

TE WHAREKURA O MANAIA

**HE PUKA WHAKAMŌHIO
 ENROLMENT INFORMATION**

2025

HE IHIRANGI

HE MIHI NĀ TE TUMUAKI	2
TE REO MĀORI ME NGĀ TIKANGA.....	6
HE KĪ TAURANGI: <i>Mission Statement</i>	6
HE RAUKURA MŌ ĀPŌPŌ: <i>Our Graduate Profile</i>	6
HE WHĀINGA: <i>Purpose of Te Wharekura o Manaia</i>	7
MANA WHAKAHAERE:.....	7
TE WHAREKURA O MANAIA KAIMAHI/KAIHĀPAI: <i>Staff and Governance</i>	8
TUKANGA WHAKAURU: <i>Enrolment Process</i>	9
NGĀ WĀHANGA O TE TAU: <i>Kura Term Dates</i>	10
HE WHAKAPĀ: <i>Contact Details</i>	10
HE TAUTOKO Ā-WHĀNAU: <i>Whānau Support</i>	10
TE TANGI A TE PERE: <i>Bell Times</i>	11
TE TAETAE MAI: <i>Attendance</i>	11
HE KOHINGA PUKAPUKA/RAUEMI: <i>Stationery</i>	12
KAI: <i>Breakfast, Morning Tea and Lunches</i>	12
NGĀ PAHI: <i>Buses (Transportation)</i>	12
TE WHANONGA: <i>Discipline and Behaviour</i> :.....	12
He Whakatumatuma: <i>Bullying and Online Bullying</i>	14
HAUORA: <i>Health Matters</i>	15
Rongoā: <i>Medicine</i>	15
HE PŪRONGO: <i>Reporting on Child's Progress</i> :	16
KAUKAU: <i>Swimming</i>	17
MAHI Ā-KĀINGA: <i>Homework</i>	17
HĀKINAKINA: <i>Sport and Fairplay</i>	18
PĀNUI Ā-KURA: <i>School Newsletter</i>	18
TE AO HANGARAU: <i>Digital citizens</i>	18

HE MIHI NĀ TE TUMUAKI

Kei aku manu tāiko, kei aku manu taupua, nau mai, rarau mai ki te whare mātauranga o Te Wharekura o Manaia e tū ake nei i runga i te whenua haumako o Makomako. Nei rā te reo rāhiri o ngā uri o te awaawa o Manaia e rere nei ki ngā mana, ki ngā tapu, ki ngā ihi katoa. Piri mai rā koutou ki te tautāwhitanga o te kaupapa nei e whakamānawahia ana tō tātou reo tūpuna, ngā tikanga tuku iho, ngā mātāpono hoki e noho āhuru ai koutou katoa rā ko tō whānau. Ko tā te kura ā-iwi nei he manaaki, he poipoi, he whakapakari hoki i te tamaiti kia whakatutukihia e ia ōna maruāpō, ōna wawata kia tū rangatira ai ia ki tōna ao. E whakapono nuitia ana ki te mahi ngātahi te kura, te whānau, te iwi me te hāpori kia puāwai mai ai te pito mata o te tamaiti, ka tū te tamaiti hei amohāpai i tōna ao.

To our future leaders and your whānau, we welcome you to our whare mātauranga, Te Wharekura o Manaia, to our whenua, Makomako. On behalf of my people, I pay homage to your mana, your tapu and your ihi. We welcome you to our kaupapa which honours our ancestral language, our customs, and our principles that ensure you and your whānau are protected on your learning journey here with us. Our purpose is to nurture our tamariki so that they achieve their dreams and aspirations, so that they are confident contributors in their world. We strongly believe that with the united effort of our kura, our whānau, our iwi and community we can support our tamariki to fulfil their potential and see them become leaders for their people.

As a kura ā-iwi, we are representatives of the four iwi, Ngāti Maru, Ngāti Tamaterā, Ngāti Whanaunga and Ngāti Pūkenga. Our forementioned pepeha given by our highly respected kaumātua, Te Haumarangai Hector Connor, also confirms our whakapapa connections to all iwi and hapū within our village. These whakapapa connections are highly important as they impress on us to be kaitiaki (guardians) for our people, for our knowledge, for our taiao, for our language, for our tikanga.

We value co-operation, tolerance and respect for ourselves and others. We believe in setting high standards for learning and behaviour and we expect our children to take responsibility for their own learning journey.

