



INTRODUCTORY NEWSLETTER TO FAMILIES 2023

ENDEAVOUR - ACHIEVE - EXCEL
TOHENGĀ - TĀEA - TINO HIRA

MATAMATA PRIMARY SCHOOL

ENDEAVOUR - ACHIEVE - EXCEL
TOHENGĀ - TĀEA - TINO HIRA

115A Broadway, PO Box 25, Matamata 3440

Telephone 07 888 8566 - Mobile 0276102911

E-mail office@mmps.school.nz

Website: www.matamataprimary.school.nz

School Office hours: 8.15am - 3.30pm Monday - Friday (term time only)



Welcome to the 2023 school year which we hope will prove successful and enjoyable for your family. The following matters will help explain some aspects of our organisation and policy.

*** CLASSES:** These are organised in composite groups with teachers as follows -

| | | |
|--------------------------|---|-------------------------------------|
| Room 1 | Mrs Piper | Y5 and Y6 |
| Room 2 | Mrs Bateman | Y5 and Y6 (Senior Team Leader) |
| Room 3 | Ms Howell | Y5 and Y6 |
| Room 4 | Miss McGuinn | Y5 and Y6 |
| Room 5 | Mr Wigg | Y5 and Y6 |
| Room 6 | Mrs Maisey | Y4 and Y5 |
| Room 7 | Mrs Juma | Y3 and Y4 (Middle Team Leader) |
| Room 8 | Mrs Wilson | Y3 and Y4 |
| Room 9 | Mrs K Muckle | Y3 and Y4 |
| Room 10 | Mrs M Muckle | Y3 and Y4 |
| Room 11 | Mrs Holman | Y3 and Y4 |
| Room 12 | Mrs Smart | Y0 and Y1 (New Entrant Class) |
| Room 13 | Ms Harty | Y0 and Y1 |
| Room 14 | Miss Ashley | Y1 and Y2 |
| Room 15 | Miss Greenwell | Y1 and Y2 |
| Room 16 | Miss Stutt | Y1 and Y2 |
| Room 17 | Mrs Freeman | Y1 and Y2 |
| Room 18 | Mrs Gibbard | Y1 and Y2 (Junior Syndicate Leader) |
| Room 19 | Mrs Swetman | Y1 and Y2 |
| Principal | Mr MacPherson | |
| Deputy Principal | Mr Mair | |
| Assistant Principal | Mrs Wuest | |
| Office Reception | Mrs Raynel | |
| Office Manager | Mrs Barton | |
| Ancillary Staff | Mrs Neill, Mrs Picard, Mrs Perkins, Mrs Cooper-Loomans, Mrs Bradfield, Mrs Harrison, Mrs Coulson, Mrs Holmes, Mrs Swap, Mr Kilgour, Ms Crighton | |
| Caretaker | Mr Baukema | |
| Specialist Teachers | Mrs Gillgren (Reading Recovery), Mrs Tipping (Music), Mrs Gibbard (Art), Mr Barton (Guitar) | |
| Te Reo and Tikanga Maori | Mr Mair/Mr Henare | |

*** SCHOOL TIMETABLE:** Our daily timetable is:

| | |
|-------------------|----------|
| 8.55am - 10.40am | Period 1 |
| 10.40am - 11.00am | Interval |
| 11.00am - 12.30pm | Period 2 |
| 12.30pm - 1.25pm | Lunch |
| 1.25pm - 2.55pm | Period 3 |

*** SCHOOL YEAR:** Our 2023 School Year is

| | |
|--------|---|
| Term 1 | Thursday February 2 - Thursday April 6 (Good Friday 7 April, Easter Monday 10 April) |
| Term 2 | Wednesday 26 April - Friday June 30 (Queen's Birthday - 5 June / Teacher only days Monday 24 April (Tuesday 25 April Anzac Day/Friday 14 July Matariki) |
| Term 3 | Monday July 17 - Friday September 22 |
| Term 4 | Monday October 9 - Friday December 15 (Labour Day Monday 23 October) |

*** AFTER SCHOOL CLASSES:** Students have the opportunity to participate in After School Art, Sewing and Guitar classes which are run throughout the year.

- **The Guitar classes** run for the year and are open for students from Y4-Y6. Registrations are open early in Term 1 at a cost of \$50.00 for the year. These are held on Tuesday and Wednesday for first year students from 3-3.30pm and Tuesday and Wednesday for second year plus students from 3.30-4pm.

