



**Te Kura o
Manunui**

Poipoia Kia Rere
Nurturing Students to Succeed

**INFORMATION
HANDBOOK
2024**

**72 Millers Road
Tauranga
Email: office@tkom.school.nz
Office hours: 8.30 am - 3:30 pm**

**Phone (07) 576-9433
PO Box 6024
www.tkom.school.nz**

WELCOME TO TE KURA o MANUNUI

We welcome you all as new whānau to Te Kura o Manunui.

We look forward to working alongside you all to deliver the best possible educational opportunities and outcomes for your children. Our kura is rich in history and we pride ourselves on our whānau feel that includes students, teachers, parents, caregivers and our wider community.

The principles of Te Tiriti o Waitangi are lived in our kura and underpin everything we do. It guides us to deliver a rich curriculum that grounds tamariki with a sense of identity and belonging that is a foundation for success. At Te Kura o Manunui we offer full immersion Te Reo Māori education through Te Whānau o Waipapa. We also provide Reo Rua (bilingual) education for all other students. These classes allow us to provide opportunities for all of our tamariki to grow in both Te Reo Māori and English. By doing this we continue to meet the needs and expectations of our community.

Our staff are highly skilled and work hard to maintain strong relationships with students and their whānau. Coupled with high expectations it means every opportunity is taken to make sure our tamariki are learning all the time.

The school received an excellent Education Review Office report in 2018 and we continue to work alongside ERO as a pilot school for two research studies: Maihi Karauna and Poutama Reo. You can view these reports on our school website. We will go through another ERO evaluation in term 1, 2024.

We are well supported by an encouraging Board of Trustees. We continue to use the pool at our old site at 20 Millers Road. We have large new playing areas, netball, tennis, basketball courts and an indoor gym.

I look forward to getting to know your child and whānau.

Ngā mihi
Ngaere Durie
Principal

Staff

Principal:

Ngaere Durie

Deputy Principal:

Carol Burborough

Associate Principal/Teacher:

Kirsty Schulze

Teachers:

Trudi Callinan

Marion Vincent

Ngaire Gow

Susan Wright

Amy O'Sullivan

Paige Harawira

Peata Thompson

Tracy Stubbing

Chanel Chandler

Jake Ryan

Helen Guthrie

Ebony Kahukura

Emma Hapi

Nicole Miller

Hana Stubbing

Te Kiriaho Hakiha

Kaydin Budd

Learning Support Co-ordinator:

Cath Luker

Teacher Aides:

Wendy Gibb

Maree Turner

Aroha Kapi

Kylie Lilly

Piripi Blackburn

Coral Gaffaney

Takiri Reweti

Tui Martin

Principal PA:

Julie Canton

Office Manager:

Helen Pinkerton

Lunch Programme:

Dawn Sturch

Kawe Tarau

Karen Forrest

Caretakers:

Nathan Skippis

Sam Canton

Te Kura o Manunui School Board of Trustees

The Board meets twice a term. The agenda and minutes of the previous meeting are available on request.

Board Members

Tuana Kuka (Presiding Member)

Grant Mitchell

Raymond Koenen

Rongomai Hoskin

Jake Ryan (Staff Representative)

Helen Pinkerton (Minute Secretary)

Term Dates		
2024		
Term 1	7 February	- 12 April
Term 2	29 April	- 5 July
Term 3	22 July	- 27 September
Term 4	14 October	- 20 December
2025		
Term 1	28 January*	- 11 April
Term 2	28 April	- 27 June
Term 3	14 July	- 19 September
Term 4	6 October	- 17 December*
*To be confirmed		

School Times:

8.45am The buildings are open for the children.

9.00am School begins.

10.50 – 11.20am Morning interval.

12.45 - 1.30pm Lunch.

2.45pm End of school day.

Children should arrive at school between 8.30 and 9.00am.

Please note that once children have arrived at school they should not leave the grounds until dismissed at the end of the day. If parents require their children to leave early for an appointment they should contact the office before picking them up.

Our School Values

These values underpin everything we do at Te Kura o Manunui.

Whakamanahia ahau	Respect for Self
Whakamanahia ngā tāngata kē atu.	Respect for Others
Whakamanahia te taiao	Respect for the Environment

School Zone

The school has a zone, the details of which can be found on our website or at the school office. To enrol a child from outside our school zone please complete an “Out of Zone Application” form and hand in to the office. Each term the board will decide how many spaces are available for out of zone students and, if necessary, a ballot will be taken. When this process is completed parents will be advised as to whether the child can be enrolled.

School Uniform

Wearing a uniform is compulsory at Te Kura o Manunui.

