The ABC's of Tikipunga Primary

Whānau Information Handbook

Aa

Attendance

Coming to school every day is important for students to develop skills for lifelong learning and to do well in life. 'Regular attendance' means a student is present for more than 90% of the term. Approximately 5 days absent per term drops them below 90% regular attendance.
If a student is absent one or two days per week, then this amounts to a whole term of school missed by the end of the year and seriously impacts their learning over the years.

Absences

If a child is going to be absent, we ask that parents contact the school each day to let us know, unless you have advised us in-advance that they are going to be off for a specific time.
We have an answerphone service for absences on 09 437 0743 / Freephone 0800 845477 , or simply report an absence via our school website www.tikiprimary.school.nz

A text is sent out at approximately 10am each day for any unexplained absences. If you receive this text you should text a reply with a reason or use the phone number or website above. At the close of each day unexplained absences have to be marked as "truant" in our system - ongoing truancy begins to involve truancy services.

Bell Times

School Starts: 8.30am
Morning Tea: 10.30am-11am
Lunch: 1pm-1.30pm
End of Day: 2.30pm

Our gates are unlocked each morning at 8:00am. Students can arrive at school from as early as 8:00am to ensure they arrive on time to class at 8.30am. Students must depart school grounds after 2:30 pm unless they are still awaiting a delayed pick-up or are attending a planned after school programme.

Belongings

It's important that tamariki only bring to school the things they need at school and that all belongings are named. Toys or items of value should remain at home as they can often cause problems between students.

Breakfast Club

A good school day starts with breakfast, and we recognize that not all our tamariki are lucky enough to get breakfast every day.
We provide a Breakfast club which runs for children arriving early to school and needing breakfast from 8:00 a.m-8:30am in the Junior block. The breakfast club is run by Volunteers or I Have a Dream charity staff and includes donated cereals and toast from the Kick Start Breakfast Club and the Kidscan Charity.

Before/After School Care

Tikipunga Primary does not offer any before school care.
After school care is run on-site by Kidzones who are a separate organisation to the school. You can find out more about Kidzones and registering your child through their website on this link below (attendance charges apply).
https://kidzones.co.nz/after-school-care/tikipunga-kidzone-after-school-care
I Have a Dream also runs some free after school programmes for certain year-levels on certain days. Check with your child's I Have a Dream Navigator to enquire about which programmes are on offer if you have already completed the I Have a Dream registration form.

Bags

Every classroom has its own system of where bags are stored, some on hooks at the entrance to the class and others in cubby holes within the room.

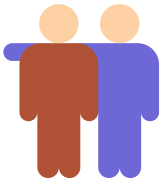
Please encourage your child to put their bag in the right place at the start of each school day and return their belongings like lunch boxes, drink bottles and clothing they remove to their bag and keep them zipped up.

Book Bags

Book bags should go home and come back to school every day. At this age our little ones enjoy doing things the right way. They get upset easily when they forget things at home that should have been at school. They are only 5 years old though and a gentle check and reminder from mum or dad is so helpful. If this is done consistently it will soon become a habit and they will start remembering themselves.

Our children will take their new books and any homework home in their book bags. They feel very proud to show and read their new book at home and to talk about the pictures. It is our goal that reading always is a very positive experience and that our children develop a lifelong love for books.

Buddies



A few classrooms operate a buddy-system but it is currently not a school-wide initiative.
If you feel your child could benefit from a “buddy” in their classroom, then please speak to the child’s classroom teacher who can informally arrange this and put this in place based on the needs of the child if there is not already a buddy system operating in their classroom.

Board of Trustees

Our Board of Trustees are made up of elected parents representatives(typically 5), a school staff representative and our principal. They typically meet monthly to review all aspects of school governance. You can see a list of our current Board of Trustees members on our school website under the ‘About Us’ menu tab.
Board of Trustee elections happen once every three years and we invite nominations as part of the process. Voting for the nominated parent representative roles take place by whānau who have children enrolled at our school. Information is sent home at the time.

Classrooms

All our classrooms are well maintained.
They include modern technologies, furniture, heating/cooling and we strive our best to make them a colorful welcoming environment for our tamariki, especially once the year has kicked off and the students' work begins to get displayed. Each classroom has its own location for bags and belongings. Our classrooms are all cleaned on a daily basis. If you have any concerns or questions relating to the classroom environment please raise it with the classroom teacher in the first instance.