Our kura caters for children from Year 1 to Year 13. We implement most programmes in Te Reo me ngā Tikanga Māori. Our aim at Te Wharekura o Manaia is to provide a stable, caring and stimulating environment where learning flourishes. We believe that all children can succeed at school and the way of achieving this success is through quality instruction and working in partnership with our whānau and community. Mā tātou tahi te tamaiti e whakatupu kia pakari ai tana tū ki te ao. Ki te hoe!

Nāku i roto i ngā mihi manamanahau nā,

Martin Mikaere

NGĀ MĀTĀPONO O TE WHAREKURA O MANAIA



WHAKAWHANAUNGATANGA

“He hoa a Tirairaka nō Māui.”

Tirairaka in traditions is associated with wairuatanga. Tirairaka is often a karere, a harbinger of good and not so good news, he tohu mate, he tohu ora. Tirairaka personifies the spiritual dimension. Whakataukī “He hoa a Tirairaka nō Māui.”

This principle acknowledges the spiritual dimension to all that we do and affirms our responsibility to uphold the spiritual welfare of our tamariki and all who are involved with the kura.



KAITIAKITANGA

“Tiakina te pīpī paopao e te kāhui pūkeko.”

Pūkeko and whakawhanaungatanga. We see family groupings of Pūkeko everyday. Like the fish these birds are numerous in our kāinga. They are cooperative breeders which means many female and male pūkeko look after the eggs and chicks as they grow. What better bird than this to represent our mātāpono Whakawhanaungatanga. Whakataukī “Tiakina te pīpī paopao e te kāhui pūkeko”.

The principle of whakawhanaungatanga incorporates the acknowledgement of whakapapa as the framework that connects people to one another, to generations past and future, and to the wider environment. It reminds us of our responsibilities to one another as well as to our kaupapa. It encompasses the concept of inclusiveness, whereby we seek to reach out to those around us and to include them within our kaupapa. It acknowledges the connectedness between people and all aspects of our environment (for example, the connections between the Maunga, Awa, Whenua, Moana).



WAIRUATANGA

“E koekoe te tūi, e ketekete te kākā, e kūkū te kererū!”

Tūi this manu certainly carries out its role in caring for the environment by ensuring trees are pollinated like the Kōwhai, Pōhutukawa and Rata as well as the harakeke. The tree provides tūi with nectar to live and in turn tūi ensures those plant species are pollinated. The trees regenerate and the forest thrives. Whakataukī “E koekoe te tūi, e ketekete te kākā, e kūkū te kererū! The Tūi is one manu which ensures a healthy forest environment.

Kaitiakitanga encompasses tuakana/teina responsibilities and refers specifically to our obligation to care not only for one another, but also for our environment, Te Taiao. It includes the duty to protect and enhance our kaupapa, ensuring that it evolves as our kura grows. It incorporates the use and development of kawa in the context of the kura to fulfill our responsibilities.

“Noho ngū ana ngā kererū.”

Kererū another manu rangatira. A large beautiful bird who feeds on the berries of our native trees and like the tūi transfers seeds throughout the bush, ensuring the continuation and growth of the forest and enhancing the environment. It upholds the mana of its own species, the forest and the people. Whakataukī “Noho ngū ana ngā kererū.” The wood pigeon has a calm disposition and is a thinker/philosopher taking time to deliberate and to chart its course. Despite its calm disposition, the pigeon does the work with no fuss or bother.

This principle incorporates our responsibility to act, at all times, in a manner that uplifts and enhances the mana of those around us. It demands the highest standard of behaviour towards one another and acknowledges that it is only by upholding the mana of others that our own mana remains intact. It requires us to provide positive role modeling for our tamariki, our whānau and the community. The exercise of manaakitanga maintains the integrity of individuals, whānau, hapū and iwi and the wider community.



MANAAKITANGA



TE REO ME NGĀ TIKANGA

“Tāmure whakaihu waka.”

Tāmure is one of the most abundant in shore species found in our waters. They school in large numbers and live to a ripe old age of about 60 years (if not caught before then). Apart from being a fish of choice for many of us, the tāmure demonstrates rangatiratanga as navigators of its own destiny and well being of its species by being serial spawners and living for a long time indeed, Whakataukī “Tāmure whakaihu waka.” Tāmure the “triumphant”.

