



# Taupō Primary School



**Ko te ako te maneatanga**  
Hooked on Learning



# Welcome

Nau mai haere mai te Taupō Kura! Welcome to Taupō Primary School. We are a large, decile 5, contributing school (Years 1-6). We have over 20 classrooms, a large hall, netball courts, library, two play zones (senior and junior), some covered and some uncovered. Taupō School is situated on land gifted by the Ngāti Tūwharetoa people for the purpose of education.

Taupō Primary is located in the central township of Taupō and is the oldest school in the area marking 125 years in 2019.

Our classrooms consist of both single cell and flexible learning spaces. The school is structured into a senior school (Year 4-6) and a junior school (Year 0-3).

The Junior School is a very collaborative community and students at times will be learning with different teachers in different spaces. This can be as a result of junior school utilizing different approaches to learning, for example, students may be found in different spaces because they are:

Utilizing a play based approach to support learning.

Cross grouping into different classes to learn the appropriate level of phonics.

Learning about specific topics from different teachers in a rotation

In most classrooms, there are smaller breakout spaces, which teachers and other adults can use to work alongside students who require extra support or to provide extra programmes.

In 2021 our Junior school is undertaking a journey to introduce Structured Literacy. This is a very different approach than we have used in the past and learning to read and write will look different to when we as adults were at school. We will run information evenings to keep parents up to speed with what to expect with this new and improved approach.

This year we anticipate our senior school having 1:1 devices (provided by the school). We will be working with an expert agency to help utilize technology to not only learn around the digital curriculum but to support almost all aspects of the curriculum. Students will experience learning in a digital world AND in a pen to paper approach.

Our senior school has an exciting year ahead with them further utilizing 'Write That Essay' to support their writing programme. This is an approach that all schools in the CoL are implementing into their classrooms. They will also be implementing passion projects as a way to engage and have students further hooked on learning and become more independent and self directed learners (student agency).

Across the school we utilise elements of a STEAM, maker space and playbase approach to support and encourage rich learning opportunities. We celebrate by being **'HOOKED ON LEARNING'** and ensure that our school culture promotes inclusivity, opportunities, challenges and the skills required of a 21st-century learner.

We hope you enjoy your learning journey with the school and that in doing so you become involved in our school community. We highly value successful partnerships with all our families and whānau.

Nga mihi nui  
Zac Taylor  
Principal

## OUR VISION

Ko te ako te maneatanga

*"Hooked on learning"*



Taupo Primary School

Hooked on Learning

## SCHOOL INFORMATION

### Mission

Ko te matarehu o te Kura Tuatahi o Taupō ko te whakaputanga o nga tamariki whakaute, tamariki hihiri, tamariki maaia, ratou kua tautokona ki te whai i a ratou ake pae tata i roto i te mana me te whakaaro pai o te hapori.

At Taupō Primary School students will be proud, motivated and confident learners empowered to achieve their potential and take ownership of accomplishments whilst experiencing respect and belonging in the community.

### Values

#### Whānaungatanga

This value is about kinship or having a sense of family connection - a relationship through shared experiences and working together which provides people with a sense of belonging.

#### Aroha

This value is about showing compassion and empathy to others. Displaying care and concern for others in our classroom and playground. Most importantly fostering a love of what we do and being 'Hooked on Learning'.

#### Kotahitanga

This value is a feeling of unity and working together as one to achieve and strive for our shared goals and aspirations. Together we will achieve.

#### Manaakitanga

This value is about showing respect to our environment, others and ourselves. This value fosters individuals to show kindness, generosity and care to everyone within our Kura or School.



## **ASSEMBLIES**

Each team holds their own assemblies, generally weekly. This is a chance for the students to share successes, get awards, share work and sing together. Days and times for these assemblies will be shared with you by the class teachers.

Whole school assemblies are normally every second Friday. These are run by our year 6 students and are a time of singing, notices, special awards and to learn about our school rules and values.

## **ABSENCES**

If your child is going to be absent on any given day please notify the school office by calling (07 378 4389) and leave a message or text (022 104 6176). You can also email [office@taupoprimary.school.nz](mailto:office@taupoprimary.school.nz). Please leave your child's name, room number, and the reason for their absence.

The goal for our attendance team is to ensure there are open lines of communication to support your child's attendance at school.

## **APPOINTMENTS/LATE**

If your child is late please sign them in on the tablet at the office. If you need to take them out due to an appointment please come to the office and sign them out and then back in when/if they return.