Collections

At various times throughout the year collections are taken for various charities as part of a nationwide initiative e.g. Daffodil day supporting Cancer. The school will usually send a notice home or post something on our facebook page about this.
Children are encouraged to dress up and bring a donation for the collection if they can. Please note that this is optional. If they can't support the collection they can still come and support the theme of the day.

Cc

Communication

Communication to parents about school events typically occurs by a notice sent home, our school newsletter and/or a message on our school facebook page.

If we need to communicate with you about your child we will typically try and phone the primary caregivers listed on our database in the first instance. It's therefore important that you let us know about any change in address, phone numbers or caregiving arrangements.

Complaints

We understand that despite our best efforts we sometimes don't always get it right. If you feel comfortable you should raise your complaint in the first instance with the person involved.

If this is out of the question then you can find a copy of our complaints policy and procedure on our school website under the 'Information>Policies and Procedures' menu tab. Alternatively, you can phone the school office and ask for guidance.

Cc

Culture

Tikipunga Primary embraces all cultures.
We have a strong focus on Tikanga Māori and a strong kapa haka roopu given our predominantly Māori roll.
In addition there are some other student and teacher-led cultural groups and other cultural celebrations throughout the year. Here at Tikipunga Primary we are open to learning and welcome every student's culture to be recognised.

Contact Us

You can contact the school office as follows:
Phone: 09 437 0743 or dial our Freephone 0800 845477
Email: admin@tikiprimary.school.nz

If you are needing to speak to the Principal or an individual teacher then please call or email the school office who can pass on a message to have them get back to you at their earliest convenience. Alternatively, you can call the office and ask for their school email address.

Dd

Differences to Expect

As tamariki turn 5 and start school they will notice lots of differences to their early childhood centre where they experienced a lot more time for self-directed play. First and foremost there is a lot more structured learning and on-task time, meaning more mat time, and working on their reading, writing and math both independently and in their groups. Rest assured children still get some self-directed play time, but initially the differences may come as a bit of a learning curve.

Children naturally settle into their new class routines within the first few weeks, but they may need some parent support to navigate them through the initial changes of “growing up”. This may also include supporting your child through the transition towards managing themselves and a little more and some “letting go” by their parent. We acknowledge that this is often a difficult transition for parents too! :)

Dd

Devices

The school provides tablet devices for each class for the children to learn on which are kept at school.

We request that other personal devices like phones or tablets remain at home. Any phones that are brought to school for special circumstances are required to be left at the school office during the day and can be collected at home time.

Duty Teachers

During the morning and lunch breaks we have Duty Teachers rostered in various locations around the school grounds wearing high-vis vests to keep our children safe and ensure they are showing kindness to one another.

Please encourage your child to speak to a duty teacher in the first instance if they need to report a problem during the school break times or need to talk about something with an adult.

Ee

Enrolment

Enrolment packs can be collected from the school office and returned there once completed for processing.
The enrolment pack consists of:

- The school enrolment form
- The cyber-safety form
- The I Have a Dream enrolment form

It speeds things up if you can bring your child's original birth certificate, plus your proof of address when returning your enrolment forms for us to photocopy as these will be required prior to your child first commencing school.

Emergency Contacts

On your child's enrolment form you would have been asked to list an emergency contact.
It is important that these are kept up to date or that you let the school office know if there are any changes to your emergency contact details.

Occasionally we can't get hold of a child's primary caregiver and need to make contact with the emergency number when a child becomes sick or needs medical attention.

Early Pick-ups

Refer to the section in this book under **L** - Leaving Early

Expectations

At Tikipunga Primary we have high expectations for our tamariki around their learning and how they manage themselves at school.
However, we can't do it alone.

Therefore our expectation is that our whānau partner with us on this educational journey together. The school plays an important part in giving them the SKILL to learn, whānau play an important part in helping their child develop the WILL to learn. Encourage your child to go to school and talk positive about school.
Together we can help grow a bright future and open up every opportunity for every child.

Facebook

We encourage you to join our closed Facebook page by searching 'Tikipunga Primary School (official)' if you have tamariki currently attending.
It is a great way to stay connected with news and events happening at school.

We enjoy receiving your reactions and comments on our posts. Whānau wishing to post to the page should read and follow the page guidelines - our page administrator will need to 'approve' the post before it goes live.