The principle of rangatiratanga affirms our role as the decision-makers and navigators of our journey. We are responsible for the education, health and well-being of our tamariki. We are obliged to uphold the kaupapa of our kura. This principle will guide us in our interactions with external groups and agencies.

“He uri ahau nō Te Ika-a-Māui”

Whaiaroa/Whai is a species of fish commonly seen in our harbour. It is known to give birth in and about the bays particularly at Taungatara. This ika symbolises the birthright of our mokopuna to learn Te Reo me ōna tikanga. He whakataukī “ He uri ahau no Te Ika a Māui, I am a descendant of Te Ika a Māui.” Te Reo me ngā Tikanga is unique to Aotearoa! No where else in the world.

It is the birthright of every child in or of the village to have access to Te Reo Māori. It is therefore our responsibility to provide that access and to create opportunities to uplift te reo here in Manaia, both for our children and for ourselves. A high level of fluency in te reo me ngā tikanga is the ultimate goal for every student within our kura, and for their whānau. We therefore have a responsibility to ensure that te reo Māori remains at the forefront of our kaupapa, and to actively engage in succession planning to safeguard its future within the kura.



RANGATIRATANGA

“He kahawai rere kupenga.”



ORANGA

Kahawai is another fish commonly found in our waters. When kahawai are plentiful it is indicative of a healthy ecosystem and the wellness of other species. Whakataukī “He kahawai rere kupenga.” “Kahawai who evades the net” in this context. It also has other meanings.

Oranga is the sum of all the principles operating together to form a cohesive approach that ensures the wellness of our tamariki and whānau, encompassing the four aspects of tinana, hinengaro, wairua and whānau.

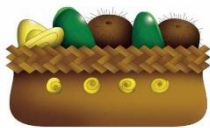
“E kore te pātiki e hoki ki tōna puehu.”

Pātiki another common species. Whakataukī “Ekore te pātiki e hoki ki tona puehu.” The pātiki will not return to its dust. Symbolises mātauranga/knowledge “don’t make the same mistake twice.”

The mātauranga principle demands that we offer learning opportunities at all levels and in all areas possible for our tamariki. It also requires us to ensure the availability of all resources necessary to achieve this outcome.



MĀTAURANGA



KOTAHITANGA

“Mā tōu rourou mā tōna rourou, mā tōku rourou ka ora ai te iwi.”

Kete Mātaitai symbolises kotahitanga, being together working together for a common purpose. Whakataukī “Mā tōu rourou mā tōna rourou, mā tōku rourou ka ora ai te iwi.” You could also liken kete to a vessel, a waka with people on board sharing a common purpose.

Kotahitanga incorporates the concept of mahi tahi, working together towards the achievement of a common goal. Listening, talking and being open to compromise are at the forefront of kotahitanga, which does not equate to unanimous agreement but which, through the use of wānanga, allows for all whānau members to have their say and to have their views respected. Once a decision has been reached, the whānau will agree to move forward together.

TE REO MĀORI ME NGĀ TIKANGA

Ko te matua o Te Wharekura o Manaia, ko te reo Māori me ngā tikanga. He taiao kōrero Māori te kura nei. Ka mutu, mā ngā tikanga ngā tamariki, ngā whānau hoki e ārahi i te noho mai i tēnei kaupapa. Ka kaha akiaki mātou i ngā whānau katoa ki te kōrero Māori i tō tātou kura, i te kāinga hoki hei tautoko i tō tamaiti ako i a ia i te kura.

Te Reo Māori me ngā tikanga are quintessential to our kaupapa here at Te Wharekura o Manaia. Our kura is a reo Māori speaking environment. Our tikanga guides us in everything we do here at our kura. We encourage all whānau to kōrero Māori at our kura and at home to support their child's learning journey here at our kura. If whānau would like support on where they can learn Te reo Māori, please contact us at the kura office. From time to time, wānanga reo are held for the whānau of the kura. Pānui will be sent to all whānau when any wānanga reo are held.

HE KĪ TAURANGI: *Mission Statement*

Ka whakatōkia ki ngā tamariki katoa ngā mātauranga ā-iwi. Ka poipoia te tamaiti e hua mai ai tōna pito mata. E tutuki ai tēnei maruāpō, ka tāwhawhehia te tamaiti ki ngā kaiako matatau, ki te kaha āwhina hoki o ōna kaumātua, o ōna mātua hoki. Ka whakapakaritia te tamaiti, arā, tōna wairua, tōna hinengaro, tōna tinana, tōna whānau hoki e motuhake ai tana tū ki te ao nei ki tōna ake mana.