- **The Art Classes** are split into two semesters for Y3 & Y4 students. The classes are held from 3.15-4.15pm on Mondays. Registration opens for the Semesters early Term 1 and Term 3.

- **The Sewing Classes** are split into two semesters for Y4-Y6 students. The classes are held on a Tuesday from 3.15-4.15pm. Registration opens for the Semesters early Term 1 and Term 3.

*** DOG POLICY:** The Board wish to inform the community that they have put in place a protocol to reduce health and safety issues arising from dogs being on the school grounds and concerns raised from this. **Dogs are not permitted on our school grounds at any time.** The only exceptions are for guide dogs, dogs being used during education programmes run by the school or when the Principal has given permission. Any stray dogs at school will be reported to dog control and taken away so there is no danger to our students.



*** SCHOOL NEWSLETTER:** We distribute a newsletter to families on a Thursday (Week 4 and 8 each term). Newsletters are emailed to each school family, uploaded to our School website and put on the school facebook page. You will receive the email provided the school has your current email address. Please advise the school if your email address has changed.

*** FACEBOOK/SKOOL LOOP:** Information is regularly uploaded onto our Matamata Primary School Facebook page and Skool Loop App for parents. It is recommended you join these pages to keep up to date with any events that are happening. You can download the Skool Loop App and will receive notification of events and information.

*** SPRINGBOARD PROGRAMME:** We have a Springboard programme operating for 4 year olds who are enrolled to attend our school. The sessions run each term for one Session from 1.30-2.30pm. Springboard offers a variety of activities and experiences for children that enrich development and lay the groundwork for a head start at school. During the same session time, Parent's meet with Senior Management staff to learn about various aspects of primary education and discuss how to prepare your child well for school. Enrolment forms are available from the school office.

Regards
Mr MacPherson
Principal

*** ENROLMENTS:** Completing enrolment forms for preschoolers is encouraged from age four to assist us in forward planning. Children may begin school once reaching five years of age. Enrolments are made through the office with copies of both Birth Certificate and Immunisation Certificate required. We do have an approved Enrolment Scheme defining the school zone which is also available from the school office, if you need to check whether you are in zone or not.

*** ENROLMENT SCHEME:** Our school is governed by a Ministry Approved Enrolment Scheme so we have a Ballot system in place for out-of-zone students. We hold a Ballot each term. This is advertised in our School Newsletter or on our School Facebook page. Each year the school will determine the number of places which are likely to be available for each year level and this will be published in our advertisement for the Ballot. Applications for enrolment will be processed in the following order of priority.

First Priority - Not applicable because the school does not run a special program approved by the Secretary.

Second Priority - Siblings (brothers and sisters) of current students.

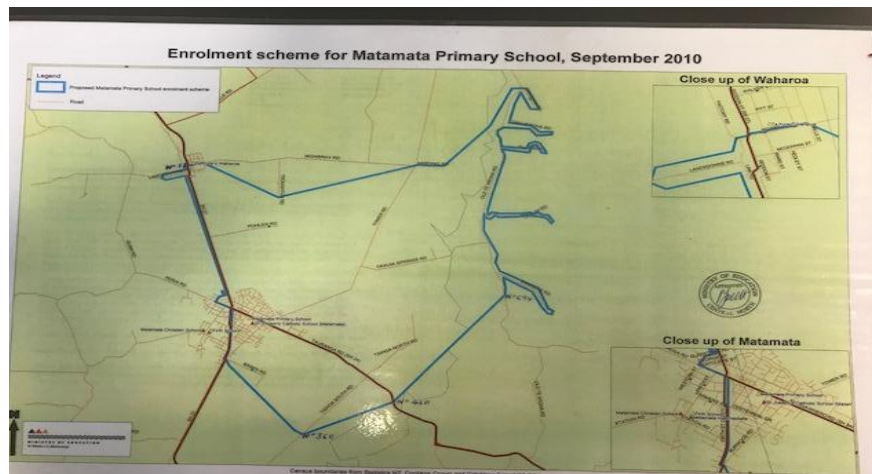
Third Priority - Siblings (brothers and sisters) of former pupils.

Fourth Priority - This will be given to applicants who are children of board employees, ie parent is employed by Matamata Primary School.

Fifth Priority - All other applicants fall within this category.

