



# 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.



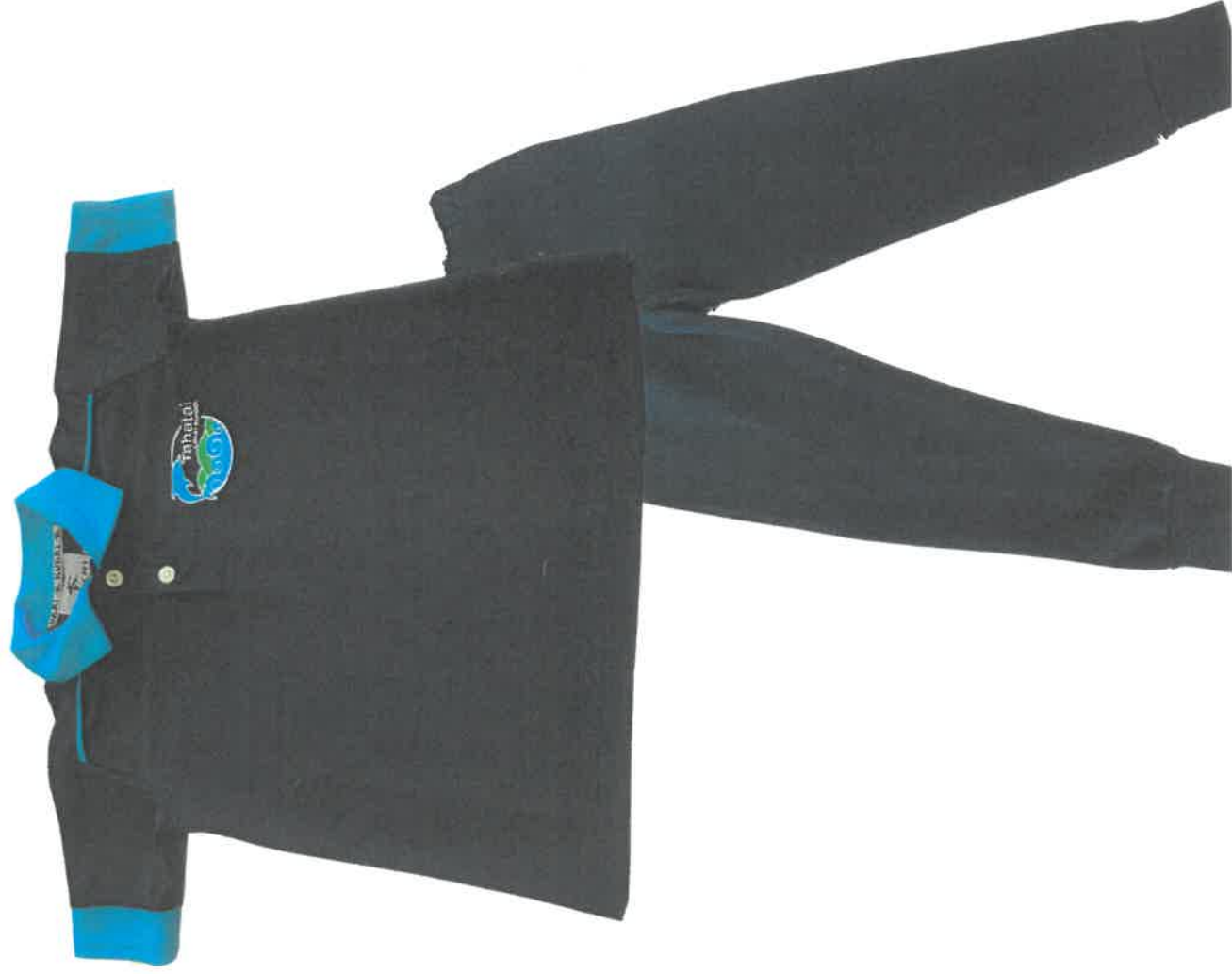


# Summer Uniform





## Winter Uniform





**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

## ACCESS/CUSTODY DETAILS

## SIBLING/SIBLINGS CURRENTLY AT TAHATAI COAST SCHOOL

## 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 ? \_\_\_\_\_

## 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:



## 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:.....

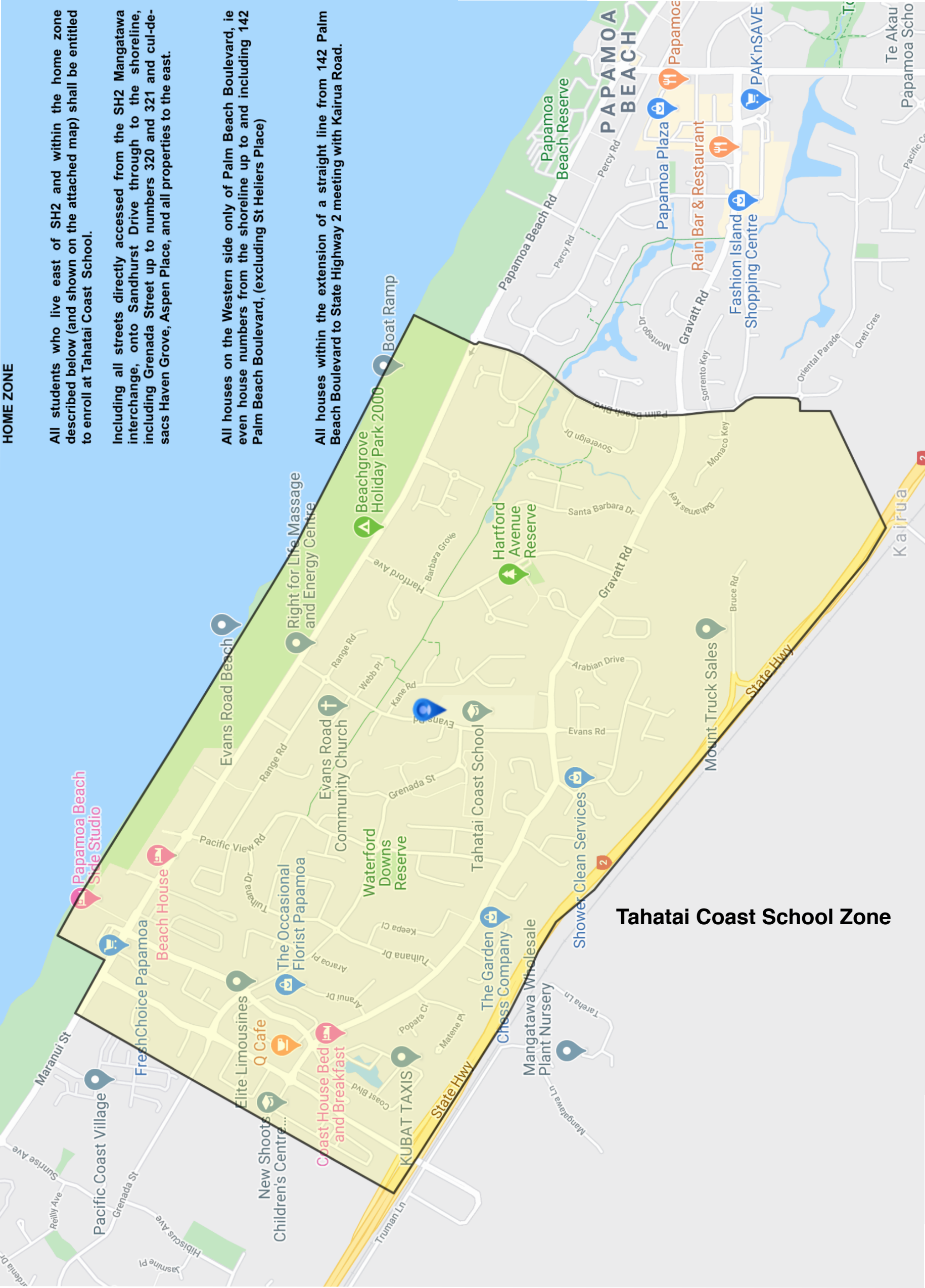
**HOME ZONE**

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**

# Proof of Usual Residence



The board needs to be sure that an in-zone address is genuine because it is required to manage the enrolment scheme for the benefit of local students. The address given must be the student's usual place of residence and parents/caregivers should be aware of the possible consequences of deliberately attempting to gain enrolment by knowingly giving a false address or making an in-zone living arrangement that they intend to be only temporary, for example:

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

☐ Please tick once read to acknowledge agreement and understanding of the above conditions

In order to determine Proof of Usual 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 within the last 6 months) E.g. TCC rates or water Account, Electricity Account

Address of Property \_\_\_\_\_

Owner of Property \_\_\_\_\_ Phone Number \_\_\_\_\_  
Or Letting Agent

Name of Tenant \_\_\_\_\_ Phone Number \_\_\_\_\_

(If different from Owner)

Length of time resided at above address \_\_\_\_\_

☐ I understand that in accordance with the Education and Training Act 2020 (Section 20), the board has the right to withdraw or annul (cancel) an enrolment if false information is provided or if the board believes on reasonable grounds that a temporary residence has been used for the purpose of gaining enrolment at Tahatai Coast School.

