

The Enrolment Procedure

Enrolment documentation can be collected from the school office. Proof of date of birth and immunisation certificate or 'Well Child' book required. Passports will be required for non-NZ citizens. Parents / caregivers meet with the Principal at the time of enrolment.

Transition Visits

We recommend 4 transition visits before starting. We encourage children to have 2 independent school sessions. These are 2-hour morning visits from 9:00 – 11:00 am.

New Entrant Class

Your child will receive a Story book which will enable them to become familiar with their daily school routine. During the first year, the focus is on laying the foundation for future learning. Good communication between home and school is essential so that we can both support each other.

Staffing

Tumuaki:	Sonia Mau
Relieving Tumuaki	Megan Bird
Kaiako	Robyn Lose
Kaiako	Mac Harris
Kaiawhina	Paula Pomare
Kaiawhina	Harold Morris
Reading Recovery	Vivien Stock
Caretaker	James Cummins
Administrator	Andrea Paki

School Uniform

Under construction – please see Whaea Andrea in the tari | office or text 021 136 3907

Term and Holiday Dates 2021

Term One Starts: Wednesday, 3 February
Waitangi Day (observed): Monday, 8 February
Easter Good Friday: Friday, 2 April
Easter Monday: Monday, 5 April
Easter Tuesday: Tuesday, 6 April
Term One Ends: Friday, 16 April.

Term Two Starts: Monday, 3 May
Queen's Birthday: Monday, 7 June
Term Two Ends: Friday, 9 July

Term Three Starts: Monday, 26 July
Term Three Ends: Friday, 1 October

Term Four Starts: Monday, 18 October
Labour Day: Monday, 25 October
Term Four Ends: Thursday, 17 December TBC

School Office Hours

The School Office is open from 8:30 am each morning until 3:00 pm.

School Hours

8:30 – 8:50	Children arrive at kura
8:50 – 9:00	Roll taken and Karakia
9:00 – 10:30	Teaching Block Session 1
10:30 – 10:40	Morning Tea
10:40 – 11:00	Interval / Play
11:00 – 12:30	Teaching Block Session 2
12:30 – 12:55	Interval / Play
12:55 – 1:10	Lunch Time
1:10 – 2:50	Teaching Block Session 3
2:50 – 3:00	Children depart kura

Late arrivals please report to the School Office before going to class to receive a 'Safe at school' pass. For any early leavers, please go to the School Office to 'sign out' your tamariki.

Student Absences

Our tamariki thoroughly enjoy attending kura and at times are genuinely sick or need to attend appointments. If your tamaiti / tamariki will be absent, please notify the school office before 9 am and the answerphone is available if the line is busy. Or for faster processing, you can log in to the Skool Loop app and enter in the absence.

Skool Loop App

Download the Skool Loop App, our communication tool to receive instant messages, school calendar events, report an absence, permission slips, panui etc. Ask at the Front Office for password's to the different classrooms or groups for this app.

Facebook

We will be moving to a new Facebook page soon which will have private settings due to sensitivity and privacy consent. We will communicate this in our panui, Facebook notification and on our Skool Loop app instant message.

Clothing and Lost Property

Please ensure that all clothing is named. Lost property will be left on display in the hallway for owners to claim.

Stationery

The Ministry of Education introduced in 2020, the Donation Scheme that provides every school \$150 per student for items such as Stationery or a trip if it is part of their core learning. We have opted to join this scheme and will provide these items.

School Contact Details

8 School Road, R D 9, Maketu, Te Puke 3189
Ph: 07 533 2117 Fax: 533 2908
Email: office@maketu.school.nz

Water and Milk Only School

As part of our Healthy initiatives and practices, we are a water and milk only school. Our tamariki can utilise the filtered water station to refill their water bottles or drink directly from the tap. We receive milk from Fonterra which our tamariki enjoy whilst eating their free healthy lunch at school. Please remember to send only water to school.

Free Healthy Lunches / Fruit in Schools

As part of the Ministry of Education new health initiatives, our Kura is part of the 'Free Healthy Lunches in School' programme. The Free Healthy Lunch is supplied locally every day. Our kura also benefits from the 'Fruit in Schools' programme which enables our tamariki to enjoy fruit daily for morning tea.

Medical Notes

All accidents are recorded by staff member attending the injury and provide the appropriate care. Unwell children will wait in the front office until parents have been contacted. No medication will be administered without parental consent and arranged through the Principal. Asthma sufferers must carry their spare inhalers in their school bag. A current Medical Action Plan must be provided to staff for children with chronic medical problems. Please supply a copy of your child's immunisation record.

Maketu School PTA

We could not operate without the help and support of our kura whanau, especially our parents who we rely on for fundraising and organising of activities. Please join the PTA to support the learning and growth of our tamariki to participate in activities and receive extra resources that are desperately required. Please contact the School Office for more details.

Maketu School Board of Trustees

The Te Kura o Maketu Board meets monthly. Preparation for these meetings requires trustees to have read reports and be prepared to engage during the board hui.

Parents and the kura community are invited to attend the monthly Board of Trustee Meetings. Please keep an eye out for the dates and times on the fortnightly kura panui.

Our kura values are shown below in the model depicting how we endeavour to work in partnership to encourage and support the progress and achievements of our learners.

Maketu School Board of Trustees are:

Principal:	Sonia Mau
Chairperson:	Raewyn Bennett
Secretary:	Andrea Paki
Trustee:	Wiki Maile
Trustee:	Tarisha Conroy
Trustee:	Heeni Maangi
Trustee:	Harold Morris
Trustee:	Rawiri Kingi



Kia ora kura whānau

We welcome parents, students, our community, and vested stakeholders to our kura. We hope your experience with our kura is a positive experience and hope this pamphlet will provide guidance with your journey here with us.

Our Vision

To make Maketu School a learning place of renown - Kia tū rangatira ai.

Our Mission

To encourage our tamariki to be confident, engaged life-long learners by implementing opportunities for all to reach their full potential both academically and culturally.

Our Core Values

*Rangatiratanga – Respecting Myself
Kaitiakitanga – Respecting our Environment
Manaakitanga -Respecting Others.*

Values are deeply held beliefs about what is important or desirable. It is by holding these values and acting on them, that we can learn and thrive together within our kura, whanau and our community.

