

# Welcome to Te Awamutu Primary School

Together Achieving Personal Success  
Maa Mahi Tahī Te Eke Paruku A Teetahi



## Mission Statement

Every learner will have the opportunity, support and guidance to achieve and celebrate their personal best.

401 Teasdale Street  
Te Awamutu 3800  
078715378  
office@taps.school.nz  
Facebook.com/taprimary





# TE AWAMUTU PRIMARY SCHOOL



## Enrolment Information

Welcome to Te Awamutu Primary School. If you have not already had the opportunity to view our wonderful school please ask at the office and we will be more than happy to arrange an appointment with one of our Deputy Principals to meet for a visit with you and your child.

In this enrolment package you will find:

- Te Awamutu Primary School Enrolment Form
- Wednesday Wonderland Information
- EOTC Permission Form
- Multimedia Permission Form
- Internet User Policy
- Uniform Policy
- Uniform Price list

When you come to enrol your child, please bring with you:

- This enrolment pack – with forms signed
- A current proof of address (for in zone enrolments only)
- Child's birth certificate or passport
- Child's Plunket book – with Immunisation record. If you do not have a Plunket book you can request an immunisation certificate from your doctor
- Two emergency contact names, addresses and phone numbers
- Information regarding any relevant health concerns

School office hours: 8.15am to 4pm

Uniform Orders can be left at the office or emailed to [kimf@taps.school.nz](mailto:kimf@taps.school.nz)

School bell times:

Start 8.55am

Morning tea 10.30am to 10.50am

Lunch 12.45pm to 1.40pm

Finish 3.00pm

We know you and your child will enjoy being a part of the TAPS School family. If you have any queries, please do not hesitate to call the office on 078715378.

---

## Wednesday Wonderland

Wednesday Wonderland is for children who will attend Te Awamutu Primary School when they turn 5. Children, with a Parent/caregiver may attend Wednesday Wonderland once their child is at least 4 ½ and has been pre enrolled at TAPS.

Wednesday Wonderland will set the scene for attending school, showing the children rules and routines of classroom life and familiarising them to their new surroundings. During this time at Wednesday Wonderland your child will complete classroom activities. We also practise letter formation and number knowledge, as well as enjoying poems and stories.

The Wednesday Wonderland to School Programme will:

- Ensure a smooth transition to school.
- Build children's readiness for school.
- Introduce children to school routines, rules
- Familiarise children with toilets etc



**Held every Wednesday from 2pm till 3pm.  
Contact the office for venue**







# Te Awamutu Primary School Enrolment Form



<b>Student Details</b>	
Students Legal Names:	
Students Preferred First Name:	
Students Preferred Surname:	
Date of Birth:	Male / Female
Ethnicity:	Iwi – if applicable:
Country of Birth:	N.Z Residency : Yes/No
Date of Entry to N.Z (& Student Visa Number):	Home Language:
Previous School/Kindergarten/Daycare :	Current Year Level:
Name of eldest child at this school:	Are you on any other schools waiting list : Yes/No

**It is a Ministry of Education requirement that a copy of the birth certificate or passport must be attached**

**Contact Details:**

<b>Primary Caregiver Name:</b>		Mr	Mrs	Miss	Ms
Relationship to Child:		Account Payer:		Yes	No
Address:					
Phone:	Home:	Work:	Mobile:		
Email:					
Occupation:					
Child lives at this address:		Yes	No		
If NO please provide child's address:					

<b>Secondary Caregiver Name:</b>		Mr	Mrs	Miss	Ms
Relationship to Child:		Account Payer:		Yes	No
Address:					
Phone:	Home:	Work:	Mobile:		
Email:					
Occupation:					

**Proof of Inzone Home Address Required - utility account/purchase or rental agreement  
(not a bank statement)**

Custody/Access Arrangements ( <i>Attach copies of Custody/Access Parenting orders</i> )				Yes	No
Request for extra copy of school report to be sent to:					