## Statutory Declaration

I (enter your full name)

Of (enter the address where you usually 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)

Date/Month/Year

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**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.)

Revision July 2023

# Student User Agreement

Tahatai Coast School



## MISSION STATEMENT

Together we inspire each other to care, create and be the best that we can.

*Ka whakaawe tahi tatou tetahi ki tetahi ki te manaaki, ki te hanga, kia pai rawa atu ia tatou*

## VISION

Explore, Excite, Empower

*Torotoro, Whakaihihi, Whakamanahia*



## STUDENT USER AGREEMENT OVERVIEW

Digital technologies and devices like iPads and computers are tools that can help us learn at school in all sorts of ways. We can look at interesting things online, talk to people, create new ideas, and learn how to do different things on apps and websites.

When we use digital technologies, we need to learn how to keep ourselves safe, and make good choices in ways we behave when we are online. At [Insert school] we call this being a 'digital citizen'. Good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Tahatai Coast School does to help make learning online safe, and what we need to do. It is not always easy to understand everything about online spaces, because there are so many things to use and explore, and that's why it's important that we all try to make it as safe as possible.

## TAHATAI COAST SCHOOL ROLE

Tahatai Coast School wants to help you learn in the best ways we can, and keep you safe at school.

We will do this by:

- helping you to know what you need to do to keep safe online
- helping you to know what to do if you are worried or upset by anything or anyone online
- making sure we have learning times at school where you can find out more about keeping safe online and safe ways to use your device or computers

## YOUR ROLE

We want our school to be a place that is safe and friendly, where we can learn, play and explore. To do this we need everyone to choose safe, careful, and fair ways of using devices and online spaces. As a digital citizen this means you will:

- **Keep it kind.** When you are online, think about others and talk or share in a kind way.
- **Keep it to yourself.** Keep your passwords and information about yourself or other people safe and private.
- **Keep it careful.** Think carefully about what you share and make sure it's something you are proud of and would be happy sharing with someone else face to face.
- **Keep it real.** Not everything you see online is real. It might look or sound real, but some things are made up or fake, so be careful to check or ask a teacher if you're not sure.
- **Keep it honest.** When we copy or use words, pictures and ideas from the internet, we need to make sure we share these things in the right way and follow the rules for sharing things that don't belong to us.
- **Keep it fair.** Make sure you check with others if it is okay to record them, or share photos or videos with them in it. They should have a say in what happens to things that go online if they are in them.
- **Keep it responsible.** If you bring your own device to school, use it in ways, and at the times that your teacher says it is okay to.
- **Generative AI.** Tahatai Coast School does not allow students to use generative AI (e.g. ChatGPT) for their school work, including assessments. Tahatai Coast School reserves the right to make case-by-case decisions on the use of generative AI: at our school

## WHEN THINGS GO WRONG ONLINE

Even when people try to do the right thing, sometimes things go wrong. If you or somebody you know does something online that isn't okay maybe by accident or on purpose, your teachers at Tahatai Coast School will help you to sort it out. If you see things online that make you feel worried or upset, your teachers at Tahatai Coast School will help you sort it out. The important thing is to tell a teacher or another adult you trust.

**Online bullying.** Online bullying is not okay at our school at any time. If somebody is saying mean or hurtful things about you or somebody else online, talk to a teacher or trusted adult. They will help you with what to do. Don't delete or hide the messages or pictures because these are important to show what has been happening. Turn your screen off and then go tell a teacher or trusted adult.

**Report a problem.** If you see something online that you don't think should be there, tell a teacher or a trusted adult at school as soon as you can. This is really helpful, and means we get to fix the problem quickly. The school will look and see how to fix it, and take away the problem.

**Online safety support.** Netsafe helps people to be safe online. They can help you or your family if you are having problems online. They have free, private help for you and your family for any online safety problems, and they are there to help seven days a week.

