

# MEREMERE SCHOOL

23 Heather Green Avenue, Meremere, Mercer 2474  
Ph: 09 232 6712 Email: [office@meremere.school.nz](mailto:office@meremere.school.nz)  
[www.meremere.school.nz](http://www.meremere.school.nz)

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## ENROLMENT PROCEDURES

Kia ora whanau,

We are delighted that you have chosen Meremere School for your child's education. You will find that we have a very settled and calm school culture with a focus on learning and achievement.

Before we can enrol your child there are three requirements.

The Ministry of Education requires whanau to provide a copy of their child's birth certificate at the time of enrolment if they are overseas students or new entrants ie five year olds

The school requires that the uniform and stationery are paid for when your child starts. You will now have a list of the child's stationery needs for the year and the uniform items that are required and their costs.

You will also be asked to sign a code of conduct outlining the school's expectations of you as a parent/caregiver when dealing with the school.

A medical authorisation form is also provided, and we ask that you sign this. This form gives the school authority to provide or seek medical assistance for your child if you cannot be contacted.

Upon completion of these items your child will be enrolled. We look forward to a long and happy association with you and your whanau.

Maxine Stensness  
Principal

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## ENROLMENT FORM

STUDENT INFORMATION	
Legal Name of Student	
Preferred First Name	
Preferred Surname	
Date of Birth	
Gender	Male/Female
Age	
Country of Birth	
Ethnicity	
Iwi	
Hapu	
PARENT/CAREGIVER INFORMATION	
Mother's Name	
Mother's Address	
Phone	
Email Address	
Father's Name	
Father's Address [if different]	
Phone	
Email Address	
Primary Caregiver's Name [if different to either parent]	
Primary Caregiver's Address	
Relationship of Caregiver	
Phone	
Email Address	
Name of Caregiver 2	
Relationship of Caregiver	
Phone	
Name of Emergency Contact 1	
Phone of Emergency Contact 1	
Name of Emergency Contact 2	
Phone of Emergency Contact 2	

INFORMATION ON SIBLINGS				
Number of siblings				
Order in family of this child				
Siblings at this school				
Pre-schoolers	Name	Age	Birthday	
LEGAL ORDERS				
Court Orders/Protection Orders/Access Arrangements/OT:				
EDUCATION HISTORY				
Current Year Group				
Previous Schools				
ACADEMIC ACHIEVEMENT AND SUPPORT				
Learning Needs:				
Reading	Well Below	Below	At	Above
Writing	Well Below	Below	At	Above
Maths	Well Below	Below	At	Above
Referrals for Learning	Yes/No			
RTLB	Yes/No			
ORs	Yes/No			
High Learning Needs	Yes/No			
Behaviour:				
Stable	Yes/No			
Satisfactory	Yes/No			

Comment:	
RTL	Yes/No
SWIS	Yes/No
<b>PRE-SCHOOL EXPERIENCE</b>	
New Entrants:	
Years at Pre-School (if any)	
Pre-School Centre	
<b>PERMISSIONS</b>	
I give permission for my child to	
• have photos taken at school	Yes/No
• have photos published on the school website	Yes/No
• use laptops/computers in a sensible fashion	Yes/No
• walk to the local library under supervision	Yes/No
• work in groups with Professional facilitators	Yes/ No
• work in all in-school programmes	Yes/No
<b>Form completed by:</b>	
Name	
Signature	
Date	
Child's Start Date	

<b>OFFICE ONLY</b>	
Copy of Birth Certificate	Yes/No/Not Applicable
Copy of Passport	Yes /No/Not Applicable
Overseas Visa - Parents	Yes/No/Not Applicable
Overseas Visa - Child	Yes/No/Not Applicable
Date of Birth	
Age at 1.1	
Current Age	
Classification	
Room	
Enrolment Number	
School Entry Date	
e-TAP Entry Date	
ENROL Entry Date	
NSN Number	

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## CODE OF CONDUCT

As a whanau member,  
I agree

- To respect the professional integrity of the principal and staff
- To reasonably and respectfully discuss any concerns with the teachers and principal
- To focus on the issue during discussions
- That if I have any issues with other children in the school that I will discuss these with the principal and let her deal with them
- To sign in and then go to the office
- That I will not take things into my own hands in the class or playground
- That the principal may be unaware of my issue and cannot deal with things until she hears about them
- That the principal has no control over issues that happen outside of school
- That the school has a no-tolerance policy towards bullying, and does everything possible to prevent this
- That one-off behaviour is not bullying
- To maintain the values of the school which are aroha, respect, honesty, responsibility and manaaki [persistence]
- That the safety of all children is paramount, and I will ensure this at all times
- That my child will wear the correct uniform
- To send my children to school in a clean and tidy school uniform.
- To pay for my children's my stationery

Name ..... Date .....

