TITAHI BAY SCHOOL - KURA KIDS are Believers and Achievers

Kura Street, Titahi Bay, Porirua 5022 *Phone: 04 236 8399*
website: www.Titahibay.school.nz *email: office@Titahibay.school.nz*

TITAHI BAY SCHOOL
PROSPECTUS
2026

Phone: (04) 236-8399
Email: office@Titahibay.school.nz
Hero App - Download for free from your app store, Hero by LINC-ED
Titahi Bay School Website – www.Titahibay.school.nz
Go to A-Z for the answers to questions you may have on our website
Titahi Bay School Facebook – Follow the link from our school website to our official Facebook page. Click on "like" and then you will be set up to follow us
Dental Clinic 0800 825-583 (Option 1)

Contacts:

Principal:	**Matt Tilley**	**email: principal@Titahibay.school.nz**
Deputy Principal:	**Miranda McMahon**	**email:miranda.mcmahon@Titahibay.school.nz**
SENCo:	**Tanya King**	**email: tanya.king@Titahibay.school.nz**
School Secretary:	**Jodene Gooch**	**email:office@Titahibay.school.nz**
BOT Secretary:	**Jodene Gooch**	**email:jodene.gooch@Titahibay.school.nz**

TITAHI BAY SCHOOL
2026 STAFF LIST

Principal: Matt Tilley
Deputy Principal: Miranda McMahon
Assistant Principals: Jacinta Kelleher & Tanya King

Kākano **Years New Entrant & Y1** **Rooms 2, 3, 4, 5&6**	**New Entrant** **Year 1**	**Room 5 & 6** **Chelsea Renshaw/Nicholas Pile** chelsea.renshaw@Titahibay.school.nz, nicholas.pile@Titahibay.school.nz **Room 2** **Sarah Taylor** sarah.taylor@Titahibay.school.nz **Room 3 Cherie Haughton** cherie.haughton@Titahibay.school.nz **Room 4 Nadia Collins** nadia.collins@titahibay.school.nz **HUB LEADER** **Chelsea Renshaw**
Koru **Year 2** **Rooms 1, 17, 18, 19**	**Year 2**	**Room 1 Kristina Stevens** kristina.stevens@Titahibay.school.nz **Room 17 Jessie McKee** jessie.mckee@Titahibay.school.nz **Room 18 Lauren Blakeley** lauren.blakeley@Titahibay.school.nz **Room 19 Mathew O'Hagan** hmathew.o'hagan@Titahibay.school.nz **HUB LEADER** **Mathew O'Hagan**
Rākau **Years 3 & 4** **Rooms 11, 12, 13, 14, 15**	**Years 3 4**	**Room 11 Donna Glenn** donna.glenn@Titahibay.school.nz **Room 12 Leah Merewater** leah.merewater@titahibay.school.nz **Room 13 Jimmy Steele** jimmy.steele@Titahibay.school.nz **Room 14 Fraser Asghar** fraser.asghar@titahibay.school.nz **Room 15 Ang Strand** ang.strand@titahibay.school.nz **HUB LEADER** **Jimmy Steele**

Ngahere **Years 5 & 6** **Rooms 7, 8, 9, 10**	**Year** **5** **6**	**Room 7 Jacinta Kelleher** **jacinta.kelleher@Titahibay.school.nz** **Room 8 Khaylen Huriwai** **khaylen.huriwai@titahibay.school.nz** **Room 9 Michaela Evans** **michaela.evans@Titahibay.school.nz** **Room 10 Jess Wiese** **jess.wiese@titahibay.school.nz** **HUB LEADER** **Jacinta Kelleher**

Titahi Bay School
Mission Statement
KURA Kids are Believers and Achievers

TERM DATES 2026

Term One: **03 February - 02 April**
Term Two: **20 April – 03 July**
Term Three: **20 July – 25 September**
Term Four: **12 October – 15 December**

Public Holidays

Waitangi Day	Friday 6 February
Easter	Friday 03 April, Monday 06 April
Anzac Day	Monday 27 April (observed)
Kings Birthday	Monday 01 June
Matariki	Friday 10 July
Labour Day	Monday 26 October

Teacher Only Days:

SCHOOL BOARD

The Titahi Bay School Board is comprised of parent representatives, the Principal and one staff trustee.
Your representatives are:

- Matt Tilley (Principal)
- Megan Williams (Presiding Member)
- Jodi Watene
- Tracey Witko
- Joanne Dow
- Jack Boyes
- Nadia Collins (Staff representative)

All the members of the Board work on your behalf to ensure Titahi Bay School staff work in a well-resourced and supportive environment. This ensures that a balanced and high quality education is delivered to your children.