School uniforms are available to purchase online from Kukri NZ (website: www.kukrisports.co.nz – phone 07 846 1023). It is recommended to try on the uniforms for sizing before purchase and this can be done at the school office. The uniform consists of:

1. Monogrammed navy blue polo shirt with school logo.
2. Plain navy blue school shorts. Girls have the option of wearing a plain navy blue school skirt.
3. Monogrammed plain navy blue sweatshirt and track pants in cooler weather. Girls wearing school skirts may wear navy blue or black tights.
4. In Terms 1 and 4 a navy blue bucket hat must be worn outdoors. This can be purchased from the school office.
5. The only jewellery permitted is a wristwatch, ear studs and taonga (special pieces of cultural significance).
6. No make-up or nail polish is permitted.
7. We do not encourage artificially coloured hair.

Personal Records

Records of specific health problems must be kept by the school. Please inform the office of any changes in circumstances, addresses, contact phone numbers or about allergies discovered, asthma, change of marital status etc. All records are confidential. Parents of all five year old children must supply birth certificate and immunisation records with their enrolment forms.

Attendance and Pupil Absences

It is very important that children attend school every day unless they are sick. Children with poor school attendance do not achieve as well as they should do. It is also important that children arrive at school on time. Lateness can mean that they miss out on important instructions and are playing 'catch up' for the rest of the day. It is the responsibility of parents / caregivers to contact the school before 9am if children are absent. Contact can be made by phone 07 576 9433 or by texting the school mobile on 022 318 1098.

Custodial Issues

Any parent or legal guardian has the right to interact with the school over the educational issues of their child. This interaction must be within established policies and guidelines. The only time a parent will be denied such access will be when a court order has been presented to the school explicitly stating that access has been denied.

Medication

Please inform the school of any serious health problems your child has so that appropriate action can be taken should the need arise. If medication needs to be administered, please ensure it is clearly labelled and handed in to the office. All medication must be kept at the school office.

Cohort Entry for New Entrants

Te Kura o Manunui has a cohort entry policy for new entrant students. This means that:

- There are two intakes each term – at the start of term and at mid term.
- All new entrants who turn five, and have completed a minimum of two visits, before the start of term can start at the beginning of that term, or at a later mid term or start of term date before their sixth birthday.
- If their birthday falls after the start of term but before the mid term date, they can enrol on the mid term date, or at a later start of term or mid term date before their sixth birthday.
- Start dates are dictated by the Ministry of Education and can be found on the school website.

Learning Support

Te Kura o Manunui has a full time Learning Support Co-ordinator whose role is to cater for the special needs of our pupils.

Pre School Visits

Children who are turning five should have two school visits. Visits are held between 9.30am -10.30am on a Friday. These visits are arranged through the school office. Where a need is seen, more frequent visits can be arranged with the teacher.

Rumaki – Te Whānau o Waipapa

The school has a Rumaki Unit (total immersion) consisting of four classes where all teaching is conducted in Te Reo Maori using Te Marautanga o Aotearoa. Our aim in these classes is to provide excellent teaching and learning in all areas, particularly literacy and numeracy. Whānau support is a welcome part of the culture of learning. These classes range from Y1-Y6.

Kapa Haka

From Term 2 there are junior, middle and senior Kapa Haka groups in the school. They practise weekly and perform at events.

Tauranga City Mobile Library Van

Each fortnight classes have the opportunity to loan books from the Mobile Library Van.

School Library

Our library is well stocked and currently distributed around the classrooms. Children are encouraged to take library books home on a weekly basis. Please ensure your children look after these books and return them in good condition.

Information and Communication Technology (ICT)

There are computers and iPads in all classrooms and access to the internet is available. Children are given instruction in this technology. Rules for using ICT are clearly explained to all children. On enrolment parents are asked to support the school's internet policy which is designed to protect children from indiscriminate and inappropriate use of the internet. Failure to comply with the rules may result in a child being prohibited from using the school computer system.

Kiwi Can

Kiwi Can is a skills and values programme designed to strengthen children's social and life skills. Each class has a weekly session with the Kiwi Can tutors participating in high energy, interactive lessons.

Education Outside the Classroom (EOTC)

Classes are sometimes involved in extra-curricular activities outside the classroom. Parents are informed about these trips and are encouraged to attend as parent helpers. Planning for these trips is thorough and includes appropriate risk management assessments. Senior children (Years 5 – 6) may also be involved with school camps of 1 – 2 nights duration.

Duffy Book School

Te Kura o Manunui is a Duffy Book School. This scheme was started by Alan Duff and sees children given several beautiful new books of their choice each year. All 5 year olds receive a book on their first day of school.

Principal Award

An incentive for excellence in all areas is Kahui Manu meaning Manu arataki i te kāhui – a metaphor in acknowledgement of ones leadership qualities as a leader of the flock. Children are chosen, then recognised for their efforts in assembly, and time spent with the principal.

