

MANGERE EAST PRIMARY SCHOOL

TE KURA TUATAHI O MANGERE KI RAWHITI



Together We Learn: Me Ako Tahi Tatou

INFORMATION BOOK 2019

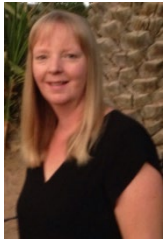




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FROM THE PRINCIPAL



Our Vision: Together We Learn — Me Ako Tahi Tatou

Greetings, tena koutou, talofa, kia orana, malo e lelei, fakaalofa lahi atu, bula vinaka, sabai de, fung ying and welcome to Mangere East Primary School to prospective students, parents and extended whanau.

I am extremely proud of the effort and commitment all our staff make to the support, and development of all children's learning.

Our school vision is *Together we learn*. This means that in our actions as staff we make a commitment to work together with you as parents to support children to achieve their best. While our school has a number of formal occasions where parents can come and talk about their child's progress, we welcome parents popping in either before or after school to have a chat with the teacher. Alternatively, parents can phone the school office on 09 276 4689 or email: office@meps.school.nz and the office staff will make an appointment time for you to meet with the teacher.

Our school, in consultation with our parent community, has developed one school value. This is the value of respect: respect for yourself, respect for others and respect for the environment. We believe that in strengthening this value in ourselves as adults and by nurturing this value in children, we are creating communities where tolerance and mutual respect become the norm for our behaviours.

SPECIAL FEATURES OF OUR SCHOOL

Our Board of Trustees is committed to providing our students and teachers with the best possible teaching environment and up-to-date resources, which enable students to succeed with their learning.

- a. The Board has established a Samoan bilingual unit called Team Manumea, which provides learning in both Samoan and English languages. Mrs. Malo Sepuloni is the Team Leader and would love the opportunity to speak with you about enrolling you Samoan son or daughter in Team Manumea.
- b. The Board is committed to seeing student using digital technologies that support students learning. In partnership with Samsung NZ, classrooms have been resourced with a mix of Chrome books, Notebooks and Tablets. Classrooms also have data projector or portable TV monitors through which digital devices can be streamed.
- c. Would you like your child to have the experience of being a radio station DJ? At our school, we have our very own radio station – 107.1 MEPS FM that runs 24/7 and has a broadcasting frequency range of 5km from our school. While we have programmes running 24 hours a day the children are live on air before school and during our two forty minute break times, providing the children with the opportunity to develop their oral language and to research local, national and international news, interview guests in the studio and create playlists of great music.



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- d. Our school is committed to building children's physical fitness and involvement in organised sports. To this end, children are involved in daily physical activity, once a week team sports are organised and throughout the year our school sends sports teams to participate in Auckland-wide competitions. While our school has had significant success in rugby league, softball, netball, hockey and more recently cricket, we also participate in cross-country, athletics, swimming, basketball, tag and soccer.
- e. We love to provide opportunities for children to develop high levels of responsibility and leadership. At our school, these opportunities include student council, class monitor, fruit and lunchroom monitors, road patrol monitors, environmental team and school ambassadors. In all these roles, we support the students to do their best and it is great to see them fulfil these roles with a great sense of service to our school.
- f. Our school likes to provide students with outdoor education experiences. These range from trips to the beach, museum, Kelly Tarlton's or the Tip Top factory to visiting local areas like The Education Centre at Mangere Mountain, Massey Homestead, Mangere Swimming Pools and the SPCA. For our senior students we also like to give them day and overnight camping experiences which are held both at school and at campsites around Auckland. We always welcome support from parents to provide assistance on such trips and camps.
- g. Because we have our own school swimming pool the children are able to swim in Terms 1 and 4; teachers also supervise swimming for small groups of children during morning tea and lunchtimes.

Regular team and full-school assemblies are also held throughout the term; the dates and times of these are published in the school newsletter and on our website www.meps.school.nz and parents/whānau are welcome to attend.