Fees

Tikipunga Primary does not charge school fees. We have opted into the Ministry of Education's funding scheme which means we no longer ask for parental donations for school attendance.

Ff

Kai / Lunch / Food

Pita Pit provides free lunches and snacks every day for each child at school that are distributed to each class. Any food allergies are catered for. We also have fruit donated to the school and this is distributed to each class for the students to enjoy. There are water drinking fountains throughout the school.

However, you are also welcome to pack your child some healthy snacks or a lunch in a lunchbox to bring to school, along with a water bottle. Please note that juice, fizzy drinks and lollies are not allowed at school.

Friends

There are lots of friends to be made at Tikipunga Primary!
Our tamariki are very welcoming or good at making new friends fairly quickly upon starting school.
However, if your child is struggling to make friends or socialise then please talk to their teacher about it - we are here to help.
Similarly, if your child already has an existing friend or relative here when starting school then please let their teacher know as it can make a comforting difference for tamariki to know where they are.

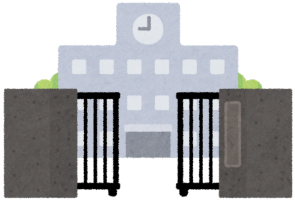
First Aid

Any students requiring first aid at school should come to the school office where our first aid supplies are administered.
We have ice packs, plasters and bandages for all the bumps and bruises tamariki experience in the playground, as well as a sick-bay for those feeling ill.
However, we can not give out any panadol or medications.

Individual students requiring prescribed medication to be given out each day by the school (e.g. Asthma, ADHD) must complete a medication form at the office where it will be stored and administered.

Gg

Gates



We only have two gates in/out of the school.

The main walking gate is located at the end of Tania Place next to the driveway gate. Children must use the footpath only and not cross or walk on the road. The driveway gate is for staff cars only and remains closed throughout the school day.

Parents dropping off and picking up tamariki from Tania Place should avoid blocking our neighbours' driveways and please don’t park on the footpath or any yellow lines. There is very limited parking and this becomes a very busy street at the start and end of the school day requiring patience and understanding. Line up, take your turn to drop off or pick up and promptly move on.

There is a second walking entrance which comes out onto Paramount Parade near our supervised school crossing with some more roadside parking. This is a very busy road so all care must be taken to ensure our tamariki use the footpath/crossing and are safe.

Gg

Getting Started

Beginning school is very exciting but can also come with many nerves.
Please let your child's teacher know any anxieties your child may be starting with or anything that will help your child to settle easier in the morning.
Your child may be very tired in their first 2 weeks of school-there is a lot to take in!
Please let us know so that we can ensure they have a positive day.

Getting to know you

We would love to know about your child's interests, hobbies, talents and everything that makes them tick.

The more we know about your child, the better we are able to ensure we can focus on teaching to their individuality and make them feel like they belong.

Hh

Homework

Homework is sent home daily.
This is not meant to be stressful so if your child is tired, put it away for another day. 10-15 minutes each day spent on homework is enough.

Please remember to send their Book Bag back to school daily so that they can receive a new reader book.

Hats

Hats are encouraged during the summer months when children play outside during the breaks to reduce sun exposure.

Please bring a named hat in your child's bag for them to wear at break times as we ask that they remove them inside the classroom.

Hh

Hauora / Health

Keeping our tamariki healthy means their school attendance isn't impacted.

In our winter months and when our new entrants first start school they are often exposed to a number of new bugs and germs.

Teaching your tamariki good hand washing before eating kai, toileting cleanliness, how to blow their nose and use tissues, how to keep our bodies strong and healthy through good diet and sleep are all ways to help keep the germs away.

Unfortunately, despite our best efforts, sometimes tamariki get sick. When children are sick we ask that they be kept home to avoid spreading germs around.

Help

If you need help or have any questions, please see your child's classroom teacher as your first port of call.

Holidays

School terms and holidays for each year can be found on the Ministry of Education's website:
www.education.govt.nz/school/school-terms-and-holiday-dates

2027 School Terms and Holidays

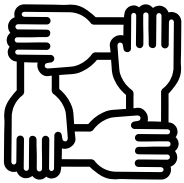
TERM 1
Tuesday 2 February - Friday 9 April
School holidays:
Saturday 10 April – Monday 26 April (Public holiday: Monday 26 April - Anzac Day observed)

TERM 2
Tuesday 27 April to Friday 2 July
School holidays:
Saturday 3 July - Sunday 18 July

TERM 3
Monday 19 July to Friday 24 September
School holidays:
Saturday 25 September – Sunday 10 October

TERM 4
Monday 11 October - Thursday 16 December
School holidays:
5 to 6 weeks (from school's closing date until opening date of school the following year)

Interventions



The school partners with a number of outside agencies along with the Ministry of Education to provide intervention for students who need extra support.
These include; counselors, health nurse, social workers, specialist teachers for learning and behaviour, music and art therapy etc.
Whilst there always is a greater need than availability, if you feel your child requires extra support please speak to your child's classroom teacher or principal.