## **ARRIVING AND LEAVING SCHOOL**

Students should not be dropped off at school until after 8.15am. Classrooms are open for students at 8.30am. Teachers require this time to plan programmes and in some cases attend meetings. Students are required to **walk** bikes, skateboards and scooters around the school grounds.

School finishes at 3.00pm. Pick up time is 3.00pm, please be prompt.

## **BEFORE AND AFTER SCHOOL CARE**

At Taupō Primary School we have a private before and after school care provider called Kelly Club. They run as a separate entity to our school and all inquiries should be directed to Rebecca Robertson. They also provide care for children over school holidays. Kelly Club is run in our school hall so it is very convenient for parents. For more details or to register please go to <https://www.kellyclub.co.nz/>.

## **BREAKFAST CLUB**

We are part of the nationwide breakfast in schools programme, this means we can offer a simple breakfast of weetbix and milk. Thanks to the support of local businesses and contributions from some families, we can also offer toast. This takes part in the hall foyer from 8.15am.

## **BOARD OF TRUSTEES**

Board meetings are held twice a term in week 5 and 10. These are normally on a Tuesday night in the school staffroom. Please check the school newsletter for dates. Everybody is welcome.

## **CAMPS**

Our year 6 students go on an annual camp. This differs in location and length every year.



## **COHORT ENTRY**

We are passionate about ensuring our students have a successful transition from Early Childhood Education to Taupō Primary School. For this reason we implemented cohort entry in 2020. This means that children will start school in cohorts but only after they have turned 5. We follow the Ministry of Education recommendations and have 2 entry points per term, one on the first day of term, and one at the mid-point during a term. Cohort entry is about helping children settle better in school. There is evidence that starting school alongside other children helps build relationships and supports a smoother entry to school life. Parents continue to have the option of not starting their child in school until their 6th birthday. It is a legal requirement that a child enrolls at a registered school from age 6. Therefore, if not already enrolled, a child can start school on their 6th birthday regardless of a school's cohort entry policy, but must start school no later than their 6th birthday.

NB - If a child needs an extension on their WINZ due to Cohort entry at the school a Change of Circumstances Form needs to be completed by the parent and ECE centre. The following needs to be written on the form:

"An extension is needed as this child \_\_\_\_\_ is starting at \_\_\_\_\_ School which has cohort entry their start date at school will be \_\_\_\_\_."

This will enable WINZ to check that this school is cohort entry and then override the automatic stopping of WINZ payments. <https://parents.education.govt.nz/primary-school/your-child-at-school/cohort-entry/>

## **CLASSROOMS**

Room 1-4, 6,7 are our new entrant and year 1 classes.

Room 8-13 are our year 2-3 classes.

Room 14-21 are our year 4-6 classes.

## **ELECTRONIC DEVICES**

The Board of Trustees provides electronic devices to support students' learning. The senior school operates 1:1 digital classes. The junior rooms have a selection of iPads that are at times used to support the classroom learning.

## **FACEBOOK**

We have a school Facebook page that we use to share information, celebrations and enjoyable activities that occur every day at Taupō Primary School. Please follow this page as it is one of the fastest ways to share information with you.

## **FOOD ALLERGIES**

There are no restrictions on food due to allergies within the school. However, schools are required to provide a safe environment for students. At times we need your support to do this. Some students have allergies to food ranging from mild to severe. Parents of children with allergies are asked to provide an action plan arranged with a medical practitioner. Where required, epipens are provided by parents to the school. Staff are trained to administer these.

## YEAR GROUP CLASSIFICATIONS - UNDERSTANDING MY CHILD'S YEAR GROUP

On starting school your child will be allocated a year level classification.

This classification system is common in most New Zealand schools.

This system is to ensure our students are given the opportunity to develop a strong foundation for their ongoing learning journey, and so they are not too young to transition to High School.

Taupo Primary School guidelines

Children who start school at age five in Term One are classified as Year 1 and automatically move up a level at the beginning of each year.

Children who start school in Terms Two, Three and Four are classified as Year 0 and will automatically move up a year level at the beginning of each school year.

Children may not start school before their fifth birthday.

Any children who enrol and start school aged six, will be considered on an individual basis.

The Principal is responsible for the placement and classification of all children. In exceptional circumstances the Principal may determine placements outside of these guidelines.

