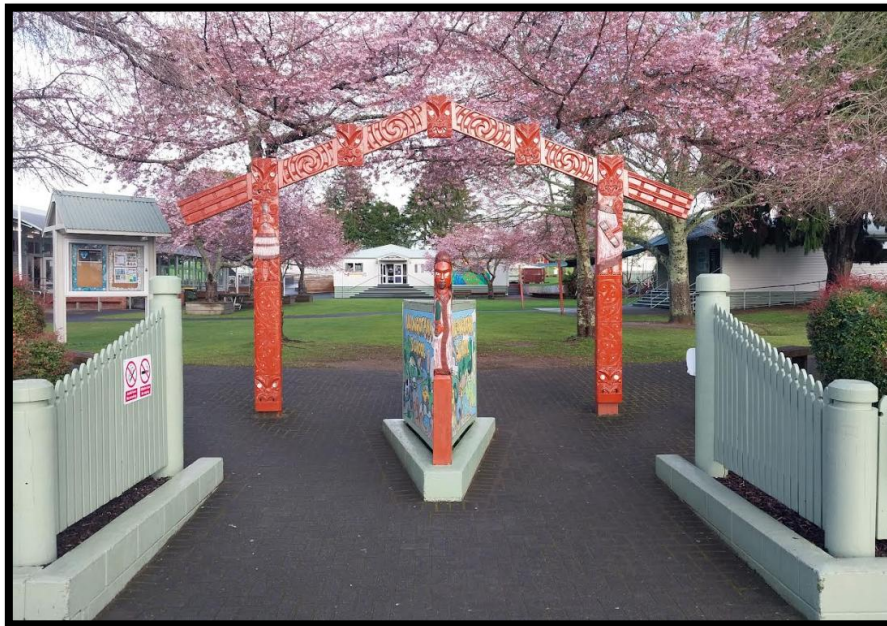




Ngongotahā Primary School

Parent Information Booklet 2026



Physical Address:

22 School Road

Ngongotahā

3010

Phone: 07-3574531

Email: office@ngongotaha.school.nz

Website: www.ngongotaha.school.nz

Office hours: 8.15am until 3.30pm



App to download
Ngongotahā School



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Nau mai, haere mai ki Te Kura o Ngongotahā

Welcome to Ngongotahā School

Kia ora e te whānau,

A very warm welcome to Ngongotahā School. Whether you are new to our kura or already part of our community, we are glad to have you with us.

Ngongotahā School is a vibrant and inclusive learning environment where tamariki are supported to grow, thrive, and find joy in learning. We are proud to offer a well-rounded curriculum that celebrates academic growth, creativity, sport, te ao Māori, and the arts. We believe in nurturing the whole child — mind, body, and spirit — and we aim to develop confident, capable learners who are grounded in their identity and prepared for the future.

We currently welcome between 350–410 students each year. To help manage this steady growth, we operate under an enrolment scheme. Full details, including out-of-zone application processes, are available on our website: www.ngongotaha.school.nz

Our dedicated team of kaimahi are the heart of our kura. Many of our staff are former students or have whakapapa to local iwi, and they bring deep connections, high expectations, and a shared commitment to seeing every learner succeed. Together, we uphold the values of **Growth, Respect, Equality, Achievement and Trust** — the pillars of our **GREAT** school culture.

Whanaungatanga (relationships) are central to everything we do. We see learning as a partnership and warmly encourage whānau to be active participants in their child's education. Whether it's popping in for a chat, joining us for kapa haka, supporting learning at home, or attending school events, your presence and voice matter.

At Ngongotahā School, we honour our proud history while looking forward with purpose and optimism. We are excited about what lies ahead and the possibilities we can create together.

My door is always open. Please do not hesitate to come and kōrero.

Ngā manaakitanga,

Eden Chapman

Principal | Tumuaki – Ngongotahā School



OUR MISSION:



OUR VISION:

We will provide quality teaching and learning opportunities to enable our students to be:

Confident:

- Be comfortable with who they are
- Develop goals for themselves
- Be resourceful
- Be motivated and reliable

Connected:

- Develop a positive attitude towards learning
- Be caring, respectful and responsible
- Be effective users of communication tools
- Be responsible members of the community

Actively Involved:

- Participate in a range of contexts to develop life skills

Lifelong Learner:

- Develop skills to acquire learning
- Make lifelong choices – informed decision maker
- Are literate and numerate
- Are critical and creative thinkers



OUR VALUES:

