

# Welcome

## Nau mai, haere mai ki te Kura o Tauranga

### Welcome to Tauranga Primary School.

With a proud history as the first school in Tauranga, we are committed to equipping our learners with the necessary skills, knowledge and dispositions to thrive in learning and life.

Our school vision is:

***Together, we are learning to go places  
Akongia tātou, ngā haere ki wāhi kē***

**Our vision statement reflects our desire to work collaboratively to engage, challenge and support our students, to grow their capabilities and dispositions as learners, so that they can thrive in learning and life.**

**Our kaupapa is focused on three strategic goals:**

#### 1. **Ako - Learning**

Learning is our core business. Teaching practice is responsive to our learners, coherent and informed by research.

#### 2. **Whakawhanaungatanga - Relationships**

Our school culture is collaborative and inclusive, based on respectful, caring relationships. Our staff, board and school whānau work together to enhance the outcomes for our TPS learners.

#### 3. **Hauora - Wellbeing**

Feeling safe and happy is essential for learning. At TPS we teach skills and strategies to positively manage emotions and challenges.

We are dedicated to providing a quality education for your child(ren) and believe

that by working in partnership with families, together we can achieve this.

Working in partnership with our parents and school community we strive to provide learning opportunities that challenge students to develop their Key Competencies as learners. The **TPS Way** is to develop skills and attributes as:

- \* Thinkers
- \* Self Managers
- \* Communicators
- \* Contributors
- \* Team Players

As Principal of Tauranga Primary School, I feel very privileged to lead a professional, caring and highly skilled staff. Support from whānau and our school community ensures that our learners experience a large variety of engaging learning opportunities, and benefit from a school environment with extensive resources and support programmes.

TPS is a special place to learn and grow in.

Ngā manaakitanga

**Fiona Hawes**

**PRINCIPAL | TUMUAKI**

Email: [principal@tauranga.school.nz](mailto:principal@tauranga.school.nz)



# A Brief History

Tauranga Primary School, has arisen from a series of interesting happenings. First established as a Missionary School in 1835 by Sarah Wade, the wife of the Rev. R. W. Wade on the site where 'The Elms' now stands.

The school was responsible for educating 30 local children. In 1836 Archdeacon Brown arrived and so the permanent establishment of Tauranga District School began.

Bishop Selwyn produced the plans for an imposing two storied gable building, with a belfry, to become a 'Mission Training Institute' for 60 young Māori children. The children were trained in various crafts and agriculture. This building was opened in 1860. With a growing conflict between Māori and Europeans the Institute was closed in 1863 and was used as a hospital during the Battle of Pukehinahina (Gate Pā). After the hospital closed the Institute was turned back into a School (approx. 1886) with Mrs Dalziell as the teacher, and a roll of 50 pupils. On Monday 9 January 1871, The Central Education Board took over the operation of the School, paying Mrs Dalziell £40 per year, and expecting the community to match this figure.

In 1872, the school was moved onto land between St Johns Street and 10th Avenue. Three further rooms were built and both Māori and European children were taught.

In 1880 a second site closer to town was purchased, on the corner of Harrington Street and Cameron Road, where the current Court House is situated. This No.2 school was built at a cost of £1,070.

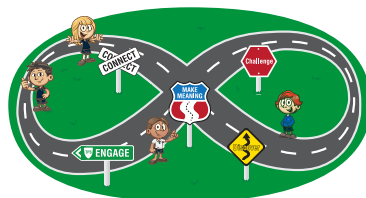
In 1904, at a cost of £432, the No 2 School was moved to its current location and the No.1 school buildings were sold. The Tauranga District School and its roll continued to grow, and in 1920 the Junior school was relocated onto land bordering 5th and 6th Avenues. In 1958 Tauranga Boys' College was built, and the school was renamed Tauranga School.



# TPS Learning Model

## What is the TPS Learning Model?

The TPS Learning Model is what we use to explicitly teach the principle of 'learning to learn'. The Learning Model is the tool we use to make learning visible, through deliberate teaching of the learning process, inclusive of learner dispositions and skills. "Learning is **engaging** in an ongoing process of making **connections, discovery, and challenge;** building knowledge and skills to **make meaning** of our world.



