

Kia Ora (Maori/NZ), Hello (English), Bula (Fijian), Welkom (South African), Huān yíng (Chinese-Mandarin), Ayubowan, Vanakkam (Sri Lankan), Namaste (India), Bem-vindos (Brazil), Marhaba (Arabic), Hallo (Dutch), Choum Reap Sour (Cambodia), Geia sou (Greek), Mbote, Jambo (Congolese), Konnichiwa (Japanese), Hola (Spanish), Annyeonghaseyo (South Korea) Israel Shalom (Hebrew)

**\*\* SCHOOL CLOSED \*\***

**MONDAY 6TH FEBRUARY - WAITANGI DAY**

A reminder school will be **CLOSED** for Waitangi Day  
School opens again on Tuesday 7th February 2023

Tena koutou to our Te Totara whanau

It is wonderful to return to school to start the 2023 academic year as a family of learners again. A very warm welcome to you all, it is fantastic to have so many new families joining us this year. I hope you all had a great holiday and feel rested and refreshed for the year ahead. The summer holiday weather was certainly very changeable and seems to remain that way at the moment. Generally at this time of the year we experience some very hot, sunny days so we have a protocol in place around these days. In anticipation of better weather ahead, further on in this newsletter we have information regarding our 'Hot Day Protocol.'

During the holidays our staff have been busy preparing for the school year. We held two Teacher Only Days before school started for the students yesterday. It was great to see enthusiastic staff and students enjoying being together again.

As always there is a lot of information in the first newsletter of the year. Please take time to read carefully through it. Some of it relates to important traffic safety protocols around our school. Generally traffic flow works very well at Te Totara as long as everyone is aware of the guidelines and follows them. With patience and courtesy we can get the school site cleared within about 20 minutes most days. We are proud of that achievement as we have 670 learners on our roll to clear from the site at 3.00pm each day.

We are looking forward to another exciting and successful school year that reflects community partnership and our school motto of **'Growing and Learning Together.'**

Ngaa mihi

*Anne Fraser* - Principal

### **MEET THE TEACHER EVENING** **WEDNESDAY 8TH FEBRUARY, 2023 (WEEK 2)**

We are very keen to continue to have close links between home and school, so we have arranged for a Meet the Teacher session for families, a great way to stay really connected with the school.

**5.30pm - 6.00pm** Matawhero, Orion & Neptune families meet with their Teacher  
**6.00pm - 6.30pm** Ra & Earth families meet with their Teacher  
**6.30pm - 7.00pm** Marama & Milky Way families meet with their Teacher

The different timings above allows those of you, with children in different year levels of the school, to get to each of the presentations relating to your children.

**Please Note: Students are not required to attend "Meet the Teacher Evening" however, they are most welcome to play on the playground while they wait for you.**



## FINDING OUT WHAT IS HAPPENING

We have many ways of keeping up-to-date regarding events that are happening at school:

School App: [Download the School App](#)

Online school calendar: [Online School Calendar](#)

School Website: [Te Totara Website](#) - *this has the option to translate the newsletter into other languages*

Weekly notices: [Weekly Notices](#)

Facebook Page:

<https://www.facebook.com/TeTotaraPrimarySchool230374533681330/>

Library Facebook Page: <https://www.facebook.com/profile.php?id=100063546728535>



We have a great team at school who keep these all updated in real time.

## SAFETY IN AND AROUND OUR SCHOOL - PLEASE COMPLY WITH THESE GUIDELINES

With the return of lots of excited children and new families to our school we need to reinforce some important Te Totara Guidelines and Rules to you all.

- Please cross Hector Drive by **using the pedestrian crossing with the lights**. It is not safe nor modelling good practice to cross to the other side of the road in front of the school as there are multiple ways cars are moving in this area. The staff on duty at the end of the day will be directing the students to the pedestrian crossing. If you park on the other side of the road please use the crossing to go across the street.
- Some good areas to park are on some of the surrounding streets slightly away from the school. We have easy access to many of these streets through some great walkways, one of which is opposite the front of the school. Children can be encouraged to cross the street at the pedestrian crossing, then go through that walkway and meet you at your vehicle on the street at the end of the walkway.
- The **drop-off zone** in front of the school is also a convenient area to pick up your children. **All drivers must remain in the vehicles**, the children are asked to come straight to the front of the school and look for their car. When they see their car the students are taught to go straight to the car if it is in the lane closest to the school buildings, or if the car is in the lane furthest away the students need to come down to **Mrs Fraser** at the marked traffic hump and she will cross them safely. To ensure everyone's safety with moving cars **no-one (adults or children) is to cross the drop-off zone in any other area than the part that Mrs Fraser is at**.
- The drop-off zone has two access lanes so you can turn into either the left or right lane depending on where you are going when you exit the drop off. **If you are going to travel north up Hector Drive towards Rototuna Junior High then please use the left lane closest to the school**. Always indicate your intention then turn left onto Hector Drive as you exit the zone.
- Do not change lanes in the drop off zone. We ask that you remain in the lane you are in throughout the drop-off zone, it is dangerous to cross over the lanes.
- Mrs Fraser monitors the safety of this area, it is a very efficient process and we endeavour to keep it moving well. It is generally all cleared of cars by 3.15pm, so great for those prompt getaways!