Our children will be given every opportunity to learn from different cultural perspectives. Children will be encouraged to reach their full potential. Our children will achieve through the efforts of skilled teachers, our whānau and kaumātua. Their minds and bodies will be nurtured in accordance with Māori spirituality. Through the strengthening of the whole person, their families and communities will be healthy and consequently their world will be too. Our children will be equipped to stand proud and confident, ready to take their place and role in the world to which they belong.

HE RAUKURA MŌ ĀPŌPŌ: *Our Graduate Profile*

- ❖ Contribute and enhance the well-being of Ranginui and Papatūānuku, their whānau, hapū and iwi.
- ❖ Are conscious of their connection to Te Taiao and their individual and collective responsibility to ensuring that their connection remains intact.
- ❖ Have an excellent competency in Te Reo Māori and Mātauranga Māori derived primarily from Te Awaawa o Manaia.

- ❖ Our tamariki will fulfil their own potential and make their own choices about their future.
- ❖ Exemplifies the mātāpono of our kura in their daily lives.

HE WHĀINGA: *Purpose of Te Wharekura o Manaia*

To draw from the aspirations of the tangata whenua of Manaia.

- ❖ To build a kura based on both mātauranga and tikanga of the tangata whenua of Manaia.
- ❖ To build a kura that would research and maintain the values, dialect, differences, symbols, literature and world view of tangata whenua of Manaia.
- ❖ To provide an educational environment (kura) that promotes the educational vision, goals, objectives, management and self-determination of the tangata whenua of Manaia.
- ❖ To develop the next caretakers of the traditions and aspirations of the tangata whenua of Manaia.
- ❖ To raise our future leaders with the mātāpono of our kura as guiding principles to support learning, decision-making and leadership.

MANA WHAKAHAERE:

The Mana Whakahaere governs the school. The Mana Whakahaere has a full range of policies for the administration of the school and these policies are available on request at the school office.

The Mana Whakahaere meets the last Monday of the month at the school. Meetings are advertised in the school newsletter and are open to the public. There are committee's which whānau members are welcome to join, please contact the school if you would like to be on a committee.

To access all Te Wharekura o Manaia policies, click the following link: [Te Wharekura o Manaia Policies](#) . The username is: TWOM and the password is: TWOM.

TE WHAREKURA O MANAIA KAIMAHI/KAIHĀPAI: *Staff and Governance*

TŪRANGA/POSITION	INGOA/NAME	IMĒRĀ/EMAIL
Tumuaki: Principal	Martin Mikaere	tumuaki@twom.school.nz
Tumuaki Tuarua: Deputy Principal	Te Puna Moanaroa	tepuna@twom.school.nz
Kaiwhakahaere Matua: Administrator	Lorraine Tuhoe	lorraine@twom.school.nz
Kaitiaki Whenua (Caretaker)	Justin Moanaroa	
Kaitiaki Whare (Cleaner)	Anna McGrath	

HOUTAHI: PRIMARY (YEARS 1-8)		
Akomanga 1: Years 0-1	Riana Renata	rianarenata@twom.school.nz
Akomanga 2: Years 2-3	Latisha Ngatai	latisha@twom.school.nz
Akomanga 3: Years 4-5	Miranda Kini	miranda@twom.school.nz
Akomanga 4: Years 6	Te Mahararuhi Mikaere	temaharanui@twom.school.nz
Akomanga 6: Years 7-8	Sam Rapira	sam@twom.school.nz
Kaiāwhina	Dairne Brown	dairne@twom.school.nz
Kaiāwhina	Te Amohia Keelan	teamohia@twom.school.nz
Kaiāwhina	Shontae McLean	shontae@twom.school.nz
Kaiāwhina	Lewis Hansen	lewis@twom.school.nz

HOURLA: SECONDARY (YEARS 9 -13)		
Hauora (PE)	Sam Rapira	sam@twom.school.nz
Te Reo Māori Kahawai Diving	Te Mahararuhi Mikaere	temaharanui@twom.school.nz
Pūtaiao (Science) Koiora (Biology) Mātauranga Matū (Chemistry) Ōahupūngao (Physics)	Te Oru Mikaere	teoru@twom.school.nz
Te Reo Pākehā (English)	Ashlee Povey	ashlee@twom.school.nz
Pāngarau (Math) Ōahupūngao (Physics)	Tyran Bevan	tyran@twom.school.nz
Tikanga-ā-iwi Te Reo Māori NCEA/Te Kura	Te Puna Moanaroa Tumuaki Tuarua	tepuna@twom.school.nz
Kaiāwhina	Gemma Lee	gemma@twom.school.nz

