



Tahatai Coast School

Excite, Explore, Empower



Enrolment Pack

Nau mai, haere mai ki te kura o Tahatai





Tahatai Coast School

General Information:

School Hours:

8.40am - 2.30pm

Morning Tea: 10.10am - 10.30am

Lunch: 12.15 - 12.55pm

Finish: 2.30pm

Office Hours

8.10am - 3.00pm

School Uniform

School uniform is a compulsory requirement for attendance at Tahatai Coast School.

Polo Shirt	\$35.00	Shorts	\$35.00
Polar fleece	\$50.00	Skorts	\$35.00
Sunhat (Bucket/Wide Brim)	\$20.00		

Plain navy blue track pants may be purchased outside of school and worn in Terms 2 & 3. See attached for full uniform images.

Sense in the Sun

The School Operates a 'Sun Smart' Policy

Children are required to wear a School Sun Hat during the high risk period (Terms 1 & 4) and sun screen be applied as appropriate, especially for sports days. Sun screen is provided in the main court yard. Children not wearing hats will be required to stay in shaded areas.

Sending Money to School

On the rare occasion it is necessary to send money along to school. Please forward money in an envelope, which is clearly marked with the child's name, room number, amount enclosed and purpose.

If your child is to be absent we ask that you phone the office (572 4600) or text 0278782462, stating your child's name, room number and reason for absence. Also your child's absence can be uploaded on the School Stream App.

If your child is sick at school. "It is essential" that our data base of phone numbers/addresses is always up to date. Please ensure emergency numbers, addresses, are forwarded to the school and updated as necessary.

Mailchimp Newsletters and notices will be sent out to all families via our school management system eTAP.

'Kiss and Go' is a drop off area only (mornings only) where the driver is not required to get out of the car. There is 'no right turn' when departing the kiss and go carpark.

Afterschool Care - Kids Club

Onsite care 2.30 - 5.30 daily. Kids Club has a safe, relaxed and happy atmosphere. It has a wide range of indoor/outdoor equipment, electronic games, homework area, and a TV corner. A healthy afternoon tea is provided. Kids Club is Oscar Registered for WINZ subsidies.

Mobile Number: 0274937242 (Trish).

'Whare' or 'House' system at Tahatai Coast School

All staff and students are placed in one of four different Whare, and have the opportunity to accumulate points for their Whare by participating in school sport, academic and cultural events.

The Whare system is designed to foster relationships across the Whanau groupings, as well as instill a sense of pride in both our school and the children's particular Whare. It provides opportunities for pastoral care of older children towards younger children and also enables teachers to get to know children outside their own year level. In addition to this it adds a competitive edge to school activities that encourages children to do their best and participate in a wide range of activities. Members of the same family are placed in the same Whare.

The four Whare are named after islands in the Bay of Plenty, and are as follows:

Whakaari (**White Island - Yellow**) - Representing sulfur on our most active volcanic island.

Tuhua (**Mayor Island - Red**) - Representing the summer flowering of the vast pohutukawa forests on the island.

Matakana - (**Green**) - Representing the endless pine forest stretching to the horizon.

Motiti - (**Blue**) - Standing on the Papamoa shore, Motiti is surrounded by the blue of the sea and sky.

In order to enable teachers and children to easily identify who is in which Whare, children are given a T Shirt in their Whare colour, which can be worn on every Friday and on sport days.



Tahatai Coast School Enrolment Form

Please complete the enrolment form and hand it in with the following documents attached

- Birth Certificate Proof of Residence Form Complete
 Immunisation Record

PUPIL DETAILS

Last Name: _____ First Name: _____

Preferred Name (if difference from first Name): _____ Date of Birth _____

Gender: Male/Female Current Year Level: _____ or New Entrant

Previous School's Name _____

or

Name of Pre-School: _____

Number of years at Pre-School _____ Number of hours at Pre-School _____

PARENT (S) / CAREGIVER (S) DETAILS

Caregiver 1:

Title: Mr Mrs Ms Miss

Surname: _____

First Name: _____

Relationship to Student: _____

Address: _____

Home Phone: _____

Mobile Phone: _____

Email: _____

Caregiver 2

Title: Mr Mrs Ms Miss

Surname: _____

First Name: _____

Relationship to Student: _____

Address: _____

Home Phone: _____

Mobile Phone: _____

Email: _____

EMERGENCY CONTACT DETAILS

Emergency Contact 1:

Surname: _____

First Name: _____

Relationship to Student: _____

Home Phone: _____

Mobile Phone: _____

Emergency Contact

Surname: _____

First Name: _____

Relationship to Student: _____

Home Phone: _____

Mobile Phone: _____

FOR OFFICE USE:

Pre-Enrol

E-Tap

Enrol

Email

Folder

ETHNICITY/IMMIGRATION STATUS

NZ Maori Iwi Affiliation 1) _____ 2) _____

NZ European Indian British Other _____

SECOND LANGUAGE SPEAKERS

We celebrate families who speak a second language in the home. Funded support can support these children and families.