## SWIMMING TERM 1, 2023

Our Swimming Pool is all set for the season starting on Friday 3rd February with the Year 2 students in Rooms 24 & 25. Our instructor, Lize, from Kelly Sports, is really looking forward to seeing the children and helping them with their swimming skills. Looking at the statistics of swimming rescues this year has certainly shown the value of having our swimming programme up and running for our Tamariki.

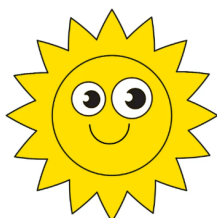


The swimming timetable has changed from last year. The Year 0-2's will be split into 6 groups for 10 lots of 20 minute lessons. The Year 3-6's will be in 4 groups and will have 10 lots of 35 minute lessons. The timetable for the year can be viewed on our website or by clicking this link:

[2023 Swimming Timetable](#)

**Your classroom teacher will let you know via Seesaw when it is your child's swimming block.** Please make sure all their towels, togs, swimming bag and school uniform are clearly named so items can be returned to the owner quickly.

## HOT DAY PROTOCOL



When we have very hot weather we operate a Hot Day Protocol at school. Usually our children go outside during the breaks to play with friends and enjoy the benefits of being active. We recognise that with the very hot weather this can pose some risks, especially around dehydration and heat related concerns. So on very hot days we will be having an indoor option for the children to use at break times, typically anything over 25 degrees in the forecast will trigger the Hot Day Protocol. We are fortunate that all our inside areas (*apart from the Matariki Hall*) are air conditioned so it allows for optimum learning and teaching conditions.

During the summer (Terms 1&4), all pupils are encouraged to put on sunscreen at home before school and expected to wear the regulation school hat while outdoors.

**Our Sun Sense Policy is: No hat – play in the shade**



## Registering for KINDO using our School App

Go to the App store on your Apple or Android device and search “**School Apps NZ**” to download the App to your phone or tablet and then add “**Te Totara**”.

From our school app, click the “**Fees & Donations**” icon (*bottom right*) and register for KINDO by entering the email address that the school has on file for you - it's that easy!

**kindo.**  
The online one stop school shop

## Registering for KINDO using our School Website

Visit our School Website at [www.tetotara.school.nz](http://www.tetotara.school.nz) and select the “Fees & Donations” tab from the red “**Quick Links**”. This will take you through to the KINDO Login screen where you can register using the email address that the school has on file for you..

***If access is denied, it is most likely that we do not have your current email address recorded on your child's student profile. Please contact the School Office on (07) 853-0039 to amend.***

**Questions? If you need help, just pop in and see us at the School Office OR give us a call on (07) 853-0039 OR call the [KINDO HELPDESK on 0508 454636 \(toll free\)](tel:0508454636).**



## 2023 FEES & DONATIONS PAID VIA KINDO

Fees have now been loaded onto KINDO. This online system allows you to pay for our school's fees (Mathletics/Mathseeds, Voluntary School Donation, Lost Library Book Costs etc) and is also the ONLY way to register/pay for your child for sports teams.



**Please Note: Aquatics will be charged after your child's class has had their lessons.**

- **Touch Rugby (Years 1-6) Term 1, 2023**
  - Registrations close at 3.00pm Friday 3rd February
- **Aquatics**
- **2022 School Camp \$180.00 (Years 5&6 Students only)**



**Kindo Questions? Kindo Helpdesk on 0508 454636 (toll free)**

**If access is denied, it is most likely that our school does not have your current email address recorded on your child's file. Please do not hesitate to contact the School Office on (07) 853-0039 to amend.**

## BEFORE AND AFTER SCHOOL CARE - ENROLMENTS OPEN

New enrolments for our Before and After School programme for 2023 is now open online. This is held in our Matariki Hall. Times are between the hours 7.30-8.30am and 3.00- 5.30pm. For more information and how to book, please visit: [Te Totara Before and After School Care](#)

## SCHOOL LUNCH SERVICE

We are excited to continue our school lunch service at school. Our supplier is "Lunch Orders" who are based in Hamilton.



School Lunch Orders will commence on Tuesday 7th February 2023.

**Just a quick reminder to update your child's classroom number for 2023 on their website so their yummy lunch can be sent to the right place! To update go to "My Account" and then select "Family Details".**

## FOOD AT SCHOOL - ALLERGIES

We have children at our school who are highly allergic to dairy products and nuts and exposure to these foods could potentially be life threatening to them. We have procedures in place for 1:1 support for these children to ensure their safety. At present we will continue to carry on with our normal food eating programme, but we have to carefully plan school events/learning area celebrations etc. With this in mind, please don't be offended if any kind offers of food to the school are scrutinised.

## BRING YOUR OWN DEVICE

We have an optional 'Bring Your Own Device' procedure at school for Year 3-6 students only. We have very clear protocols around this which need to be adhered to. The Team Leaders and Teachers will outline these to families in this area of the school as part of their Meet the Teacher presentations on Seesaw. We will have the BYO iPad Agreement Forms available at this time. Check our website as well around this.

<http://www.tetotara.school.nz/77/pages/87-bring-your-own-device-faqs>

## MATHLETICS, TO HELP LEARNING

Teachers are encouraging their students with this interactive computer programme as it helps with important maths skills; you will also find teachers using it in their daily maths programmes.

We have been so impressed with how motivated the children have been producing excellent results. Shortly, we will be invoicing families \$20.00 per student to join Mathletics for 2023. Please pay this fee by KINDO. Fees will be loaded within the next few weeks.



## CHANGE OF DETAILS/ADDRESS

Just a little reminder that if you have changed any of your details i.e. phone, address, email etc; to please advise the School Office so we can update your records accordingly.

We encourage our families to check your contact details are correct through the parent portal at [www.atschool.co.nz](http://www.atschool.co.nz) using the User ID and Passwords that were emailed to you in December 2021.

## SCHOOL HOURS



Just a reminder that school starts at **8.55am sharp** and it is important for children to be here at that time. We appreciate your efforts however; if for any reason you do arrive late (after 8.55am) please report to the School Office where a "Late Card" will be issued to your child before heading to your learning area. School finishes at 3.00pm.

## EARLY ARRIVAL AT SCHOOL BEFORE 8.15AM

Children are welcome to arrive at school from **8.15am onwards**. The school gates are closed until 8.15am each day. Teachers have planning to do before school in their classrooms and are unavailable to supervise any students arriving before 8.15am. We offer a Before School Care facility; Enrolment Forms are available from the School Office or via our School website [www.tetotara.school.nz](http://www.tetotara.school.nz)

## LATE ARRIVALS (AFTER 8.55AM)

We ask parents to ensure their children arrive at school with at least five minutes to spare, for them to organise themselves by hanging up their school bag and sorting their book bag independently. We understand there may be rare occasions where your child arrives late at school (after 8.55am). We require families to report to the School Office for your child to be issued a Late Card prior to heading to their learning areas. **We appreciate your effort in ensuring your child/ren arrive at school in good time before the first bell at 8.55am.**



## ABSENCES

If your child will be away from school then please let us know by either:

- School App
- Phoning the school on **(07) 853-0039**
- Texting the School Office on 027 207-4466 with name, details and reason for absence. Please note that we do not send a reply to text messages.

We would appreciate any absence messages **before 9.00am.**



## PROCEDURE WHEN STUDENTS ARE AWAY DUE TO FAMILY HOLIDAY ETC

From time to time families wish to take their children out of school for various events not related to illness. Simply notifying the teacher/school verbally is not sufficient.

The correct procedure is to write or email the Principal (*copy Carole Carter-Gregory*) in order to follow the Education Act. Email address for Anne Fraser [principal@tetotara.school.nz](mailto:principal@tetotara.school.nz)  
c.c. [officeassistant@tetotara.school.nz](mailto:officeassistant@tetotara.school.nz)

## ALLERGIES/MEDICAL CONDITIONS

In the event of a medical emergency, if your child has a medical condition, is taking regular medicine/tablets or has an allergy (including sticking plasters etc), please advise the School Office (if you haven't already), so we can amend your records accordingly.

We also have several children in school with allergies and we have procedures in place to keep these children safe, including not sharing food/drink, washing tables, and hand washing before and after eating. Thank you for your cooperation in these matters.

## **APPOINTMENTS AT SCHOOL**

We love to see families at school and appreciate the home and school partnership. However, we are finding that we have a number of "cold callers" arriving and expecting to see either a leadership person or a teacher. This can pose problems as we often have commitments elsewhere and can't do justice to any queries that you may have. We certainly don't want to stop the great communication in place, but would appreciate either a phone call or email so that we can make an appointment to give you the time needed to sort out any queries. This phone call or email will need to be done a day or two prior to the appointment.

## **2023 SCHOOL TERM DATES**

- Term 1**      **Wednesday 1st February - Thursday 6th April** (10 weeks)  
*(Term officially started on Tuesday 31st January however, this was a 'Teacher Only Day' so students started on Wednesday 1st February, 2023).*  
Public Holiday: Monday 6th February (Waitangi Day)
- Term 2**      **Monday 24th April – Friday 30th June** (10 weeks)  
Public Holiday: Tuesday 25 April (ANZAC Day)  
Teacher Only Day: Friday 2nd June (no school)  
Public Holiday: Monday 5th June (King's Birthday)
- Term 3**      **Monday 17th July – Friday 22nd September** (10 weeks)  
Our Mid-Term Break - Monday 21st August (no school)
- Term 4**      **Monday 9th October – Friday 15th December 2023** (10 weeks)  
Teacher Only Day - Friday 20th October (no school) - to be confirmed.  
Public Holiday: Monday 23rd October (Labour Day)

## **ROUTINE VISION & HEARING CHECKS IN SCHOOL**

**Monday 20th February, 2023 @ 9.00am**

### **Information Sheet on Vision and Hearing Checks in School**

Vision Hearing Technicians from Community and Southern Rural Health will be visiting our school. The objective of the test is to identify previously undetected vision and hearing defects.

**If any parents/caregivers do not want their child to be checked, or their child is currently under specialist care for a vision or hearing defect, they should let the school know.**



Which children are routinely checked?

- Children who have not completed vision and hearing checks as part of their B4 School Check
- Children absent from previous visit, require retests or follow up In special circumstances, parents, teachers or others may request a vision or hearing check

What tests are carried out?

- Ears - Audiometry (hearing test) Tympanometry – middle ear function test (only carried out when hearing test is not within a normal range)
- Eyes - Long distance vision tests – not a complete visual examination, but a simple screening test

Note: All of these checks are non-invasive, safe and should cause no discomfort.

The Vision Hearing Technician will:

- Notify parents of all test results Enter results on Ministry of Education database (Enrol)
- The Vision Hearing Technician will obtain personal details from the school ie; names, date of birth.
- If the technician needs to contact parents or caregivers following the visit, addresses and phone numbers will also be required.

This Service may share this information with other health professionals involved in the children's care.

## DATES COMING UP

Wed 1 Feb	TERM 1, 2023 Students began school at 8.55am
Mon 6 Feb	Waitangi Day Public Holiday - SCHOOL CLOSED
Wed 8 Feb	Meet the Teacher
Wed 8 Feb	PTA Meeting at 7.30pm in Staff Lounge
Mon 20 Feb	Routine Vision & Hearing Checks by WaiKids (see above information)
Thurs 16 Feb	Board Meeting at 6.30pm
Thurs 6 April	END OF TERM 1, 2023
Mon 24 April	TERM 2 BEGINS

## COMMUNITY NOTICES:

We are often asked to put Community Notices in our newsletter. Due to the large number of requests, we now have a "Community Notices" section on the notice board in the School Office, where you will find more information on the notices below. **Please note that this does not necessarily imply School endorsement of these notices.**

Build a new home in Rototuna Village  
with us...

AND WE WILL DONATE \$5,000  
TO TE TOTARA PRIMARY SCHOOL

\*T&Cs APPLY



Contact Stacey to learn more  
027 225 0405  
staceys@generation.co.nz

*Please make sure that you mention a connection to Te Totara Primary School so that the \$5,000 donation from Generation Homes can be allocated to our school. This offer is open to all Te Totara friends, staff, parents, grandparents etc. Thank you for your support.*

### WAIKATO COMMUNITY SCHOOL OF MUSIC Saturday Morning Music Classes

Enrolments are now open for Term One 2023 at the Waikato Community School of Music. The first session is on Saturday 11th February. The school caters for all ages (3 to retired) and ability levels, offering group-format and one-to-one music tuition in a range of instruments. Group-format class fees range from \$45 to \$110 per term (8 lessons in Term One) depending on student age and the instrument chosen. The enrolment fee for an instrument class includes participation in as many of our ensembles as the student wishes. Enrolment in ensembles only is also an option. One-to-one classes can aid in preparing for exams and earning NCEA credits. Class times are between 8:00am and 2:00pm on Saturdays during primary school terms. WCSM is located on the University of Waikato campus in Hillcrest. Contact us via our website [WCSM](https://www.wcsm.co.nz), on 07 838 4611 or on 022 636 8194.



DO YOU LOVE:  
Fun?  
Friends?  
Learning new things?



# Join Chartwell GB in 2023!

Contact Alison for more information  
[chartwellgb@gmail.com](mailto:chartwellgb@gmail.com) | 027 451 4160



Low Fees

WHO  
Girls aged 5+

WHEN  
Wednesday's  
6.00pm to 7.30pm

WHERE  
Chartwell Church, Comries Road

Find us on  
**Facebook**  
[facebook.com/ChartwellGB](https://facebook.com/ChartwellGB)

3  
NIGHTS  
FREE