Finally, I look forward to enrolling your child/children at our school. I am sure that you will be very pleased with the quality of teaching programmes and associated experiences we offer all children.

Stephanie Anich
Principal



OUR STAFF

Principal:	Stephanie Anich	stephaniea@meps.school.nz
Deputy Principal:	Whaea Angela Pilkington	angelap@meps.school.nz
Assistant Principal/SENCO:	Rudi Easthouse	rudie@meps.school.nz
Assistant Principal:	Sela Keppler	selak@meps.school.nz
<u>Administration Team</u>		
Receptionist:	Rosemary Eli	office@meps.school.nz
Office Manager / PA:	Karen Pascoe	karenp@meps.school.nz
Principal's PA / OA:	Michelle Vlok	michellev@meps.school.nz

Teaching and Learning Teams

<i>O Lou Ala I Malo Team</i>	Room	Year Level	Email Address
Malo Sepuloni (<i>Team Leader</i>)	23	0-1	malos@meps.school.nz
Luatasi Sakaio	24	2-3	luatasis@meps.school.nz
Anita Lealaiauloto-Falefitu (<i>Support Team Leader</i>)	21	3-4	anital@meps.school.nz
Ruta Fetu	25	5-6	rutaf@meps.school.nz

<i>TPoR Team</i>	Room	Year Level	Email Address
Matu TePou	14		matut@meps.school.nz
Te Rauhi Brown	15		terauhib@meps.school.nz

<i>Takahe Team</i>	Room	Year Level	Email Address
Nithia Govender (<i>Team Leader</i>)	3	5-6	nithiag@meps.school.nz
Rashid Khan	4	3-4	rashidk@meps.school.nz
Nisha Hanif (<i>Support Team Leader</i>)	5	1-2	nishah@meps.school.nz
Lyn White	19	2-3	lynw@meps.school.nz

<i>Kiwi Team</i>	Room	Year Level	Email Address
Kathy Phillips (<i>Team Leader</i>)	1	5-6	kathyp@meps.school.nz
Maara Pitomaki	6	0-1	maarap@meps.school.nz
Ngawaru Kerekere	7	1	ngawaruk@meps.school.nz
Firdows Khan	8	3-4	firdowsk@meps.school.nz
Raphael Aduna (<i>Support Team Leader</i>)	18	2-3	raphaela@meps.school.nz

<i>Kea Team</i>	Room	Year Level	Email Address
Emma Kire	2	5-6	emmak@meps.school.nz
Rimana Jailabdeen (<i>Support Team Leader</i>)	16	3-4	rimanaj@meps.school.nz
Narinder Bedi	17	102	narinderb@meps.school.nz
Afida Khan (<i>Team Leader</i>)	20	2-3	afidak@meps.school.nz



Kahu Team	Room	Year Level	Email Address
Pisia Maseali'i	22	7-8	pisiam@meps.school.nz
Yvonne O'Brien (<i>Team Leader</i>)	28	7-8	yvonneo@meps.school.nz
Bronwyn Ahu	29	7-8	brownyna@meps.school.nz
Martha Aseta (<i>Support Team Leader</i>)	30	7-8	marthaa@meps.school.nz

Support Teachers Jessica Burton (Reading Recovery) jessicab@meps.school.nz
Librarian Tracey Kauta traceyk@meps.school.nz
Resource Co-ordinator Mana Misikini

Teacher Aides Lingi Mokalei Jane Moimoi Kari Latu Ryan Seong
 Eteuati Usotonu Malia Fuimaono Angini Nadan Olga Lychagina
 Senara De Croiz Esha Lata Mana Misikini

Property Staff Barney Preston (Caretaker) barneyp@meps.school.nz
 Vern Togiatau (Assistant Caretaker) vernt@meps.school.nz

SWIS Gardenia Tupai gardenia@mefsc.org.nz
 09 276 4689 ext. 207

Lunchroom Staff Jolet & Sara Phone: 09 276 4687 ext. 208

SCHOOL TERMS, HOLIDAYS AND OPENING HOURS

SCHOOL TERMS 2019

Term 1: Thursday 7th February — Friday 12th April
 Term 2: Monday 29th April — Friday 5th July
 Term 3: Monday 22nd July — Friday 27th September
 Term 4: Monday 14th October — Friday 20th December

Mangere East Primary School will officially close for the Christmas & New Year School Holidays
at 3:00pm on Friday 20th December 2019.