I Have a Dream

Our school works in partnership with the I Have a Dream Charitable Trust to inspire dreams and enable futures for our tamariki.

I Have a Dream gives them academic support, life skills, and opportunities they need to succeed.

They support them throughout their schooling years here. And the best part is there is no cost to enroll your child! It's FREE for ALL students who attend. Sign up on enrolment or at the office.

Juniors

'Juniors' is the term we use for our 'Junior Syndicate' at Tikipunga Primary school.

It covers our tamariki who are in year level 0 - 2 (aged approx 5-7yrs) at school.

Our Junior classrooms are currently located on the two blocks closest to the Paramount Parade side entrance to the school (also refer M - Map). The junior playground and swings are beside room 14, and the field area.

Jump Jam

Jump Jam is our aerobics and movement programme specially designed with fun and simple moves to engage and motivate our tamariki.
It helps get the blood flowing and our brains ready to learn.

Our whole school participates in a brief Jump Jam session a few mornings a week on the courts when the weather is fine. This is led by some of our senior students.

Jj

Jackets

Jackets are an essential item to carry around in our winter months for warmth and to keep the rain off.
Some days it always seems to rain right on home time! We have a school jacket available to order (Refer to the section in this book under U - Uniform) or you can bring your own, just please make sure they are named.
If your child doesn't own a jacket we sometimes have donated rain jackets from the Kidscan charity we can give out - feel free to ring the office and ask if we have any available if you need one.

Kidscan

The Kidscan charity supports the school through donations of food that we use in our Breakfast club and around our classes, we also sometimes receive donations of shoes and jackets.
We don't like seeing our tamariki come to school hungry or cold but understand that occasionally some families are under financial stress.
Please don't be shy to ask the school if you need support in this way.

Kai

Refer to the section in this book under
F - Food

KIVA

Tikipunga Primary runs the Kiva bullying prevention programme.
This programme helps keep our tamariki safe and teaches them how to positively interact with each other.
If and when problems do occur between students the school has consistent Kiva procedures that staff follow to deal with matters before they escalate. If you become aware of your child being involved in any ongoing bullying then please let us know so we can investigate and take action.

Kidzone

Kidzones run after school care and school holiday programmes on-site at school.
Kidzones are a separate organisation to the school.
You can find out more about Kidzones and register your child through their website on this link below.
Attendance charges apply.
https://kidzones.co.nz

Lateness

We understand that sometimes things like weather or personal challenges at home can cause your child to be late for our 8.30am starting bell and morning roll.
However, we would rather our tamariki get to school late, than not at all.
If tamariki arrive after the start bell then they should come and sign-in late at the school office so we know they have arrived at school. We have an electronic i-pad on the school reception desk linked to our school roll to make signing in and out easy.

Leaving Early

If children need to be collected early, then parents should come to the school office first where they will be required to sign them out on our electronic system.
We will then supply you paperwork to take to class to show the teacher so the teacher knows early release has been approved via the office.
Only caregivers noted on the individual student caregivers and contacts list are permitted to remove children from school early. Primary caregivers can update your child's other caregivers and contact details at the school office or let us know if someone not listed is going to be picking them up from school.

Little Learners

Our Structured Literacy programme is called ‘Little Learners Love Literacy’.
Through this programme your child will learn letter sounds, segmenting and blending, heart words(high frequency words) and of course, how to read. You may hear about Milo’s friends (letter sound characters) or Sam, Pip and Tim (decodable reader characters). You can check their website out for downloadable parent resources or more information, or ask your child’s classroom teacher.
https://www.littlelearnersloveliteracy.com.au

Lost Property

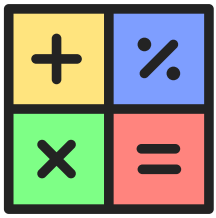
Checking your child came home with all their belongings and teaching them to remember everything each day is a good habit to establish. We are always left with a mountain of lost clothing and shoes at the end of each year which are not named.
Lost property is usually put on the stage outside the office first, prior to being moved to the ‘Lost property box’ stored in the caretaker's shed when unclaimed. If you can’t find a lost item, please ask our school caretaker for access to the lost property or enquire at the office.