Special Events

We have many special occasions during the year. These include fun days, fundraising, sports days, school concerts, Book Character Day, Cultural Diversity Day, Grandparents Day, Art Exhibition, Wearable Arts, Pink shirt day, Gumboot Day, Marae Visit etc.

Guitar

Lessons, given by a private tutor, may be taken during and after school time. The office has details.

Ōtūmoetai Kāhui Ako

Te Kura o Manunui is a part of the Ōtūmoetai Kāhui Ako (Community of Learning). This includes nine local primary, intermediate and college schools. We network together to ensure consistency of and successful transitions between school programmes.

Dental Nurse

Dental Nurses are based at Ōtūmoetai Primary. Each year a van comes to the school and the children's teeth are checked. Parents should contact the clinic directly for emergency work. The phone number for this clinic is 07 576-6752.

Public Health Nurse

There is a Health Nurse, Kara Winiata from Huria Marae, who visits the school weekly. Classes on healthy eating, health, keeping safe and hygiene are held during the year. Hearing and sight checks are also timetabled.

Parent Participation / Volunteering

We value close and open relationships with our parent community. Therefore, parents are welcome to come to school and talk with teachers. Before and after school is a good time for this but we ask that teachers be left to focus on the children and their preparation from 8.50 am. Please also be aware that it can be disruptive in the last ten minutes of the day if parents are coming into the classroom to pick children up early. A good time to talk with teachers is immediately after the bell at 2:45pm.

There are many ways that parents can become involved with the school. We hold consultation meetings with our whānau at our Whānau Hui. If you have special skills that you would like to contribute, please tell us about them. Discuss with us the ways that you would like to be involved and help out.

Reporting to Parents

Reporting on the individual achievement of children.

Term 1: Three Way Goal setting conferences - parents, teacher and student have a conversation about the student's goals. Learning goals are set and a copy given to parents.

End of Term 2: Progress interviews. Parents, teacher and student discuss progress around goals. A written report is given which shows where the child sits in regard to National Curriculum levels in maths, writing, reading. The report also gives an assessment of how the child is going with the school values.

Term 3: Interviews are available on request by the teacher or parent.

End of Term 4: Reports are issued commenting on progress across the curriculum and relating student progress to the National Curriculum levels.

Sports

Children experience a variety of sports. Children play rugby union, rugby league, football and cricket through the local clubs. The school organises teams for netball, softball, kiwitag, touch rugby, mini polo, volleyball, basketball and hockey. We depend on parents helping to coach and manage teams. We also participate across the Ōtūmoetai cluster of schools in swimming, cross country, Sevens Day (various winter sports) and athletics. The school policy stresses playing for enjoyment, team spirit and to increase competence. Learning to be a gracious winner or loser is an equal part of the sports programme.

Drills

Regular fire, earthquake and lock down drills are held. In the event of an emergency you will be contacted, please refrain from ringing the school.

Sun Smart Policy

As part of this policy bucket sunhats are compulsory in terms one and four. Any students without a hat will be required to play under the sail covered areas.

Smoke Free Policy

The school is a smoke and vape free zone. Please refrain from smoking or vaping anywhere on the school grounds.

Before and After School Care Programme

Fun, safe & affordable before and after school care and holiday programmes are run by caring, talented, dedicated trained staff. Kids Inc Oscar run a before school programme, that runs from 7.15am to 8.30am, an after school programme that runs from 2.45pm to 5.45pm and school holiday programmes, all based in the school hall, 20 Millers Road.

Contact details: www.kidsinc.co.nz or phone 021 2369723.

Online School Shop

We encourage families to sign up to our online school shop to be able to pay for any costs that arise. It is very easy to register and then you can pay via America Express, Visa, Mastercard, POLi or bank to bank transfer. You can add regular top-ups then allocate payments when you are ready or pay as you go. Go to www.mykindo.co.nz or via the link on our school website www.tkom.school.nz to register.

Bicycles

The Ministry of Transport is firm in their belief that only children who can competently ride their bikes on the road (not the footpath) should bring them to school. They recommend that 10 years old is a suitable age to start riding on the roads. The school supports this policy. ***Helmets must be worn and bikes should be locked.***

Skateboards / Scooters

Scooters and skateboards are stored on special racks whilst at school. We encourage them to be locked for extra security.

Entering / Leaving School

There is a drop off zone at the front of the school. Parents can also park in the top car parking area.

Traffic Congestion

From 2:40pm until 3:00pm it gets very busy on Millers Rd. We would appreciate it if parents would not do U turns on Millers Road or turn right when leaving the school onto Millers Road. Please note that from 8:30 – 9:00am and 2:30 – 3:00pm the parking spaces directly in front of the school are zoned as drop off areas. Cars should not be parked for more than 5 minutes during these times. Please do not hold up the drive way of entry.