Signature .....

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## GENERAL INFORMATION

Kia ora whanau,

I hope you find this information useful. It is set out in alphabetical order after the first page.

**School Phone Number** 09 232 6712

**School Email** [office@meremere.school.nz](mailto:office@meremere.school.nz)

**School Bank Account Number** 12-3109-0012607-00

**Address** 23 Heather Green Avenue, Meremere

### **Staff**

Maxine Stensness - Principal

Faye Abel - Teacher

Anne Woulfe - Teacher

Marine Funfrock - Office Administrator

Dot Martin - Teacher Aide

Helena Wharepapa – Cleaner/Caretaker

Helena Wharepapa – Groundsman/Caretaker

### **Board of Trustees**

Jim Katu - Parent Representative

Geraldine Hautapu - Parent Representative

William Ropiha - Parent Representative

Faye Abel – Staff Representative

Maxine Stensness - Principal

### **School Vision**

Believe Achieve Succeed

### **School Mission Statement**

Success through Achievement. Achievement through Education.

### ***Absences***

Please let us know if your child is absent. If we do not hear from you, we need to contact you to ensure that your child is safe at home. This forms part of our Health and Safety procedures.

### ***Board /Principal***

The Board is responsible for the governance of the school. The principal is the manager of the school and is responsible for the day to day running of the school. If you approach the Board about the running of the school, they will refer you back to school. These roles do not overlap. Please be aware that the principal is a Board member as of right. All the other members are voted on to the Board every 3 years. Board meetings are held at the school.

### ***Breakfast***

We provide breakfast for the children. They can have Weetbix, stewed fruit or fresh fruit. Milo is provided. Breakfast starts at 8.00am in Room 1 and is run by the Senior Role Models. Staff prepare the hot drinks.

### ***Classes***

We are a full Primary School. Classes go from New Entrants to Year 8.

### ***Code of Conduct***

We require parents to sign a Code of Conduct when they enrol children at the school. We have a strong emphasis at the school on respectful behaviour from children and anticipate the same from adults.

### ***Complaints/Concerns***

1. Talk to the class teacher first.
2. Action will be agreed upon (You will receive a photocopy of the agreement)
3. If you are still unhappy go back to the teacher and query this
4. If you still feel there is a problem, see the principal
5. If you do not reach a satisfactory outcome you can write to the Board
6. If you have not followed the previous steps the Board will direct you back to the school

### ***Contacts***

We need you to keep us updated with your current phone and contacts so that you can be contacted for absences and in the event of an emergency.

### ***Data Collection/Learning Levels***

We collect the children's learning levels in Reading, Writing and Maths every five weeks so that we can track where children are at. We can then provide intervention and support where necessary.

### ***Dental Caravan***

Once a year, the dental caravan visits the school and parks in the car park. If your child has not already been seen by the team, you will receive a permission slip for dental care which you will need to fill in and return to school. When the caravan is at school, we will let you know.

### ***Duffy Books***

We are a Duffy school so during the year your child will receive four free books which they have chosen from Duffy Books in Homes.

### ***50 Day Challenge***

Our attendance is very high. We reward children who come to school every day of the term by buying them a McDonald's combo. We call this the 50 Day Challenge.

### ***First Aid***

If your child has an accident at school their name is entered into the First Aid register. You will receive a notice to tell you if there has been an accident or illness. If your child needs to be seen by a doctor or is really ill we will ring you to collect your child. If we are unable to contact you, we will ring your emergency contact. Failing that we will take your child to the Doctors ourselves or call an ambulance in the event of an emergency.

### ***Fruit***

We provide fresh fruit daily to children and any that is left over on Fridays gets bagged up and is sent home. If you don't receive any fruit one week, you will likely receive it the following week.

### ***Love to Learn Days***

Monday to Thursdays are the days when we do our formal learning programme.