Mm

Managing Myself

Learning to “Manage Myself” is a key next step in a child’s learning as they move into primary school.
This goes for everything from managing their belongings, managing their clothing/shoes/toileting, managing themselves in the classroom/playground and managing the way they behave to ensure they are respectful and kind.
At Tikipunga Primary we have a high expectation for children to manage themselves so often we ask teachers and parents to step back a little and try and not do everything for them. Rest assured that we will still step in to help though when they can’t quite manage something themselves yet.

Maths



In math during our first year at school we are learning to count, read numbers and form groups from 1 to 20.
We are learning to add numbers together and subtract numbers.
You can help your child at home to become a mathematician!

Mm

Map

OBSTACLE COURSE ACTIVITIES
SWINGS
SENIOR PLAYGROUND
SCOOTER TRACK
FIELD AREA
(EMERGENCY ASSEMBLY AREA)
SENSORY SHED
OBSTACLE COURSE ACTIVITIES
Toilet
Toilet
Toilet
CLASSROOMS 1,2,3,4,5,6
WHARE
KIDZONE, IHAD, LEARNING SUPPORT
JUNIOR PLAYGROUND
STAFF CARPARK
ADMIN BLOCK AND STAFFROOM
STAGE
Toilet
CLASSROOMS 13,12,11,10,9,8,7
Toilet
CLASSROOMS 16,15,14
Toilet
OFFICE
CARETAKER SHED
POOL
STAFF CARPARK
WHARE ATAWHAI
GRASSED AREA
FRONT GATE TANIA PLACE
SIDE GATE TO PARAMOUNT PDE AND CROSSING

Nn

Names

Your child's name is important to us.

It's also great if they know how to say and spell their own name when they start school.

We have a variety of similar names and some interesting spelling of names amongst our large number of tamariki, so if we make a mistake spelling or saying your child's name then please let us know so we can get it correct!

Naming Belongings

Please ensure ALL your child's belongings are named. This includes all bags, lunchboxes, drink bottles, stationery, shoes, uniform and clothing tags. This helps us return it to the right place when it has been left behind or lost. Unfortunately we end up with a lot of lost property that is unnamed.

Notices

Notices to go home are given out to each class to be distributed to the students by their classroom teacher.
Often they are also posted on the school facebook page.

Sometimes notices end up lost or at the bottom of a child's school bag so if you think you missed a notice then please just ask.

Nits

At certain times nits can be transferred due to the close-proximity of children at school.

Nit shampoo and combs are available from the school office to take home if your child becomes "blessed" with these little critters :)

Feel free to ask or phone the school office when needed.

Orientation

Once tamariki start school their classroom teacher will give them an orientation walk around through the school to show them where everything is so they know how to find their toilets, play areas and the office etc.

Office

Our office administrator is available in the office from 8am to 3.30pm.
All Visitors must report to the office and sign in/out of the school during the school day.
The office is located near the front of the school when entering from Tania Place.
Just follow the footpath in the school gate, across the carpark crossing and then you'll find the office door just on your left.

In the unlikely case that the office administrator is not behind their desk then just ring the bell on reception and someone will assist you as soon as possible.

Pp

Parking

There is very limited Parking within our school grounds.
Therefore, on-site parking remains limited to our school staff and external agencies only.
As a safety measure our carpark gates remain locked throughout the school day. We ask that whānau use the designated roadside parking outside the school when visiting the school or collecting children and obey all roadside parking restrictions (eg; yellow lines, time limits, not blocking driveways etc.)

Pick Ups

With a large school and limited parking our pick-ups after school have become a very busy small window of time when we are all trying to do the same thing.
Our first and foremost priority is keeping our tamariki safe and we ask you to join us in this and be respectful and patient. This means waiting your turn, driving slowly, not blocking neighbors driveways or parking on footpaths, obeying parking restrictions, and being mindful of others.
If you can arrive early or park up the road and walk a bit or have a meeting point slightly away from congestion then this is highly encouraged. We prefer to see our junior syndicate children collected from outside their classroom by a parent or know how they are getting home, so please plan ahead accordingly.