MANA WHAKAHAERE		
Heamana (Chairperson)	Mariana Ngāpō	marianangapo@gmail.com
Tumuaki	Martin Mikaere	tumuaki@twom.school.nz
Māngai Mātua (Parent Reps)	Debbie Mikaere	debbie@twom.school.nz
Māngai Kaimahi (Staff Rep)	Kakara Tangatatai	kakara@twom.school.nz
Māngai - Ngāti Pūkenga (Iwi Rep)	Te Puna Moanaroa	tepuna@twom.school.nz
Māngai - Ngāti Tamaterā (Iwi Rep)	Korohere Ngāpō	
Māngai Tauria (Student Representative)	Te Kaea Madden-Morehu	

TUKANGA WHAKAURU: *Enrolment Process*

STEP 1: Contact our school office and inform our Administrator of your intent to enrol your child/ren into our kura. Our Administrator will communicate your intent to enrol your child to our Ohu Whakauru (Enrolment Committee). You will be supplied this booklet and asked to complete a pre-enrolment form.

STEP 2: **Pre-enrolment:** Whenever it is earliest date for you to interview is when you will most likely interview with Ohu Whakauru. The date and time for an interview will be confirmed by the Ohu Whakauru and communicated to you.

STEP 3: **Attending enrolment interview:** Your child/ren must attend enrolment interview with you. You are more than welcome to bring whānau support with you to the interview. Please bring with you the following documentation to the interview:

- A copy of your child's birth certificate, if your child is a new entrant.
- A copy of your child's immunization record if your child is a new entrant.
- A copy of any Court Order Documents (if applicable).
- Your child/ren's most recent school report.
- Your child/ren's most recent pastoral report (if applicable).

Enrolment Interview Schedule:

1. Karakia/Mihimihi
2. Whakawhanaungatanga: This tikanga is where everyone present at the interview introduces themselves to each other. The purpose of this tikanga is to form connections. We encourage you and your whānau to express your pepeha and your whakapapa to the group.
3. He Kupu Whakataki: A brief kōrero will be given by our Ohu Whakauru about our kura's history and purpose.
4. He Pātai: Our Ohu Whakauru will ask questions to the whānau. The whānau will also be given the opportunity to ask the Ohu Whakauru questions.
5. He Whakamātautau Reo Māori: Where applicable, a whakamātautau reo Māori, a Māori language competency test maybe given to your child/ren to complete at the interview. This will be an oral language test.
6. He Tiro tiro: The Ohu Whakauru will guide the whānau around the kura to view our facilities.
7. He Whakatau: A decision could be made on whether you child/ren's enrolment is successful and communicated to you at interview.

IMPORTANT NOTE: The Ohu Whakauru can reserve the right to defer their decision on whether your child/ren's enrolment is successful or not. You will be informed of a date on when you should expect a response.

8. He Karakia: The interview will conclude with a karakia.

If successful, you will be asked to fill in:

- An enrolment form
- A Dental treatment form
- A health form for the Public Health Nurse
- Cyber Safety Use Agreement
- Transport Assistance form (if required)

NGĀ WĀHANGA O TE TAU: *Kura Term Dates*

Term 1: Tuesday, 28th January – Friday 11th April

Term 2: Monday, 28th April– Friday, 27th June

Term 3: Monday, 14th July – Friday, 19th September

Term 4: Monday, 6th October – Friday, 5th December

HE WHAKAPĀ: *Contact Details*

It is important that whānau keep their contact information up-to-date. Please contact us if any contact details change.

Administrator: Lorraine Tuhoe

Phone: (07) 866-8786

Email: lorraine@twom.school.nz

Website: www.twom.school.nz **(currently under construction)**

HE TAUTOKO Ā-WHĀNAU: *Whānau Support*

There are many ways whānau can give support to their tamariki and our kura. We expect whānau support in the following areas:

- Promote and encourage our mātāpono.
- To develop and speak te reo Māori in the home.
- Attend all parent-teacher interviews.
- Ensure that your tamariki attend kura every day.
- To inform the kura when your tamariki is absent.