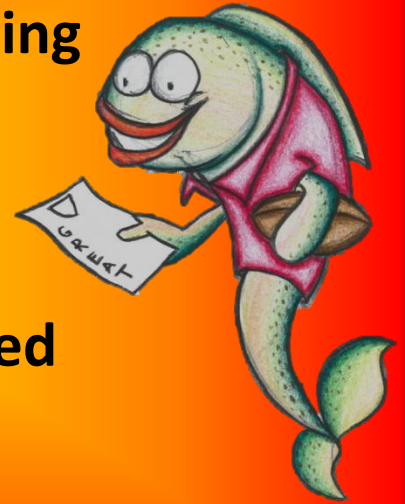
Growth - Grow by having a go

Respect-Respectful, kind and caring

Equality - Everyone is important

Achievement- Are keen to succeed

Trust- Trustworthy and honest



T - Tū pakari i ngā mahi katoa

A - Awhina mai i ngā mea katoa

U - Uia mai te kōtahitanga

K - Kia whai te mātauranga

E- E whakapono, kia matatika



SCHOOL ORGANISATION

Principal: Mr Eden Chapman

Deputy Principals: Mrs Alison Astwood and Whaea Daphne

Area	Year	Room	Teacher
Te Whanau Manu	5/6	1	Mrs Astwood (Team Leader) and Whaea Tegan
	5/6	2	Mr Drewe
	5/6	3	Whaea Victoria
	5/6	4	Whaea Jamie
Te Whanau Wai	3/4	5	Whaea Gracen
	3/4	6	Whaea Carolyn
	3/4	7	Whaea Pam
	3/4	8	Whaea Sue - Team Leader
Te Whanau Ngahere	2	11	Whaea Amy
	2	12	Whaea Chrissy
	2	13	Whaea Deb
Te Whanau Mahuri	0/1	14	Matua Nigel
	0/1	15	Whaea Rebecca
	1/2	16	Whaea Teneille - Team Leader
	1/2	17	Whaea Lesley
Te Whanau Maunga	5/6	9c	Whaea Tawi - Team Leader
	3/4	9b	Matua Wiremu
	1/2	9a	Whaea Dolly
Classroom Release			Mrs Weavers
		NW	Whaea Kylie
		Whare	Whaea Kushla
Literacy Specialist			Whaea Nerida
Mathematics Specialist			Mrs Nunn
Exceptional Needs Specialist			Whaea Mackenzie Muncaster

Support Staff

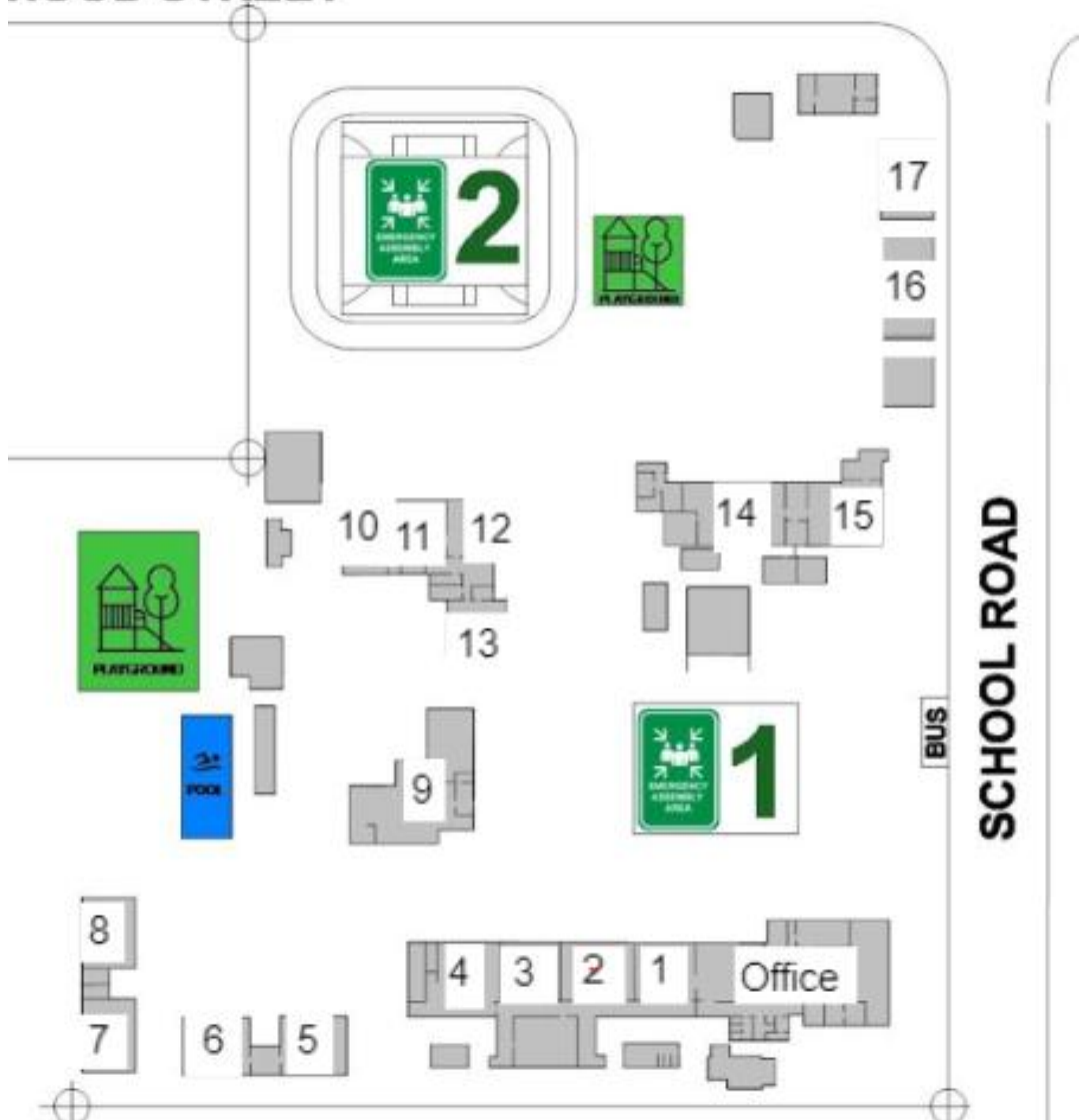
Learning Support	Whaea Kiri	Office Manager	Whaea Julie Roker
	Whaea Jacqui	Administration Manager	Whaea Jocelyn
	Whaea Emma	Librarian	Mrs Le Lievre
	Whaea Shanell	PE & Sports Programmes	Mrs Ngatai
	Whaea Naima	Caretaker	
	Ms Mina Roberts Mina		
	Whaea Kaydence		
BOT members	Shayla McLean Eden Chapman Angela Tamata Charelle Marshall Dylan Oswald Hope Simon Jamie Thompson	Presiding Member Principal Parent Representative Parent Representative Parent Representative Parent Representative Staff Member	