**NOTE:** The Ministry of Education follows a different classification system for school funding. This should not be confused with school classification.

## **GATES**

We have 5 pedestrian gates around the school. Gate 1 (at the office) and Gate 5 (Bus Gate) are the only gates we keep unlocked all day. Other gates are unlocked at approximately 8.30 then locked just after 9am. They are unlocked just before the end of the day. This is for student safety, ensuring students cannot wander into town and ensuring adults cannot come into school unnoticed. At times, staff responsible for locking and unlocking gates get held up tending to other matters, if this happens it is only a short walk to gate 1 or gate 5. We appreciate your understanding and patience in this matter of student safety.

## **HOME LEARNING**

In Year 1-3 as part of our Structured Literacy programme, children will bring home literacy activities to support their learning. These activities may include letter names /sounds, 'heart words' to learn, reading sheets or readers. On Friday, a poem will also be shared.

In Year 4-6 the home-learning is more project based and dependent on the needs of the class. If at any time you have concerns around your child's home learning please see the classroom teacher.

## **INTERNET SAFETY**

Our students are encouraged to use a wide variety of online tools in order to research, communicate and collaborate. At school, students are given very clear guidelines about appropriate use and safety when accessing the internet. All students are required to complete device and cyber safety agreements (these are included in enrolment packs) and we encourage parents to discuss this with their child. We have further information available to parents if required.

## **ISSUES/CONCERNS/WORRIES**

If you have any concerns about your child's well-being your first point of contact should be your child's teacher, following this, the team leaders and then the appropriate Deputy Principal. If there is still no solution things can be escalated to the Principal.

## **KAPA HAKA**

We have Kapa Haka groups throughout the school and they practice on a regular basis during terms 2 and 3. Our practices culminate in a performance at the Tuwharetoa Festival which is held at the end of term 3.

## **LATENESS**

Children arriving late to school miss valuable learning time and disrupt the learning of other children. Ideally children should be at school by 8.50 to give them plenty of time to prepare for learning. If your child is late please make sure you or they go to the office to sign in before heading to class. Attendance and punctuality become life-long habits. It is important that they become good habits at primary school.

**Attendance = Achievement**

## **LOST PROPERTY**

Please make sure all of your children's belongings are clearly named so they can be returned when found. We have a lost property box at the end of Room 15, please check in here first if your child loses anything.



## **LUNCHES**

We promote healthy choices at Taupo Primary. When sending packed lunches to school please help us promote healthy choices. We ask that you do not send Lollies, Chocolate, Fizzy, Juice and fastfood to school. Many classes stop for a brain break at 10am, this is short in class break for fruit, vegetables, nuts etc.

You can order school lunches. We have an online ordering system through [www.lunchonline.co.nz](http://www.lunchonline.co.nz) so if you would like to order for your child, click on the link and set up an account. Lunches can be ordered on Wednesdays, Thursdays and Fridays.

Wednesday - Pita Pit

Thursday - Pita Pit/Indian

Friday - Pita Pit/Sushi

See the lunchonline website for further details.

Extra Food - Students who on occasion forget their lunch, run out of food or have lunch box accidents can access a small variety of food at the office.

## **LUNCHTIME CLUBS**

We have several lunchtime activities that students can become involved in on various days of the week. These clubs run at various points of time during the year which include; sports, Science, Minecraft (year 4-6), Ukulele and in 2019 we have introduced Bricks (lego) Club to the range of options available for our children. The school library is open some lunchtimes for quiet, reading, games and activities.

## **MEDICATION**

If your child has medication that they need administered during school hours, please see our office staff. A form MUST be completed before we can store and administer medication. ALL medication needs to be kept in the office.

## **MUSIC**

The Taupo School of Music operates on our site from 3.30pm on Tuesdays. They are a separate organisation than our school. Please go to their website [www.tsom.co.nz](http://www.tsom.co.nz) for more details.

## **NEWSLETTER**

Our school newsletter is sent out every Thursday. It is emailed out, posted on the school website and sent in a hard copy if requested. We always have extra copies at the school office if required. Please read these as they contain important information about what is going on at school. Website link below.  
[https://www.taupoprimary.school.nz/newsletter\\_sets/1-newsletter/years/2021](https://www.taupoprimary.school.nz/newsletter_sets/1-newsletter/years/2021)

## **PARENT HELP**

We love having parents and whanau help around the school. If you wish to be a regular volunteer or visitor to the classrooms we have a procedure to follow, part of this will require a police vet. The office has more details regarding this.