**Office to Complete:**

Start date:		Room:			Teacher:				
Year Level:	NE	1	2	3	4	5	6	Zone: IN / OUT	
Administration Number:				NSN:					
Linc Ed	Enrol	ESOL	Fees	VisTab	Aotea	Te Arawa	Tainui	Tokomaru	
Birth Cert/Passport Number:					Immunisation Cert.		Yes	No	Requested
School Records Requested:					Proof of Inzone Address				

**Please Turn Over**

<b>Emergency Contacts</b>		
Contact 1 Name:	Relationship:	Contact number:
Contact 2 Name:	Relationship:	Contact number:
Doctor:		Contact number:

Any medical conditions, allergies or disability the school should be aware of:	Yes	No
If Yes please provide details:		

<b>Medications:</b>		
I consent for regular daily medication to be held and given at school: Please complete the separate Medicine Authority form at the office	Yes	No
Do you give consent for Paracetamol to be given in the event of a high temp/fever, while your child is waiting to be collected	Yes	No

I give permission for my child to be seen by a School Health Professional or Dental Nurse	Yes	No
I give permission for my child to undergo Vision and Hearing testing	Yes	No
I give permission for a PTA member to contact me.	Yes	No

**Prior-participation in Early Childhood Education**

**Did the child attend an Early Childhood Education service(s) in the six months prior to starting school? Please complete the table below approximate or average number of hours per week.**

Please enter the number of <b>hours per week</b>	(hrs/week)
a. Kōhanga Reo	
b. Playcentre	
c. Kindergarten or Education and Care Centre	
d. Home based service	
e. Playgroup	
f. The Correspondence School – Te Aho o Te Kura Pounamu	
g. Attended, but only outside New Zealand	
h. Did not attend	

In terms of the Privacy Act, I understand that the information on this form is collected to form part of the essential information the school holds on my child. The records made from this information may be viewed on request at the school. I approve the forwarding of information of my child's name and address on request to a potential intermediate or secondary school.

I understand that the school will take action on my behalf in case of sudden illness or injury, and I agree to abide by school policies.

Te Awamutu Primary School requires all pupils attending our school to wear our designated school uniform. I agree to support the uniform policy of the school and acknowledge that I will dress my child/children to meet these requirements.

Signed.....

Date.....

**Statement to be provided to parents at the time of application for enrolment**

**To be completed by parents who have given an in-zone address as the student's usual place of residence.**

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary eg

- renting accommodation in-zone on a short-term basis;
- arranging temporary board in-zone with a relative or family friend;
- using the in-zone address of a relative or friend as an "address of convenience", with no intention to live there on an ongoing basis.

Before enrolment takes place (ie before attendance begins), if the board has reasonable grounds for believing that the given in-zone address will not be not a genuine, on-going living arrangement, the board may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

I confirm that the address which I have provided to the school will be the usual place of residence of.....(student's name) when the school is open for instruction. I will advise the school of any subsequent change of address.

(To be completed in the case of a student who will be boarding in-zone, but not at a school hostel. Delete if not applicable.)

I confirm that.....(name), with whom my child will be boarding, will have the primary duty of care and should therefore be the school's first contact in matters related to discipline and progress at school.

Signed.....

(Parent/Caregiver)

## TE AWAMUTU PRIMARY SCHOOL ENROLMENT QUESTIONNAIRE

The Education Act gives a guarantee of enrolment to students who live in the home zone specified in the school's enrolment scheme. The board needs to be sure that an in-zone address is genuine, because it is required to manage the enrolment scheme for the benefit of local students.

In addition to specific documents showing proof of residence, rental agreement, current power or phone account, it will assist the board if you complete the following questionnaire.

**Student's name**.....

1. What school is the student currently attending (if any)?.....
2. What is the address that will be the student's usual place of residence when the school is open for instruction?.....