<i>THE 2026 SCHOOL YEAR</i>		
Terms		Public Holidays
Term 1	Monday 2 nd February to Thursday 2 nd April	Friday 6 th February - Waitangi Day
Term 2	Monday 20 th April to Friday 3 rd July	Monday 27 th April – ANZAC Day ** Teacher Only Day Friday 29 th May ** Monday 1 st June – King’s Birthday
Term 3	Monday 20 th July to Friday 25 th September	
Term 4	Monday 12 th October to Friday 11 th December	** Teacher Only Day Friday 23 rd Oct ** Monday 27 th October – Labour Day

<i>THE ‘TYPICAL’ SCHOOL DAY</i>		
Session 1	9:00am to 10.30am	
Morning Tea	10.30am to 10.40am	Children eat morning tea in their classes with teacher supervision
	10.40am to 11.10am	Morning tea
Session 2	11.10am to 12.45pm	
Lunch	12.45pm to 1.00pm	Children eat lunch in their classes with teacher supervision
	1.00pm to 1.30pm	Lunchtime
Session 3	1.30pm to 3.00pm	

SCHOOL MAP

HOOD STREET



TRANSITION TO SCHOOL

ENROLMENTS

Enrolments are processed by our School Office Manager, Julie Roker. You can contact her via email at office@ngongotaha.school.nz.

Once enrolment is confirmed, you and your child will meet the principal, who will finalise class placement in consultation with the Deputy Principals.

Please let us know of any specific needs, concerns, or factors that might affect your child's learning. This helps us provide the best possible support from day one.

GREAT START PROGRAMME

The GREAT Start programme is a five-morning school induction spread out over five weeks. It is designed to support a smooth, positive transition into school.

Please contact the school office for the exact dates.

Each week focuses on a different aspect of school life:

GETTING READY FOR SCHOOL

Enrol your child at the school office. You will need to bring their birth certificate or passport, along with immunisation records. You can do this any time before your child is due to start school.

You will be given some forms to read, sign and return. Please complete and return these to the office.

On your child's first day, please visit the office before heading to the classroom so we can complete the enrolment process.

It is important that all your child's belongings are clearly named — including shoes, uniform, togs, towel, lunchbox, and school bag.

Stationery packs and uniforms are sold through the school office.

PREPARING FOR SCHOOL

Be on time – Important social moments and classroom connections happen before the bell. Arriving on time helps your child settle confidently into the day.

Have the right gear – A school uniform, lunch, and stationery help your child feel organised and ready to learn. Encourage them to take responsibility for their belongings.

Be positive – Talk positively about school and involve your child in packing their school bag and preparing for each day.

RUMAKI – TE REO MĀORI PROGRAMME

For whānau who want a deeper focus on Te Reo Māori and Tikanga Māori, we offer Rumaki Units at Ngongotahā School.