- To assist with school trips and events.
- To support tamariki with their homework.
- If you have a tamaiti studying towards NCEA, that you familiarise yourself with NCEA expectations, certification and rules.
- To communicate with your tamaiti's kaiako if your tamaiti is experiencing any issues or requires support.

TE TANGI A TE PERE: *Bell Times*

Primary Hours

School begins:	9:00am
Interval:	10:30am - 11am
Lunch:	12:30pm - 1:30pm
School finishes:	3:00pm

Secondary Hours

School begins:	8:40am	(8:20am on Wednesday only)
Interval:	10:20am – 10:40am	
Lunch:	12:20pm – 1:05pm	
School Finishes:	3:00pm	

The school opens for the children at 8.20am in the morning.

TE TAETAE MAI: *Attendance*

Although it is a legal requirement for your child to attend kura daily, we strongly believe that regular attendance has positive benefits for your child. Regular attendance allows for your tamaiti to become familiar with their peers, their kaiako, their learning environment and their routine. If your child is away for any reason, please contact our school office every day your child is absent. Please provide the reason why he/she is absent.

HE KOHINGA PUKAPUKA/RAUEMI: *Stationery*

On enrolment you will be given a list of stationery for your child. The school carries supplies of stationery for sale. Purchases are best made from the office before school or online through OfficeMax: [Click here to order stationery online via OfficeMax](#)

KAI: *Breakfast, Morning Tea and Lunches*

Breakfast, morning tea and lunches are all provided to all our tamariki as part of Breakfast Club and School Lunches programme. Breakfast club is available from 8.05am – 8.40am.

NGĀ PAHI: *Buses (Transportation)*

Coromandel Bus Run: Bus pupils get picked up and dropped off in town from BNZ right through to Kennedy Bay Road and Tiki Road.

Pick up in town is from 7.45am and arrival at school is 8.15am. Students are picked up from the school from Monday to Friday.

Please ensure that your child is ready to catch the bus.

Thames Bus Run: Bus pupils get picked up and dropped off in town at the Ngāti Maru office.

Pick up is from 7.20am and arrival at school is 8.05am. Students are picked up from the school from Monday to Friday.

Whitianga Bus Run: Bus pupils get picked up and dropped off at Evolution Fitness Gym on Joan Gaskell drive.

Pick up is from 7.15am and arrival at school is 8.05am. Students are picked up from the school from Monday to Friday.

Please ensure that your child is ready to catch the bus.

Students will not be catching buses they are not assigned to.

TE WHANONGA: *Discipline and Behaviour:*

Behaviour Management

Our school provides a safe physical and emotional environment for students and staff.

The school's mātāpono governs relationships and behaviour, as children begin to understand their meanings and practical application in school and their daily lives.

Our behaviour management plan is Kia Pukewhakatara and based on PB4L School-Wide ideas and strategies. PB4L stands for Positive Behaviour for Learning and is a positive, proactive, schoolwide organisational framework for behaviour and discipline.

Managing behaviour relies on consistently applying our school's behaviour plan and strategies to promote positive student behaviour. We also expect high standards of conduct from our school community, including staff, visitors, parents, and whānau, which involves modelling positive behaviour for students.

Behaviour management guidelines at Te Wharekura o Manaia

- Staff, including relievers, coaches, and tutors etc., maintain positive learning environments and relationships within the school community.
- We make a clear statement of acceptable and unacceptable behaviour known to all staff, parents, and students.
- All members of the school have a responsibility to recognise bullying and to act when they are aware of it happening.
- We consistently apply our behaviour management strategies in all cases of unacceptable behaviour and try to maintain the dignity of the student at all times.
- Staff manage challenging behaviour and use de-escalation techniques if a student's behaviour is becoming out of control and/or poses a danger to themselves or others.
- Physical restraint is only used to prevent imminent harm to the student or another person, and only according to our physical restraint guidelines.
- We action procedures outlined by the Ministry of Education for stand-down, suspension, or exclusion in cases of extreme and/or persistent behaviour.
- We work with parents, staff, and outside agencies, if necessary, to plan individual programmes and strategies for students with particular behaviour difficulties. These students may be managed outside the school's behaviour plan.
- Seclusion and corporal punishment are not used at this school.

Parent concerns about student behaviour

If a parent has a concern about an incident at school, the parent should contact the school and the school will deal with the concern. Parents should not approach other students or parents about school behaviour incidents. This also applies to incidents that occur out of school time or off school grounds but when students are still connected with the school e.g., at camp or on school trips, or travelling to and from school.