PUBLIC HOLIDAY 2019

Waitangi Day Wednesday 6 th February	Good Friday Friday 19 th April
Easter Monday Monday 22 nd April	ANZAC Day Thursday 25 th April
Queen's Birthday Monday 3 rd June	Labour Day Monday 28 th October

OFFICE HOURS

The School Office is open from 8:00am – 4.00pm Monday to Friday.

SCHOOL HOURS

8:30am	Teachers on duty
9:00 am	Teaching period 1 commences
11.00 – 11:40 am	Morning Interval
11.40am	Teaching period 2 commences
1.10pm – 1.50 pm	Lunch
1:50pm	Teaching period 3 commences
3:00pm	School finishes
3:15pm	Playgrounds cleared

CONTACT DETAILS

PHYSICAL ADDRESS

21 Yates Road, Mangere East 2024

CONTACT US

Phone: 09 276 4689

Fax: 09 270 0066

POSTAL ADDRESS

PO Box 86045, Mangere East 2158

Email: office@meps.school.nz

Website: <http://www.meps.school.nz>

OUR STAFF



PRINCIPAL

Mrs Stephaine Anich



DEPUTY PRINCIPAL

Mrs Angela Pilkington



OFFICE MANAGER / FINANCE / EO

Mrs Karenne Pascoe



ASSISTANT PRINCIPAL / SENCO

Mr Rudi Easthouse



ASSISTANT PRINCIPAL COACH/MENTOR Years 1-4

Mrs Sela Keppler



PRINCIPAL'S PA

Mrs Michelle Vlok



RECEPTION / OFFICE ADMINISTRATION

Ms Rosemary Eli

BOARD OF TRUSTEES

Aisina McDonald	- Chairperson
Marie Gordon	- Treasurer
Willy Latu	- Trustee
Shirley Price	- Trustee
Karen Matata	- Trustee
Stephanie Anich	- Principal
Angela Pilkington	- Staff Trustee

2019 BOARD MEETING DATES

Meetings are held on a Monday at 5.30pm in the Board of Trustees Whānau Centre, and all parents are welcome to attend.

25th February

8th April

27th May

7th June *(Board of Trustees Election)*

17th June *(Board of Trustees Induction)*

1st July

26th August

23rd September

28th October

25th November

16th December

BOARD OF TRUSTEES

SCHOOL INFORMATION

ABSENCES

If your child is going to be absent from school please advise the school of this no later than 9.30am by phoning the office on 276 4689 or emailing office@meps.school.nz. If your child is, absent for more than 3 days and you have not let us know, your child will be marked as Truant. This information is monitored by the Ministry of Education and a Truancy officer may come to your home.

ARRIVING LATE/LEAVING EARLY

School starts at 9.00am. If your child arrives at school late but before 9.10am, they should go straight to class. If they arrive after 9.15am, they must go to the office to get a late pass to present to the classroom teacher.

If you are taking your child out of school early for any reason, please go to the office first and sign them out. You will be given an early pass to give to the teacher.

ASSEMBLY

We hold full school assemblies in the school hall twice a term. This is advertised in the school newsletters and on the community notice board at the front of the school on Yates Road. There are also regular team assemblies, which you will be notified of by each team (watch your team notices). Children often perform some of their wonderful items at these assemblies.

