

# TOKOROA INTERMEDIATE SCHOOL

5 February 2008

Term 1 - No. 1



[www.tokoroa.school.nz](http://www.tokoroa.school.nz)

Phone: 07 886 7687

Fax: 07 886 2362

Kia Ora    Kia Orana    Talofa Lava    Greetings

Dear Parents / Guardians

## BACK TO SCHOOL

Welcome back to Tokoroa Intermediate for the 2008 school year. A special welcome to all parents/guardians, who have children with us for the first time. We hope your children enjoy their time with us. We also hope that they will take advantage of all the opportunities they will be offered, academic, sporting, cultural and in areas of leadership so that they will develop to reach their full potential.

Newsletters are a vital communication link between school and home. These are given out **EVERY WEDNESDAY** and help keep parents and the community informed about what is happening at school, coming events, student achievements and changes in policy and organisation. Please make sure you receive your newsletter as a good, positive communication between home and school. Our newsletters are also published on our school website – [www.tokoroa.school.nz](http://www.tokoroa.school.nz)

Year 7 parents, I would ask that you re-read the Prospectus that was given out at the end of last year as there is a large amount of important information for parents and students in this document. We do have high expectations and a number of important policies are explained in our Prospectus.

We appreciate the effort parents have made to ensure children start in correct uniform. It is very important to have **all clothing clearly named** especially jerseys, shoes and physical education uniforms. If clothing is un-named it is very difficult to locate if lost or misplaced.

Phys-ed t-shirts with the school logo on are available from school - cost \$20.00. T-shirts can be purchased along with the stationery. Please make sure t-shirts are not washed with other clothing (check the label).

We have a supply of school tracksuits. If parents wish their children to have a tracksuit for Term 2, it is advisable to order them early as we sometimes run out of certain sizes. The school is the only place regulation tracksuits can be purchased from as they are 'made to order' for us.

With the cost of school uniforms and the effort parents have gone to, to ensure their children arrive at school in correct uniform, we want the uniforms to last as long as possible. To assist we have a school rule, which states

that if children are to play contact sport they must bring other clothing to play in – rugby shirts are ideal.



Children are encouraged to wear hats and sunscreen whenever they are outside during the summer months. Zinc is not suitable as a sunscreen as it stains clothing. We hope parents will encourage their children to 'cover up' – the school will.

## SCHOOL STATIONERY



The school is using School Supplies to provide stationery, which is extremely competitively priced. The "Special Prices" are for **February only**. We hope all parents will support the school by getting stationery from us as - all profits come back to the school and your children. Students will have been given a stationery list yesterday. If stationery is not purchased at school the \$5.00 paper fee must still be paid. This is to cover paper and photocopying the children use in the classroom.

## SCHOOL FEES / DONATION

\$50.00 per child or \$90.00 if you have two students attending Tokoroa Intermediate. This money is required to run our present programmes. **The majority of school fees go to the Technology-Arts subjects as money is not asked for at the completion of each project and items of food do not need to be brought to school for the Food Technology Programme.** If school fees are paid in Term 1, there is a \$5.00 discount. This means the fees will be \$45.00 or \$80.00 if you have two students attending Tokoroa Intermediate School. When stationery is purchased from school, or fees paid, children will be issued with a receipt on the day.

The school has a facility for parents to make automatic payments from their bank to the school. This facility is now being used by an increasing number of parents as a more convenient way of making school payments. For further enquiries please contact the school office between 8:30a.m. and 3:00p.m.

## MEDICAL PROBLEMS

It is important the school is aware of children who have serious medical problems for their well-being and safety. If your child has a medical problem, e.g. is an epileptic, bad asthmatic, is allergic to bee stings, etc, please advise either the classroom teachers, the school office, or Principal. Information where necessary, will be kept confidential to those who need to know. It is



important parents/guardians are familiar with the policy on Administering Medication at School. Some of the requirements included in the Policy are:

1. All medicine required to be taken at school must be in the original container stating type, dose and frequency, name of patient and doctor.
2. All parents/guardians supplying medication to be taken at school must fill out a form stating that they have requested the school to administer it on their behalf.
3. All medicine must be taken in the Sick Bay under the supervision of a 'specified staff' member and it must not be taken away by the student.