Concerns involving children of staff members

If a behaviour issue or a concern arises at school that involves the child of a currently employed staff member and another student or group of students, the staff member will not be involved in its resolution. A delegated staff member with no relationship to the student(s) will manage the incident.

Te Wharekura o Manaia prides itself on the behaviour and attitude of its pupils. This has been achieved through the positive support of our families. If we have a problem with behaviour, we like to deal with it in partnership with the family. This is backed up by school policies on Discipline and Bullying.

HE WHAKATUMATUMA: *Bullying and Online Bullying*

Bullying is deliberate, harmful behaviour that is repeated, or continues over a period of time. It often involves a power imbalance and it is difficult for those being bullied to defend themselves. Bullying is a form of **harassment**, and usually refers to intimidating behaviour between school students, but may involve staff. If an incident involves both staff and students, the **harassment complaints procedure** is followed.

All members of the school have a responsibility to recognise bullying and **online bullying**, and to take action when they are aware of it happening. Maintaining awareness is important as bullying can be subtle and hard to recognise but small acts are still harmful over time. Te Wharekura o Manaia aims to create a safe environment but if students are being bullied, they need to feel supported and know what to do.

Bullying may be defined as:

- physical, e.g. hitting, kicking, taking belongings
- verbal, e.g. name calling, insults
- social/relational, e.g. spreading nasty stories, excluding from groups, making threats
- identity-based, e.g. racist, sexist, religious, ableist, sexuality and gender-based.

Prevention and response

At Te Wharekura o Manaia we:

- create a **safe, inclusive**, and respectful environment.
- identify bullying behaviour, and do not tolerate it.
- **recognise diversity** and avoid cultural bias.
- work to eliminate racism, discrimination, and stigma in education.
 - promote **digital citizenship** by teaching students about safe and responsible technology use, such as:
 - activating privacy settings on social media sites.
 - only giving personal information to people, they know and trust.
 - using available online safety options (e.g. website blockers and email/spam filters)
 - avoiding sharing images of themselves they wouldn't want distributed further.
 - talking to an adult they trust (parent, teacher, etc.) or contacting a support service like Netsafe if they feel bullied or need help with a digital incident.
 - knowing how to contact a service provider to report abuse or problems.

WHAT TO DO WHEN THERE IS A PROBLEM

The school has procedures for dealing with any problems or complaints, which are fortunately rare.

Generally, if you have a concern about your child or the classroom programme you are to:

1. Talk to your child's teacher in the first instance.
2. If you still have unresolved concerns after that you are to talk to the Principal.
3. Put your concerns in writing to the Chairperson of the Mana Whakahaere if you have any concerns about the Principal or his dealing with your concerns.

Most issues can be readily resolved through early and open communication. Please talk to us if you have any concern. We can guarantee that we will listen to your concerns and work with you to deal with them.

HAUORA: HEALTH *Matters*

Please fill in the permission form for your child/children to be seen by the Health Team when they visit the school. There are 3 sections which require "yes" or "no" answers. A child will only be seen by the Clinic if you have given permission on the Health form.

RONGOĀ: *Medicine*

The school has a responsibility to ensure that if students are taking medication, procedures are followed to ensure that it is kept securely and taken appropriately. Parents are asked to administer student medication outside school hours where possible. If a student requires medication during school hours, the school develops a plan in collaboration with parents/caregivers and administers medication with due care and attention to the instructions.

Staff are briefed on the procedures for managing minor and moderate injury, including medicines and illness. Our procedures are reviewed and reported to the board each year as part of the implementation audits and reports schedule.

Information about students' medical conditions is noted in our student management system. Staff have access to this information as appropriate and are familiar with the medical needs of students they have regular contact with.

When a parent or medical professional (e.g., doctor, public health nurse) needs to be consulted, this is done as soon as practicable.

Storage and access

Medication is stored securely in the office.

Emergency allergy medication, such as EpiPens, is kept in the office and stored appropriately so that it is readily accessible.

Expiry dates are checked regularly, and parents are advised if supplied medication needs replacing.

Students with asthma have access to their medication.

Education Outside the Classroom (EOTC)

At Te Wharekura o Manaia, detailed risk assessments will be undertaken to consider whether Education Outside the Classroom (EOTC) activities (including camps) can go ahead.