### **If the student will be living with the parent(s)**

3. Have you lived at this address for more than one year?.....
4. If you answered "Yes" to Question 3 above, is this:  
your only residential address?.....  
your main residential address?.....  
if "No", state your other address.....
5. If you answered "No" to Question 3 above, do you own the property?.....  
If "No", do you intend to stay at this address permanently?.....

### **If the student will be boarding**

6. (a) Who will the student be boarding with?.....  
(b) How long has the boarding arrangement been in place?.....  
(c) Is it a permanent boarding arrangement?.....  
(d) What are the reasons for the boarding arrangement?.....  
(e) If the boarding arrangement is temporary, why is that so?.....  
(f) What is your home address?.....  
(g) Will the person(s) with whom the student is boarding have a primary duty of care?.....

(Note: The student will not be considered as living in-zone if an out of zone parent remains the primary caregiver.)

If any issues arise from the above information, the board may wish to interview you to ensure the genuineness of the application.

If your application for enrolment is declined, you may appeal the board's decision by asking the Ministry of Education to direct the board to enrol the student. Application forms are available from the Ministry's local office.



# Te Awamutu Primary School



## - Important notice -

### Permission for EOTC opportunities close to the school.

From time to time your child/children will have the opportunity to be involved in education outside the classroom (EOTC) that is within 2km of Te Awamutu Primary School. These experiences might include visits to the town museum, town library, businesses or parks close to the school etc.

Rather than seeking permission for each individual visit we ask that you sign this form that covers class trips of a "minor nature" for the duration of the time that your child is at Te Awamutu Primary School. This covers short excursions where the students are on foot and there are no major hazards to contend with.

Whenever visits of this nature are planned, the teacher in charge seeks permission for the excursion from the Principal, fills out EOTC forms to state the purpose of the trip, including specific details, which the Principal or DPs check and sign off. This shows links to the New Zealand Curriculum as well as identifying any possible hazards. There are guidelines for the child/adult ratios that we allow and parents will be asked to help out to ensure these ratios are met.

Teachers will also keep parents fully informed of any EOTC trips, including those within a short distance from the school.

.....  
I \_\_\_\_\_ give my child/children permission to be involved in all minor trips (within 2km) of the school that do not involve any use of transportation.

Name \_\_\_\_\_ Room \_\_\_\_\_

Name \_\_\_\_\_ Room \_\_\_\_\_

Name \_\_\_\_\_ Room \_\_\_\_\_

Name \_\_\_\_\_ Room \_\_\_\_\_

Signed: \_\_\_\_\_

Printed name: \_\_\_\_\_





## TAPS ICT Responsible Use Agreement



When using information & communications technologies (ICT) at Te Awamutu Primary School, I will always be a good digital citizen. This means that;

**I will be a confident and capable user of ICT.** I know what I do and do not understand about the technologies that I use. I will get help where I need it.

**I will use ICT for learning as well as other activities.** I understand that technology can help me learn and will be used effectively in the classroom.

**I will think carefully about whether the information I see online is true.** I know that it is easy to put information online. This means that what I see is not always right. I will always check to make sure information is real before I use it.

**I understand that I may experience problems when I use technology but that I will learn to deal with them.** I understand that there will be times when technology may not work as I expect it to, or that people may be mean or unkind to me online. When these things happen, I know that there are ways I can deal with it. I will go directly to my teacher when I do not know what to do next.

**I will be honest and fair in all of my actions using ICT.** I will never do anything online that I know will hurt anyone. I will make sure what I do is not against the law. I will make sure that my actions don't break school rules or the rules of the website. When I am not sure about what I am doing, I will ask my teacher for help.

**I will always use ICT to communicate with others in positive, meaningful ways.** I will always talk politely and with respect to people online. I know that it is possible to bully or hurt people with what I say and do on the internet. I will think about the effect that my actions have on other people.

**I will always respect people's privacy and freedom of speech online.** I understand that some information is private. I will not use other people's names, birthdays, addresses or photos online. I also know what I will not always agree with what people say online but that does not mean I can stop them or use it as an excuse to be unkind to them.