### ***Fun Fridays***

On Fridays we run an informal programme called Fun Friday, but we still cover Literacy and Maths. We go to the local Meremere library or alternatively we attend the Puna and read to the pre-schoolers. For Maths we teach the strand which covers Measurement, Geometry or Statistics.

### ***Health Camps***

Occasionally we will recommend that a child attends Health camp. This is organised by the school, our SWIS and STAND. The camp is in Pakuranga and your permission is required prior to children attending. It is a wonderful facility and can be a positive and transforming experience for children.

### ***Home Learning***

Our focus on home learning is encouraging children to take a reader home every night.

### ***Hot Lunches***

We are part of the MOE Hot Lunch Programme. These are provided daily. Our supplier is Libelle. New children may not get into the programme for the first or second week that they are enrolled because of supply issues.

### ***ICT***

Every child from Year 3 – Year 8 has their own allocated Chromebook. We purchase Mathletics and Reading Eggs apps to supplement our Maths and Reading programmes. Children have access to these. Our focus for these apps is from Year 3 upwards.

### ***Learning/Behaviour***

Learning and Achievement is our focus. We have high expectations for behaviour so that we can get on with the business of teaching.

### ***Life Education***

Every year the Life Education caravan visits the school. The Life Education teacher and Harold the giraffe deliver two excellent lessons to classes inside the caravan. The children love this learning opportunity.



***Lunches/Morning Tea***

We have food available at school if you do not have anything for morning tea at home. Please don't keep your children home for this reason as they then miss out on vital learning. Children can ask for food with no questions or judgements made.

***Water Only School***

Children are not allowed to drink fizzy or coloured drinks at school or on school trips.

***New Enrolments***

Stationery and uniforms must be paid for at enrolment.

***Newsletters***

Newsletters go out every fortnight on Fridays, starting Week 2 of each term.

***Nits***

Occasionally we will have nits. We will let you know about this in newsletters. We have product which we can supply at any time if you need it.

***Picking Up Children***

Please go to the office first. If the office is closed go directly to the class. You need to sign children out using the book which is located on top of the trophy cabinet at the entrance.

***Photocopying***

We can do photocopying for you at a very minimum cost. Please see the office about this.

***Principal Appointments***

I am available after school or on Thursday's and Friday's.

***Prize Giving***

This is the big event of our school year and occurs in December. The prize giving focusses on our values, learning and achievement and behaviour. Our Senior Role Models run this and Year 8s give a farewell speech.

We also do a lucky draw for a microwave or stereo.

***Reports***

Reports go out at the end of Term 2 and at the end of the year. The format we use is unique to our school and contains all the child's previous learning history so that you can monitor their year by year progress.

***Role Models***

We have role models to develop leadership and provide responsibility.

***RTLB/RTLit***

Resource Teachers of Learning and Behaviour and the Resource Teacher of Literacy are specialists in their fields who we refer children to, to strengthen their learning if we feel the need.

***Start and Finish Time***

We start at 8.30 and finish at 2.30. The school begins the day in Room 1 with a karakia and general notices then the children return to their room.

### ***School Timetable***

8.30 Assembly and Karakia  
8.40 Writing  
9.30 Maths  
10.30 Fitness  
10.40 Morning tea  
10.50 Break time  
11.20 Story time  
11.30 Reading  
12.20 Handwriting  
12.30 Spelling  
12.50 Lunch  
1.05 Break time  
1.30 Afternoon programme  
2.30 Home time

### ***Schools Councillor***

We share a MOE Councillor with other schools.

### ***Teacher Contact***

If you need to have a conversation about your child with the classroom teacher, we ask that this is done after school because teachers are preparing for class before school. 8.30-2.30 is teaching time; teachers are busy delivering the curriculum during this time and they are not to be interrupted at this time.

### ***Teacher Only Days***

The principal can call back teachers for up to 10 days in the year. These can be taken during the term; the children will then stay at home. If this happens then the school needs to make up this lost time at the end of the school year to meet the required number of days children must attend school as determined by the MOE. We will give you plenty of notice if a Teacher Only Day is required.

### ***Stationery/Swimming pass***

Stationery lists are issued at the beginning of the year. When the stationery is paid for your child will receive a swimming pass. That means they can have 20 free lunch time swims.