You will see many classes with adults supporting reading every week.

For short projects or one off visits, please let your child's teacher know if you are willing to assist with things like trips, camps or classroom jobs. Please sign in at the office upon arrival.

## **PARKING**

As we are in the centre of town, the roads around Taupō Primary School are very busy. Please avoid double parking or obstructing crossing points. The bus zone at the back of the school is also unavailable for parking.

## **PAYMENTS**

Whilst we are part of the donation scheme (we do not ask parents for school fees), from time to time children will be required to pay for various things that the scheme does not cover. This usually only includes transport to events and optional activities that are in addition to the school curriculum. Payments can be made through online banking (ask at the office for banking details) or at the office using EFTPOS or cash.

## **PB4L**

PB4L (**P**ositive **B**ehaviour for Learning) is our school behaviour management system. We have a school-wide positive expectation - "Respect self, others, and the environment". This culture of respect is fostered throughout the school consistently by the regular teaching of PB4L lessons.

## **PRINCIPAL**

Please make appointments through the office if you wish to speak to the principal. You will be required to disclose the reason, and may be redirected to another senior leader depending on the circumstances and reason.

## **PTA**

The Taupo Primary School Parent Teacher Association meet monthly (see newsletters, Facebook and the website for dates). They are involved in many fundraising ventures for the school. New members are always welcome.

## **REPORTING TO PARENTS**

Written reports go home at the end of Term 2 and 4. There are parent interviews or whanau hui in term 1 and term 3 to discuss learning formally. If you wish to discuss anything with your child's teacher feel free to email them to set up a meeting.

## **@SCHOOL PARENT PORTAL**

When you enrol you will be given a form to fill out which will allow you to access the @school parent portal. This portal has information about your child's time at school including sick bay entries and account information etc.

## **SCHOOL BANKING**

First Credit Union (Taupō) provides a school banking system. Joining information is available at the office. School banking day is Thursday. Books and money should be placed in the locked box in the school foyer.

## **SCHOOL FACILITIES**

We have over 20 classrooms, a large hall, netball courts, library, two play zones (senior and junior) some covered and some uncovered. We also have a 'back field' across Titiraupenga Street. Students utilize this for PE and during lunch breaks.

## **SCHOOL HOURS**

Children should arrive at school not earlier than 8.30 (excluding bus children and Kelly Club children) and preferably no later than 8.45.

8.15am	Students Welcome onsite
8.30am	Classrooms Open for students
9.00am	School Starts
10.35am	Junior School Morning Break - 25 mins
11.00am	Senior School Morning Break - 25 mins
1.00pm	Lunch
1.50pm	Classes restart
3.00pm	School finishes for the day

## **SCHOOL SPORT**

Students have a lot of opportunities to play sport in school teams. These may include touch rugby, miniball, netball and hockey. We always need coaches and managers to help with teams. Please watch the newsletter for sports registrations. Without the support of parents we cannot offer these activities.

## **SEESAW**

Seesaw is a tool we use to connect home and school. Children love to upload their work so their whanau can see it and comment. It is a way that students can engage with their learning in a meaningful way and share this learning. Please ask your child's teacher if you would like to connect to the APP.

## **SEnCo**

The SENCo (**S**pecial **E**ducation **N**eeds **C**oordinator) role in the school is to support students with their learning, behaviour, health/well-being (social and emotional) needs. Intervention programmes we have include; Early Words, Move to Learn, Lexia Core 5, Rainbow Reading, Whai Hauora, Brick Club, Reading Recovery, TALES and QUICK 60 ABC. If you need to see our SENCo please make an appointment through the office.

## **STATIONERY**

Stationery information is distributed to children at the end of each school year to allow parents to purchase this during the school holidays. Pre-made packs can be ordered from Office Products Depot.



## **SUN SAFETY**

All students are required to wear a Taupō Primary School hat in Terms 1 and 4. These can be purchased from Brandfuel along with the school uniform.

## **TEACHER ACCESS**

Our teachers are very approachable and we set aside some times when you can talk with them. All classroom teachers are in their rooms every day from 8.30am and again after school until 3.15pm. If you need a private meeting or more time you can make an appointment to meet.

## **TOYS AT SCHOOL**

We strongly recommend that children do not bring toys or precious belongings to school. We take no responsibility for damage and/or loss of toys from home. This includes playing / collector cards.

