



# Te Kura o Manunui

Poipoia Kia Rere  
Nurturing Students to Succeed

## INFORMATION HANDBOOK 2023

**20 Millers Road  
Tauranga  
Email: [office@brookfield.school.nz](mailto:office@brookfield.school.nz)  
Office hours: 8.30 am - 3:30 pm**

**Phone (07) 576-9433  
PO Box 6024  
[www.brookfield.school.nz](http://www.brookfield.school.nz)**

## **WELCOME TO TE KURA o MANUNUI**

We welcome you all as new whānau to Te Kura o Manunui.

We look forward to working alongside you all to deliver the best possible educational opportunities for your children. Our kura is rich in history and we pride ourselves on our whānau feel that includes students, teachers, parents, caregivers and our wider community.

The principles of Te Tiriti o Waitangi are lived in our kura and underpin everything we do. It guides us to deliver a rich curriculum that grounds tamariki with a sense of identity and belonging that is a foundation for success. At Te Kura o Manunui we offer full immersion Te Reo Māori education through Te Whānau o Waipapa. We also provide Reo Rua (bilingual) education for all other students. These classes allow us to provide opportunities for all of our tamariki to grow in both Te Reo Māori and English. By doing this we continue to meet the needs and expectations of our community.

Our staff are highly skilled and work hard to maintain strong relationships with students and their whānau. Coupled with high expectations it means every opportunity is taken to make sure our tamariki are learning all the time.

The school received an excellent Education Review Office report in 2018 and we continue to work alongside ERO as a pilot school for two research studies: Maihi Karauna and Poutama Reo. You can view these reports on our school website.

We are well supported by an encouraging Board of Trustees. We are well equipped with a swimming pool, two adventure playgrounds, a large playing field, a fitness trail and netball courts. A major development is happening for us in 2024 when Te Kura o Manunui relocates 300 meters down the road to a new site and a brand new school. This will mean all new classrooms, facilities and grounds for our tamariki.

I look forward to getting to know your child and the whānau.

Ngā mihi  
Ngaere Durie  
Principal

## **Staff**

**Principal:**

**Deputy Principal:**

**Associate Principal/Teacher:**

**Teachers:**

Ngaere Durie  
Carol Burborough  
Kirsty Schulze  
Trudi Callinan  
Marion Vincent  
Ngaire Gow  
Susan Wright  
Amy O'Sullivan  
Paige Harawira  
Peata Thompson  
Tracy Stubbing  
Chanel Chandler  
Jake Ryan  
Helen Guthrie  
Ebony Kahukura  
Emma Hapi  
Ali Butcher  
Nicole Miller  
Hana Stubbing  
Te Kiriaho Hakiaha  
Kaydin Budd  
Donna Curran-Green  
Jasmine Lloyd  
Cath Luker  
  
Robyn Hamilton  
Colleen Wilkie  
  
Wendy Gibb  
Maree Turner  
Ben Percy  
Kylie Lilly  
Piripi Blackburn  
Coral Gaffaney  
Rae Kuka  
Te Ahikaa Bidois  
  
Julie Canton  
Helen Pinkerton  
  
Dawn Sturch  
Kawe Tarau  
Karen Forrest  
Robin Hallam

**Learning Support Co-ordinator:**

**Specialist Teachers:**

**Teacher Aides:**

**Principal PA:**

**Office Manager:**

**Lunch Programme:**

**Caretaker:**

## **Te Kura o Manunui School Board of Trustees**

The Board meets twice a term. The agenda and minutes of the previous meeting are available on request.

### ***Board Members***

Tuana Kuka (Presiding Member)

Grant Mitchell

Raymond Koenen

Rongomai Hoskin

Heemi Gilbert

Jake Ryan (Staff Representative)

Helen Pinkerton (Minute Secretary)

### **Term Dates**

#### **2023**

Term 1 31 January - 6 April

Term 2 24 April - 30 June

Term 3 17 July - 22 September

Term 4 9 October - 15 December

#### **2024**

Term 1 30 January\* - 12 April

Term 2 29 April - 5 July

Term 3 22 July - 27 September

Term 4 14 October - 17 December\*

\*To be confirmed

### **School Times:**

8.45am The buildings are open for the children.

9.00am School begins.

10.50 – 11.20am Morning interval.

12.45 - 1.30pm Lunch.

2.45pm End of school day.

Children should arrive at school between 8.45 and 9.00am.

***Please note that once children have arrived at school they should not leave the grounds until dismissed at the end of the day. If parents require their children to leave early for an appointment they should contact the office before picking them up.***

## **Our School Values**

These values underpin everything we do at Te Kura o Manunui.

Whakamanahia Ahau

Respect for Self

Whakamanahia ngā Tāngata kē atu.

Respect for Others

Whakamanahia te Taiao

Respect for the Environment

## **School Zone**

The school has a zone, the details of which can be found on our website or at the school office. To enrol a child from outside our school zone please complete an “Out of Zone Application” form and hand in to the office. Each term the board will decide how many spaces are available for out of zone students and, if necessary, a ballot will be taken. When this process is completed parents will be advised as to whether the child can be enrolled.

## **School Uniform**

Wearing a uniform is compulsory at Te Kura o Manunui.

There will be a new uniform phased in during 2023/2025.

The uniform consists of:

- Monogrammed navy blue polo shirt with school logo.
- Plain navy blue school shorts. Girls have the option of wearing a plain navy blue school skirt.
- Monogrammed plain navy blue sweatshirt and track pants in cooler weather. Girls wearing school skirts may wear navy blue or black tights.
- In Terms 1 and 4 a navy blue bucket hat must be worn outdoors.
- The only jewellery permitted is a wristwatch, ear studs and taonga (special pieces of cultural significance).
- No make-up or nail polish is permitted.
- We do not encourage artificially coloured hair.

## **Attendance and Pupil Absences**

It is very important that children attend school every day unless they are sick. Children with poor school attendance do not achieve as well as they should do. It is also important that children arrive at school on time. Lateness can mean that they miss out on important instructions and are playing ‘catch up’ for the rest of the day. It is the responsibility of parents / caregivers to contact the school before 9am if children are absent. Contact can be made by phone 576 9433 or by texting the school mobile on 022 318 1098.

## **Custodial Issues**

Any parent or legal guardian has the right to interact with the school over the educational issues of their child. This interaction must be within established policies and guidelines. The only time a parent will be denied such access will be when a court order has been presented to the school explicitly stating that access has been denied.

## **Personal Records**

Records of specific health problems must be kept by the school. Please inform the office of any changes in circumstances, addresses, contact phone numbers or about allergies discovered, asthma, change of marital status etc. All records are confidential.

Parents of all five year old children must supply birth certificate and immunisation records with their enrolment forms.

## **Learning Support**

Te Kura o Manunui has a full time Learning Support Co-ordinator whose role is to cater for the special needs of our pupils.

## **Medication**

Please inform the school of any serious health problems your child has so that appropriate action can be taken should the need arise. If medication needs to be administered, please ensure it is clearly labelled and handed in to the office. All medication must be kept at the school office.

## **Cohort Entry for New Entrants**

Te Kura o Manunui has a cohort entry policy for new entrant students. This means that:

- There are two intakes each term – at the start of term and at mid term.
- All new entrants who turn five, and have completed a minimum of two visits, before the start of term can start at the beginning of that term, or at a later mid term or start of term date before their sixth birthday.
- If their birthday falls after the start of term but before the mid term date, they can enrol on the mid term date, or at a later start of term or mid term date before their sixth birthday.
- Start dates are dictated by the Ministry of Education and can be found on the school website.

### **Pre School Visits**

Children who are turning five should have two school visits. Visits are held between 9.30am -10.30am on a Friday. These visits are arranged through the school office. Where a need is seen, more frequent visits can be arranged with the teacher.

### **Rumaki Unit**

The school has a Rumaki Unit consisting of four classes where all teaching is conducted in Te Reo Maori using Te Marautanga o Aotearoa. Our aim in these classes is to provide excellent teaching and learning in all areas, particularly literacy and numeracy. Whānau support is a welcome part of the culture of learning.

### **Kapa Haka**

From Term 2 there are junior, middle and senior Kapa Haka groups in the school. They practise weekly and perform at events.

### **Tauranga City Mobile Library Van**

Each fortnight classes have the opportunity to loan books from the Mobile Library Van.

### **School Library**

Our library is well stocked and currently distributed around the classrooms. Children are encouraged to take library books home on a weekly basis. Please ensure your children look after these books and return them in good condition.

### **Information and Communication Technology (ICT)**

There are computers and iPads in all classrooms and access to the internet is available. Children are given instruction in this technology. Rules for using ICT are clearly explained to all children. On enrolment parents are asked to support the school's internet policy which is designed to protect children from indiscriminate and inappropriate use of the internet. Failure to comply with the rules may result in a child being prohibited from using the school computer system.

### **Kiwi Can**

Kiwi Can is a skills and values programme designed to strengthen children's social and life skills. Each class has a weekly session with the Kiwi Can tutors participating in high energy, interactive lessons.

## **Education Outside the Classroom (EOTC)**

Classes are sometimes involved in extra-curricular activities outside the classroom. Parents are informed about these trips and are encouraged to attend as parent helpers. Planning for these trips is thorough and includes appropriate risk management assessments. Senior children (Years 5 – 6) may also be involved with school camps of 1 – 2 nights duration.

## **Duffy Book School**

Te Kura o Manunui is a Duffy Book School. This scheme was started by Alan Duff and sees children given several beautiful new books of their choice each year. All 5 year olds receive a book on their first day of school.

## **Reading Club**

Reading is high priority at our school. Please listen to or read with your child each day and fill in their reading logs. If in doubt about tasks sent home, please do not hesitate to ask the teacher how you should be helping. There is a reward at the end of the year for children who reach 200 nights of reading.

## **‘Superkids’**

A very positive, encouraging atmosphere is evident at this school. An incentive for excellence in all areas is ‘Superkids’ where children are chosen, then recognised for their efforts in assembly, and at a special morning tea they share with the principal.

## **Special Events**

We have many special occasions during the year. These include fun days, fundraising, sports days, school concerts, Book Character Day, Cultural Diversity Day, Grandparents Day, Art Exhibition, Wearable Arts, Flower Show and a Marae Visit.

## **Guitar**

Lessons, given by a private tutor, may be taken during and after school time. The office has details.



## **Otūmoetai Kāhui Ako**

Te Kura o Manunui is a part of the Ōtūmoetai Kāhui Ako (Community of Learning). This includes 9 local primary, intermediate and college schools. We network together to ensure consistency of and successful transitions between school programmes.

## **Dental Nurse**

Dental Nurses are based at Ōtūmoetai Primary. Each year a van comes to the school and the children's teeth are checked. If work needs to be done an appointment will be made at the Ōtūmoetai clinic. Parents will need to arrange to take their children to that appointment. Parents should contact the clinic directly for emergency work. The phone number for this clinic is 576-6752.

## **Public Health Nurse**

There is a Public Health Nurse who visits the school fortnightly or at a teacher's request. Classes on healthy eating, health, keeping safe and hygiene are held during the year. Hearing and sight checks are also timetabled.

## **Drills**

Regular fire, earthquake and lock down drills are held. In the event of an emergency you will be contacted, please refrain from ringing the school.

## **Parent Participation**

We value close and open relationships with our parent community. Therefore, parents are welcome to come to school and talk with teachers. Before and after school is a good time for this but we ask that teachers be left to focus on the children and their preparation from 8.50 am. Please also be aware that it can be disruptive in the last ten minutes of the day if parents are coming into the classroom to pick children up early. A good time to talk with teachers is immediately after the bell at 2:45pm.

There are many ways that parents can become involved with the school. We hold consultation meetings with our Whānau at our Whānau Hui. If you have special skills that you would like to contribute, please tell us about them. Discuss with us the ways that you would like to be involved and help out.

## **Reporting to Parents**

Reporting on the individual achievement of children.

Term 1: Three Way Goal setting conferences - parents, teacher and student have a conversation about the student's goals. Learning goals are set and a copy given to parents.