Principal

Our school principal always tries to make themselves available for whānau who need to meet with them, but they often have a busy calendar each day juggling everything to keep the school running smoothly.

Therefore, parents needing to see the principal should come to the office or phone the school office in advance to arrange a time to meet or request a call-back.

Prizegiving

Our school prizegiving ceremony happens at the end of each school year during a school day typically in the last week or two of school.
A notice will be sent home each year or posted on our facebook page.
We welcome whānau to join us for this event.
A number of awards, trophies and certificates are given out each year for various categories.
Teachers also give out certificates throughout the year to celebrate the achievements of individual tamariki.

Phone Numbers

Tikipunga Primary School

Phone: 09 437 0743

or dial our Freephone 0800 845477

Parent Hui

Throughout the year there will be times for you to catch up with your child's teacher. This may be parent interviews or at whole-school open afternoons/evenings.

Of course if you need to speak with your child's teacher, their door is always open for you to make a time that suits after school.

Qq

Questions

There is no such thing as a “dumb question”.

We are here to help, so if you have a question, don’t be afraid to ask your child’s teacher or ask at the school office.

If we don’t know the answer we will try and find out for you from someone who does.

Rr

Reading

Reading is part of our daily Structured Literacy Program here at school.
We encourage learning alphabet sounds and heart words(our high-frequency words).
Please use your child's reader with them each night to build their confidence.
Reading to your child and together with your child also helps their language development, imagination, and grows a positive relationship with books.

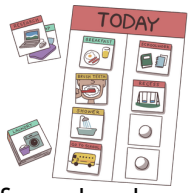
Rhyming

Practice nursery rhymes with your child!

This is great for their language awareness-developing great readers!

Rr

Routines



Tamariki love routines. Children feel safe and happier when things are predictable and they learn to manage themselves better with good routines in place. We encourage you to put good routines in place with your child for:

- Getting ready for bed to get a good nights sleep for school
- Waking up on time for school, getting dressed and breakfast
- Getting themselves and their stuff ready for school each day
- Getting to school
- Arriving to school and class
- Leaving school and walking home or getting collected

Road Patrol

Our school road patrol operates the school crossing on Paramount Parade every day before and after school between 8.00am - 8.30am and 2.25pm -2.45pm.

Please ensure you and your child use the school crossing if you enter the school from that direction. Other road crossings are not patrolled by the school so children need to be taught to be vigilant and how to use them safely if they need to use them to get to school/home as they can often be busy and dangerous.

Ss

Stationary

The stationery list can be downloaded on our school website under the 'Information' menu button, or you can pick up a printed copy from the school office.

Please ensure you purchase the correct stationery for your child's class and that your child's stationery is clearly labeled when you bring it to school. If you need to know your child's classroom number to purchase the correct stationary please call the school office on 09 437 0743.

School Reports

School reports are issued twice per year at the end of Term 2 and Term 4.

If you need help understanding your child's school report, please ask your child's classroom teacher to explain, they will be happy to help.

Shoes

We encourage tamariki to wear shoes to school every day as it avoids a lot of stubbed toes or prickles especially when playing during breaks or participating in sports.

Shoes that tamariki can easily take on/off during the day (e.g. velcro straps) are best as some classrooms require them to remove shoes.

Spare Clothes

Some spare clothes/undies are a great thing to have in a plastic bag stored in the bottom of your child's bag for emergencies.

Every now and then tamariki get their clothes wet or muddy or have a toileting accident.

Swimming

The school has an outdoor swimming pool which is used by classes for swimming during term 1 and term 4.

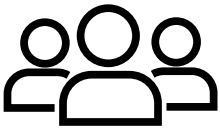
Each class is offered a structured supervised swimming time. Once the pool is warm enough and swimming season starts, a notice will be sent home and children should bring togs and a towel to school on their scheduled swimming days.

Sports

The school offers a variety of fun sports during the school day throughout the year.
In addition, some children (usually older year levels) are selected for special inter-school sporting events. When this happens you will receive a notice home about the event letting you know your child has been chosen to participate which requests for you to complete the permission slip if you want them to attend.
The school also has structured Netball teams for the Netball club season which play down in Kensington sports grounds on the weekend. If your child wants to get involved in a Netball team for the first time then let the office know and we can put you in touch with the person coordinating the team for the year.