Priority is given to tamariki who already have reo Māori ability and/or have attended Kohanga Reo.

The level of immersion ranges from 80%–100%, meaning most learning is delivered in te Reo Māori. Tamariki are encouraged to carry this reo into everyday school life, including playtimes.

A GREAT Start programme is also offered for Rumaki learners. It follows the same structure as the mainstream induction but is delivered in Te Reo Māori on Wednesday mornings from 8.45am–11.00am.

Please call the school office to discuss this further, or arrange a meeting with Whaea Tawi, Team Leader of Te Whānau Maunga.

KAPA HAKA

Each year a group participates in the annual Rotorua Primary Schools Māori Festival – Ahurei. This is non-competitive and each area of the school gets the opportunity to take part in this festival on a rotation basis.

TRIATHLON AND DUATHLON

Each year we hold a non-competitive triathlon at school. Children can take part in this event which is run in school time and widely supported by children and families. The challenge of completing the course is one the children like to take up.



ROLES AND RESPONSIBILITIES

We encourage and provide opportunities for children to take on roles of responsibility. Senior children will be appointed to a range of roles which assist in the development of school culture.

Some of these roles are flag responsibilities, road patrollers, student receptionists, buddy class representatives, sports equipment monitors, recycling responsibilities and Duffy assembly roles. Each of these roles develops communication, participation, contribution, and social skill development and continues to develop a sense of whanaungatanga (sense of belonging).

STATIONERY REQUIREMENTS

Stationery is purchased through the school office and has everything your child will need for the year.

SCHOOL UNIFORMS

The School Board has resolved that the school uniform is compulsory for all students.

The uniform is purchased through the school office.

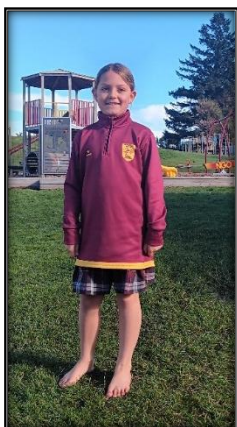
Any suitable footwear, which comes off and on easily, is acceptable. All classrooms have shoe racks for shoe storage during the day.

We encourage students to wear sun hats during the summer months. There is no specific school hat for this, but school hats are available in the office.

Please ensure all clothing is named, including shoes, togs, and towels (during swimming months).

Some earrings can be dangerous in the school environment. To ensure our students remain safe from accidental injury while playing, parents are asked to monitor the type of earring worn by their child. Make-up and fake nails are fun for the weekend but are not suitable for school.

In winter terms, we allow our students to wear tights/thermals under their uniform. These must be plain black.



SCHOOL FEES

We do not ask for school donations here at Ngongotahā School. There are, however, times when we ask for a contribution towards the cost of an overnight trip such as noho Marae or school camp.

For any payments, an EFTPOS facility is available to make payments. Direct payments can also be set up, please call in and see the Financial Executive, Joss Mear, if you wish to follow this up.

Always reference with your child's full name and reason for the payment.

e.g. John Smith Touch Rugby Fees

School Bank Account: 12-3155-0280848-00

ATTENDANCE MATTERS AT NGONGOTAHĀ SCHOOL

Regular attendance = student success.

The Ministry of Education has made attendance a national priority — and so have we. Research shows a strong link between attending school regularly and achieving well in learning, life, and beyond. That is why we take attendance seriously and actively work with families to support it.

