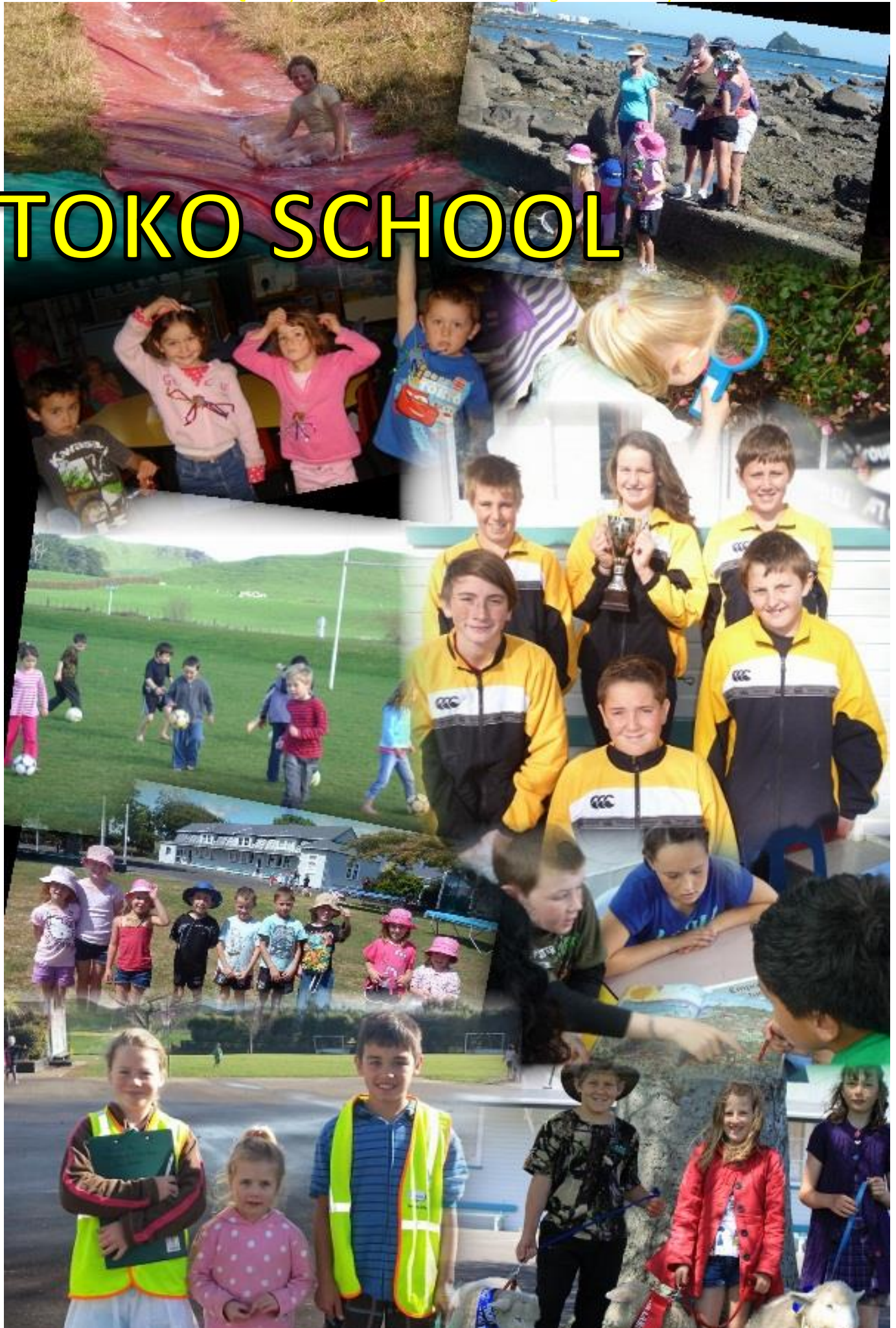


Quality Learning for all in a Caring Community.

