Aquatic Centre for older students.

Parent Help



We run an open school here at Turuturu. Part of the open school policy is to invite parent helpers to assist classroom teachers to more effectively carry out their duties in educating your children. We invite all parents to offer their time if they are able and willing. In addition to classroom assistance parents help in many, different ways through out the year. ***Any offers of help and all efforts of assistance are very much appreciated.***

Religious Instruction

Religious Instruction occurs at this school. In 2017 Year 3-4 and 5-6 students will be involved with RI and a specific note providing details is always forwarded before an RI season commences. **Children can opt out of RI with a note from their caregivers.**

Saturday Sport

Children's involvement in Saturday sports is primarily organised through the various clubs in Hawera. Information can be gained from the respective clubs or through the school Sports Co-ordinator.

Specialist Support Services

Within the education system there are many services available to parents and teachers.

Specialist Education Service - provide psychological and specialist service for children who have physical, emotional, behavioural or educational problems and a speech therapist service for children with speech difficulties.

Resource Teacher of Literacy- provides one to one teaching to older children with special reading difficulties. Selection is as for the above.

Reading Recovery - A teacher is employed each day by the Board of Trustees to operate the acclaimed New Zealand Reading Recovery programme. The BOT invest heavily in Reading Recovery so that all 6 year old children that need it can get it! This is quite a feat!

Teacher Aide Services - The Board of Trustees employ a number of Teacher Aides to support teaching staff and to provide programmes of learning for students who have special educational needs. All classes have Teacher Aide support.

Resource Teachers of Learning and Behaviour - This team operate out of Hawera Primary School and are available on request through the school's SENCO or Principal.

Vision Hearing Tester - usually visits the school several times in a year. Her focus is on students needing retesting, those starting school for the first time, and any students new to New Zealand.



Health Related

Sickness or Accidents

Children who become ill during school time are cared for in the Medical Room, which is located within the school office. Parents are advised by telephone as soon as possible and may collect their child from the medical room.

All teachers are able to administer basic First Aid and attend to minor injuries. Several staff have current level one First Aid certificates.

However our rule of thumb is:-

"If in doubt, give the Doctor a shout."

We do not provide children with pain relief. Children unwell need to go home.

In all cases parents will be notified immediately anything but a minor injury has occurred. The need to keep the school information on contact numbers up to date is vital in such cases.

Medication - Please keep us informed if your child is on any form of medication at any time. If medication is required to be taken during school time, it must be handed to the office for safe keeping. A form is available at the office, which must be completed and signed by parent/caregiver, detailing administration. See school policy "508 Administering Medication."

Allergies - If a child has an allergy or physical condition about which the school should know please advise us in writing.

Changes in Home Circumstances

It would be appreciated if the school could be notified of any significant changes in the home circumstances of any student. Such changes could be marriage break-ups, family bereavements, house changes, illnesses, partner changes, accidents etc. These can all have a marked affect on a child's behaviour, attitude or performance at school.

Knowledge of such changes may enable us to assist your child through any trauma they may be facing as well as give an insight into why a change has occurred in a child's normal school behavioural patterns.

Head lice

Outbreaks of head lice periodically occur as in all schools. Standard procedure is to notify the school when detection occurs, administer medication immediately and keep your child home until treatment has been completed (usually a day or two with the appropriate shampoo treatment).

Head lice are not a sign of dirty hair or poor hygiene and do not pose a major health problem if treated early enough.

Confidentiality is maintained at all times.

Property Matters

Lost Property

If your child loses any clothing at school please ask them to go through the lost property box to hopefully find it. This is located just opposite Room 4 in the entrance to Block B and parents are urged to check through this periodically when visiting the school. Clothing left at the end of any school year will be passed on to the Salvation Army for distribution to the needy.

To minimise the lost property we request that all clothing including shoes and socks be named with tags or have the child's name written on with a special laundry marking pen. This is even more important in 2016 and beyond with the introduction of a school uniform.



Painting Shirts

Art & Craft activities are taken with all classes. All children are asked to have "Paint Shirts" for these activities. Dad's old shirt provides the best protection for these activities. These may be named and stored at school.

Clothing & Presentation at School

Being neat, tidy, clean & well presented is one thing & is highly commendable.

Please ensure students are practically dressed & presented for school & please don't 'push the boundaries' because as a school we would

far rather people took a common sense approach to this matter than the school have to draw lines 'in the sand'. Thank you for your cooperation.

Jewellery

We ask that wearing of jewellery be restricted to watches, plain ear sleepers/studs and culturally important pieces.

Use of School Grounds and Buildings

The school community is proud of the grounds and buildings at Turuturu and like these to reflect their sense of pride. The school gates are locked so that no vehicles are permitted in without permission from the Principal and/or the Board Chairperson. Should use be made of the buildings for meetings, we ask that work displayed and stored in the rooms be respected. The community is responsible for the school and should anyone see something remiss about, around, or in the school please notify someone in authority.

(Board Member, Principal, Teacher, Caretaker etc)

General

Lunches

A canteen operates Tuesday Wednesday and Thursday from the hall kitchen. The children bring their money (correct amount if possible) to the hall where the orders will be taken from 8.30am - 8.55am. The lunches will be delivered to the children just prior to 12:30pm. Fridays are 'Subway day'. Orders with the *correct money* must be received by 9am on Friday (*no exceptions*) and Subway deliver the order to the school on Friday before lunchtime. Children who have forgotten to order their lunch will be provided with a marmite sandwich, which we have kept in the freezer.

School Uniform

Turuturu School has a compulsory uniform. It is available from the Warehouse. Come into school to see our cool new uniform! In addition red School sports t-shirts are

available for purchase at the office for \$29.50 and black school shorts are recommended dress for most sports occasions. We encourage all children to have their own t-shirt.



In addition the following may be worn:

- | | |
|-------------|--|
| Netball | - skirt and top (school supplied) |
| Mini - Ball | - red t-shirt (school provided) with black shorts & soft soled shoes |
| Touch | - red t-shirt (school provided) with black shorts & shoes |
| Hockey | - red t-shirt and socks (school supplied) with black shorts, shoes, shin pads & mouthguard |
| Soccer | - red t-shirt and socks (school provided) black shorts, shin pads & soccer boots |

Rugby

- jersey with black shorts (school supplied) & mouthguard

What do I do if?

I am not too sure on how much to pay for a school trip - and other such questions where you may be in doubt, ring the school office, 278 2200 and ask Gillian or ask your child's teacher.

I am a bit worried about my child (for some reason or another) - firstly, consult with your child's teacher, then the syndicate leader, either Sharon Sybrandy or Sharon Honeyfield. Chances are we will be able to help. Richard Bradley, the School Principal is also available to discuss matters relating to your child.

Photographs

Due to the increase in costs, large scale school photographs have been restricted to a much streamlined event.

Pre paid Envelopes are sent home in and parents wishing to purchase enclose the appropriate amount and return the envelope to school.

Only class photographs are organised for and a "most for the least" policy is adopted in choosing the photographer to produce these.

School photographs are taken annually.

Scholastic Bookclub

Occasionally during the year the Scholastic Book Club order forms are forwarded home so that children can purchase reading books. This is a purely voluntary service with no pressure to buy. The school handles the ordering and distribution of books; please make cheques payable to "Scholastic Bookclub."

QUESTIONS TO ASK.

UPDATED: 12/4/18