Our Expectations

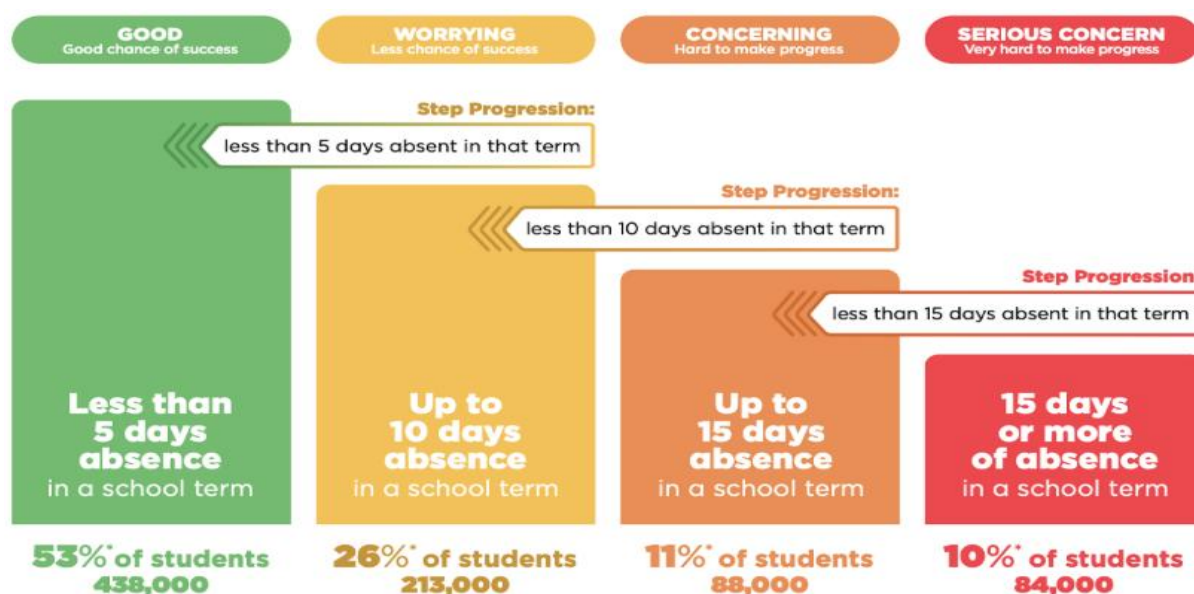
- All students should attend school **every day**, unless there is a justified reason (e.g., illness, bereavement, medical appointments).
- If your child will be absent, please enter the information through the school app by 9am. If you can't enter the absence into the app contact the office **by 9am** via email (office@ngongotaha.school.nz) or phone 07 357 4531 and let us know the reason.

Understanding Absence Types

- **Justified absence** - Absence that is explained to the satisfaction of the principal. Examples of justified absence include medical appointments, illness, bereavement, personal or family circumstances.
- **Unjustified absence** - Absence that is either unexplained or not explained to the satisfaction of the principal.
- **Intermittent unjustified absence** - Absence that is periodic – that is, where a student is late to class or misses part of a period or a full school day, with no justified reason.
- **Truancy** - The total of all a particular student's unjustified and intermittent unjustified absences.
- **Frequent truancy** - Truancy that occurs three or more times in any one week.

NGONGOTAHĀ SCHOOL'S ATTENDANCE PROCESS

We follow the Ministry's **Stepped Attendance Response (STAR)** framework:



ABSENCES

It is essential, in today's climate, that we know where our pupils are on any given day. If your child is not attending school, for any reason, please use the school app to report the absence, email office@ngongotaha.school.nz, or phone the office **07 357 4531** with an explanation.

Office staff will ring parents, at home or work, if absence is noted and no reason has been received. If we cannot contact you the absence will automatically be recorded as truant. This can be changed if an explanation is provided.

Upon return, your child should hand a letter of explanation (for absence) to the class teacher.

Staff complete a register of attendance twice each day – morning and afternoon. If children are absent this is recorded and followed up through the office.

LATENESS

School starts at 9am. If your child is late, please ensure they come to the office first so they can be checked off the absentee register and receive a stamp to show to their teacher.

Regular late comers are monitored and liaison with families will be initiated. Children need to be in school by 8.45am to prepare for the day's work.

If collecting your child from his/her classroom, please wait outside until the class teacher has dismissed the children.

If your child is being picked up during the day, please come to the office and sign him/her out, if he/she returns later in the day please call back into the office.

ILLNESS OR ACCIDENT AT SCHOOL

In the event of your child becoming ill or injured at school the office will contact you to collect your child. If a child cannot be collected, he/she will be cared for in our medical room. It is most important that families update any changes in home circumstances – telephone numbers, change of address, mobile numbers and after school arrangements. In times of emergency, we need immediate access to accurate information.

MEDICATION AT SCHOOL

If your child requires any medication, on a daily or regular basis, you are required to complete a "Parental Consent for Assistance in Administering Drugs" form. This is held in the school office.

Any medication will be administered by Mrs Julie Roker or Ms Joss Mear, through the school office.

If your child has asthma, we hold their pump or spacer in the office or medical room. Please ensure you check expiry dates on a regular basis. We will check these at the end of each year and follow up with parents.

No medication is administered without parental consent.

If your child brings medication, for a short period, it needs to be handed into the office and collected each day. This will be administered by office staff, not classroom teachers.

PARENT HELPERS

We welcome your support for our class programs and your child's education. Please see your child's teacher to discuss how you can provide support and assistance, at any time. If you are interested in volunteering in class, please discuss how you might assist with your child's class teacher.

In anticipation of your help - sincere thanks!

SCHOOL LUNCHES

We are incredibly lucky to be a part of the Government's Free Healthy Lunches programme again this year.

All children who would like it will receive a free lunch each day of the week.

LOST PROPERTY

Children need to develop an independent responsibility for their property. Please take time to name all your child's clothing, including shoes, togs, and towels during swimming months. Lost property boxes are located by the main office.