TOKO SCHOOL



Toko School Team

Principal
Deputy Principal
Year 7 & 8 Classroom Teacher
Year 5 & 6 Classroom Teacher
Year 4 & 5 Classroom Teacher
Year 3 Classroom Teacher
Year 2 Classroom Teacher
New Entrant / Year 1 Teacher
Part-time Classroom Teacher

Office Manager
Support Staff

School Cleaner

Mrs Kim Waite

Miss Shannon O'Brien
Mrs Maree Stark
Mrs Sasha Hancock
Mrs Sue Fergus
Miss McLeod
Miss Megan Brooks
Mrs Alison Eagar

Mrs Annette Hinton
Ms Margaret Mason
Mrs Treena Cullen
Mrs Leeanne Read
Delwyn Taylor

2015 School Year

Term 1

2 February – 2 April

Teacher Only Day – 6 March

Taranaki Anniversary – 9 March

Term 2

20 April – 3 July

Anzac Day – 27 April

Queen's Birthday – 1 June

Term 3

20 July – 25 September

Term 4

12 October – 17 December

Labour Day – 26 October

Parent Information Booklet



ABSENCES

Please advise the school office by note, phone or email before 9.00am of a child's absence. A message may be left on the answer phone along with explaining why your child is absent - this is a legal requirement. This is most important to allow us to ascertain a child's whereabouts and safety. A daily log is maintained so that we

ACTIVITY ACCOUNT

An activity account is sent out to parents early in the year. This year it has been set at \$70.00 per child. This covers the costs of all the extra's the children receive throughout the year including, bus travel, swimming lessons, cultural visits etc.



ASHTON BOOK CLUB

Ashton Scholastic book Club brochures are available once each term for those who wish to order books through this company. Any cheques for purchase must be made out to Scholastic NZ Ltd.

BELL TIMES

School begins at 9.00 am
Morning Interval:
10.40 - 11.00am
Lunch:

know reasons for children's absences.

12.30 - 1.30pm
School finishes at 3.00pm



All classes helped with planting the feijoa hedge!

BICYCLES

Parents should use their discretion in allowing children to bike to school. The Ministry of Transport's recommendation is that children under 10 years of age do not ride bicycles on the road.

All children biking to school must wear a suitable standard approved helmet. A cycle stand is available just inside the vehicle turnaround. Bikes must be placed correctly in this stand.

BOARD OF TRUSTEES

The school is governed by the Board of Trustees. Trustees are elected three yearly. Current Board Members are:

Keith Mitchell - Chairman
Kim Waite - Principal
Megan Frandi - Treasurer
Katherin Sextus
Brendan Attrill,
Leon Eagar - Property
Vaughan Jones
Megan Brooks - Staff Rep



Governance is a '*hands off*' process, whereby the Board ensures that the school is well managed and led without doing the managing or leading. Governance is primarily concerned with ends of outcomes.

Management and School Leadership is the '*hands on*' day to day process of carrying out the schools policies and plans in order to achieve planned outcomes.

The Board meet on Tuesday nights once a month. Meeting dates are on the school website.



BUSES

Four bus runs bring children to Toko School:

1. Huinga Bus (Toko, Raupuha Roads) arrives at approx.. 8:20am.
2. Waiwiri Bus (Waiwiri, Makuri, Douglas Roads) arrives at approx.. 8.15am.
3. Douglas Bus (East, Gordon, Crown, Roads and Tututawa) arrives at approx.. 8.15 am.
4. Town Bus these children catch the Waiwir Bus.

All buses leave school at 3.35. Ineligible students will be charged by operators for travelling on Ministry bus services. Those who are eligible are students who live within 3.2km from the nearest school if under 10 years old or 4.8km if 10 or older regardless of whether they attend that school.

BUS TURNAROUND

Parents are asked to use this space to drop off and collect their children from school each day. If parents are coming into school they are encouraged to park outside the school hall.

CALF AND LAMB DAY Children are encouraged to raise and care for a calf or a lamb in the spring. This is part of a long standing tradition. Calf and Lamb Day is the weekend before Labour weekend. We also have a very exciting "Hall of Creativity" which involves children at school making sand saucers, miniature gardens,

CONCERNS

Parents are encouraged to contact any of the staff if there are any concerns you may be having regarding your child's welfare at school. Please come and see us. We are all working together to make your children's time at our school a happy one and to also make your association with the school a positive one. Talking to the teacher is a very good idea.

DENTAL CLINIC

The dental clinic at Stratford notifies parents when children need to visit the dental clinic. The clinic is situated at the Avon Medical Centre.

DUTIES

The senior children (Year 7 & 8) are involved with minor caretaking duties on a daily roster system at the end of each day. They should work as a team and no task should take longer than about 10 minutes. The Board pays an allowance into the School Children's Account and this money helps pay for their end of year camp.

ENROLMENT INFORMATION

It would be appreciated if parents could remember to advise the school of any changes of address and/or telephone number. New enrolments require staff to sight the child's birth certificate and plunket book to record immunisation records. Upon enrolment we ask for other permission slips to be completed and returned.

FIRE & EARTHQUAKE DRILL

Toko School follows civil defence approved procedures for fire and earthquake drills. Drill practice is once per term so that all children are familiar with procedures. Our assembly area is on the bottom field.