Policies are put in place to protect students as well as staff. Both parents and staff need to ensure the medication is provided to students who need it and that they get the correct dosage at the right time. As well, it is important that medication of any form is not available to students for whom it is not prescribed.

### **OPEN DOOR POLICY**



The school has an "Open Door Policy". This involves parents being welcome to come to school to discuss concerns or queries you may have with regards your child's education with either the class teacher, Deputy Principals' or me. By the school and home working together your child is the winner. Please make an appointment by phoning the office, as there are times when we are not available or out of the school.

If you wish to talk to your child's class teacher, they are **NOT** available during class hours, which are:

8:50a.m. to 10:25a.m.  
10:45a.m. to 12:10p.m.  
1:10p.m. to 3:10p.m.



### **STAFFING FOR 2008**

We welcome two new staff members – Mr John Noke, Rm 5 and Mrs Ozelle Loye, Teacher Aide.

**Principal** Phil Straw  
**Deputy Principal** Brian Fisher

#### **Year 7 Teachers**

Room 9 Mrs Verna Littlejohn  
Room 10 Mrs Kirsty Puke (Senior Teacher)  
Room 11 Mrs Vicki Petherick  
Room 12 Mrs Elaine Long  
Room 16 Miss Paula Ferguson  
Room 17 Mr Crispin Hopkinson (Senior Teacher)  
Room 18 Ms Christine Lee

#### **Year 8 Teachers**

Room 2 Mrs Jan Stobie (Deputy Principal)  
Mrs Jeannette Beale  
Room 3 Mr Victor O'Rourke  
Room 4 Mrs Brady Sheck  
Room 5 Mr John Noke  
Room 14 Ms Daphne John

Room 6 Mrs Kitty Moon (Senior Teacher)  
Room 7 Mr Ron Creigh-Smith  
Room 8 Mr Rodger Edwards  
Room 19 Mrs Barbara Taylor

Room 4, 11, 16 Mr Bill Garrick (Teacher Release)

#### **Technology – Arts Teachers**

Hard Materials Michael Wild (Senior Teacher)  
Food Technology Mrs Jann Henry  
Technology Mr Dave Knapman  
Art & Music Mrs Maureen Kingsley

**Support Programme** Mrs Jeannette Beale  
Mr Laurie Murray  
Mrs Catherine MacPherson

**Office Staff** Mrs Sue Annett  
Mrs Silvia Clarke

**Teacher Aides** Mrs Jillian Sheldrake  
Mrs Barbara Pearce  
Mrs Mary Fitzpatrick  
Mrs Sharon Noho  
Ms Joyce Daniel  
Mrs Ozelle Loye

**Information Centre** Mrs Vicki Tafau

**Canteen** Mrs Debbie Cameron

**Caretaker** Mr Lawrence Tai

### **SHORT DAYS**

If the lunchtime is shortened by half an hour because of wet weather, school will finish at 2:40p.m. If parents want to know whether or not we are finishing early, please **phone 886 0804 after 12:15p.m.**

### **CELLPHONES**

If students need to bring cellphones to school they **must** hand them into the office with a phone slip signed by the student when they arrive at school and signed out again when phones are collected before going home.

If there are extremely important messages that parents need to get to students during the school day, the office will deliver them to students. However, it is not possible to deliver general messages around the school to students because of the time involved. Messages can be put across the intercom system but it then becomes the student's responsibility to listen to them and act on them.

### **ATLAS / DICTIONARIES**

Your child will be issued with a dictionary and atlas by the classroom teacher. These items are numbered and your child will be responsible for it throughout the school year. These books are checked at the end of each term. Children who lose or damage these items will be billed (\$20.00 per book). They are for in-class use only and will not be brought home.

## **SWIMMING SPORTS**

The school swimming sports will be held on Wednesday 13 February at the South Waikato Indoor Pools between 9:00a.m. and 3:00p.m. Parents who wish to help with this event as timers or lane marshalls, please contact Mr Hopkinson at the school - 886 7687.



Heats for the following events will take place between 9:00 a.m. and 12 noon.