## Why is it important?

We believe that a core purpose of education is to learn how to learn. Being able to recognise, understand and independently apply the learning process is critical in our knowledge rich world. Supported by research, our aim is for our learners to understand and apply the learning process.

**ENGAGE** – What we engage with, and actively experience, is what we learn. Giving our undivided attention helps to encode new learning into a stronger memory. Being curious, asking questions, “giving it a go” are strategies and dispositions that demonstrate engagement. We understand that emotions and motivation are the gatekeepers of learning.

**CONNECT** – When we connect to prior knowledge, we build on what we know and strengthen neural pathways. We connect and build onto the cultural capital that we all bring to our learning.

**DISCOVER** – We learn by doing. It is important to provide multiple and varied exposures to new learning. Practise reshapes knowledge and restores it in the long term memory. Learning is social, and we learn through social interactions.

**CHALLENGE** – Learning happens when we are challenged. Experiencing difficulty is an expected part of the learning process. We take risks, fail, identify errors, seek help, learn from mistakes, and understand the value of perseverance. Timely feedback and assessment help to make learning visible. Developing the strategies, skills and dispositions to get out of the **Learning Pit** are critical components of being a good learner.

**MAKE MEANING** – Reflecting on and applying learning to a new context, embeds learning into the long-term memory. We make meaning of our world when we reshape our understandings through the connections we make to new knowledge.

Learning is multifaceted, not discreet, often all of these processes are interwoven and interdependent.

# TPS Learning Pit

## What is the TPS Learning Pit?

We use the TPS Learning Pit to explicitly teach the strategies and dispositions required to manage the **challenge** aspect of learning.

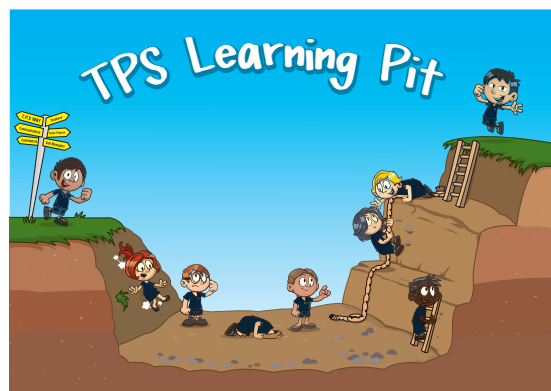
### Why is it important?

By using the metaphor of the **TPS Learning Pit** we can teach our learners how to positively cope with challenges faced as part of the learning process.

**CHALLENGE** is a key aspect of our **Learning Model**. Research identifies that struggle and challenge are required to make meaning of new learning. We know that the brain is a muscle, it can create new connections, learn and grow. When the learning is hard, and requires our full engagement, then we are actively embedding stronger memories. When we take risks, fail, identify errors, learn from mistakes, and employ learning strategies and dispositions, we make progress, grow and learn.

At TPS a growth mindset is recognised as essential to the learning process. We encourage curiosity, perseverance, risk taking, learning from mistakes, asking for support, using **Mindfulness**, and being open to new experiences. These strategies and dispositions are key to working your way out of the **Learning Pit** and gaining new knowledge. We also acknowledge and learn from the strategies that keep us in the Learning Pit – such as “putting your head in the sand”, giving up, pretending that we know the answer, not acting on advice and feedback, being disrespectful and unkind.

The Learning Pit is relevant, both in social settings and academic learning. At times, we struggle with relationships, and need to understand what is happening, what we are contributing to the situation, and what strategies and dispositions we need to use to make the situation better or resolve conflict.



# School Hours

<b>8:20 am</b>	<b>School grounds are opened</b>
<b>8:30 am</b>	Classrooms are open
<b>8:50 - 10:00 am</b>	<b>Learning Block 1</b>
10:00 - 10:20 am	Morning Tea
<b>10:20 - 11:30 am</b>	<b>Learning Block 2</b>
11:30 - 11:40 am	Brain Break
<b>11:40 - 12:50 pm</b>	<b>Learning Block 3</b>
12:50 - 1:45 pm	Lunch Time
<b>1:45 - 3:00 pm</b>	<b>Learning Block 4</b>
<b>2.50 pm</b>	<b>Pick up time for Year 1 and 2 students</b>
<b>3:00 pm</b>	<b>Pick up time for Year 3 to 6 students</b>

**Note:** School does not close early for wet weather or on the last day of terms except for the last day of Term 4 (December).