FUNDRAISING COMMITTEE

Our school has a dedicated group that strives to raise funds for the school. They organise events throughout the year and have a great time doing it! They are governed by BOT school policy. If you want to have a great time and benefit the school please join!

GROUNDS SUPERVISION

Children are not permitted to arrive at school before 8.00 am each day. We cannot guarantee that a staff member will be at school before this time. Children are not permitted to leave the grounds during the school day unless prior arrangements have been made and staff have been notified. Children leaving with parents during school hours need to notify the school office on leaving and when the child is dropped back at school. Children who do not go home on the bus should leave the school grounds by 3.25pm (first bus bell). On wet days bus children are assembled in the hall.

HATS

Toko School adopted a "wide brimmed hat" policy in 2007.

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vegetable creations and unusual container flower arrangements.



Children and staff wear hats in Term 1 and Term 4.

HEARING & VISION

This is checked at 5 years old. Parents will be notified if there is a concern.



HISTORY OF TOKO SCHOOL

Our school is a well-established full primary school with five classrooms, library and school hall (built by the community in 1953). With the 'Tomorrows' schools reform beginning in 1989 Huiroa School closed in 1991. Remaining pupils moved to Toko School. During 1992 the school completed a planned E.D.I (Education Development Initiative) with neighbouring Huinga School. This was a first in New Zealand and was

The school is very well established, celebrating its centennial during 1993. It is set in most attractive grounds providing recreational and sporting facilities for families in the community both during the school week and during weekends.

Toko School has been noted for the academic, sporting and cultural achievements of it's pupils over a large number of years and our goal is to ensure that all

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largely funded by the Ministry of Education.

It involved a major upgrade of the administration area to include school and Principal's offices, enlarging the staffroom, along with the relocation of four buildings (junior classroom block, hall, A/V room) to cope with the school growth when the 20 children from Huinga School joined the Toko School Community. . In 2002/2003 children from Stanley school came to Toko School. In 2006 children from neighbouring Douglas School came to Toko School. In 2007 children from neighbouring Matau School joined Toko School.

pupils achieve to their full potential.

The Library was upgraded in 1999. Originally it was the old Post Office in Toko Village which moved in 1980 the school site. In 2000 the school went through a substantial property upgrade of the hard court and parking area. We have a lovely environment and work hard to keep it that way!. In 2009 a large, safe bus turnaround was developed.

HOMEWORK

In the Junior School (year 1 - 4), homework is in the form of reading a book sent home, learning basic words and or facts. Parental interest and involvement in this activity is of great value to your child; reinforcing what they have read during the day and helping to establish necessary homework routines.

In the Senior School (Year 5 - 8) homework could be essential learning tasks (spelling, home reading, maths etc), completion of unfinished work, research, discussion of current events or mathematics maintenance work. Homework should not be onerous. It should add to the classroom program. Many children have many after school activities already! We are great encouragers of children playing and having adventures.

ILLNESS AT SCHOOL

Children who become ill during school time are cared for in the Medical Room, which is located beside the staffroom and office. Parents are advised by telephone. All teachers are able to administer simple first aid and attend to minor injuries.

Parents need to have completed a paracetamol permission slip on enrolment to allow the administration of paracetamol to a child.

which has ensured that Toko School is well equipped to cope with existing and emerging technologies. In 2013, the school had a major upgrade to its wireless infrastructure, to ensure multiple devices could be used at the same time across many classrooms. We acknowledge the importance of Information Technology within our Strategy Plan 2013 - 2015.

INTERNET SAFETY

It is assumed that all children will be allowed to have internet access, and be allowed to have their image and work on our school website and class pages unless otherwise informed. We have access to the internet across the entire school. We expect the correct use of the internet. As such we have policy guidelines and student internet agreements. You will receive a copy of this on enrolment. More information about this is on our website - Parent Information - Cybersafety.

LEARNING STARS



Toko School

Quality learning for all in a caring community



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INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Our school is well resourced with ICT in all classrooms. All classes have i-pads, netbooks and desktop computers along with digital cameras, headphones and interactive whiteboards. Our school had a major upgrade of our IT infrastructure in 2007.

Our school is organised around
Toko School Learning Stars:
Personal Best
Wellbeing
Learning to Learn
Challenging Curriculum
Connected

Everything we do is focussed around one of these learning stars. These are closely aligned to the "Key Competencies" in the New Zealand Curriculum.



LOST PROPERTY

This is put in a container in the school hall and the bag bay in Room 1. Please try and name your child's clothing. It is very hard to lose named clothing.