CARS IN THE SCHOOL GROUNDS

Parents are asked not to drive their cars down the driveway between 8.30 am and 9.15am and 2.45pm and 3.20pm. This is to ensure children are kept safe.

CLEAN GREEN TEAM - ENVIRONMENTAL WARRIORS

We have an environmental team, which your child can join. This team meets regularly and gets involved in keeping the school clean and tidy. They also learn many new gardening skills. They often look after school gardens, grow vegetables, and attend courses at the Auckland Botanic Gardens to upgrade their skills.

CONTACT INFORMATION

Please contact the school office on 09 2764689 immediately if you or the emergency contacts for your child have any change of contact phone numbers (home, work, mobile) or physical address. It is important to keep our contact database current in case we need to contact you urgently regarding your child.

DENTAL TREATMENT

You will be sent an appointment time when your child is due to have their teeth checked. If you have any concerns regarding your child's teeth please call the Buckland Road Dental Clinic on 09 275 9200.

HEALTH

We have the services of public health nurses who are based on site next to the administration offices. If you have any concerns, you may contact the office and they will arrange for the nurse to contact you.

LEAVING THE GROUNDS

We do not allow children to leave the grounds during breaks unless there is a special circumstance. Children may only leave the grounds if we have a note from parents or parents phone the office. Children must be signed out by an adult at the school office.

LIBRARY

We have a fully equipped modern Library/Information Centre, which the children visit on a rostered basis with their classroom teacher. There is a wide range of books available at all levels from age 5 upwards. We encourage our students to read these books, and these books may be borrowed and kept in the classes at school. Teachers also borrow books as class sets for use in the class library corners. The Library is open before school from 8.30am and is open at break times.

There is also a large selection of activities available in the library including puzzles, games and the use of computers for either research or educational games. We employ a full time Teacher Aide Librarian who is always available to assist students. At break times, all these resources can be used along with the use of the television area of the library where movies and educational documentaries can be viewed.

LOST PROPERTY

Each day the grounds are checked for items of clothing. In the last week of term all lost items are put out on the seats for classes to look through them. If the clothing is not claimed, it is sent to the Salvation Army or another needy organization. Please name children's clothing, especially jerseys, shoes and gumboots, as this makes it easier to identify and return. Please contact the office for lost property during school term.

LUNCH SCHEME

We are a Health Promoting School and as such, we offer healthy food options for our lunches. We encourage all families to purchase nutritional food at our lunchroom. Foods high in fat, sugar or food colouring, such as pies, large bags of chips and fizzy drinks are not permitted within the school grounds. Prohibited foods will be taken by the classroom teacher and returned to the student at 3.00pm. Where prohibited food has been taken from a student, their classroom teacher will provide them with a healthy sandwich.

LUNCH ROOM

The school has a tuck shop available for students to buy their lunches. This is run alongside our healthy eating scheme. Lunches can be ordered before school and are delivered to students at lunchtime.

MEDICATION

If your child has medication, they need to take during the day, please drop this at the office where it will be kept in a locked cupboard.

MONITORS

There is a variety of opportunities for the senior students to apply to be a monitor in the school community. We have Road Patrol, Fruit, Office, Library, Lunch and Class monitors. All these monitors take on a big responsibility when they are chosen for one of these roles. Each monitor is trained in the role and the duties it holds. Our students take these responsibilities very seriously and fulfil these roles with great pride.

MUSIC

We have a school choir, which participates in the Auckland School Choir Festival and a Kapa Haka group.

NEWSLETTERS

Weekly school newsletters are sent home with the eldest or only child in each family. Individual class notices let parents know about class trips and special class happenings. Team newsletters go home at the beginning of each term.

PARENT HELPERS

There are many school activities, which are only possible because of the tremendous support given by parents of our students. People help with day trips, mending books, making equipment, working bees and fundraising activities. If you are able to help with any of these kinds of things, or anything else we have not listed, we would like to hear from you!