KIDZONE

This school newsletter will go out on the apps each fortnight on a Thursday. The Kidzone includes messages from the principal, student work, photographs, staff messages and, if there is space, community notices.

DENTAL SERVICE

We have a mobile dental clinic to deal with the everyday needs of our children. This will be for one term each year and the Kidzone will inform you when it is on site.

For dental service, when the mobile clinic is not on site, phone 027 511 0152.

SCOOTERS AND CYCLING TO SCHOOL

The law requires every cyclist to wear an approved safety helmet.

Please ensure your child has suitable locking facilities for their bike or scooter.

Bike and scooter racks are located beside the Whare Wānanga in view of the school office.

Scooters are not to be ridden in the school grounds.

TRAFFIC CONTROL

Senior students, carefully selected and trained by Police Officers, control the school crossing from 8.20am until 8.40am and again from 2.55pm until approximately 3.15pm. A staff member also supervises them.

Parents are asked to **Respond** to their signals in a polite and courteous manner.

Their one purpose is to provide a **SAFE ENVIRONMENT** for your children.

We ask that you do not park on the dotted yellow lines, beside the crossing, as this hinders the students' ability to see oncoming traffic.

Traffic Officers ensure that parents respect the parking laws. Regular random checks are conducted.

We ask that you do not park in the kindergarten parking area unless you are picking up a child who attends the kindergarten.

SCHOOL BUSES

Please enquire in the office about your child's eligibility for bus transport. Approximate bus pick-up times are available directly from the bus company providing the service.

A high standard of behaviour is expected while waiting at bus stops and travelling, bus wardens will be monitoring and reporting back to the school.

Children who travel on a bus are to remain in the school grounds at the end of each day.

They are to assemble outside the staffroom straight after school. Bus monitors will complete a roll check which duty staff will check.

Concerns about buses are to be directed, in the first instance, to your child's teacher who will follow this up with leadership staff.

If you collect your child after school, and they are not travelling on the bus, please ensure his/her absence is recorded in the appropriate Bus Book held in the office.

Misbehaviour on the bus may result in the service being withdrawn from your child. If this occurs the school will contact you to follow this up.



LEAVING SCHOOL GROUNDS

No child will be permitted to leave the school grounds during school time or the break times without permission from the class teacher.

AFTER SCHOOL ARRANGEMENTS

Please ensure you and your child make any arrangements to go to friends' homes after school, before they come to school in the morning. Children will not be permitted to do this from the office at the end of the day. They must go home first and organise this with you.

Children waiting to be picked up, at the end of the day, are to wait on the veranda of the staffroom. All children should be picked up before 3.20pm.

If you are running late, please phone the office as the children do get anxious when waiting.

BEFORE AND AFTER SCHOOL CARE

A service is provided by Ngongotahā Out of School Care Programme and is based in Room 10. Registered children meet at room 10 each day where they are supervised until pick up. We have information forms in the office. This service is not a school-based service.

NGĀTI WHAKAUE PROGRAMMES

Through the generosity of the local Ngāti Whakaue Education Endowment Trust, this school receives additional funding to provide additional literacy or numeracy instruction and support for Māori students.

This year, the funds will allow us to enhance literacy skills of children throughout the school. Mrs Alison Astwood and Mrs Daphne Williams oversee our Teacher Aides facilitating this programme which will run each morning from 9.00am to 12.30pm. If your child is part of this programme, Mrs Astwood will contact you.

The leadership team oversees these programmes. If your child is part of these programmes, we encourage you to come in and discuss your child's progress at any time.

Milestone reports are completed twice a year which are sent to Ngāti Whakaue Education Endowment Trust and to the School Board.

SUPPORT PROGRAMMES

At Ngongotahā we endeavour to help those students who are in need. These programmes are supported, and frequently funded, by the School Board.

We also utilise the RTL (Resource Teacher of Learning and Behaviour) service, and the RT Lit (Resource Teacher of Literacy) service as the need arises.

LIBRARY

We have a well-resourced library on site for students. Mrs. Lyn Le Lievre, the librarian, has a wealth of knowledge and is available to parents who wish to discuss reading material for their children.

DIGITAL TECHNOLOGY

We see the use of technology within the classroom as another form of learning. We have worked hard to ensure we have devices and infrastructure to ensure the children are able to be global learners.

The school uses Chromebooks and iPads to enhance learning in the classroom. These are available for staff and student use.

'Cyber Safety' agreements will be sent home on enrolment for your signature. This covers the use of the internet and the production and presentation of photographic material.

SWIMMING POOL

The heated Learners' Pool is available to all classes in Term 1 and 4. Even small 5-year-olds can stand in this pool. There is no 'deep end'.