Ss

Safety



Keeping tamariki safe is our #1 priority!
The school resources and buildings regularly undergo a number of safety checks, all our staff are vetted and the school has a well planned emergency and lock-down plan. Tamariki practice our different emergency routines on a regular basis.
Our school assembly area in a FIRE is on the back field.
In a LOCK-DOWN situation children have designated lockdown spaces and will be guided and supported by their teachers. In some situations our office phone may not be answered in an emergency so please check the school facebook page for updates. Please avoid entering the school in an emergency to collect children until you are instructed to do so. Rest assured, our staff will be keeping them safe and acting within the authorities guidelines until it is safe for them to be collected.

Sick Bay

Our small school sick-bay has two beds in it and is located in the office block area for any children becoming unwell during the school day and not being able to remain in class.
If after a short lay-down a child still remains unwell then the office will call home to have the child picked up early from school by whānau. We appreciate your understanding.

Staff List

2026

Tikipunga Board of Trustees:

Bubbie Rapana	Parent Rep / Presiding Member
Chrissy Kupa-Wichman	Parent Rep / 2nd Presiding Member
Daina Carter	Parent Rep
Cherysse Tane	Parent Rep
Erin Steel	Parent Rep
Rebecca Erickson	Staff Rep
Judy Panapa	Acting Principal

School Management Team:

Judy Panapa	Acting Principal
Angus Lauagiagi	Senior Syndicate Leader
Carlene Mason	Middle Syndicate Leader
Lychia Hepi	Junior Syndicate Leader

Classroom Teachers:

Claudine Edwards	Room 16	New Entrants / Year 1
Leigh Gayford	Room 15	Year 1
Jess Parks	Room 14	Year 1/2
Lychia Hepi	Room 13	Year 1/2
Paige Dudley	Room 12	Year 2
Bas Kerepeti	Room 11	Year 2
Kat Janes	Room 10	New Entrants
Heather Brown	Room 9	Year 3
Trent Walker	Room 8	Year 3/4
Jessie Redwood	Room 7	Years 3/4
Chontelle Jenkins	Room 6	Year 4
Carlene Mason	Room 5	Years 4/5
Shawnee Maddox	Room 4	Years 5/6
Kylie Kahotea	Room 3	Years 5/6
Reena Toby	Room 2	Years 5/6
Angus Lauagiagi	Room 1	Years 5/6
Lee-Anne Lammers	Classroom Release	
Susan Bates	Classroom Release	
Wiremu Neho	Classroom Release / Sports Coordinator	

Support Staff:

Lena Koosmann	Office Administrator
Shaye Beddows Kerepeti	Office Administrator / Ready, Set, Go
Rebecca (Bex) Erickson	Caretaker
Holli Tomich	Lunch Assist

Learning Support Assistants:

Moana Roberts	Alyssa Rogers
Trish Kake	Ria Lewers
Aleisha Kahotea	Aorangi Ngata-Matthews
Angela Purcell	Chrissy-Leigh Wallace-Lemon

Toilets

The toilet blocks around the school are located as follows:

Rooms 14/15 Toilets: Externally, alongside the classroom on deck.
Junior School Toilets: Externally, facing courts behind room 11.
Middle School Toilets: Behind each of the middle school classrooms.
Senior Toilets: Behind each of the senior classrooms.

Also refer ‘M - Map’ to locate Toilet locations.

Toileting

Toilet breaks are often given or reminded by teachers, but every now and then some tamariki hold on a little too long and disaster strikes.

The school office sick-bay carries some limited clothing for such emergencies, but we ask that parents provide a change of underwear and pants stored in your child’s bag if you know they are likely to have the odd accident, especially when starting school in the early years.

Teachers

Refer to the section in this book under
S - Staff List

Truancy

Tikipunga Primary school refers any truancy concerns to our MOE truancy partner (currently Ngā Ratonga Tautoko).

Referrals typically happen when there have been consecutive days off, caregivers have not let the school know a reason for absence and we can not get in touch with whānau to explain the absence.
Absenteeism can avoid becoming a truancy issue through good daily communication with the school about why your child is away. Truancy is becoming a Government priority and we would like to avoid the worst case scenario of fines being issued to families for ongoing unexplained absence.

Uniform

Our school uniforms are a great way for our tamariki to look smart.
They are not compulsory but are a great way to avoid having to think about what to wear each morning!