**I will help others to become better digital citizens.** Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems, I will try and help them out.

**I will treat any ICT equipment with respect and care.** If an accident occurs and the device is damaged, I will alert my teacher immediately. If it has proven that I have damaged the device intentionally and been careless which has resulted in damage, I may be asked to pay for repair costs.

### Student Declaration

I understand that these guidelines for responsible use are to be followed when using any technology whilst at school or whilst on a school activity. I am aware this may include the use of a device that the school does not own.

I understand that if I breach this responsible use agreement, I may lose access to school ICT services including the use of the internet, on school owned devices.

Te Awamutu Primary School Responsible USE of ICT Agreement Student Declaration.

Date \_\_\_\_\_

Name: \_\_\_\_\_ Signed \_\_\_\_\_

This agreement remains in place for the duration that the student is at TAPS.

**Parent Declaration**

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- Is a confident and capable user of ICT
- Uses technologies to participate in educational, cultural and economic activities
- Uses and develops critical thinking skills in cyberspace
- Is literate in the language, symbols and texts of digital technologies
- Is aware of ICT challenges and can manage them effectively
- Uses ICT to relate to others in positive, meaningful ways
- Demonstrates honesty and integrity in their use of ICT
- Respects the concepts of privacy and freedom of speech in a digital world
- Contributes and actively promotes the values of digital citizenship

I understand that our school has procedures which outline the school’s digital citizenship approach and how this supports teaching and learning.

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process. Internet access and content is filtered through Network 4 Learning (N4L) and only relevant safe and secure websites are able to be visited.

I understand that the school encourages responsible behaviour by students when using technology to help protect themselves and each other from experiencing harm online. I am aware that this “Responsible Use Agreement” is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read the student declaration and have talked with my child about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines.

I am aware that students can experience challenges when using technology, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment with the appropriate support they will be better prepared to deal with those challenges in the future.

If I have any questions or concerns about the way in which technology is being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

Te Awamutu Primary School Responsible USE of ICT Agreement Parent Declaration. Date \_\_\_\_\_

Name: \_\_\_\_\_ Signed \_\_\_\_\_

**USE OF PHOTOS AND NAMES IN SCHOOL MEDIA**

**I understand that my child’s photograph may be taken during school activities, ranging from the classroom to outdoor activities, such as cross country and athletics.**

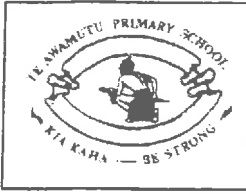
**I consent / do not consent to my child’s photograph and name (first and/or last) to be used within the TAPS media ranging from, but not limited to, the TAPS Website, fortnightly newsletter, the TAPS Facebook page and TAPS radio station (107.6FM).**

**Photographs are of school activities in and away from the school grounds (such as class trips and camps).**

Date \_\_\_\_\_ Name \_\_\_\_\_

Signed \_\_\_\_\_

Comments \_\_\_\_\_



## INTERNET USE PROCEDURE

### Purpose

The Internet offers great insights and opportunities for learning. Our goal in providing internet access for all our students and staff is to facilitate resource sharing, information accessing and communication with groups on a global basis.

The school firmly believes that the benefits of using the internet far outweigh the possible disadvantages. The school will provide an ongoing training programme for staff and students to enable them to access the internet in an appropriate way. We encourage children to be safe, (ethical and resourceful) in the real world and we wish to extend this practice to the cyber world.

### Points to Consider

Students are responsible for their behaviour whilst using school computers, just as they are for their behaviour in the playgrounds and classrooms. The Te Awamutu Primary School Discipline Policy will apply to any student not keeping to the Te Awamutu Primary School Acceptable Internet Use Policy and its Appendix of Guidelines For Acceptable Use.

Internet access is a privilege and will only be available to users who sign the Internet Users Agreement.