We invite and encourage you to attend our Board meetings which are advertised in advance on our website.

Megan Williams
Presiding Member

ENROLMENT SCHEME:

If you have a child ready to start school we would appreciate it if you enrol them at 4½ years old. This helps us plan for classes. School visits take place on **Wednesdays at 2.00 - 2.50pm, dates will be advised for these visits.**
The office will contact you once the enrolment form has been received to let you know which classroom your child will be in and when they can begin school visits. No child can attend school visits until the enrolment form is filled out and in the office. We have a cohort entry so there will be set dates each term that your child is able to start school. This will be advised when you receive your enrolment confirmation.
You can purchase the books for the Kākano team at the office or from Office Max online. A stationery list is available by going to https://www.myschool.co.nz and typing in Titahi Bay School.
Your child will be welcomed into our school in a mihi whakatau. Please ask your child's teacher or find the dates in our school newsletter on our website. We love you and your whānau being part of this.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an in-zone living arrangement which they intend to be only temporary e.g.

- renting accommodation in-zone on a short-term basis;
- arranging temporary board in-zone with a relative or family 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.

If the board has reasonable grounds for believing that the given in-zone address will not be an ongoing genuine place of residence, the board may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the in-zone address provided at the time of enrolment and has reasonable grounds to believe that a temporary in-zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the board may review the enrolment. Unless the parents can give a satisfactory explanation within 10 days, the board may annul the enrolment. This course of action is provided for under section 11OA of the Education Act 1989.

On enrolment parents are asked to give proof of residence (proof of residence could be a phone bill, rates bill etc). A copy will be kept on the student's file and address information will be entered into the Student Management System (ETap) by the Enrolment Officer.

We regularly monitor addresses to ensure they are in-zone and request updates for personal details.



In a clockwise direction:

- From the northern point at the intersection of Beach Road and Bay Drive the boundary is a line such that addresses in Bay Drive are in zone. Richard, Whanake, Thornley and Herewini Street addresses are not in zone. The boundary continues such that all Kapiti Crescent addresses are in zone. Jillett Street addresses (both sides) from Main Road to the intersection with Kapiti Crescent are in zone. All Mana Avenue addresses are in zone. Morere Street addresses are not in zone. Dimock Street addresses 1 to 45 inclusive on the odd side and 2 to 58 inclusive on the even side are in zone.
- From the intersection of Dimock Street and Downes Street the boundary line is such that addresses 1 to 21 inclusive on the odd side and 2 to 26 on the even side of Downes Street are in zone and the boundary line then extends to the Titahi Bay Golf Course in the north-east. Mapplebeck Street, Rothwell Street and Gloaming Hill addresses are in zone. Keith Hart Grove addresses are not in zone.
- The eastern part of the boundary follows the reserve south including Onepoto Rd addresses as in zone. The boundary then follows the sea until opposite Te Pene Avenue.
- Continuing clockwise the south to west boundary is a line such that Te Pene Ave addresses are in zone, Te Puke Street addresses are in zone, View Road addresses are in zone and Tireti Road addresses are in zone and the boundary line extends to Stuart Park and the sea and follows the Titahi Bay sea line until it connects to the intersection of Beach Road and Bay Drive (the starting point). Piko Street, Taupiri Crescent and Pikarere Street addresses are not in zone.

At the time of application for enrolment, the address provided must be the *student's usual place of residence* when the school is open for instruction. This means that if you currently live at an in-zone address but move to an out-of-zone address before your child's first day of attendance at the school, your child will not be entitled to enrol at the school. If you are in the process of building at an in-zone address, your 'usual' residence, i.e. the house you are living in on a day to day basis whilst building, is the address counted for enrolment purposes.

TITAHI BAY SCHOOL INFORMATION: A – Z

ABSENCES

If your child is going to be absent from school please phone the school office (236-8399 and press 1). You can also use the Hero app to advise if your child is going to be away. This can be done by downloading the app for free from your app store. You will be contacted by the school if your child is absent when the roll is taken in the morning if we have not been notified of their absence. We track absences and if we haven't had a reason for your child's absence then you will either have a phone call or letter from the Principal. You can also text in absences on the school's mobile phone 027-757-0272 or you can email the office at office@Titahibay.school.nz.

ARRIVAL TIME

For their own safety children should not arrive at school earlier than **8.30am** as teachers are busy preparing for the day and are not available for supervision of children.