Please see below the zoning map. For more information please see the school office.

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PARENT INVOLVEMENT: We welcome parent interest and involvement in school affairs and invite participation in activities such as

- PTA Meetings which are held twice a term
- Special displays, and open days
- Sports Days and other various activities
- Full School assemblies are held twice a term from 1.45pm - 2.45pm
- Library, Swimming, Tutoring, Coaching, Kapa Haka
- Resource mending, gardening projects

*** PARENT ASSISTANCE:** We are grateful to the many parents who help us with activities and programmes. These are outlined in school newsletters and include swimming and library helpers, book repairs, sports coaches, reading tutors and lunch order helpers. Please phone the Office if you would like information about these matters.

*** PARENT AND SCHOOL PARTNERSHIP**

If at any time you have concerns about your children please make time to meet with your child's Class Teacher, Team Leader or Principal. We ask that you make contact through our office and arrange a suitable time beforehand please so that teachers can be available without interruption. We also welcome parents to classrooms before school to view their child's work. However, please leave before 8.55am so that teachers can ensure a prompt start to the day.

Parents are also an invaluable and necessary part of class trips to assist with supervision and transport. We ask however that preschoolers or teenagers are not included as they cause a distraction to pupil focus and supervision.

On school trips in cars it is mandatory that all children wear seatbelts, are in booster seats (7 years and under), and that appropriate drivers hold a current licence and warrant of fitness.

*** BOARD OF TRUSTEES:** Our Board of Trustees holds a full meeting starting at 6.00pm week 4 and week 8 each term. The dates are advertised in the school newsletter.

Current Board members are:

Mr Adam Lynch - Chairperson, Mrs Rachel Wightman, Mrs Charly Draper, Mr Tim Aoake, Mr Shaun Barton, Mrs Rachel Wuest - Staff Representative, Mr Glenn MacPherson - Principal

*** PTA:** We have an active Parent Teacher Association, which meets twice a term. Elections for the executive committee members are held during Term 1 each year. Parent input and new faces are always welcomed by the P.T.A. group.

Current PTA committee members are:

Chairperson: Jennifer Borrie, Treasurer: Sarah Stevenson, Secretary: Rachel Wightman, Fundraising Coordinator: Sandrine Guepy, Community Liaison: Lynette Yetman

*** ATTENDANCE:** Pupils are required to attend our school regularly and in time to prepare for an 8.55am start. We mark attendance registers to account for all absentees early in the day indicating the reason for absence. Parents are asked to assist with this by notifying an absence on 888 8566, text mobile: 027-6102911, via our Skool Loop app or emailing the office at: office@mmps.school.nz. Our Management team will follow up on attendance concerns with a letter home or staff visiting homes as required.

PLAYGROUND SUPERVISION: Teachers are on duty during morning interval, lunch break, and after school until buses depart. Before school, staff are at work in classrooms and at meetings. **Pupils should not arrive until after 8.15am.**

*** PUPILS COMING TO AND RETURNING FROM SCHOOL:** With our location on busy roadways it is essential that pupils have a clear understanding about procedures for coming to and returning from school.

Our curriculum includes the "Keeping Safe" NZ Police and Ministry of Education programmes and we give frequent reminders to pupils about personal safety.

Each family is asked to teach and establish routines for walkers, cyclists and bus pupils so that they know where to wait, when and where to cross roads etc. This should include:

- Routes to and from school (footpaths and main traffic ways rather than shortcuts through Centennial Drive).
- Regular times for leaving home and arriving home.
- What happens if no-one home when children arrive?
- "Stranger Danger".

Regular support groups to walk or ride with.

* **SCOOTERS:** Children may ride these to and from school on the footpath however we request that parents ensure children are respectful towards pedestrians. Scooters are to be walked across road crossings and within school grounds. There are parking bays for scooters at school but we recommend parents provide a lock and cable for security.

* **BICYCLES:** Our expectation is for students who are of an age to safely ride to and from school, to seek permission from parents and approval from school to ride bicycles to and from school. This is in line with recommendations from the Police Road Safety Unit. Students must follow set guidelines and obey road rules to retain permission.

- Children must wear Safety Helmets as required by law, ensure their bikes are in good working order and are to have substantial safety locks to secure it to the rack.
- A special information and safety guidance agreement is issued to cyclists.