Swimming is an integral part of our Physical Education Programme and a component of the New Zealand National Curriculum and accordingly every child will be expected to participate fully.

The pool is consistently heated to 28 degrees.

With so many opportunities for Rotorua children to be in or around water it is essential that children have water confidence. Please support the school swimming programme. Some children may benefit from swimming instruction through outside agencies. Feel free to discuss this with your child's teacher as they will be able to advise you of your child's confidence when swimming at school.

LEARNING

Each class will provide a balanced programme covering all areas of the New Zealand Curriculum or Te Marautanga o Aotearoa. Curriculum learning objectives are set each year and are based around school wide themes.

The New Zealand Curriculum gives schools direction for learning through vision and guiding principles. Key learning areas: English, The Arts, Health and Physical Education, Mathematics, Science, Social Sciences and Technology are taught with the integration of values and key competencies.

Children can learn in a variety of approaches and styles and teachers endeavour to deliver motivating and stimulating programmes that assist students to develop and enjoy their learning.

ASSESSMENT

Children are assessed regularly to monitor progress and identify learning needs. A range of methods and strategies will be used to gather information.

Children are assessed on entry to school, and again at 6 years of age, in basic literacy and numeracy. Interviews are set up after each of these assessments to discuss findings and programmes with families.

The assessment conducted at entry and 6 years is also carried out in Te Reo Māori for students who have their education in this medium.

CHILDREN'S PROGRESS AND ACHIEVEMENT

TERM 1	School/Whanau discussions. These take 15 minutes and are a formal time when parents can discuss their child's learning progress and needs. Children are invited to attend these discussions.
TERM 2	Mid-Year progress reports are sent home for children.
TERM 3	
TERM 4	End of Year achievement report. If you wish to discuss any aspect of this report, you can arrange a time with the class teacher.
An "open door" policy exists for parents, being aware that all teachers are responsible for teaching 9.00am to 3.00pm. Any issues can be addressed by meeting outside of these times or by arranging a suitable time with the class teacher.	

HOMework

Parents want to be a part of their child's education, and this can be done several ways. Developing oral language is a critical factor for children and we encourage you to have regular conversations with your child about their learning. Encourage them to speak in a sentence, ask and answer questions, and talk to them as you are carrying out household activities like cooking, shopping etc. Explain to them what you are doing so they develop the language specific to these tasks.

In the early years children will bring reading material home to support class instruction. This can be read to, with, or by the child in a positive manner.

Reading to your child regularly will assist in the development of word knowledge and vocabulary.

Class teachers and the school librarian can recommend a range of books that can be read to children.

Number knowledge is vitally important to numeracy development. In the early years being able to count from 1 to 10 in the correct order, make sets to 5, recognise numerals to 5, know basic colours and shapes and ability to sort by colour, shape or size can be extremely beneficial to your child's maths development.

Teams will have various other activities to support learning at home, and these may change depending on the class unit of work or theme.

Feel free to meet with your child's teacher to follow up any questions you may have.

SCHOOL ASSEMBLIES

Assemblies are held on Fridays at 9.15am in the Community Hall—across the road from school, weather permitting. Parents are warmly invited to come and share in these celebrations.

Classes take turns hosting the celebrations and we always recognise good behaviour by awarding books to children who are CAUGHT BEING GREAT! Without doubt, these awards provide an incredibly positive platform on which to encourage appropriate behaviour and to acknowledge positive role modelling.

Every assembly acknowledges the Library Award (for best behaved class using this facility), the Tidy Kiwi Award (for the best kept classroom) the Sports Award (for a group achieving in physical activity) the Lunch Award (for the class who follow school lunch routines correctly) and Brainy Awards (for academic development and achievement).

Principal certificates, commonly known as "FISH Certificates", are awarded once a child has 30 stickers on their class fish. These stickers are awarded for appropriate behaviour, excellent work ethic, achievement, progress, use of te reo Māori and evidence of our GREAT values in action.

Values vouchers awards are presented each assembly. These are awards for recognition of GREAT playground behaviour and children receive a school medal.

PHYSICAL EDUCATION

We employ a physical education support staff member who works alongside class teachers to provide quality swimming programme for students and that all students can take part in organised sports. Mrs Donna Ngatai conducts this role. She also assists with the development of school sport initiatives and interests, team coaching and organisation.

- Interschool sport is arranged with similar sized Rotorua schools, with a major field day for competition. This involves senior students participating in netball, hockey, soccer, rugby and miniball.

DUFFY BOOKS - "BOOKS IN HOMES"

As a Duffy School we receive financial support from MAINFREIGHT (NZ) LTD which enable us to provide every child on the roll with four books (of their own choosing) per year.

We have enjoyed being on the Books in Homes Programmes since 1995 and our major sponsor is keen to continue their support of our children.