## **TRANSITION TO SCHOOL - 5 YEAR OLDS**

Our transition programme Bright Beginners has been developed in consultation with ECE's and ensures that there are a variety of opportunities for the child, parents and whānau to visit the school and become familiar with the surroundings. This includes termly visits with your child's ECE from the age of four, and weekly visits for the month prior to school entry. Transition plans can vary from child to child and we are flexible in meeting the needs of your child. Call our office anytime to arrange a meeting with our Acting Deputy Principal, Robyn Rutherford.

## **WEBSITE**

The school website can be accessed at [www.taupoprimarieschool.nz](http://www.taupoprimarieschool.nz). The school site provides basic information about the school. Up to date newsletters can be found there, as well as term dates.

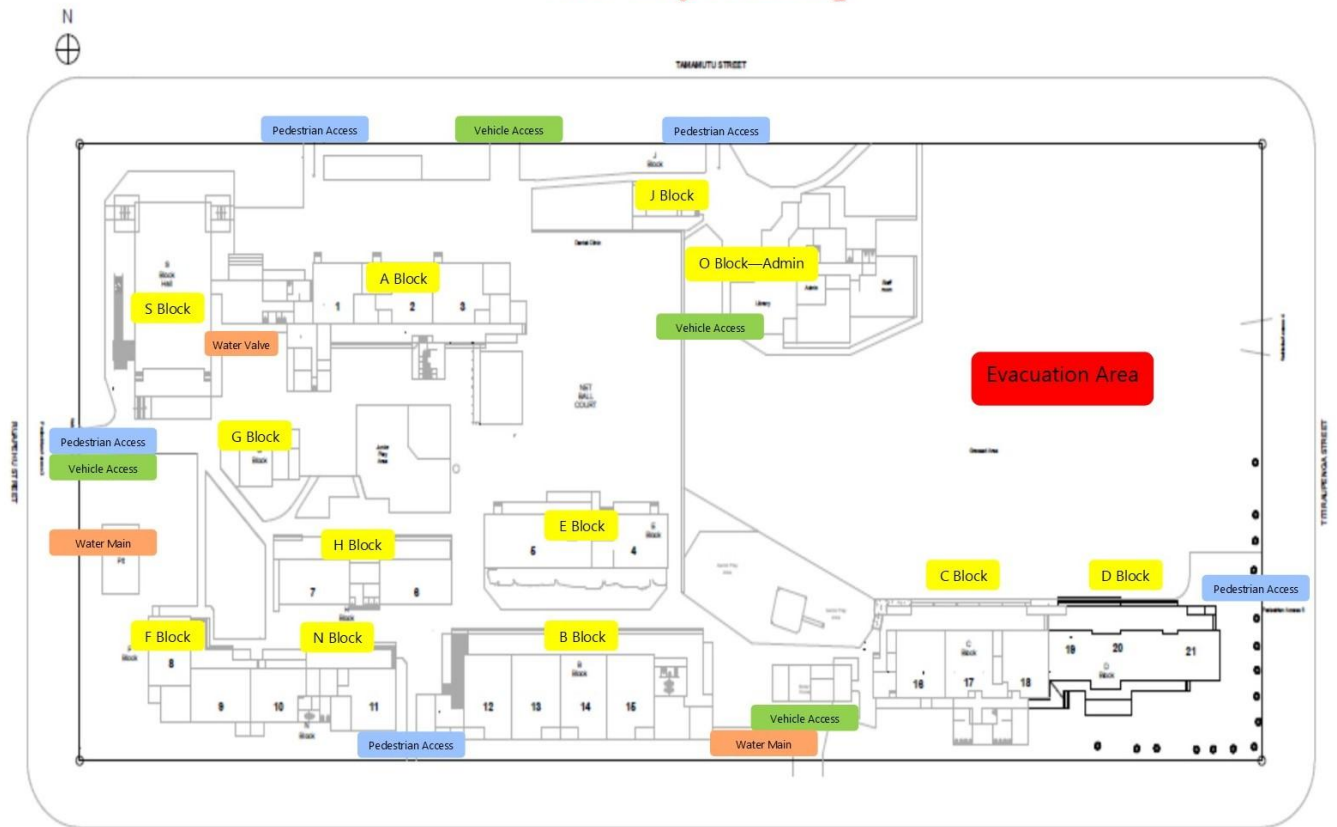
## **WHANAU PARTNERSHIP**

At Taupō Primary School we believe in, and value strong partnerships with parents and whānau. We have an open door policy and welcome whānau to be part of their child's learning journey. Our year begins with Whānau Korero. This takes place in early Term 1 and is an opportunity to develop shared goals around the learning and wellbeing of your child. This is followed by two written reports in Term 2 and 4.