Our uniform consists of:

- A Tikipunga Primary branded softshell jacket (for colder months).
- A Tikipunga Primary branded shirt.
- A Tikipunga branded cap (for summer months when playing outside).
- Any unbranded black pants, skirt or shorts can be worn with the uniform shirt.

Uniform Orders

The school uniform can be purchased from Bethells Uniforms Whangarei, Shop 17, The Strand Shopping Centre At the Vine Street Entrance, 17/41 Cameron Street, Whangarei Central, Whangarei 0110.
You can also view and purchase online from their website here: https://www.bethellsuniforms.co.nz/product-category/tikipunga-primary-school/

Vv

Values

You will see our school values displayed throughout the school and we always encourage our tamariki to live by them.

Our School Values are:
Ako Runga: “Expect the best from everyone”
Manaakitanga / Whanaungatanga: “We ALL count - We ALL matter”
Pono: “Be brave, have courage, do the right thing”

Visits

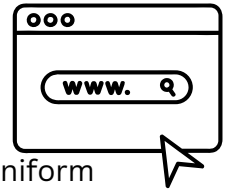
Visits for new enrolling students are welcomed at our school.
These are currently arranged on a Wednesday from 8.30am - 11am.

New Entrant students will typically have some once-a-week visits organised once their enrolment forms are submitted prior to starting school. We encourage you to enrol a few months before they turn 5 so these visits can be arranged.
Any whānau wanting to just have a look around and find out more about the school before choosing to enrol your child should phone the office to book a time to come in. Our Principal welcomes the opportunity to show you our school.

Ww

Website

Our school website address is www.tikiprimary.school.nz



You can go to our website for:

- Reporting an absence online
- Finding your child's school stationary list
- To link to the Uniform Hub website to order uniform
- School start/finish times and school holidays
- To read the latest school newsletter
- To find out more about our school or class teachers names/rooms.
- To access our school policy and procedures

Whānau Workshops

Whānau workshops for new entrant whānau are offered at certain times of the term.
Topics include; "How We Learn to Read & Write" and "How We Learn Our Numbers".
These are great ways for whānau to hear and learn about how they can support their tamariki at home in their educational development. Free resources are also provided for home-learning. Check with the office or class teacher for details of any upcoming whānau workshops, or keep an eye out for a brochure posted around school or on our facebook page.

Xx

Xmas Break

Studies have shown that over the long summer break a loss of learning can occur for some students.

Over the Christmas break you can continue to support your child's learning.
Reading with your child, practising letter sounds and heart words. Writing their name, letters and heart words. Counting and writing numbers. Playing educational games. This will all help your child to be feel confident in the new year.

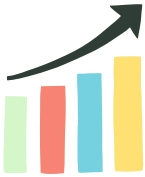
Xtra support

Sometimes our tamariki need extra support including counselors, social workers, wellbeing support, learning difficulty specialists, and more.

The school has a great support network of external professionals who meet regularly with the Principal to discuss tamariki with additional support needs.
If you have concerns about your child and think they could benefit from extra support from an external service, please call the office or book an appointment to see the school principal.

Yy

Your Child's Progress



Your child's progress is our priority!
There are a few organised whānau hui each year to discuss your child's progress with their teacher, normally after school reports come out.
However, please feel free to approach your child's teacher before or after school to organise a time to meet with them if you would like to know more about your child's progress or to seek guidance from them to understand where they are at with their age and stage. Teachers can also provide great tips for additional support at home based on their current age and stage.

You and Your Child

Remember, YOU hold an important place as the biggest influence over your child's experience of school and their own education.
The value a parent places on their child's learning, going to school every day, trying their best, listening to their fears and concerns, celebrating their wins and achievements, supporting them, and encouraging a positive can-do attitude is well known to be the difference between success and failure for many tamariki despite the different individual circumstances tamariki might grow up in.

Here at Tikipunga Primary school we believe in You and Your Child and are always here to help when needed.

Zz

Zones of Regulation

Most classrooms use 'Zones of Regulation' as a way for students to self-regulate their feelings and emotions.

Zones of regulation uses colours and zone-indicators for students to easily communicate their current state so that teachers can interact with them according to how they feel.

The four zones:

Zz

Zoning

Zoning is currently in place since 2025.

This means that new enrolments must be in zone or have siblings already attending.

The determined zone can be found on our website. If you need more information or have questions, then please phone the school.

TIKIPUNGA PRIMARY SCHOOL