You can get hold of them on the phone 058638723, or their website at [netsafe.org.nz](https://netsafe.org.nz)

## STUDENT STATEMENT

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Tahatai Coast School. There may be some actions that my school might have to take, such as not being able to use school devices or devices I bring from home to school.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

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

## PARENT/ WHĀNAU/ GUARDIAN DECLARATION

I know that if my child makes choices or behaves in ways that don't align with this Student User Agreement there may be consequences or outcomes that the school will talk about with me. \*Policy available on the Tahatai Coast School SchoolDocs website (Responding to Digital Incidents)

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



## THE FAIRPLAY CODE FOR PARENTS AT TAHATAI COAST SCHOOL

Good sport is about positive attitude. You can set the right tone and help make the game a success. Play your part-play fair. To the best of your ability you will:

|  |  |
|--|--|
| <p>✓</p> <ul style="list-style-type: none"><li>● Let your child make decisions</li><li>● Praise your child and cheer for everyone</li><li>● Support the coach</li><li>● Encourage your child</li><li>● Let your child have fun</li><li>● Behave as role models</li><li>● Respect officials</li><li>● Respect the opposition</li><li>● Respect the umpire's decisions</li><li>● Support the coaches decisions</li><li>● Want your child to learn lessons from sport</li></ul> | <p>✗</p> <ul style="list-style-type: none"><li>● Constantly shout instructions</li><li>● Criticise your child</li><li>● Argue with the coach</li><li>● Argue with opposition parents/players</li><li>● Disagree with the coaches decisions</li><li>● Tell your child how to play</li><li>● Want your child to win at all costs</li></ul> |
|--|--|



## **THE FAIRPLAY CODE FOR PLAYERS AT TAHATAI COAST SCHOOL**

Good sport is about positive attitude. You can set the right tone and help make the game a success. Play your part-play fair. To the best of your ability you will:

- Be **RESPECTFUL** of umpires, officials, opponents, coaches, managers, equipment, uniforms and team mates and always listen carefully
- Be **RESPONSIBLE** by helping with clean up after a practice or after a game
- Show **PERSEVERANCE** to try anything the coach wants you to try at practice and at the game
- Show **INTEGRITY** by showing great sportsmanship, and by following the rules of the game
- Aim for **PERSONAL EXCELLENCE** by working hard to do your best for yourselves and your team at all times





# THE FAIRPLAY CODE FOR COACHES AND MANAGERS AT TAHATAI COAST SCHOOL

Good sport is about positive attitude. You can set the right tone and help make the game a success. Play your part-play fair. To the best of your ability you will:

| COACH  | MANAGER  |
|--|--|
| <ul style="list-style-type: none"> <li>• Be a positive role model for the children and parents in your team in regard to language, behaviour and attitude.</li> <li>• Communicate effectively with your team manager.</li> <li>• Award a 'Player of the Day' per game if they are provided by the code.</li> <li>• Warm up the team before games</li> <li>• Hold practices.</li> <li>• Provide everyone in the team with fair game time over the course of the season.</li> <li>• Give respectful and constructive feedback to all players so that they can aim to improve both in confidence and skill.</li> <li>• Communicate effectively with the Sports Coordinator or Teacher in Charge if there are any issues that need resolving.</li> </ul> | <ul style="list-style-type: none"> <li>• Communicate effectively to the team via email or text message.</li> <li>• Pass on information from the Sports Coordinator or Teacher in Charge to the rest of the team.</li> <li>• Pick up the team bag from Tahatai Coast School at the beginning of the season and return it immediately following the season.</li> <li>• Issue the team set of uniforms to each player; Keep track of which shirt each player has, collect the set back at the end of the season, wash them and return to the school in a named plastic bag. Please do not return until you have the entire set.</li> <li>• Keep everything in the bag in good condition, keeping track of any equipment that is in the bag.</li> <li>• Speak with the Sports Coordinator or Teacher in Charge if there are any problems with sideline behaviour of other parents in your team or with parents from opposition teams.</li> <li>• Set a good example of how to behave on the sideline.</li> </ul> |



## **THE FAIRPLAY CODE FOR UMPIRES AT TAHATAI SCHOOL**

Good sport is about positive attitude. You can set the right tone and help make the game a success. Play your part - play fair. To the best of your ability you will:

- Follow the instructions from Sport Bay of Plenty (Rules) or the code deliverer.
- Control the game in a firm, fair and positive manner.
- Be consistent and fair in your decisions.
- Modify your approach to suit the participants' level of ability.
- Do what you can to make sure that everyone enjoys the game - including yourself.
- Encourage fair play and do not tolerate poor play of any kind
- Give it your full effort









Tahatai Coast School  
45 Evans Road  
Papamoa

**Phone:** 07 5724600  
**Email:** [tcs@tahatai.school.nz](mailto:tcs@tahatai.school.nz)  
**Absentee Phone:** 0278782462