### ***Swimming Pool***

Our pool is usually open the first day back at school in February and stays open for five weeks. It is open after school and in the weekends but only for school whanau for health and safety reasons. While the pool is open, children swim every day. Children are not allowed to swim in shorts and T shirt.

### ***SWIS***

We have a Social Worker in Schools attached to our school. SWIS are employed by Family Works Northern not Oranga Tamariki. These are separate organisations. We refer children to work with our SWIS to strengthen their social skills when we feel it is needed.

### ***Teacher Aides***

Dot Martin is our Teacher Aide at the school. She looks after the administrative jobs in the school such as Fruit in Schools, Hot Lunch Programme, the Duffy Books etc

### ***Three Way Conferences***

3 Way Conferences take place during Term 1 and Term 3. We always have a high turnout. After these we do a lucky draw for whanau who attend. This is also when we do our community consultation.

### ***Uniform***

School policy states that all children wear a Meremere School uniform. We are proud of our uniform and have had many positive comments about it.

We have a stock of available new uniforms available for purchase. We also have a selection of second-hand uniforms.

### ***Year 8 Dinner***

At the end of the year to celebrate the Year 8 children graduating from Meremere School we take them out to dinner at the Sky tower [the revolving restaurant]. This is quite an event. It generates a lot of excitement and is something that the Year 8 children eagerly look forward to. Attending is conditional on good behaviour during the year.

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## CYBERSAFETY AGREEMENT FORM

- I understand that Meremere School will do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal, or harmful material on the internet as well as developing Cybersafety skills in all students.
- I understand that even though the school has these guidelines in place, it is impossible to restrict access to all available material.
- I will not hold the school responsible for inappropriate information my child may acquire on the internet.
- I will support the school's Cybersafety programme by encouraging my child to follow the Cybersafety rules and to always ask the teacher if my child is unsure about any use of ICT.
- I understand that they may lose the right to use ICT if they do not follow the rules.
- I understand that examples of my child's work, their first name and/or photo of them in a school related activity may be published online on the school website or class blog. If I have strong objections to this, I will submit a request in writing to the school to file.
- I will contact the school to discuss any questions I might have about Cybersafety.

.....

I have read this Cybersafety Use Agreement and I am aware of the school's initiatives to maintain a cybersafe learning environment, including my child's responsibilities.

Name of student: .....

Name of parent/caregiver/legal guardian: .....

Parent's signature ..... Date: .....

Please note: This agreement for your child will remain in force for as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

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## UNIFORM

All students must wear the correct school uniform and it must always be clean and tidy. Students going on school sports trips will be supplied with a sports uniform for the day. Uniforms can be purchased from the school office. Below is the list of uniform items that students need through the year. If parents wish to, they may order additional items.

The uniform cost is as follows:

Item	Cost per item
Full Zip Fleece	\$41.00
Polo Shirt	\$25.00
Shorts [Boys]	\$27.50
Skort [Girls]	\$29.90
Long Pants	\$32.00
Cap [Optional]	\$16.00

## Uniform Order Form

Student's Name: .....

Item	Number required	Size	Cost
Fleece			
Polo Shirt			
Shorts [Boys]			
Skort [Girls]			
Long Pants			
Cap [Optional]			
Total cost			

Payment can be made direct to the school bank account 12 3109 0012607 00 or in cash at the office. Uniform will not be supplied until payment is received.

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## MEDICAL AUTHORISATION

In the event of my child suffering an accident or medical problem and I cannot be contacted; I give permission for the school to take authority and with the best information available make an informed decision in the best interests of the health and safety of my child with regards to obtaining medical attention.

Child's Name: ..... Date of Birth: .....

Address: .....

Parent/Caregiver Name ..... Contact Phone Number: .....

GP Name ..... Phone Number: .....

Address of Clinic/Hospital we should take your child to in an emergency:

Immunisation Certificate: Yes/No

Immunisation Complete: Yes/No

Doctor's Before School Check: Yes/No

My child's last tetanus injection was in the last 3 years: Yes/No

My child has the following allergies (Please list)

My child has the following health issues (Please list)

In the event of a medical emergency and I cannot be contacted by the school I give the school permission to seek medical help for my child.

.....  
Parent/Caregiver's Signature

.....  
Parent/Caregiver's Name

.....  
Date