**PLEASE NOTE:** No child is permitted to leave the school grounds during school time or the lunch hour unless collected by a parent/caregiver. Children leaving school during the day must be signed out and back again at the office.

It is desirable that children arrive at school between 8:30am and 8:40 am. This gives them time to hang up their school bag and play prior to school starting, which provides a positive start to the learning day.

All children who walk home should be home by 3:30pm at the latest. Children are not detained for any reason after school. However, some school sports practices may occur at this time.

All children should be collected by 3:10pm, any children remaining after this time need to wait in the office for collection. There is an onsite OSCAR care programme for children called School's Out. They can care for children if you are unable to pick up by 3:10pm for a very reasonable fee.

**Office Hours 8:30AM - 3:30PM**

**Phone: 578 6222**

# Enrolment Scheme

This enrolment scheme is adopted to meet the purposes of Section 11A and the principles of Section 11B of the Education Act 1989.

## **Entitlement To Enrol (for students other than International Students)**

Those students whose usual place of residence (permanent) is within the school zone are entitled (but not required) to enrol at Tauranga Primary School. Proof of the usual place of address is required on enrolment.

## **Procedures For Enrolment Of Students Who Live Outside The Home Zone**

- All students who live outside the school zone are required to be included on a waiting list. Four times a year the school ascertains if any places are available at each year level for children living outside of the school zone. If the number of children on the waiting list exceeds those numbers, then a ballot will be held.
- The ballots are held in November for enrolments in Term 1, March for Term 2, June for Term 3 and August for Term 4, (note: subject to change)
- Ballot dates will be advertised in the Bay of Plenty Times.
- Students may be pre-enrolled at any time, but full enrolment will not occur prior to acceptance by ballot (if necessary).

## **Ballot Priorities:**

1. Siblings of current students
2. Siblings of former students
3. Children of former students
4. Children of board employees or board members
5. All other applicants

## **Cohort Entry Policy:**

We use a cohort entry system for all New Entrant students.

There are two starting dates each term, the first Monday and the middle Monday of the term.

Children are able to start school on the cohort entry date **after** their fifth birthday.



# General Information

## Absences

An explanation is required from a parent / caregiver whenever their child is absent from school.

To report an absence parents/caregivers can

- send an **email** via our website: [www.tauranga.school.nz](http://www.tauranga.school.nz) or
- **phone** the absence line on our school phone: 578 6222 (option #2), or
- **text** our school absence mobile: **0274 187 182.**

The information will be relayed to the class teacher.

If no notification has been received, parents/caregivers will either receive an automated email, text message or a phone call as a reminder.

If you wish to take your children on an extended holiday during term time, then it is a Ministry of Education requirement that you write to the principal prior to the holiday, seeking permission to remove them from school during term time.

## Additional Opportunities for Students

A variety of opportunities are available for those children with specific learning needs and/or abilities. For example:

Resource Teacher Literacy  
Perceptual Motor Programme

Sport Leaders

Kapa Haka

House Leaders

School Musical

International Competitions and Assessments for Schools (ICAS)

Talk to Learn Support

English as a Second Language

Choir / School Band

Literacy and Numeracy support groups

Librarians

Sport Teams

## After School

At 2.50pm year 1 and 2 students are released to parents, and at 3pm years 3 to 6 are released. There is always congestion around the school gate, please obey road rules and do not double park or park on yellow lines. This is dangerous, not only to your child but to other school children. Please use the crossings and do not encourage your child to run across the road to meet you. Children are not allowed to play on the playground until after 3pm and only with parents so that they can supervise their play.



Any children not collected by 3:10pm must come to the office and wait there for their parents. If you know you may be late or if you are caught up in traffic, please phone the office. Parents/caregivers of any children still at school by 3:15pm will be contacted.

## The T.P.S. Way:

The philosophy of Tauranga Primary School is to provide an inclusive education within a caring and collaborative community. Student behaviour is viewed as a part of child development. Our role is to facilitate the development of skills and dispositions that will help our learners be positive members of society. In addition, we value the partnership between home and school in this process.

The **TPS Way** is based on the NZ Curriculum Key Competencies. The TPS Way is to develop skills and attributes as: THINKERS, COMMUNICATORS, TEAM PLAYERS, SELF-MANAGERS AND CONTRIBUTORS.

The **TPS Learning Model**, provides a framework to discuss learning experiences, such as behaviour challenges. The Learning Model assists our learners to recognise and articulate what and how they are learning, so that they can make meaning of their world.

## To keep our learners mindful of The TPS Way, and thus to keep our school a safe place where everyone can learn, we do the following things.

As staff of TPS we have a collective responsibility for all our students.

- We understand that everyone is a learner and we are all learning new skills and strategies so that we can make meaning of our world and be a positive contributor.
- It is our professional responsibility to coach positive strategies and skills, and to manage challenging situations or behaviour.
- We teach, model and refer to The TPS Way (our school wide expectations) frequently, in the course of our teaching and learning programmes.
- We provide praise for:
  - Practising new learning (behaviour and academic based)
  - Accomplishing new learning, following the TPS Way and meeting goals.
- We talk to students with respect.
- We encourage a Growth Mindset e.g. you haven't learnt that YET; we praise for effort and strategy use, recognising that mistakes are how we learn.

## Our Learner Competencies:

- We are Thinkers: People who are **thinkers** are able to think and act wisely.
- We are Self-Managers: People who are able to **manage themselves** are able to make good decisions about their learning and behaviour.
- We are communicators: People who are able to make meaning from their learning, and **communicate** positively in a wide variety of ways.

- We are Contributors: People who **contribute** recognise that they belong to many groups, value diversity, and understand differences.
- We are Team Players: People who are **team players** demonstrate understanding of roles and responsibilities when working and playing with others

## The TPS Way - Our Code of Conduct

At TPS we are thinkers, self-managers, communicators, contributors and team players.

### **People who follow the TPS Way are:**

#### ***Team Players***

This means:

- We play fairly and safely together
- We allow others to work and play without disrupting them
- We listen courteously and speak politely to everyone
- We are polite and helpful
- We all look after each other
- We look after school gardens, grounds and equipment

#### ***Thinkers***

This means:

- We know what good playground behaviour looks, sounds and feels like
- We understand that our behaviour can affect others
- We understand that contact games (tackle rugby / bullrush) can injure people and special rules apply if we want to play them
- We make good choices

#### ***Self-Managers***

This means:

- We use school equipment sensibly
- We return all equipment we have been using at playtime and lunchtime
- We look after our clothes and personal gear
- We know things we can and can't bring to school
- We try new activities and accept new challenges using initiative to keep safe
- We know when we need to seek help
- We are responsible for our behaviour

#### ***Contributors***

This means:

- We understand that people at TPS have different strengths, interests and values; these differences are what make us all special.
- We include others in our games
- We modify games to ensure others, with different skill levels, can join in
- We negotiate rules for games we wish to play.
- We understand that all students at TPS belong to our school community.

### ***Communicators***

This means:

- We communicate appropriately with others.
- We can listen to others politely.
- We can follow written and verbal instructions without adult reminders.
- We try to solve disagreements and problems by talking and understanding others' feelings.

### **When We Follow The TPS Way**

***We are becoming a great future citizen of the world. We will:***

- Feel good because we have made a positive contribution to school life.
- Receive verbal praise, from our peers and/or from adults.
- Receive non-verbal reinforcement - smile, wink, high five, hand shake.
- Feel happy and safe
- Make friends, and enjoy our time at school.

## **Buses**

The only bus that services Tauranga Primary School is an Ohauti bus. If you have any questions or queries please go to the council bus website: [www.baybus.co.nz/schoolhopper](http://www.baybus.co.nz/schoolhopper).

The only other option for bus transport to TPS is via the public Bay Hopper buses. Please check the route and timetable on their website

## **Dental Services**

NZ Dental Services offers free treatment to school children. You may enrol at 2 years of age. Children will be examined and if any treatment is needed a form will be sent home requesting permission from the parent / caregiver. No treatment will be given without your consent.

The Mobile Dental Van visits our school approximately twice every year. If your child requires urgent treatment please phone 0800 825 583 or **577 3335**, alternatively you may visit the emergency Dental Clinic at 2nd Avenue, Tauranga or the Tauranga Intermediate School Dental Clinic (578 3070).

## Grounds

For health and safety reasons we prefer that the Tauranga Primary School grounds remain dog free.

Please feel free to use the grounds for family use out of school hours. No skateboarding is allowed.

## Houses

In 2014 we introduced a House system for our students. The intention is for the House system to add to our school culture and encourage a sense of team and healthy competition. We have several House Spirit days during the year, where students are encouraged to wear the colour of their house to school.

### Takitimu ( Blue)



Takitimu was a sacred waka that sailed through the Pacific as part of the 7 canoe migration to Aotearoa. Takitimu was led by Tamatea, and first landed up north before coming to Tauranga. Tamatea chose to stay here in Tauranga and is buried on Mauao.

### Puriri (Red)



Puriri is a native evergreen tree. TPS has two protected puriri trees on site. These two trees were planted on the 12 May 1937 by the Tauranga District High School Principal, Mr A Bell and Head Prefects Lyn Christian and Gordon Riggir to commemorate the coronation of King George VI.

### Huria (Yellow)



Huria is the local Marae that Tauranga Primary School affiliates to. The primary hapū is Ngāi Tamarawaho of Ngāti Ranginui. Dr Maharaia Winiata, a prominent Māori leader from Huria Marae, was a past student of Tauranga Primary School.

### Mauao (Green)



Mauao is our mountain. Mauao is of great cultural significance to our region. Our three Iwi, Ngāti Ranginui, Ngāti te Rangi, and Ngāti Pukenga, regard Mauao as their most sacred mountain. The history of Mauao, along with the legend, is one of heartbreak and struggle, but also one of endurance, strength and unity. Mauao stands guard at the entrance to Te Awanui, the Tauranga Harbour.

## Home / School Communication

The school places an emphasis on building good home and school relationships. We believe that when working in partnership with parents we can make the greatest impact on student outcomes.

The school encourages parents to discuss concerns with the staff.

Any concern about children at school is our business and concern, no matter how 'trivial' it may appear. If you have a concern please first discuss it with the child's teacher. If you need to take the matter further, please then see the senior teacher in charge of the syndicate, the Deputy Principal and then the Principal (in that order).

## Library

The library books are to be enjoyed. We like children to take them home but ask that you see they are well cared for. Damage and losses are costly, and we require parents to pay where books are lost or abused.

Classes are taken to the school library regularly to learn library skills, and select books to take home to read.

## Lost Property

On the junior site, outside Room 12, lost property items are displayed, and in cloakbays on the senior site. Please remind your children to check these regularly, and you may also want to check yourself from time to time.

Any unclaimed, unnamed uniform items will be washed and re-sold by the school after the end of each term.

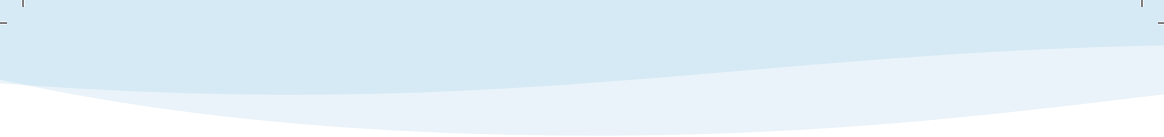
## Lunches

We encourage packed lunches from home to include healthy eating choices, as we know this supports optimum learning in the classroom. We have three opportunities for children to eat in the day (morning tea, fruit break and lunchtime). Please only send **water** to school in drink bottles, and save juice for treats at home. Juice and fizzy drinks will be held by the teacher and returned home at the end of the day. There are drinking fountains at school, should your child forget their drink bottle.

## Medical

Accidents and illnesses of a minor nature are treated at school. Our policy is to contact parents / guardians to take home children who are too ill to return to the classroom. Serious head clashes / injuries will be reported to the parents / caregivers concerned.

If a child needs to take medication please fill in the Administration of Medication form (available from the office or on our website) and hand it, along with the medicine, to the office. A fridge is available to keep the medication cool.



Our Administration Staff try their best to ensure all children requiring medicine receive it, but they cannot be held responsible for any missed. We suggest that a note is put in the child's lunch box to remind them to come for their medicine.

We do have Pamol available on site to administer, this will only be given with parental permission.

## Messages

It is important that disruption to classes is kept to a minimum. Messages to teachers or children must come through the school office. Teachers will be notified of any messages at the next interval. At approximately 1:45pm student messengers will deliver messages for children. Please contact the office as early as possible before this time to ensure that your child receives the message. If the message is of an urgent nature, we will ensure it is passed on immediately.

## Mindfulness


All of our classes practise Mindfulness. The programme we follow is called Pause, Breathe, Smile; it was researched and designed by the Mental Health Foundation of NZ. It is a programme that develops skills that help us pay attention to the present moment, focus on what is important, and utilise positive strategies to cope with life's ups and downs. Mindfulness is a quiet time where children focus on their breathing, and pay attention to what is presently occurring, with kindness and curiosity.

## Money at School

Children are not encouraged to have money at school but if they do have to bring some, it must be in a sealed envelope and handed to the teacher for safekeeping.

When a notice is sent home requesting payment for sports team etc. we ask that money be paid online via the school shop or sent to school in an envelope with the child's name, room number and details of what the payment is for. Please also enclose any return slips and return to school as soon as possible.

Accounts can be paid direct via our school shop – to register follow the link on the school website – or by EFTPOS at the office..



## Newsletters

Newsletters are fortnightly, and they are emailed out to all TPS families and put on the school website. Any families without an email address can collect a newsletter from the office. Important dates, for the coming weeks, are also included in each newsletter.

## Parking / Road Safety / Road Patrol

When visiting the school for any reason Arundel Street, 5th Avenue and 6th Avenue are the safest parking places, but please be aware of restricted time parking on 5th & 6th Avenues. The school crossing on Cameron Road is patrolled from 8.30-8.50am each morning, and a teacher is on duty to supervise the crossing after school.

Parents who use 5th Avenue when bringing their children to school are requested to continue along 5th Avenue after dropping off or collecting children, rather than undertaking 'U' turns.

Please park your car away from the school entrances, yellow lines and disabled parking space. No parking is permitted on the grass, as it is dangerous for children walking inbetween the cars.

Drivers must not get out of their cars if using the 5 minute drop off and pick up zones in Arundel Street, 5th and 6th Avenues. Tauranga Council staff regularly patrol these areas and issue tickets.

When collecting your children please do not call to them from across the road. We have crossing points and we expect children to observe the road safety rules and put them into practise. As concerned parents we ask you to actively support road safety rules.

### Our Concern Is For Your Child's Safety

## Parent Helpers

We have a strong belief that it takes a whole community to educate our children. Learning happens at any time, in any place and from anyone. We value parents as partners in learning. Strong engagement and contributions from families and whanau can only result in positive outcomes, both academically and socially, for our learners. There are many ways you can be involved in our school:

Parent help in the class	School trips	Camps (years 4, 5 & 6)
Library assistance	Volunteer Reader	Board of Trustees
Friends of the School (FOTS)	Sausage sizzles	Disco
Sport coaching	Special projects	

Please talk to your child's teacher if you wish to be involved.

## Sports (Out of School)

The following out-of-school sports teams are organised by the school (depending on numbers) for children: Touch Rugby, Volleyball, Flippaball, Netball, Miniball, Hockey, Cricket, Softball. Other sports are organised by clubs or community organisations, e.g. Football (Soccer) and Rugby.

## Stationery

Stationery is sold through the school office, you will be invoiced for this fee. Every child is provided with all their stationery requirements for the school year in the classroom as required. See the school office for purchasing stationery.

## Swimming

Children are expected to take part in the school's aquatic programme. The programme aims to develop confidence in the water, water survival techniques, and progress in basic swimming proficiency.

## Toys

We do not encourage children to bring toys (including collectable cards) to school. No responsibility will be taken for toys - expensive or otherwise.

## Uniform

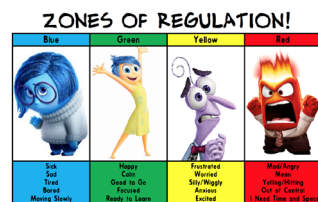
Please ensure that all garments and other belongings are named. It is much easier to find the owner of misplaced clothing if it is named. All children must wear the agreed school uniform items.

During Terms 1 and 4 sunhats must be worn at all times when children are outside. Jewellery is not allowed other than watches, taonga and plain ear studs or sleepers. The school uniform is available for purchase from the school office.



## Zones of Regulation

At TPS we use the Zones of the Regulation framework, to help students develop an awareness of their feelings and emotional state, and teach strategies to self-regulate and positively manage everyday challenges of life.



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