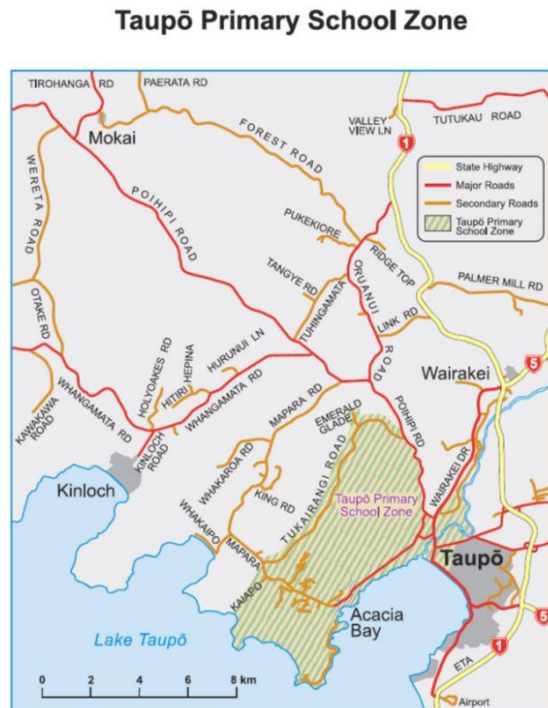
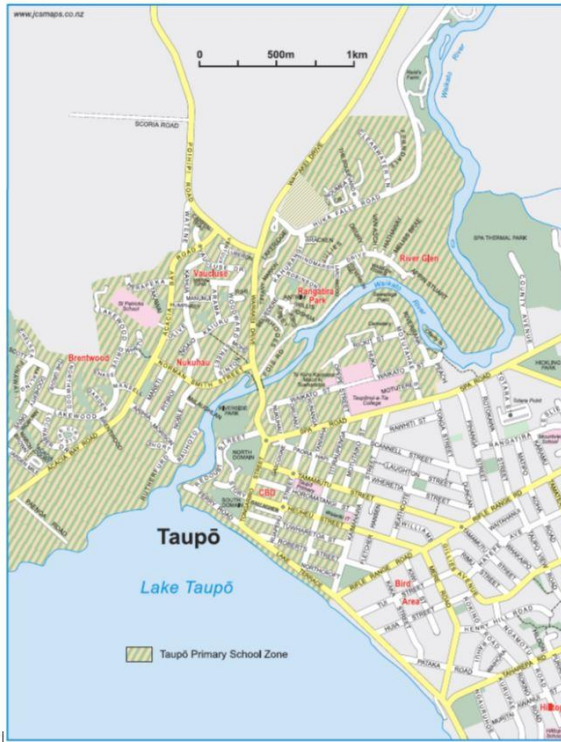


# SCHOOL MAP

## Site Layout Map



## SCHOOL ZONE



### TAUPO PRIMARY SCHOOL ENROLMENT SCHEME

#### Home Zone

All students who live within the home zone described below (and shown on the attached map) shall be entitled to enrol at the school.

The Taupo Primary School Enrolment Scheme area zone extends from town to the intersection of Poihipi Road and Tukairangi Road.

At the intersection of Poihipi Road and State Highway 1(SH1)(b), head north briefly to meet up at Huka Falls Road, following this road along to where the boundary ends at the start of Reid's Farm, and including all residential areas south of Reid's Farm that are bordered by SH1(b), including Clearwater Lane, Ferndale Way, Rangatira Park and River Glen that are then bordered to the east by the Waikato River.

In an imaginary fashion, cross the Waikato River to include the residential area north of Spa Road that borders the Waikato River. Include the Taupo central township area from the Waikato River Bridge (along Redoubt Street and Ferry Road) along Lake Terrace to the intersection with Kaimanawa Street (corner by the Fire Station).

The zone excludes the areas east of Kaimanawa Street and north-west of the intersection of Mapara Road and Tukairangi Road. On Mapara Road the zone includes Kaiapo Road but excludes 466 Mapara Road.

Note that for all roads mentioned above, both sides of the road are included.