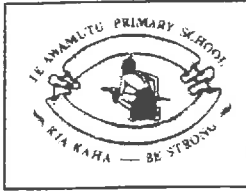
If any child chooses to use the internet or e-mail in an unacceptable manner, they will have this privilege withdrawn immediately and reinstatement of this privilege will be at the discretion of the Principal/Senior Management Team.

### General Guidelines for Acceptable Use

1. Internet access at school will be for the purpose of enhancing the curriculum.
2. All students will have signed internet user agreement with the school before independent access is granted.
3. All students and staff will undergo training in effective and safe use of the internet.
4. Outside user groups must sign internet user agreements with the school.
5. There are several levels of internet access, including
  - i. book marked pages
  - ii. kid safe search engines
  - iii. monitored use
  - iv. advanced search engines
  - v. independent use.
    - Students needs and abilities will be taken into account when teachers plan children's access to the internet.
    - Students are required to have all their outgoing e-mails checked by a member of staff or another person approved by the teacher before they are sent.

### Specific Guidelines

1. Acceptable Use and Etiquette
  - a. Research in support of learning.
  - b. Communication with others to support learning and development.



- c. Downloading of public domain software and graphics to assist learning (with teachers permission).
- d. Publishing Web Pages for school purposes.
- e. Be polite and considerate in all communications.
- f. Be aware of others waiting to use the computer resources.
- g. Observe copyright and all other laws.
- h. Look after all school software and hardware - it is valuable.

## 2. Unacceptable Use

- a. Using the internet to purchase anything or enter any competition unless approved by the teacher.
- b. Downloading or copying any material in violation of copyright or any other laws.
- c. Pretending to be someone else on the internet.
- d. Sending abusive, obscene or threatening messages.
- e. Using inappropriate language – no swearing, obscene, vulgar or abusive language.
- f. Joining and using chat groups without teacher supervision.
- g. Do not waste valuable computer resources such as on-line time, disk space, printer, ink or paper.
- h. Do not access, damage or delete another person's work or files.

## 3. Safe Use Considerations

- a. I will switch off the screen and then tell my teacher and/or my parents if I come across something on the Internet which makes me feel uncomfortable.
- b. I will not give any personal information such as my last name, address, telephone number, parents' work places, parents' work addresses, parents' telephone numbers.
- c. I will not send a picture of myself on-line without checking with my teacher and/or parents first.
- d. I will not respond to any message which makes me feel unsafe or uncomfortable. I will tell my teacher and/or my parents so they can contact the online service.
- e. I will not open any email from any sender that my teacher has not approved.
- f. I will not send any email that my teacher has not approved.



# TE AWAMUTU PRIMARY SCHOOL



## School Uniform Order Form

CHILDS NAME	ROOM #
PARENT/CAREGIVERS NAME	
YOUR CONTACT PHONE No.	DATE

ITEM TO ORDER	CHILDS SIZE RANGE				NO. OF ITEMS		\$ PER GARMENT		TOTAL
	4	6	8	10	12	14			
POLAR SWEAT							=	\$ 50.00	\$
POLO SHIRT S/S							=	\$ 45.00	\$
SKORT							=	\$ 35.00	\$
SHORTS							=	\$ 35.00	\$
FLEECE LINED JACKET	5/6	7/8	9/10	11/12	13/14		=	\$ 50.00	\$

HAT (BUCKET)	S/55CM	M/57CM	L/59CM	XL/61CM	=	\$10.00	\$
BEANIE	O/S				=	\$10.00	\$

SOCKS KNEE HIGH	8-10J	11J-1	2-5	6-10		=	\$10.00	\$
SOCKS ANKLE 3PK	5-8J	9-12J	13J-3	4-6	7-9	=	\$12.00	\$
TIGHTS NAVY COTTON/LYCRA		5-6 yrs	7-8 yrs	9-10 yrs		=	\$15.00	\$

<b>TOTAL ORDER</b>	<b>NUMBER OF ITEMS =</b>	<b>= \$</b>
--------------------	--------------------------	-------------

OFFICE USE ONLY	
PAID : Yes / No	DATE :
PAYMENT METHOD (circle one)	CASH                      INTERNET                      EFTPOS





## UNIFORM POLICY

### Rationale

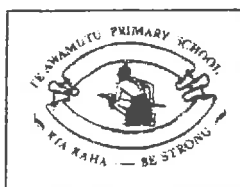
Uniforms are correctly worn, and contribute to the tone and atmosphere of the school. They encourage a sense of belonging and confidence in children, and enable parents to ensure equity in dress.