PARENT REPORTING

We report formally to parents twice a year. WE also have a 'Meet-the-Teacher' afternoon and have Open mornings and afternoons. Outside these occasions, we welcome parents to come along to school to discuss any problems you may have. If you have any concern please telephone or see the teacher before or after school. Likewise, if we have any concerns we will get in contact with you.

PICKING UP AND DROPPING OFF CHILDREN

Parents must drop off their child/children in the morning no earlier than 8.00am. Please note there is no outside supervision until 8.30am. Parents are required to pick up their child/children after school no later than 3.15pm.

A school procedure is in place as follows:

- Children are expected to go straight home after school. Children will not be kept in after school unless there are exceptional circumstances in which case parents will be advised in advance.
- Any child who has been picked up by 3.10pm will be collected by a staff member and taken to the school office where parents/caregivers can collect them.
- The Board of Trustees expects parents/caregivers who are running late to phone the school and advise the time of their arrival. Many young children are very upset when they are not picked up on time.
- After 3.15pm, office staff will be trying to make phone contact with the parents/emergency contacts of the children who are still at school.
- If a child is still at school at 4.00pm and we have not heard from or have been unable to contact the parents or emergency family contacts, we will then call the Police to collect your child and the authorities will then resolve this matter.

RADIO STATION

Mangere East Primary School has its own Radio Station called 107.1 MEPS FM. It is looked after by a large crew of DJ's who are trained and organized by Mr. Andrew Bell. This is a wonderful confidence-building opportunity for these students and gives them experience with oral language and public speaking, amongst other things. The local community can tune in to 107.1 MEPS FM, as it is available within 5km of our school.

READING AT HOME

Reading books are sent home regularly for children to practice on their own. We encourage you to read and discuss these books with your child. Tell them how well they read, be positive and praise a good try. We want this to be a positive experience for both parent and child.

SICK BAY

We have a well-stocked sick bay where we care for minor injuries and children who fall ill during the day. Our office staff are qualified first aiders and will look after your children to the best of their ability, however parents will be called to collect children if it is felt necessary. It is therefore extremely important that we have correct contact details for you and your emergency contacts.

STATIONERY

Stationery can be purchased daily from the school office between 8.30am and 9.00am or during morning tea interval between 11.00am and 11.40am.

At the beginning of the year, stationery packs are sold for each year level. Your child will be given a stationery list by the classroom teacher during the first two days of the school year. The stationery packs are sold at the office. We have Eftpos available in our school office.

SPORTS

As well as regular weekly class or syndicate sports, the school also holds sports exchanges with other schools. Many of our classes have Jump Jam programmes they enjoy with their teacher, many of whom have attended Jump Jam training courses.

We regularly attend a variety of interschool competitions in rugby, league, netball, soccer, hockey, swimming, athletics, and cross-country. If your child has made it into one of the travelling teams, a notice will come home. The school supplies these teams with a sports uniform for the competition – these are returned to school and are not kept by the student.

Our school has a swimming pool and in Terms 1 and 4 (weather permitting) we have rostered classroom swimming. It is important that your child bring a towel and togs to school on the days they have swimming. We also participate in the John Walker Field of Dreams community-swimming programme, which is for Year 3-6 students. This is fully funded and the children attend 8 regular swimming lessons in one of our Manukau pools. A notice of times and dates will come home with your child.

UNIFORM

The school has a school uniform. These are available for purchase at NZ Uniforms, which is located at 28E Lambie Drive, Manukau. The new uniform will be able to be purchased at school at least twice a year, summer and winter uniforms. Dates / times will be advertised in the school newsletter or on the school website: www.meps.school.nz.

VALUABLE ITEMS

Please do not let your child bring valuable items to school. We cannot be responsible for them. The safest way is to leave valuable toys, watches etc. at home.

VISION AND HEARING TESTS

These are carried out on students who were identified in their Preschool Health Checks or on those children referred. If you are concerned about your child's vision or hearing, please speak to their teacher.