End of Term 2: Progress interviews. Parents, teacher and student discuss progress around goals. A written report is given which shows where the child sits in regard to National Curriculum levels in maths, writing, reading. The report also gives an assessment of how the child is going with the school values.

Term 3: Interviews are available on request by the teacher or parent.

End of Term 4: Reports are issued commenting on progress across the curriculum and relating student progress to the National Curriculum levels.

## **Sports**

Children experience a variety of sports. Children play rugby union, rugby league, football and cricket through the local clubs. The school organises teams for netball, softball, kiwitag, touch rugby, flippa ball, volleyball, basketball and hockey. We depend on parents helping to coach and manage teams. We also participate across the Ōtūmoetai cluster of schools in swimming, cross country, Sevens Day (various winter sports) and athletics. The school policy stresses playing for enjoyment, team spirit and to increase competence. Learning to be a gracious winner or loser is an equal part of the sports programme.

## **Swimming Pool**

The swimming pool is in use during the summer months. During this period it is hoped that every child has a daily swim. All togs and towels should be named. Please supply a note if your child is not well enough to swim.

### **School Lunches**

Our tamariki receive a freshly made lunch each day. These are delivered to classrooms. You will just need to provide morning tea.

### **Sun Smart Policy**

As part of this policy bucket sunhats are compulsory in terms one and four. Any students without a hat will be required to play under the sail covered areas.

### **Smoke Free Policy**

The school is a smoke and vape free zone. Please refrain from smoking or vaping anywhere on the school grounds.

### **Before and After School Care Programme**

Fun, safe & affordable before and after school care and holiday programmes are run by caring, talented, dedicated trained staff. Kids Inc Oscar run a before school programme that runs from 7.15am to 8.30am, an after school programme that runs from 2.45pm to 5.45pm and school holiday programmes, all based in the school hall.

Contact details: [www.kidsinc.co.nz](http://www.kidsinc.co.nz) or phone 021 2369723.

### **Online School Shop**

We encourage families to sign up to our online school shop to be able to pay for any costs that arise. It is very easy to register and then you can pay via America Express, Visa, Mastercard, POLi or bank to bank transfer. You can add regular top-ups then allocate payments when you are ready or pay as you go. Go to [www.mykindo.co.nz](http://www.mykindo.co.nz) or via the link on our school website [www.brookfield.school.nz](http://www.brookfield.school.nz) to register.

### **Bicycles**

The Ministry of Transport is firm in their belief that only children who can competently ride their bikes on the road (not the footpath) should bring them to school. They recommend that 10 years old is a suitable age to start riding on the roads. The school supports this policy. Children must walk their bikes and scooters as far as the bus stop after school.

***Helmets must be worn and bikes should be locked.***

### **Skateboards / Roller Blades / Scooters**

Children are allowed to bring these to school on Fridays and use them on the tennis courts at lunch time and interval. Scooters are stored on special racks whilst at school.

### **Entering / Leaving School**

At the beginning and end of the day children and parents should use the side entrance to school unless they have business in the office. The office area is a very busy place and through traffic creates congestion.

### **Traffic Congestion**

From 2:40pm until 3:00pm it gets very busy on Millers Rd. We would appreciate it if parents would not do U turns on Millers Rd but rather leave via The Drive and Regent. This may well be a quicker option because cars tend to back up at the lights as they leave Millers Rd.

Please note that from 8:30 – 9:00am and 2:30 – 3:00pm the parking spaces directly in front of the school are zoned as drop off areas. Cars should not be parked for more than 5 minutes during these times.

### **Walking School Bus**

After school, children meet out the front of the school and are accompanied by two duty teachers to the crossing at the Brookfield traffic lights.

### **Lost Property**

Please name your child's clothing and shoes. Lost property is kept in a container in front of the sports shed.

### **School Facebook Page**

We have a school Facebook page that many parents find useful as a way of receiving information. We put many of our notices and photos on this page.

### **School Website**

Please check out our website at [www.brookfield.school.nz](http://www.brookfield.school.nz) – this is another way of finding information about the school.

# Plan of Te Kura o Manunui