MONEY

Any money sent to school for payment of stationery, accounts, book club etc. is to be placed in an envelope with the families name and what the money is for, written on the outside. This is to be placed in the slot, which is located outside the school office.

MEDICATION

Please keep staff informed if your child is on any form of medication at any time or suffers allergies or bee stings.

MOUTH GAURDS

Mouth guards are needed for rugby and hockey at school while children are practising and also at games. Children injured playing these sports without mouth guards are not eligible for ACC.

NEW ENTRANTS

Pre-School children are encouraged

PERMISSION SLIPS

Education may occur outside the classroom and away from school. Accordingly, teachers wish to take their class away from school on occasions. Request for transport to assist in these events are made, but not parental consent to have your child attend. Educational visits are planned for and risks assessed. These trips are part of the NZ Curriculum. We look upon education outside the classroom as a vital part of your child's education at Toko School. We hope you are often able to assist us provide the transport required.

POLICY STATEMENTS

The Board of Trustees role is developing Policy for the school. These statements are written by the Staff or Board of Trustees. Parents are advised of new or reviewed policies, in newsletters before final adoption. All Board Policies are available at the school or on our school website.

PROPERTY MANAGEMENT

Property management is in the school hands. The Board has drawn up a 5 year property plan, a 10 year

PUPIL RESPONSIBILITIES AND RIGHTS

We encourage our children to
Have respect
Take responsibility
Make the Right Choice

Teachers use proven teaching strategies to avert discipline problems before they begin including:

- Establishing clear guidelines for behaviour and routines
- Positively reinforcing good behaviour
- Varying teaching mediums
- Establishing relationships with students
- Being consistent
- Being enthusiastic
- Being punctual
- Giving frequent feedback on children's school work

Children have rights:

- The right to be an individual
- To be treated with respect and kindness
- To express themselves

Children have responsibilities to:

- Complete their work
- Help make the school a good place to be
- Take care of property

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to visit our Junior classroom before they turn 5. Please visit the office to complete enrolment details and to meet the Principal. School visits will be organised after this.



RELIGIOUS INSTRUCTION

A fortnightly half hour session in each classroom, is run by local people, following the Bible in Schools programme. Children are excused from religious instruction with a note from parents. It is a values based programme.

REPORTING TO PARENTS

Our school operates an "open door" policy, in which teachers are available by appointment, for any concerns about aspects of a child's progress and attitude to school work. Parent, child and teacher conferences are held mid and end of year - Year 4 - 8 and at 6 monthly intervals for Years 1 - 3. This includes a Learning Journey Report, that clearly identifies progress and achievement in Reading, Writing and Mathematics.

Saturday Sport

Many children are involved in sport, which is primarily organised through the various local clubs in Toko and Stratford. These include netball, tennis, hockey, cricket, athletics, swimming, soccer.

SCHOOL PUBLIC HEALTH NURSE

maintenance plan and an asset replacement plan. The monitoring and action is carried out by the Principal and Board.

PTA

The PTA is a hard working group of parents that support the school in many ways. For example: they, organise Calf and Lamb Day, make school lunches, organise the school disco and at special events they provide food. They provide a service to the school. If you want to help the school in this way this is an excellent group to join.

STAFF MEETINGS

The Toko School staff meet at 3.45pm on Monday afternoons for staff development and school organisation. Monday morning staff meetings at 8.00am covers organisational details. Staff meet at 8am on Wednesday mornings for professional development as well.

STATIONERY

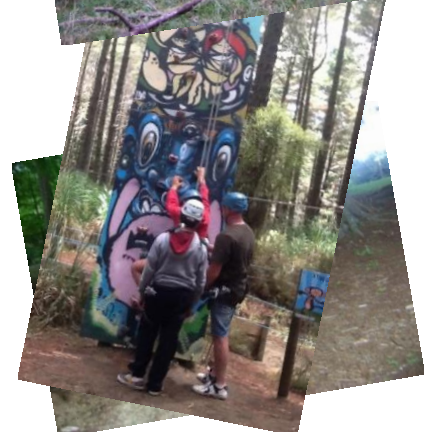
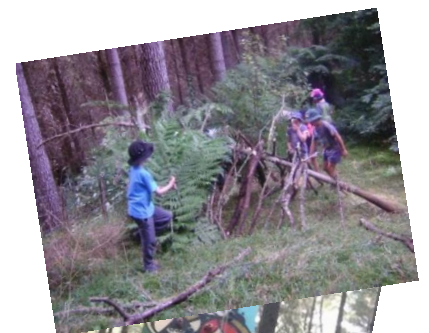
Books, pencils, rubbers, biros etc are kept in stock at the school office and children's requirements can be met immediately. WE purchase these stationery items at a cheaper rate than is generally available elsewhere. They are of good quality, unlike some cheaper alternatives.

An account for any purchases is sent out each term. Our procedure is, that if any account is not paid by the end of each term, no further credit will be available until the account is cleared. In this case, children will have to pay cash for any stationery they require. Please contact us if there are any problems with settlement of accounts, as we can always work together to solve these problems.

SCHOOL ASSEMBLIES

- Come to school
- Obey the school rules
- Take notices home
- Wear sun protection
- Move quietly past other classes at work
- Allow others to get on with their work.

We discourage children wearing jewellery. Hair should be cared for and neither rebellious nor outrageous. Long hair should be tied back ... especially if swimming.



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Our Public Health Nurse visits school regularly and attends to any problems in consultation with the Principal and parents. She also co-ordinates school based immunisations.

SCHOOL OFFICE HOURS

The office is open every morning from 8.30am - 1.00pm. Messages for staff can be taken and will be passed on. Staff are available for phone calls or discussions with parents at lunchtime or at the end of the day.

SCHOOL SPORTS CLOTHING

Children wear sports clothing to encourage and foster school pride in appearance. Toko School children stand out in large groups as they are united in their appearance.

Children representing the school at sports, cultural or academic events need to wear the correct Toko School uniform. This is black shorts/track pants/leggings and a black and gold Toko School top. The tops can be worn to school at any time! Parents are asked to ensure children are correctly clothed. Additionally, polar fleece tops can be purchased.

SCHOOL NOTICES

Newsletters are distributed fortnightly on a Thursday and include information pertinent to school organisation. This is sent home via e.mail or to the eldest child if no e.mail address is available.

A News Brief is sent home on a non newsletter week. It is very short and only includes information relevant to that week.

Courier is distributed four times a year at the end of each term to the

A short school assembly is held on Monday mornings in which weekend sports results are shared, events for the week are mentioned and general school issues are highlighted. A whole school assembly is held with all the children on Friday afternoons.

Certificates are given out, Learning Stars celebrated, house points are awarded and updated weekly.

Fortnightly a class takes on the responsibility for organising the school assembly. Parents are informed of the dates of class assemblies and encouraged to attend.

SCHOOL TRANSPORT

A note from home or a message to school, should come from parents if children are to change normal transport arrangements after school. This is very important. Children get confused and so do staff, when after school arrangements are not consistent. Please ensure that the school is informed if arrangements for transport to and from school change. If we have not been informed of a change to a child's transport arrangement, we default to the normal ie the child gets on their usual bus.

TOKO SCHOOLS CLUSTER GROUP

Toko School is part of a rural cluster group with Midhirst, Pembroke, Ngaere, Rawhitiroa, Marco, Makahu and Huiakama Schools. The rural group provides valuable interaction and competition for our children.

TOKO COMMUNITY

The school has always enjoyed an excellent relationship with its community. This is apparent in the high level of local involvement in

TECHNOLOGY CENTRE

Technology (manual) is provided at Eltham Technology Centre every second Thursday morning for all Year 7 & 8 students. This is based on the New Zealand Curriculum. An annual fee is charged to families to cover expenses for material and ingredients. This will be invoiced from Toko School.

Children are also reminded that covered feet are essential, as is long hair tied back. The children are transported by bus leaving at 8.45am and returning at 12.45pm.

TELEPHONE

Children must ask to use the phone. Children's cell phones are not banned! However, they should be invisible and not used unless absolutely necessary. Phones should be dropped at the office or to the classroom teacher for storage. No responsibility is accepted for cell phones.

WEBSITE

We have an exciting school website. It's purpose is to celebrate and inform you of life at school. When children enrol at Toko School, they are given a login and password to

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wider community and district. It contains information and news that is relevant to the whole district. Approx. 280 copies are distributed by the Rural Delivery service to RD 22.

SCHOOL CURRICULUM

Our teaching and learning is based on the New Zealand Curriculum Framework, which is set by the Ministry of Education. We interpret and develop Curriculum Statements, which are appropriate to the learning needs of the Toko School children.

many school activities.

- Calf & lamb Day
- Fundraising events
- Jones Cup Sports Day
- School Concerts
- Working Bees
- Parent Helper

access their class web page.

Access is available to the school library site which is updated regularly.

Thank you for choosing to enrol your child at Toko School. We look forward to getting to know you and your family.