First Language: _____ Other Languages spoken _____

Is the child a NZ Citizen Yes No Country of Birth: _____

Is the child a NZ Resident Yes No Please present passport with Residency Permit

Date of entry into NZ: _____ (visa information) _____

MEDICAL HEALTH

Does your child have any medical conditions? No Yes If yes, please provide details.

Does your child have any allergies? No Yes If yes, please provide details.

LEARNING AND BEHAVIOURAL SUPPORT AT TCS

Does your child have any learning or behavioural requirements we should be aware of?

Access/Custody Details: _____

Sibling/siblings currently at Tahatai Coast School :

SCHOOL DONATION

The Tahatai Coast School Board of Trustees opts into the Governments donations where we receive \$150 per student. This government funding covers all activity fees for the year.

PARENT / CAREGIVER DECLARATION

Consent under the Privacy Act 1993 and Declaration by Parent (s) Guardian (s)

To the best of my knowledge the information contained in this enrolment form is true and correct. I acknowledge that the information contained in this enrolment form may be used by the school for dissemination to other institutions, regarding the progress of my child. I agree that Tahatai Coast School may obtain my child's records on my behalf.

Name of Parent (Guardian) _____ Signature _____ Date _____

For Office Use Only:

Enrolment No:

Year Level:

NSN No:

Room No:

Entered on Enrol:

Proof of Residence

In order to determine Proof of Residence of the enrolment of a student at Tahatai Coast School, the following information is required.



Please provide one of the following documents

- Sale & Purchase Agreement Rental Agreement
 Utility Bill (in your name at the address below). For example, TCC Rates or Water Account, Electricity Account

Address of Property _____

Owner of Property or Letting Agent _____ **Phone Number** _____

Name of Tenant _____ **Phone Number** _____
(if different from Owner)

Length of time resided at above address _____

Statutory Declaration

I (Enter your full name)

of (Enter the address where you live)

(Enter your occupation – for example, bricklayer, teacher, unemployed)

solemnly and sincerely declare that

(List the facts in your own words. Number each point to make it clearer)

Note: What you write must be true. You can be prosecuted if you make a false declaration.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Note: Do not complete the following section until you are with the person witnessing your declaration.

Your signature

.....
Declared at (Place, for example town or city)

(Day/month/year)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Before me (Name of official witness)

Signature of official witness

(For example, a Justice of the Peace, solicitor or another person authorised to take a statutory declaration)

PERMISSION



All Trips and Visits covered by this form

- Will be notified by the school through school
- Do not include the cost of activities or transport
- Are subject to Principal Approval
- Must meet the requirements under the School's Policy on Trips and Visits, with the Principal's discretion regarding walking/running activities in our local area, (e.g cross country training).
- Will only cover the local Tauranga, Mt Maunganui, and Papamoa areas.

Yes, I give permission for my children to participate on all trips and visits covered by this form.

Yes

No

Code of Conduct

I understand that the school has a Code of Conduct which makes the school a safe place for all our students and staff. I will support the school's behaviour initiatives.

Yes

No

Attendance

I agree to ensure our child attends school every day. In the event of illness/approved family commitments I will contact the school on the morning of the day of absence to report their non attendance.

Yes

No

For New Entrants only

To assist us with transitioning your child from Early Childhood Centres to Primary schooling we would like to visit them at their Early Childhood Centre. Yes I give permission for my child to be visited by a Tahatai Coast School Staff member.

Yes

No

Signed.....Date:.....



Tahatai Coast School
45 Evans Road
Papamoa

Phone: 07 5724600
Email: tcs@tahatai.school.nz
Absentee Phone: 0278782462

Responsible Use Agreement for Tahatai Coast School

Tahatai Coast School believes in a Digital Citizenship model for supporting safe and responsible use of the internet in teaching and learning. Tahatai Coast School is a place where positive behaviours and attitudes towards learning are achieved through a school-wide approach. The Tahatai Coast School Core Values aims to ensure the school's culture is one where:

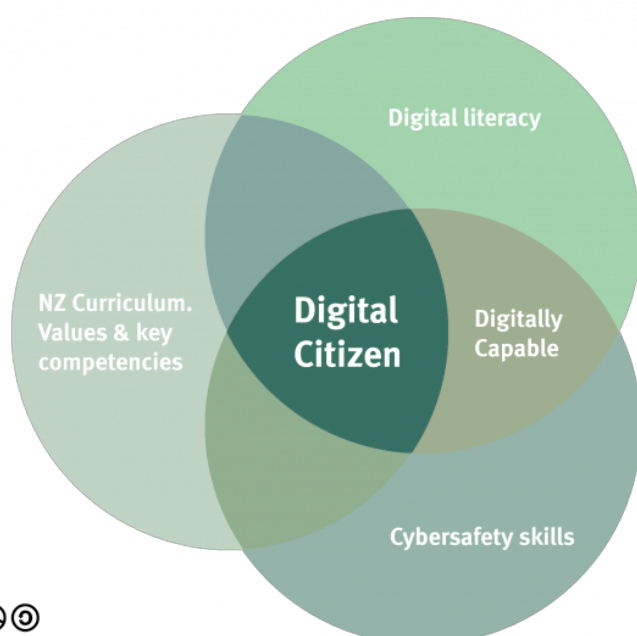
- Positive behaviour and learning thrive
- Students feel safe and love coming to school
- Differences and diversity are celebrated
- Learning is seen as a partnership between the student, school and the home
- Where everyone feels a true sense of belonging