<b>Year 7</b>	
Girls and Boys	1 length Freestyle
Girls and Boys	2 lengths Freestyle
Girls and Boys	1 length Breaststroke
Girls and Boys	2 lengths Breaststroke
Girls and Boys	1 length Backstroke
Girls and Boys	2 lengths Backstroke
Girls and Boys	3 lengths Medley
Boys Open	3 lengths Freestyle
Girls Open	3 lengths Freestyle

<b>Year 8</b>	
Girls and Boys	1 length Freestyle
Girls and Boys	2 lengths Freestyle
Girls and Boys	1 length Breaststroke
Girls and Boys	2 lengths Breaststroke
Girls and Boys	1 length Backstroke
Girls and Boys	3 lengths Medley
Boys Open	3 lengths Freestyle
Girls Open	3 lengths Freestyle

All students not required for the finals will then return to school at 12:30 p.m. for lunch and a normal afternoon school programme. The Finals Programme will begin after a lunch break at approximately 1:00 p.m. Students who are not swimming will remain at school and carry on their normal school programme. All swimmers are to meet at the pool at 9:00 a.m. Those students who make the finals will be dismissed from the pools at 3:00 p.m.

## **MEET THE TEACHER EVENING**

Tuesday, 19 February at 7:30p.m. in the Hall. This meeting will provide the opportunity for parents to meet their child's teacher.

The Education Outside the Classroom Programme for both Year 7 and 8 will be explained and details available for parents. The "Targets" which are a legal requirement for all schools will be briefly explained.

During the first week, Year 7 parents and parents of newly enrolled Year 8 students will be requested to fill in a school enrolment form for our school records. Although some parents provided us with this information last year, it is important to make sure all our records are accurate and up to date, especially if we need to contact parents/guardians in an emergency. For all students who identify as Maori, their Iwi is also required on the enrolment form. An information sheet explaining this will be supplied. This is a Ministry of Education requirement, as it is to have the student profile forms signed.

An Internet Acceptable Use Policy form needs to be filled in by all parents/guardians. All classrooms have the facility to use the internet, but students who do not have an

Internet Acceptable Use Policy form signed by a parent, are not permitted to use the internet.

Attached to today's newsletter is the Term 1 Calendar of Events. It is advisable to keep the Calendar for future reference. Education Outside the Classroom class trips have not been recorded on the calendar. Parents will be advised of the dates and details of such trips separately.

In next week's newsletter there will be an outline of our school wide Discipline Policy

## **VISITORS TO SCHOOL - Must check in at the office**

It is important that visitors check in at the office. This includes parents/guardians. Although it may be an inconvenience it is to ensure student safety and welfare.

There are three main reasons for this:

1. There are a number of students attending our school who have protection and court orders against family members having any contact with them.
2. To help us prevent older youths coming onto our grounds and hassling and intimidating our students.
3. To help us prevent people who have no right or authority to be in our grounds mixing with our students.

When you call at the office you will be given a red permission slip.

## **EDUCATION OUTSIDE THE CLASSROOM (EOTC) AND WAIKATO INTERMEDIATE SCHOOL SPORTS EVENTS**



Teachers are planning EOTC trips, and very soon parents will be asked to assist by attending these excursions. To enable trips to take place we need parent attendance. This is a Board of Trustee requirement as a part of our "risk management requirements". If we do not have sufficient parent/guardian help, trips have to be cancelled. When you receive the EOTC forms, which provide organisation, costs, permission to attend and parental help required, please send the "return slips" and money to school within the timeline provided. If this does not occur and the trip is in jeopardy of being cancelled, we have insufficient time to send out another newsletter requesting assistance. The same occurs when we attend Waikato Intermediate School sporting events.

To help teachers ensure these trips take place please:

- Return slips for parental assistance and permission to attend.
- Pay the money indicated by the time requested.

## **CRICKET**

We require a cricket coach for our team that will attend the Waikato Intermediate Schools Cricket Competition Days on 11 March and 18 November.

We will need to commence practising as soon as possible. You will need to be able to attend the 2 days and be able to umpire. If no coach is available a team will not attend the competition.

Please contact Mrs MacPherson or the school office.

Phil Straw

**PRINCIPAL**