If your child arrives at school late they need to sign in at the school office. If you are taking your child out of school before the 3pm bell is rung you need to go to the school office and sign them out. This is vital as if we have an emergency at school we must know who has left for the day.

ATTENDANCE TRACKING and PROCESS

As a school we track every child's attendance. When a child's attendance percentage reaches a level of concern which is 10% or more absences, then we start to follow our school attendance procedures. (Late arrivals and early leavers are included when calculating attendance percentages).

Once an attendance concern is identified class teachers or team leaders will make contact with whanau via phone or email. If things don't change within two weeks then a letter asking families to contact school to work together to remedy the concern will be sent home by the Principal, Matt Tilley. If there is no change within two weeks then another letter will be sent home. This letter asks for a meeting to resolve the non-attendance issue. If there is no change then the child will be logged on the Ministry of Education's Attendance Register. A letter will be sent at this time informing the family that their child is now a focus of the Ministry of Education. They will make contact to resolve the issue.

Children transferring between schools will stay at the same level of the process until the issue is resolved. Titahi Bay School Board have attendance as a high priority.

AFTER SCHOOL PLAY DATES

If children want to go to someone's house after school they must have their parent's permission before they leave home in the morning. We do not let children phone at the end of the day for these.

ADDITIONAL ACTIVITIES

Additional activities your child can do at Titahi Bay School:

- Wide involvement in 'Education Outside the Classroom'
- Teams involved in Community Netball or Hockey
- Individual Education Programmes developed for a wide variety of needs – behavioural, academic and social
- Te Reo Programmes
- Whole school Kapa Haka
- Pasifika
- Elective Programmes –for example: recorder, Kapa Haka, Drama, Art, Craft, Music, Sign language
- Social skills programme (Positive Behaviour for Learning)
- Learning Support Programmes for Reading/Spelling/Writing/Maths
- Involvement in Otago Maths Challenge
- Band
- Science Badge (extension)

- Information Communication Technology Development
- EPRO 8
- School Council/Buddy Patrol/Enviro leaders/Sports leaders
- Visual Arts
- Lunchtime clubs

ASSEMBLY

Assemblies are held twice a term as a whole school. Each assembly focuses on and celebrates a KURA value; Kindness, Unity, Respect and Achieve. The whole school attends assemblies together, with the children sitting in their house groups. Parents are very welcome to attend these.

BAND

Children wishing to develop music may join the school band following selection and subject to skill level. They practise weekly and perform regularly throughout the year.
You can contact Del Gardner del.gardner@Titahibay.school.nz for band.

BEHAVIOUR

We are a Positive Behaviour for Learning (PB4L) school. We use the acronym KURA to focus on the positive behaviour that we expect at Titahi Bay School. All around the school, we have posters representing what KURA looks like, using photos and a few words to remind us what a KURA Kid would be doing in each of these areas. Our KURA song can be found on our school website. We use Restorative Practice when dealing with ongoing concerns.

BIKES

Children may only ride bikes to school if they wear a cycle helmet. It is advisable for children to have a lock on their bikes. Bikes are to be left in the bike stands located around the school. If your child needs a bike just contact del.gardner@Titahibay.school.nz

BOOK CLUB

Scholastic NZ regularly offers a range of books for children to buy. The orders for these are done online directly with Scholastic NZ.

BUDDY PATROL LEADERS

Each year a group of Year 6 students are elected by the older children to be the buddy patrols. This is a leadership position that children aspire to achieve. The buddy patrols wear a special t-shirt, so that they can be easily recognised in the playground. Younger children know that if they require help in the playground, they can ask a duty teacher or a buddy patrol member. Each class has a buddy patrol attached to them.

CAMP

We take our Year 6 children on camp every year. If you have a year 6 child you will get information about this.

CARPARK

The car park is not to be used to drop off or pick up children after school. It is only to be used if you are picking up a sick or injured child. This is a safety issue for our children.

COMPOSITE CLASSES

At Titahi Bay School the decision was made to have composite classes, based on the evidence about what makes a positive difference for students. Academic findings have been mostly positive, some neutral but certainly not negative for students in composite classes. However, there is clear evidence that composites do make a significant difference in and provide effective advantages for students, i.e. they enhance self-esteem, decrease behavioural

problems, reduce the impact of labelling, encourage the formation of positive communities and lead to social and academic growth.
The school's commitment to grouping students according to social as well as academic needs has positive outcomes for all. It is what we all know as parents and teachers – when a student feels positive about school they are more likely to be academically and socially successful.
Each year the composites can change due to the numbers in each cohort.

CRT

This stands for Classroom Release Time. Each teacher gets the equivalent of two days per term, where they are released from their classroom to do a variety of things including collegial visits, observations, testing, cooperative work with other teachers, professional reading, and administration tasks. We use the regular part time teachers we have on staff to do this.

COMMUNICATION

Communication between school and families is immediate and regular (newsletters). If you have a concern, your first communication is with your **child's class teacher**. In many cases the situation will be resolved at that level. Wider school matters should be referred to the Hub Leader, Deputy Principal or the Principal. If you require time to be set aside, an interview time should be requested. Staff are not available during teaching hours (9.00am – 3.00pm) but are onsite each day from 8.00am – 4.00pm. Feel free to email your child's teacher at any time,
firstname.surname@Titahibay.school.nz

CYCLE SAFETY

We encourage our students to ride to school and teach them the safest way on the playground. Cycle road safety and supervision of bicycles in a roadworthy state will be the role of the M.O.T. supported by the class programme. The wearing of bicycle safety helmets is obligatory. Inappropriate behaviour will be followed up and may result in a persistent offender losing the right to ride to school for a time.

DENTAL CLINIC

Phone: 0800-825-583 – choose option 1 and ask for Titahi Bay Dental Hub. You will find this hub at the front of school in Kura Street. The Dental Clinic will be advised that your child has enrolled in our school.

DISCIPLINE

Each year in February teams will send out a newsletter stating expectations and consequences for our students. In 2026 we will continue to be on a Professional Development Programme looking at behaviour and consequences. This is called Positive Behaviour for Learning – PB4L. We will continue to implement Restorative Practice.

DRAMA PRODUCTIONS

At times throughout the year, various groups come into school to provide our children with different show experiences. These productions are presented to the entire school and parents and families are welcome to come along to these matinees. We will send advance notice to the show and let you know if there is a cost.

ENROLMENTS / SCHOOL VISITS

Children may enrol any time before their fifth birthday. We need to sight their birth certificate and immunisation certificate as part of the enrolment process. They come on Wednesday afternoons from 2.00 – 2.50pm. Tanya King will contact you once the enrolment form has been received, to let you know which classroom your child will be in and when they can begin school visits. No child can attend school visits until the enrolment form is filled out and in the office.

FRUIT IN SCHOOLS

Our school is lucky enough to be given fruit twice a week for the children to eat during the day. This is supplied by the Ministry of Education.

GARDENS

We have developed gardens around the school. We started some vegetable and herb gardens four years ago and it's our hope that families will be able to make use of some of our produce too. Our kitchen uses the produce for cooking classes. In 2026 we will run a programme looking at how food gets from the garden to the table.

GO GETTERS

Go getters are the children who always stay in the green zone of our traffic light system (Positive Behaviour for Learning). We recognise and celebrate them twice a term. Usually in week 5 and 10.

GOODIES

Many parents/caregivers have access to things we find useful but which might otherwise go to the tip. We always have use for clean card, paper, cloth, wool, plastic and so on. If it is of no use, we will say so, but we like being asked! If anyone has access to off cuts or paper of reasonable quality that might otherwise be thrown away we would be only too pleased to hear.

HEALTH CONTACT

The Health Nurse regularly visits the school. If you have any concerns about your child's physical, social or emotional health please contact the school for a referral. Our Health nurse is Ioana Gaualofa 587-2907 or 027 242 5159.

HEADLICE – If your child has headlice please contact the class teacher or office for a note to go home.

HEARING

The Ear Van provides free checks for children 0-18 years.
There are 'drop in' and 'by appointment' clinics available.
Phone (04) 587 2916 or text "appointment" to (027) 845 1433 to make a time

HOMEWORK

There is an expectation that reading, basic number knowledge and oral language will occur on a regular basis at home. Teachers will help with this by providing home reading books or personal choice reading time, spelling, maths activities and/or games and ideas for building number knowledge.
Children enjoy a balance of being read to, reading with you, and reading for themselves. Books, magazines, comics, newspapers, model aeroplane instructions, the back of the Weet Bix packet … whatever: it doesn't matter. As long as children are doing something that they are interested in, they will read and enjoy.
Oral language is the basis of all learning. Talking with children is an important part of home learning.
Each team has different expectations for homework. These are all set out on our school website and will be explained in each team's newsletter.