HE PŪRONGO: *Reporting on Child's Progress:*

We believe that it is very important to keep you informed of how your child is doing at school. To achieve this, we do the following:

HOUTAHI (PRIMARY): YEARS 1 - 8

- ❖ Parent-Teacher Interviews are held towards the end of Term 2 to discuss how your child has settled in and together to discuss what your child's learning needs are.
- ❖ Another Interview will be held towards the end of Term 4 to discuss your child's achievements, progress and any concerns you may have.
- ❖ Informal meetings - if you have a concern about your child's learning we encourage you to talk to the teacher at any time during the year. A phone call to the office to arrange a suitable time for you both is recommended.
- ❖ If you are at school for any reason, it is often a good chance to have a quick chat to your child's teacher. We encourage this sort of informal interview as it keeps both teacher and parent informed.

HOURUA (SECONDARY): YEARS 9 - 10

- ❖ Parent-Teacher meetings in towards the end of Term 2 to discuss students' progress and how your tamaiti has settled in. This interview coincides with mid-term examinations.

- ❖ Towards the end of the year, a further interview is held to discuss year's work and how tamaiti's progress and achievement in final examinations.
- ❖ Informal meetings - if you have a concern about your child's learning we encourage you to talk to the teacher at any time during the year. A phone call to the office to arrange a suitable time for you both is recommended.
- ❖ If you are at school for any reason, it is often a good chance to have a quick chat to your child's teacher. We encourage this sort of informal interview as it keeps both teacher and parent informed.

HOURUA (SECONDARY): Years 11 - 12

- ❖ Parent-Teacher meetings in towards the end of Term 1 to discuss students' progress and how your tamaiti has settled in.
- ❖ At the beginning of Term 4, a further interview is held to discuss year's work and how tamaiti's progress and achievement in NCEA Practice Examinations.
- ❖ Just be aware that further meetings will be called for NCEA students during the year. You will be given ample warning of when these will be held. If you have a concern about your tamaiti's learning, we encourage you to talk to any of his/her teacher's at any time during the year. A phone call to the office to arrange a suitable time for you both is recommended.
- ❖ Informal meetings - if you have a concern about your child's learning we encourage you to talk to the teacher at any time during the year. A phone call to the office to arrange a suitable time for you both is recommended.
- ❖ If you are at school for any reason, it is often a good chance to have a quick chat to your child's teacher. We encourage this sort of informal interview as it keeps both teacher and parent informed.

KAUKAU: Swimming

As our community has a river and a harbour it is important that your child learns to swim. During the summer months the children will be taken to the Coromandel swimming pool at least once a week for some swimming lessons. Please ensure during swimming season that your child brings along named togs and a towel each day. They will also walk to the local swimming hole for swims.

MAHI Ā-KĀINGA: Homework

It is expected that all whānau will give support at home to tamariki to complete their homework by providing a dedicated space and time.

All Year 9 -13 students have homework almost daily for each of their subjects. It is expected that they dedicate at least 1-1.5 hours an evening to complete homework and study notes and learning content for upcoming assessments and exams.

HĀKINAKINA: Sport and Fairplay

Our School has a Fair Play Code, which applies to players, coaches and spectators.

Te Wharekura o Manaia Fair Play Code:

- We play to have fun.
- We play by the rules.
- We respect the referees and officials.
- We respect other players.
- We stay cool no matter what happens.
- We play hard but play fair.

PĀNUI Ā-KURA: School Newsletter

Our main form of communication with our community is the School Newsletter which is sent out every two weeks. A copy is given to the oldest child in each family also circulated via facebook and our school email tree. We also try to reach other members of our community who do not have children at the school. If you are able to deliver extra copies of the newsletter to whānau, friends or neighbours please let Lorraine at the office know.

TE AO HANGARAU: Digital citizens

We actively encourage our students to use digital technology confidently and competently by learning how to keep themselves safe online and manage challenges and issues, including understanding and meeting privacy and copyright laws, and protecting digital devices and equipment. As defined by Netsafe, a digital citizen:

- 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 and ethical behaviour in their use of digital technology.
- Respects the concepts of privacy and freedom of speech in a digital world.
- Contributes and actively promotes the values of digital citizenship.

Our kura aims to provide a device to all our students. Year 9 -13 students are issued a laptop that can be used both at kura and at home. It is the responsibility of the student and their whānau to replace any lost chargers, repair laptop if damaged and replace laptop bag if lost.