* **SCHOOL BUSES:** Approximately 25% of our students travel by bus. Regular meetings are held with bus students to revise procedures, safety routines, and codes of behaviour. Bus travel is a privilege not a right and a stringent code of behaviour must be adhered to. Students who do not keep to the code of behaviour will be prohibited from using buses. Any matters or problems in regard to buses should be referred to the School Office, Deputy Principals or Principal. Buses are provided for pupils who are eligible because of age and distance from school. We do however have a very good working relationship with Go Bus and a number of other students are provided with bus transport. If there is room on buses pupils may accompany others home for special reasons providing they have a bus pass. Bus passes are to be arranged through the office by parents through telephone or written contact.

* **ROAD SAFETY AROUND SCHOOL:** The beginning and end of our school day brings a huge number of vehicles to school. This combined with bicycles, pedestrians, and through traffic makes the area extremely dangerous. We ask that parents leave and collect children on the school side of the road, or cross the road using the pedestrian crossing with them or to meet them. Please avoid double parking. The Sports Centre car park is especially hazardous and we advise drop off and collections of children in Meura Street and for children to walk the small extra distance via the Speech Language Clinic path, or across the lawn in front of the school.

* **SCHOOL UNIFORM:** All students are required to wear a wide brimmed sunhat in Terms 1 and 4. Uniform items are available for sale through our office at lowest possible rates. The uniform is smart looking, practical, and these items make good birthday and Christmas presents and regular wearing is encouraged. This also eliminates competition for expensive designer clothing which ensures that they look smart, are identified as Matamata Primary School pupils, and are dressed appropriately for school activities.

***OFFICE SHOP:** The following items are available for purchase through our school office:

- | | |
|---|--------------------------------|
| • All Stationery items for each syndicate | |
| • Short sleeve Polo shirt | \$35.00 in school colours |
| • House Shirts | \$30.00 in house colours |
| • Hooded Sweatshirt | \$60.00 in school colours |
| • Trackpants | \$50.00 in school colours |
| • Black Shorts | \$35.00 black with school logo |
| • League style shorts | \$40.00 in school colours |
| • Sunhat | \$20.00 in school colours |
| • Recorder | \$10.00 |
| • Mouthguard | \$6.00 |

* **APPROPRIATE MATERIALS AND CLOTHING FOR SCHOOL:** Our school caters for students aged 5 to 11 years. We expect co-operation from all families to ensure that pupils are dressed tidily and appropriately so that they can participate in the wide range of learning activities which we make available to them. Items such as jewellery, trinkets, pocket knives, cellphones, sweets and money are safer at home reducing incidents of theft and breakages. We make strenuous efforts to maintain a clean, safe and high quality learning environment for our young students so materials and items brought to this school are to be appropriate for children of 5 - 11 years.

* **NAMING CHILDREN'S BELONGINGS:** Unclaimed and misplaced property is a constant cause of frustration and time wasting for pupils, parents and school staff. We ask that you help us to help you by clearly and permanently naming all pupils' clothing, shoes, sunhats, stationery and other possessions

* **STATIONERY:** Our School Stationery is sold through Officemax and Qizzle online at the start of each year at competitive rates for Y3 - Y6 students. Stock will be available during the year from the School Office. The Stationery for Y1 & Y2 students can be purchased through Warehouse Stationery in Matamata as a pack at the start of the year or through the school office during the year. Teachers will issue requests for replacement items during the year if your child needs this. Please forward required money to school and the school office will process and distribute purchases to your child's classroom.

* **SCHOOL LUNCH PROGRAMME:** We run our school lunch programme through Subway in Matamata. You will need to download the Subway App and go to Subway Express and under School Lunches look for Matamata Primary School. You can order lunch for your children from here daily. These are delivered to school by Subway. Please ensure the correct classroom is put down for your child to alleviate any problems when these are delivered to school.

The PTA run special lunch days throughout the year as a fundraiser. These will be advertised on our School Facebook page or Skool Loop App.

* **SWIMMING:** During the summer months swimming is the major component of our Physical Education Programme. We ask that children bring named swimming togs and towel each day (a named supermarket bag is excellent for keeping gear together).

* **SPORTS:** A range of sports are offered throughout the year within the school and in conjunction with other organisations. Sports include Hockey, Netball, Touch Rugby, Miniball and Gymnastics. Rugby and Football are run in conjunction with other local Sports Clubs.