HOME & SCHOOL

We have a very active group of parents who support our students and teachers in a variety of ways. If you wish to offer your services, meetings are advertised in the school newsletter.
Each year the Home & School runs a variety of school activities including the School Triathlon in Term 1. Contact: homeschool@Titahibay.school.nz

HOUSES

All children are assigned a **house** when they start at Titahi Bay School and this is their house for their entire time with us. Brothers and sisters are always in the same house. Throughout the year, children will participate in events

and sports days. On house event days we encourage the children to wear the colour of their house. The six houses are named after colours:
Kowhai – yellow
Whero – red
Kakariki – green
Kikorangi – blue
Waiporoporo – purple
Karaka – orange

ILLNESS OR ACCIDENT AT SCHOOL

In the event of a child becoming ill or injured at school the office will contact the parents/caregivers to collect the child. It is most important that families advise us of any changes in home circumstances – telephone numbers, changes of address, mobile phone numbers and after school care arrangements, custody/court orders. In times of emergency we need immediate access to accurate information.

KAPA HAKA

We have Kapa Haka at school every week. Throughout the year, the children will be learning about and participating in pōwhiri, singing waiata, learning karakia, and they will actively participate in Kapa Haka. Words for some of the waiata that we sing can be found on our school website.

LEAVE FOR EXTENDED DURATION

If you are intending to take your child/ren out of school for an extended period during school time a written letter or e-mail explaining the details needs to be sent to the office. This includes permission for taking your child away on holiday during school time.
Consistent attendance at school is essential for maximising learning. Please consider carefully before removing children from class programmes.

LIBRARY HOURS

Open all day

LOST PROPERTY

Please name everything. In spite of our best efforts we accumulate large amounts of unclaimed clothing. If you would like to see if any of it is yours, please come and look in the lost property box kept in Room 4. All lost property left at the end of term is donated to charity.

LUNCHES

We are part of the 'lunches in schools programme'. This means each child receives a free school lunch each day, you can however opt out of this if your child does not eat the school lunch. We have lunches made onsite in our school kitchen and a menu will be posted on our website for you to view. Please note the lunch menu can change at any time but this does give you an idea of the food provided. We also have fruit available throughout the day.

MATHS-WHIZZ

Children in Year 4-6 are going to use Maths-Whiz, a learning tool in Maths. This is an internet based programme that can be accessed from home as well as school. If you have an iPad at home, there is a Maths-Whiz app that you can download for free – your child will need to use their Maths-Whizz user name and password to use the app. We are committed to using Maths-Whizz at Titahi Bay School for 2026. We recommend that children spend three x 20 minute sessions on Maths-Whiz each week.
If you need help contact Matt Tilley principal@Titahibay.school.nz

MEDICATION

If children bring medication to school, please label it clearly and bring it to the office. A form needs to be signed giving permission for our staff to administer it.

MEET THE TEACHER

This is in Term 2 with a written report and there is also a written report posted to Hero in Term 4.

MESSAGES FOR CHILDREN

If you need to get a message to your child during school time we will do our best to do this for you. You can help by keeping such messages to a minimum and leaving plenty of time for the message to be delivered. Please phone before 2.30pm if you want a message to be delivered to a child by 3pm.

MIHI WHAKATAU

A mihi whakatau is an official welcome to all new children, families and teachers in our school. Mihi whakatau are held a couple of times a term. The dates of these are in our school newsletter and on our school website.
The New Entrant team will inform you when the closest mihi whakatau date is to your child starting school.

We encourage parents and whānau to be part of the mihi whakataui with their child. Meet in the staffroom on the day of the mihi whakatau. You are invited to stay for morning tea in the staffroom after the mihi whakatau.

MISCELLANEOUS

Drink bottles must be plastic and unbreakable.
Matches, razor blades, knives, fireworks, alcohol and chewing gum are forbidden at school.

NEWSLETTER

The school newsletter goes out every second Friday via email, on the website or via the Hero app. This newsletter is a very important link between home and school – a fortnightly communication of school events, acknowledgements and requests. There is limited space available in the newsletter for community notices as school items must take priority. We also have extensive school information on our website www.Titahibay.school.nz. We also put the newsletter on our school facebook account.

OFFICE HOURS

8.30am – 3.15pm. Office staff are here to help so just ask Jodene or Lisa.

PARENT HELP

Parents are invited to assist in the life of the school. Parents are fully involved with supervision of road patrols, classroom helpers, making resources and serving on committees. Parent help is an essential element of the school's effectiveness. We acknowledge the support we do have and actively seek new parents to assist and support our work. If you have time to spare to work in a classroom please approach your child's teacher at any time.

PASIFIKA

The whole school regularly participates in Pasifika with performance, basic language and traditions of the Islands. There is also a performance group that children can opt into.

PASIFIKA PARENTS GROUP

The Pasifika Parents Group regularly meet to celebrate things Pasifika at Titahi Bay School.
The group supports the implementation of the School's Pasifika Strategy by

- Building relationships with school and home
- Supporting the events where Pasifika culture and language can be showcased like:

*Festival/Kapokapo celebrations
*Pasifika language weeks
*Annual event celebrating Pasifika
*Providing skills and knowledge to support the learning in the classroom.

The Pasifika group meet together over supper. If you wish to be part of this group you can contact them on:
pasifika@Titahibay.school.nz
miranda.mcmahon@Titahibay.school.nz

PUBLIC HEALTH NURSE – Our Public Health Nurse, is available to see you for health help. She is also available to give health advice and information to your family. You can contact Ioana.gaualofa ioana.gaualofa@huttvalleydhb.org.nz

If you have any concerns about your child's development please let us know.

The vision and hearing tester visits our school once a term. All New Entrants are assessed for both vision and hearing. You will be notified about these results.

PB4L

This stands for Positive Behaviour for Learning. Our KURA values are embedded in everything that we do here at school. Our KURA values are **Kindness, Unity, Respect** and **Achieve**

Manaakitanga, Kotahitanga, Whakarangatiratanga, Kia tutuki ai

We expect our children to be KURA Kids. We teach KURA, show KURA, we are KURA



We regularly celebrate children who show KURA in our classes, Hui, and Assemblies and go-getter Celebrations.

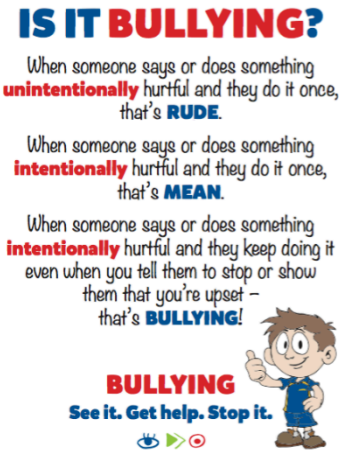
Rules are clearly displayed around the school and reinforce that KURA is an expectation for all at Titahi Bay School.

In class we follow the traffic light system and we collect data in our playground to find trends and align support where and when needed.

BULLYING

Defined as – The systematic abuse of power,persistent and repeated domination which is intended to intimidate, manipulate or hurt another person. Bullying within the school is unfair and not welcomed. Parents must report all cases to class teachers. Such behaviour will be promptly dealt with.





For further information about PB4L contact Miranda McMahon – miranda.mcmahon@Titahibay.school.nz

BEHAVIOUR

Consider:

* Is this a one-off or repeated behaviour?
* Does the behaviour effect just the child involved or others?

MINOR

TEACHER MANAGED

Inappropriate language
Unsafe movement
Property misuse
Lateness after breaks
Unkind/Put-downs
Disruption
Physical Contact
Defiance
Not completing work

MAJOR

CLASS (or playground) WITHDRAWAL

BUDDY CLASS (for playground) TIMEOUT

Physical Aggression
Refusing class timeout
Repeated behaviours
Harrassment/Bullying

Miranda McMahon
Kerry Delaney
Senior Management

Serious physical aggression/Fighting
Hysteria / Rage
Refusing Buddy class timeout
Swearing/abuse directed at an adult

CLASSROOM CONSEQUENCES:
TRAFFIC LIGHT SYSTEM

Verbal warning
Move to Thinking Zone
Move to Orange – Time Out within class

IF BEHAVIOUR REOCCURS WITHIN THE SAME TEACHING BLOCK:
Fill out Behaviour form (minor) on e-tap/paper.

Discuss at Team Meeting and document in your syndicate PB4L notes.
Teacher continues to monitor.

BEHAVIOUR FORM

Fill out Behaviour Form (major)

For a playground incident fill in paper form and put in black box in staffroom otherwise fill in the behaviour form on Etap. Relievers fill in a paper form.
Follow up with the student immediately.

POSSIBLY:Parent informed by phone or e-mail when child is on red or orange.
PB4L team discuss
Behaviour Plan
Monitoring Period
Principal Involvement
Check in Check out

PRECIOUS BELONGINGS/TOYS

Although we do our best, things sometimes happen to the precious belongings children bring to school. It is best to leave such things at home. We accept no responsibility for such treasures.

PRT

This stands for Provisionally Registered Teacher. It means that the teacher is beginning their teaching career. After studying for a teaching qualification, all teachers must then complete at least two years of full time teaching in order to become a Fully Registered Teacher. PRT's bring a wealth of knowledge and enthusiasm into their schools. We have two PRT's working at Titahi Bay School this year and we know that they are already stunning teachers.

REPORTING TO PARENTS

Term 2 – We will have a meet the teacher interview in Term 2. This will give you a chance to meet the teacher and talk about how your child has settled into their new class. Children are expected to come along to these interviews. These are booked online at www.schoolinterviews.co.nz

Term 4 – End of year report posted to Hero in week 9 – An interview with the classroom teacher can be arranged, if required.

In addition to this, the class teacher can be approached at any time during the year for an appointment to discuss educational issues relating to your child. If further discussion is required, please contact the Team Leader.

You can also make an appointment to talk with the class teacher first. If you need to discuss further Matt Tilley is always available.

RESOLVING CONCERNS

If you have a concern about your child, please first discuss this with their classroom teacher. If unresolved, the matter may be referred to the person who leads the team your child is in. If still unresolved, the issue may be taken up with the Principal. Please talk to the class teacher as soon as possible, as this is a proactive way of dealing with any matter. Concerns relating to other matters should be conveyed directly to the Principal.

ROAD SAFETY

Every care is taken in promoting road safety. As concerned parents/caregivers we ask you to actively support road safety rules:

Insist your child uses the patrolled pedestrian crossing. Set an example by using the crossing yourself. Children respond to your example.

Before and after school please park your car away from the school entrances or yellow lines. Do not park on yellow lines, over private driveways or on grass verges.

SAFETY

There are some steps parents/caregivers should take regarding safety on the way to and from school:

* inform school if your child is going to be absent or late
* make sure the school has your latest home and work numbers
* telephone school if your child is late home
* know where your child is playing after school
* contact the parents of any friend your child brings home after school.

SCOOTERS

Children may only ride scooters to school if they wear a cycle helmet. Scooters are to be left in the scooter stands located around the school and are to be ridden on the back court only.

SCHOOL CHARTER AND POLICIES

A copy of these is kept on our school website www.Titahibay.school.nz under Board. Parents/caregivers are welcome to come down and read them at any time. Parents are also kept informed of new policies through the Board of Trustees newsletters. These can also be found in Board documents on our school website.

SCHOOL HOURS

9.00 am	School Opens
9-10.40am	Lessons
10.45 – 11.15am	Morning tea break
11.15 – 1pm	Lessons
1pm – 1.10pm	Eat lunch - Teachers sit with the children for these ten minutes
1.10 – 1.50pm	Second break
1.50 – 3.00pm	Lessons
3.00pm	School closes

SCHOOL PATROLS

Selected Year 6 pupils maintain an oversight of the school crossing from 8.30am – 8.50am and 2.55pm – 3.10pm daily. Parent volunteers supervise these pupils. The pupils are trained by the NZ Police. Please support by:
Waiting behind white lines marked on footpath
Crossing on the patrol child's command that it is safe to cross
Using the crossing all the time
Role modelling safe pedestrian practices

SCHOOL PHOTOGRAPHS

Class photos and individual photos are taken annually by a professional photographer. These will be taken on Tuesday 24th March 2026.

SHOES

School grounds are places where lots of people go in weekends and at night. We cannot always guarantee the grass is safe for children to walk on with no shoes. It is very important your child wears shoes to school.

SPORTS IN SCHOOL

Sports, fitness and physical education are a regular part of our school programme. Children need to be prepared to participate in P.E. activities every day. Saturday sport is organised by Jacinta Kelleher Jacinta.kelleher@Titahibay.school.nz.

SCHOOL VISITS

In 2026 the organisation for school visits is done by:

1. Filling out an enrolment form which is available on our website.
2. Emailing the relevant documentation to office@titahibay.school.nz
3. You will be contacted by letter for a time for visiting (approximately 6 weeks prior)
4. Visits are Wednesday afternoons from 2.00 – 2.50pm on selected days.

STATIONERY

Stationery is available from Office Max online. A stationery list is available by going to https://www.myschool.co.nz and typing in Titahi Bay School. Stationery can be delivered to your home address via the myschool website. Stationery is also available to purchase at the school office.