Lost Property

Please name your child's clothing and shoes. Lost property is kept in a container in front of the office area.

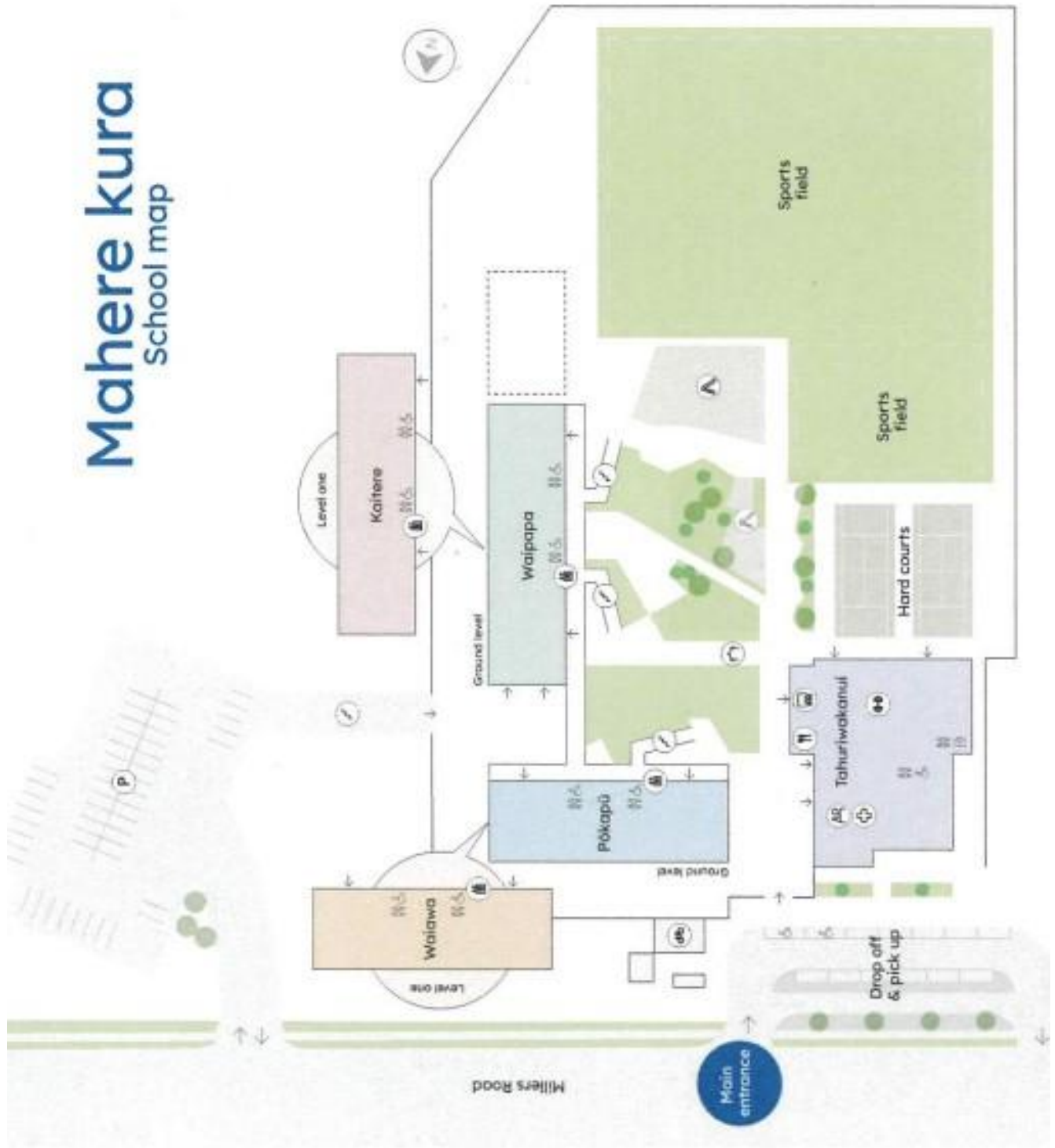
Cellphones

Cellphones are not allowed at school except under certain circumstances. Please speak with the office staff for more information.

School Facebook Page

We have a school Facebook page that many parents find useful as a way of receiving information. We put many of our notices and photos on this page. Please check out our website at www.tkom.school.nz – this is another way of finding information about the school.

Mahere kura School map



Key

- Pae mamuhiri Reception
- Rāma tūnaro Sick Bay
- Atamira Stage
- Kāuta Library
- Whare hākinakina Gymnasium
- Papatākaro Playground
- Waharara
- Papa pahikara Bicycle parking
- Ararawa Lifts
- Arapiki Stairs
- Tūnga waka Parking
- Wharepaku Toilets
- Hīere Showers
- Tomokanga Entrance