### Purpose

- To ensure the uniform is worn as per the Uniform Schedule.
- To give children a sense of identity and pride as belonging to Te Awamutu Primary School.
- To ensure that a standard is maintained.
- To place all children on an equal footing.

### Guidelines

- Wearing the school uniform is a condition of attendance at Te Awamutu Primary School.
- The uniform will be made up of approved items as per the Uniform Schedule.
- In circumstances of extreme financial hardship, the Principal will endeavour to work with the concerned party to reach a mutually satisfactory outcome.
- The uniform is to be worn at all times when involved in any school activities.
- The uniform should be in good repair and a clean and tidy condition.
- Any non-uniform items will be removed and placed in school bag, unless an explanatory note is received from parents.
- New parents will be given a copy of the Uniform Policy when enrolling their child.
- On enrolment, parents will be made aware of the requirement for their child to wear the school uniform.
- For children transferring from another school, parents must submit a uniform order when enrolling.
- New Entrants are expected to wear the uniform from their first day of attendance.
- Parents are requested to name all clothing items.
- To support our sun safe policy, school uniform hats must be worn from term four until the end of term one.
- Uniforms will be available from the school, including a selection of second-hand items when they become available.
- Footwear must be sensible. High heel shoes and jandals are unsuitable for school wear.
- Hair ties, when worn, are to be brown, black, white or navy blue.
- Scarves, if worn, must be navy blue.
- No jewellery is permitted at school except for watches and studs for pierced ears.
- No jeans or hoodies are permitted.
- We strongly discourage children from having their hair streaked or coloured.
- The Board of Trustees will approve the colour and pattern of the uniform.
- The Principal may, for reasons approved by the Board of Trustees, exempt a pupil from wearing the uniform.
- Teachers will be supported by the Board in enforcing the wearing of uniforms.
- The Board of Trustees, in consultation with the community, will review the uniform and implementation procedures on a regular basis with a maximum time between reviews being two years.



## UNIFORM SCHEDULE

- Navy/Royal short sleeved dri-fit polo shirt with TAPS monogram
- Navy/Royal polar sweat with TAPS monogram
- Navy Skort
- Navy Shorts (not jeans/rugby type)
- Navy track pants
- Navy bucket hat
- Navy knee high or ankle socks or full stockings (no footless tights)
- Black or blue shoes or sandals
- Plain navy or black long sleeve thermal can be worn in winter under short sleeve dri-fit polo

### Implementation of this uniform policy

- Implementation of the uniform policy is always subject to uniform availability.
- We realise that occasional one-off situations will occur when a child cannot wear the uniform. Parents are requested to provide the classroom teacher with a note in these instances.
- A child who is not wearing the approved uniform will not be permitted to participate in activities offered outside of the curriculum such as trips and some sporting activities.
- If a child is not wearing the approved uniform on two consecutive days a note will be sent home.
- The same will occur if the uniform is not in good repair or clean and tidy condition. If the situation is not remedied then the following actions will be taken.
  - If the response remains negative after a further five school days then this will be followed by a formal letter outlining the consequences and signed by the Chairperson of the Board of Trustees.
  - If the pupil is not wearing the approved school uniform five school days after the letter has been sent this will be followed up by a meeting with the Board of Trustees.
  - The Principal has the right under the Education Act 1989 Section 14(1) (a) (continual disobedience) to stand-down or suspend the pupil.

Date of Issue	Sept 2005	BOT Chairperson Signature:
Date of Next Review	July 2018	
Version No.	5	Date: 21/09/2015