STRATEGIC GOALS FOR 2026

Our goals for 2026 are Growing Relationships, Growing People, and Growing Innovation. Our children are at the heart of everything that we do, and our goals will always reflect this – these can also be seen in our Charter. We will also continue to work on the SHINE project and Local Curriculum.

SUNSMART

All children are required to wear a sunhat and sunblock when outside playing or as part of a physical education programme (terms 1 and 4). The hat needs to be named. We feel strongly about this and want our children to be sunsmart. If your child does not wear a sunhat outside during these terms he/she will have to play under the shade structures.

TE REO AND TIKANGA MĀORI

This is taught weekly in most classes and teachers are beginning to regularly use Te Reo Māori in their classrooms.

TRIATHLON

Great news - we have started the organisation for 2026. The date for our Triathlon is in Term 1 Saturday 28th March with postpone date 30th March 2026. Please put these dates in your diary. If you can help in any way or get sponsorship please contact our home and school team homeschool@Titahibay.school.nz

A bit about the Titahi Bay School Triathlon:

This year will be our 15th year of running the Titahi Bay School Triathlon and every year it just gets even better! It is a great way to fundraise a large amount of money and has become our main fundraising event of the year. This year the fundraising will be used towards playground equipment.

* In 2009 we fundraised for various equipment around the school
* In 2010 we fundraised for acoustics for the hall
* In 2011 we fundraised for staging for the hall
* In 2012 we fundraised for new playground equipment
* In 2013 we fundraised for new playground equipment
* In 2014 we fundraised for cycling gear and bikes
* In 2015 we fundraised for cooking room being built beside the hall
* In 2016 we fundraised for furnishing the cooking room
* In 2017 we fundraised for stage seating in the hall
* In 2018 we fundraised for a new PE space
* In 2019 we fundraised for an addition to our Junior playground
* In 2023 we fundraised for for our bike track to be sealed
* In 2024 we fundraised for a covered area for the basketball court
* In 2025 we fundraised for the new junior playground equipment

The triathlon promotes health and fitness and the children spend time training for the event as part of their Health and Physical Education programme at school.

All children are encouraged to participate and to collect sponsorship money for their participation. Prizes are awarded for the most money raised.

Feedback from children and families tells us that children get a lot out of participating in the triathlon and enjoy a real sense of achievement in being a part of the whole training/fundraising/competing process.

We have 3 categories of races to allow children who are not part of Titahi Bay School to participate. These races are 'Open Juniors – school age', 'Open pre-schoolers' and 'Open Seniors – older children'.

UNIFORM

We do not have a school uniform. We expect our tamariki to arrive at school dressed appropriately for their day. We do not have a school uniform, we encourage clothing and shoes that are comfortable and suitable for our kura kids to engage in active and enjoyable activities.

VISITING SCHOOL

Parents/caregivers are welcome to visit school at any time but our school policy is that they must call at the office first and sign in.

VISITORS TO THE SCHOOL – Code of Conduct

Statement:

To ensure that the learning and wellbeing of children is not adversely affected by the behaviour of visitors, including contractors, contract staff, parents or caregivers or relatives of children, and that all children are safe.

Objective

1. Unless they have been specifically invited to a classroom, visitors to Titahi Bay School are required to make their presence and their purpose known to the Principal or the office staff before visiting a classroom, particularly if they are picking up a child during school hours.
2. Teachers' instructions to children must at all times be supported by visitors; visitors should not distract children from the tasks they have been set or in any other way undermine the authority of the teacher.
3. Visitors who are working with children should ensure that they maintain a positive relationship with the children, especially by finding things to praise in their work; discipline is the responsibility of the teacher.
4. Children must not be touched or sexually harassed, nor be led into difficult situations. They should never hear swearing or bad language from a visitor.
5. Children's progress and behaviour in the classroom is confidential to the school and to their own parents; visitors are expected to refrain from discussing or comparing children in outside situations.
6. If this code is breached by any visitor the school has the right to insist they leave the school environs immediately.

WHĀNAU GROUP

Everyone is welcome. The group meets each term and supports families and the school to do the following:

- To promote and foster Te Reo Māori and Tikanga Māori within the school
- To encourage the community and our school to learn about things Māori.
- To act as a facilitator between the school and the community.
- To support and encourage the Kaiawhina.

Activities include:

- Making costumes/poi
- Annual Hangi
- Kai for Hui
- Annual Kapa Haka Concert
- Overnight stay on the Marae
- Support of classroom Tikanga programmes

Contact at school: Delwyn Gardner

delwyn.gardner@Titahibay.school.nz