Everyone at Tahatai Coast School (staff, students and parents) is expected to act in accordance to the school's '5 Core Values'. All expectations for behaviour fall under the umbrella of the Tahatai Coast School Values (pillars). It is an expectation that children and adults will be good digital citizens and is someone who will behave with:

- **Respect/Whakaute**
 - will always use ICT to communicate with others in positive ways
 - will always respect people's privacy and freedom of speech online
- **Responsibility/Haepapa**
 - will think carefully about whether the information they see online is true
 - will use ICT for learning as well as other activities
- **Integrity/Tika**
 - will be honest and fair in all of their actions using ICT
 - will help others to become a better digital citizen
- **Perseverance/Te Manawanui**
 - understands that they may experience problems when using technology but can deal with them
- **Personal Excellence/Te Hiring Whaiaro**
 - is a confident and capable user of ICT
 - will be able to speak the language of digital technologies

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at the school to agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in a Responsible Use Agreement like this one.

If someone cannot agree to act responsibly, or the things that they do mean that other people are being harmed, then we might stop them from using the internet or other technology at school.



Digital Citizenship in New Zealand Schools

NetSafe's model for defining digital citizenship recognises the importance of cybersafety skills, digital literacy and the Values & Key Competencies of the National Curriculum when building a model for supporting digital citizenship development in schools

Responsible Use Agreement

When using information and communications technologies (ICT) at Tahatai Coast 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.

Will use ICT for learning as well as other activities.

I understand that technology can help me to learn. I also know it can also be used to talk to people, to buy and sell things and to have my opinion heard. I know when and where it is OK to do each one.

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.

Will be able to speak the language of digital technologies.

When people talk online the things they say can be quite different from a conversation they might have if they were sitting next to each other. I know that I must try to understand what people are saying before I react to them. If I am not sure, I can ask them or someone else to explain

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 expected 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 also know there are people I can go to, to get help if i don't know what to do next.

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.

Will be honest and fair in all of 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 rules or the websites that I use. When I am not sure about what I am doing I will ask for help.

Will always respect people's privacy and freedom of speech online.

I understand that some information is private. I will be careful when using full names, birthdays, addresses and photos of other people of my own. I also know that I will not always agree with what people say online but that does not mean that I can stop them or use it as an excuse to be unkind to them

Will help other to become a better digital citizen.

Being a good digital citizen is something that we all have to work at. If I know that my friends are having problems online, I will try to help them. If I see that someone is being unfairly treated online then I will speak rather than just watch it happen.

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 to the values of digital citizenship

I understand that our school has a policy and associated procedures* which outlines the schools digital citizenship approach and how this supports teaching and learning.

These documents are available on the school website

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.

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 student 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 questions or concerns about the way in which technology is being used to 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 this time.

Signed:

Name of Parent

Parent of:

Date:/...../.....

Procedures for the Online Publication of Student Work and Images

The access of learning tools for students is rapidly changing. Today 21st Century students often use the internet to access web tools, communicate and present their ideas to a worldwide community.

The school will ensure any material published online will only identify the student by their first name and has no personal identifying information that would put a student at risk.

The school publishes student material online for the following purposes:

To educate the student in accordance with the Tahatai Coast School and the national curriculum, including the role and use of technology in society.

To encourage the student to be part of and participate in the global community;

To promote the school in the wider community

To collaborate and share learning with others in an online environment

Examples may include, but are not limited to: our school newsletter & website, our assemblies, local newspaper, Google Drive, Seesaw, school Facebook pages, school YouTube posts.

Signed:

Name of Parent:

Parent of:

Date:/...../.....

HOME ZONE

All students who live east of SH2 and within the home zone described below (and shown on the attached map) shall be entitled to enroll at Tahatai Coast School.

Including all streets directly accessed from the SH2 Mangatawa interchange, onto Sandhurst Drive through to the shoreline, including Grenada Street up to numbers 320 and 321 and cul-de-sacs Haven Grove, Aspen Place, and all properties to the east.

All houses on the Western side only of Palm Beach Boulevard, ie even house numbers from the shoreline up to and including 142 Palm Beach Boulevard, (excluding St Heliers Place)

All houses within the extension of a straight line from 142 Palm Beach Boulevard to State Highway 2 meeting with Kairua Road.



Tahatai Coast School Zone