We celebrate with Duffy assemblies at which role models speak to the children about their choices in life. Senior students facilitate these assemblies which are always a highlight for the children.

Parents are warmly invited to come and share in these celebrations.

POSITIVE BEHAVIOUR FOR LEARNING

BEHAVIOUR

We have several school-wide systems in place to support school culture and behaviour.

FISH (Year 1-4)

We recognise positive behaviour and attitude through our fish certificates. Each child has a fish, in their classroom, with 30 spaces.

Once 30 stickers are received the child receives a certificate from the principal at assembly. This system acknowledges those children who are making progress, demonstrating achievement, showing a positive attitude; demonstrates our values in their actions and positive behaviour role modelling. In this way we acknowledge the vast majority of students who have a good attitude towards their schooling.



MAUNGA

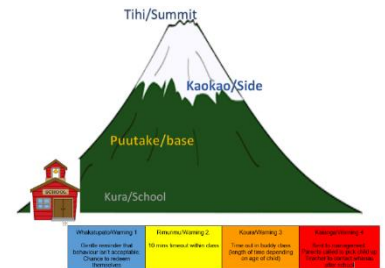
The Maunga is a daily behaviour management challenge for all children. Their goal is to climb the mountain every day and reach the summit. All classes have a maunga/mountain displayed in their class.

All children start at kura/school each day. The idea is to reach the summit every day. They can move up for many different reasons - listening, manners, making good choices...

Each child who reaches the top of the mountain receives a fish sticker at the end of the day.

As always, there are consequences for negative actions.

- Blue - warning: Children have the chance to fix their mistake
- Yellow - timeout in class
- Orange - timeout in buddy class
- Red - sent home.



CAUGHT BEING GREAT VOUCHERS

Duty staff have values vouchers which can be completed while on duty. Similar vouchers are also given by shop owners within the community. These vouchers are for recognition of GREAT playground behaviour. Students put the completed value voucher in the large red post box and at each assembly three vouchers are drawn out. The children then receive a school medal.

MISBEHAVIOUR

For serious incidents ministry procedures will be followed and parents will be kept informed and involved in any action required. Your support for each system is necessary and appreciated so that home and school can work together in partnership to ensure your child enjoys educational success at Ngongotahā School.

Please contact your child's teacher if you ever have questions, positive comments or concerns.

IF, FOR ANY REASON, YOUR CHILD HAS PROBLEMS AT SCHOOL

- In the first instance - see your child's class teacher
- If not resolved, discuss the problem with the Team Leader
- If still not resolved - make an appointment to speak with either a Deputy Principal or

the Principal

- In almost every case—the problem goes no further than the person who has most to do with your child - his or her class teacher.

CELL PHONES

It is now law that children do not bring cell phones or cell phone watches to school. If your child does bring a cell phone or cell phone watch to school, please hand it into the office for collection at the end of the day.

LUNCH RECREATION

Staff volunteer to organise sporting, cultural, educational, or recreational activities throughout the term. We endeavour to provide activities that develop motor skills, educational achievement, perseverance and a “can do” attitude.

We have traditional activities along with non-traditional. Children have stilts, unicycles, chess, and draughts to challenge and motivate them in their free time. These items are changed and rotated regularly.

It is great to see children supporting and teaching each other, developing social skills, and having a go at these activities.

The school library will be open during some lunch breaks for those children who wish to have extra time in this facility.

We have a clubs initiative whereby several options and activities are made available for children to take part in, during break times. This contributes to social development and promotes a positive playground culture. These are advertised each week via the ‘Week at a Glance’ announcement on the app on a Monday morning.

FINAL ASSEMBLY – PRIZE GIVING

At the end of each year, we celebrate the school year with the students. We have several awards which are presented at this assembly.

- Each class teacher presents book awards for “Outstanding Citizenship” and “Application to Studies”.
- Trophies are awarded for “Most Promising Sports Year 1 or 2 and Year 3 or 4 Boy and Girl”
- Trophies are presented for “Outstanding Contribution to Sport” Year 5 or 6 Boy and Girl.
- Two trophies are awarded for “Māori Culture” involvement.
- Three trophies are presented for “Excellence in Te Reo”. Year 1 or 2, Year 3 or 4. Year 5 or 6.
- Two trophies are presented for “Contribution to the School”.
- Three GREAT trophies are presented for students who exemplify our school values. Year 1 or 2, Year 3 or 4, Year 5 or 6.
- The “Naera Award” for Perseverance
- A Mainfreight-sponsored award is presented for “Mainfreight Excellence in Attitude”
- The “Kelso Award” is presented to the top all-round Year 6 Boy and Girl

“We look forward to sharing Ngongotahā School with you.”



NOTES OR QUESTIONS YOU MAY HAVE: