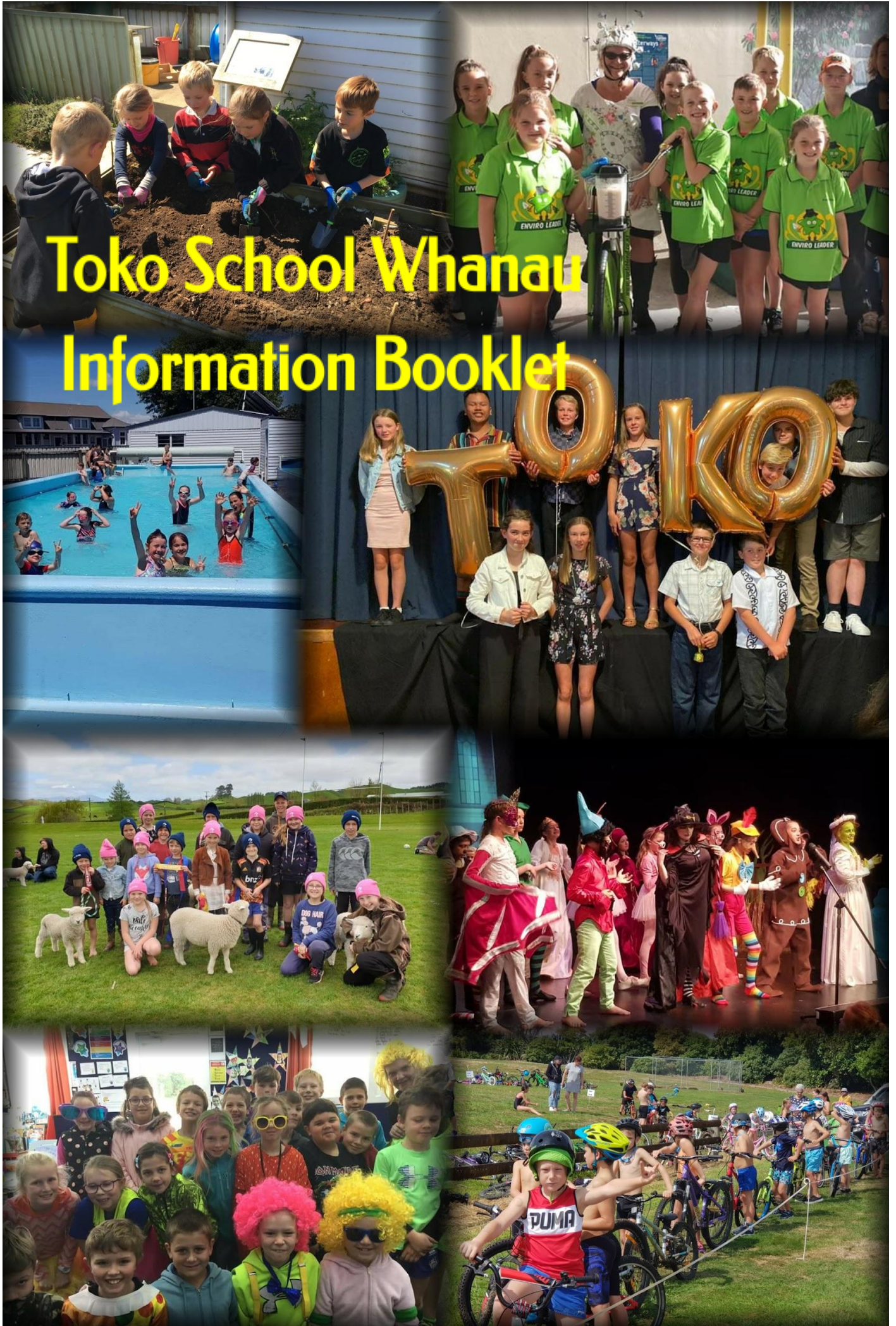


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Toko School Whanau Information Booklet



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Toko School Team

Principal - 3 days per week
Acting Principal - 2 days per week
Associate Principal's
Year 6 - 8 Classroom Teacher
Year 6 - 8 Classroom Teacher
Year 4 & 5 Classroom Teacher
Year 3 & 4 Classroom Teacher
Year 1 & 2 Classroom Teacher
New Entrant / Year 1 Teacher
Special Needs Education Co-ordinator –

Office Manager
Support Staff

School Cleaner

Mrs Kim Waite
Mrs Sasha Hancock
Mrs Sasha Hancock/Mrs Sue Fergus
Mrs Shelley Fuller
Miss Gemma Smith
Mrs Tash Coulson
Mrs Sue Fergus
Mrs Megan Oliver
Miss Jolynne Mancer
Mrs Alison Eagar

Mrs Annette Hinton
Ms Margaret Mason
Mrs Treena Cullen
Mrs Debbie Stone
Mrs Jodene McCowan

Mrs Delwyn Taylor

2022 School Year

Term 1

31st January - Parent/Teacher/Child Interviews
1st February – 14 April
Waitangi day - 7 February
Teacher Only Days - 10 and 11 March
Taranaki Anniversary – 14 March

Term 2

2 May – 8 July
Queen's Birthday – 6 June
Teacher Only Day – 3 June (TBC)

Term 3

25 July – 30 September

Term 4

17 October – 15 December
Labour Day – 24 October

The above dates and other community dates are on our school calendar on the front page of our school website: www.toko.school.nz

We also have a school Facebook Page. We post lots of photos and information and reminders on this page.

We also have an app called HERO where all important information is shared. Please download the app and follow [these instructions](#).

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Whanau Information Booklet



ABSENCES

Please advise the school office via our school app HERO, phone, or email before 9.00am of a child's absence. A message may be left on the answer phone along with explanation of why your child is absent - this is a legal requirement.

ACTIVITY ACCOUNT

Our school has opted into the Ministry of Education Donations Scheme. This means parents will only be charged for goods and services e.g school stationery, school camps, sports fees, school clothes etc.



ASHTON BOOK CLUB

Ashton Scholastic Book Club brochures are available once each term for those who wish to order books through this company. Payment details are on the order form.

BELL TIMES

School begins at 8.55 am
Morning Interval: 11.10 - 11.30am
Lunch: 1.00 - 1.50pm
School finishes at 3.00pm

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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 recommends 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:

Katherine Sextus - Chairperson
Kim Waite - Principal
Trish Turner - Treasurer
Julie Roberts-Property/Secretary
Steven Harvey - Property
Grant Robinson - Property
Sasha Hancock - Staff Rep

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

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.



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BUSES

Three bus runs bring children to Toko School:

1. Huinga Bus (Toko, Raupuha Roads) arrives at approx. 8:15am. Children travelling to town catch this bus. Payment is required from the driver.
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.

All buses leave school at 3.25. 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/DROPPING CHILDREN OFF

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.

BRING YOUR OWN DEVICE (BYOD) Children from Year 3 - 8 are allowed to bring a device to school. Information is available from the classroom teacher about this.

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 a range of art and crafts.



CONCERNS

Parents are encouraged to contact the classroom teacher 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.

CONTACTING CLASSROOM TEACHERS

It is our preference that you contact teachers via their school email, or school phone. Staff are told not to use messenger to connect with parents. This is a social networking tool that teachers use for their personal use only.

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.



ENVIRO SCHOOL

In 2016 our school was awarded Green Gold Recognition by the Enviro Schools Foundation. We were the first school to receive this award in Taranaki. We are very proud of our schools enviro initiatives and programmes.

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.

FRIENDS OF TOKO SCHOOL

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! Just ask at the office for further details.

GROUND'S 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 sign in and out at the office. Children who do not go home on the bus should leave the school grounds by 3.10pm (first bus bell). On wet days bus children are assembled in the hall.

HATS

Toko School adopted a "wide brimmed hat" policy in 2007. Children and staff wear hats in Term 1 and Term 4. These can be purchased from the school office.

HEARING & VISION

This is checked at 5 years old and at Year 7. Parents will be notified if there is a concern.



HISTORY OF TOKO SCHOOL

Our school is a well-established full primary school with six 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 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.

The school is very well established, celebrating its 125th Jubilee during 2018. 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 its pupils over a large number of years and our goal is to ensure that all pupils achieve their full potential.

The library was upgraded in 1999. Originally it was the old Post Office in Toko Village which moved in 1980 to 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. In 2015 a roll growth classroom was added to the school and in 2017 the school hall was refurbished. In 2018 we celebrated our 125th Jubilee.



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HOMEWORK

In the Junior School (Year 1 - 4), homework is in the form of reading, 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 Middle and 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.

HOT LUNCHES

On Wednesdays children are allowed to bring something to go in the pie warmer for lunch. It must be wrapped in tin foil or appropriate packaging. Please write your child's name on the wrapped food. Large dishes of food are not allowed. The lunches will be collected by monitors in the morning and delivered to classes at lunch time.

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.

INFORMATION & 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 and interactive whiteboards. Our school had a major upgrade of our IT infrastructure in 2007 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 2021 - 2023.

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



Our school is organised around Toko School Learning Stars:

Personal Best
Wellbeing
Learning to Learn
Citizenship
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. 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. Any internet banking can be made into our account - Toko School Children, TSB Stratford, 153947 0275158-00

MEDICATION

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

MOUTH GUARDS

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 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.

PERMISSION SLIPS

Education may occur outside the classroom and away from school. Accordingly, teachers may wish to take their class away from school on occasions. Requests 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 to 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 maintenance plan and an asset replacement plan. The monitoring and action is carried out by the Principal and Board.

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
- 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 long hair should be tied back ... especially if swimming.



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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 beg and mid year. Your child's record of learning is kept within HERO - our school's student management system.

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, rugby.

SCHOOL PUBLIC HEALTH NURSE

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 - 3.30pm. 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 but should be prearranged.

STAFF MEETINGS

The Toko School staff meet at 3.15pm on Monday afternoons for staff development and school organisation. Monday morning staff meetings at 8.15am cover 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 so 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

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

SCHOOL LUNCHES

Our Friends of Toko School co-ordinate school lunches for most Fridays. Please make sure you read the school newsletter at the start of each term to be informed about ordering them. Parents are required to put in one order for the whole term. One order per child needs to be placed.

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. This can be purchased from the office. The tops can be worn to school at any time! Parents are asked to ensure children are correctly clothed.

SCHOOL NOTICES

We communicate in a variety of ways:

Newsletters are emailed out every second Thursday on even weeks and includes information pertinent to school organisation. This is sent home via our school APP - HERO. All newsletters are saved on our school website.

HERO App is used to alert parents as reminders, if an event has occurred that impacts on your child/family and a place to store school organised sports information e.g draws.

SeeSaw is used for junior and middle class learning and reporting. The senior school is using HERO for the first time this year.

Toko School Facebook is used to share photos and celebrate the learning occurring in our school.

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.

SCHOOL TRANSPORT

A note from home or a message to school, must 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 i.e, the child gets on their usual bus.



SEESAW

At Toko School junior and middle classes use "Seesaw" to share students learning with whanau. The senior school are trialling HERO this year. This is a way of keeping you up-to-date, in real time with your children's learning and progress. You will need to download the seesaw for families app and your child's teacher will provide you with login details. We encourage you to comment positively on this learning. Teachers will HERO as a way of communicating with home for reminders and class notices.



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 many school activities.

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

TECHNOLOGY CENTRE

Technology (manual) was previously provided at the Eltham Technology Centre for our Year 7 & 8 children. This centre closed in 2016. Toko School has offered a modified programme since 2017 as we work with the Ministry of Education and local schools to find a local solution. This is based on the New Zealand Curriculum.

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/FACEBOOK

We have an exciting school website and a school facebook Page. Our website is used as an information source for parents. Our facebook page is to celebrate and inform you about what has been occurring at school.

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



