

Welcome to OKAIHAU PRIMARY



RIDING THE WINDS TO SUCCESS
*'Ma nga hau e kawe te matauranga ki te taumata'
'Heka he Matangi ko Ma'ili fainoa'*

2025 School Information Booklet

OKAIHAU PRIMARY SCHOOL

Welcome to all parents, caregivers and children of
Okaihau Primary School.

Okaihau Primary has a wide catchment area; from
Waihou Valley, Puketi, Utakura, Te Pua Road, Lake Road,
Okaihau Township and some further afield.

In 2025 the school academic emphasis will be on
Literacy and Numeracy along with National Government
guidelines (Better Start Literacy Approach) and
developing our PBS Mindfulness programme (Pause,
Breathe & Smile).

We have the highest expectations of all children
academically, socially and in behaviour.

2025 will be a very successful year for the children and
the school.

The Staff and Board of Trustees look forward to working
with you, for the children.

Tim Couling

Tim Couling
Principal



ANNUAL EVENTS 2025

JANUARY	Office open for new enrolments – from Tuesday 28 th January.
FEBRUARY	Term 1 starts – Monday 3 rd February Waitangi Day – Thursday 6 th February – no school Teacher Only Day – Friday 7 th February – no school School trips to Waitangi 19 th and 20 th Colour Run – Friday 28 th February
MARCH	Parent/Teacher Interviews School Swimming Sports Grandparents Day Easter Friday – 18 th April – during school holidays Easter Monday – 21 st April – during school holidays Anzac Day – 25 th April – during school holidays
APRIL	Daylight saving ends – Sunday 6 th April Term 1 ends – Fri 11 th April Term 2 starts – Monday 28 th April
MAY/JUNE	King's Birthday Weekend – Mon 2 nd June – no school Parent/Teacher Interviews Matariki – Friday 20 th June – no school Term 2 ends – Friday 27 th June
JULY	Term 3 starts – Monday 14 th July
AUGUST	X-Country
SEPTEMBER	Yr 6 & Yr 5 camps Term 3 ends – Friday 19 th September Daylight saving starts – Sunday 28 th September
OCTOBER	Term 4 starts – Monday 6 th October School Photos Labour Weekend – Monday 27 th October 150 th Education in Okaihau Commemoration
NOVEMBER	Pets Day Athletics Day
DECEMBER	End of Year Reports home Prizegiving Last day at school year – Tuesday 16 th December

OKAIHAU STAFFING 2025

Principal: Mr Tim Couling
Assistant Principal: Mrs Ang Donaldson

Teaching Staff:

Rm 8 Mr Kent Simpson Year 4/5
Rm 6 Whaea Trudie Porter Year 1/2
Rm 5 Mrs Ang Donaldson/Mrs Raewyn Neale Year 1/2
Rm 4 Mrs Mary Piripo Year 2/3
Rm 3 Mr Graham Webb Year 3/4
Rm 2 Mrs Alicia Howard Year 5/6
Rm 1 Miss Matija Sarich Year 5/6

Release Teachers:

Mrs Brenda Winikerei & Mrs Raewyn Neale, Mrs Jackie Marriner on leave Term 1

Teacher Aides: Mrs Camella Nelson
Mr Darryl Meehan
Ms Alissa Bradley
Mrs Kate Sturge
Matua Johnie Pedro

Office Administrator: Ms Sheri Banks

Caretaker: Mr Nati Tonitara (Q),

Cleaners: Ms Bella Kaka, Mr Darryl Meehan

We ask that parents/visitors entering the school must please sign in & out in the book outside the office. If collecting your child early, please ring ahead and we will have them ready and waiting for when you arrive.

After School Pickups – please wait outside the school gates. The duty teacher will send your child out once they have ticked them off the book. Alternatively come around 3.10pm once the buses have left and you can use the drive through/pickup options.

After School Care

OSCAR, our after school programme (Out of School Care and Recreation) operates Mon -Fri 3pm until 5.30pm (not during school holidays). This is an exciting and dynamic afterschool programme with firm but fun and friendly co-ordinators.

Costs \$12 per day per child. We do homework daily Mon-Thurs and afternoon tea provided each day. WINZ childcare subsidies available (WINZ criteria apply) to working or studying families. You may qualify for a full or part subsidy and you don't have to enrol 5 days a week. Please contact the office or Camella Nelson on Oscar Phone 021-1656099 if you have any questions. This phone is also used for advising Oscar attendance/absences or any messages for Oscar.

Allergies/Medicine

Any medicine must be given to staff upon arrival at school. A written note from the parent/caregiver allowing staff to administer the dosage must also accompany the medicine.

Long term medicine(s) must be named and will be held in the sick bay/fridge. Those with asthma are advised to keep a spare inhaler in the sickbay cupboard.

Assemblies

The three areas (Junior, Middle, Senior) assemble weekly for their respective Assemblies. Days and times to be advised. Classes take turns in presenting the assemblies.

Bus Services

The current bus services are operated by CLARKS COACHLINES and KAIKOHE Bus Services covering the following areas:



1. Ohaeawai
2. Te Pua Road, Remuera Settlement Road then Waimate North
3. Kaikohe via Lake Road
4. Puketi (Waiare, Lodore Road to Puketi Road)
5. Horeke/Utakura
6. Rahiri
7. Mangamuka/Kohukohu which is basically an express through to Mangamuka.
8. Umawera which does all of the pick-ups through the valley along SH1.
9. Kaikohe Pay Bus

Our runs are shared with the college. If any parents ever have concerns about children's behaviour on the bus, don't hesitate to contact the school. Our liaison officer is Mr Tim Couling. Children are entitled to catch the bus if they live further than 3.2km from school. School rules apply.

Please remind your children when getting off the bus, to WAIT until the bus has passed TWO POWER POLES, before looking both ways for traffic and crossing the road.

Bus Vests

The school provides free yellow bus vests for children to aid visibility for passing motorists, especially on foggy mornings. If you wish your child to have a bus vest please contact the school office.

Cellphones

Cellphones are NOT permitted at school. If your child requires a cellphone for safety reasons after school, it must be kept in the school office during school hours.

Children collected by Car

If children are being collected at 3.00pm by car, could parents please use the designated pick up lane outside the school gate. Children will wait on the stage and will need to be collected by a parent.

Contacting the School

We welcome contact with parents, as children respond better and are more likely to be confident and secure knowing that parent and school are able to communicate freely. Staff are prepared to meet with parents and/or caregivers at any time, although it is preferred that an appointment be made outside of class contact time.

The school has a cellphone available for texting in absences or messages (021-08220024). Please advise the office BY 2.30pm about any changes in afterschool plans. A message book is circulated to all classes at 2.30pm. After this time we cannot guarantee that your child will get the message.

We cannot take a child's word for any changes to their normal plan. Please can parents ring, txt or send a note if they are to

do anything different after school. If we haven't heard from an adult then children will stick to their normal plan. i.e catch the bus, or wait at school etc.

School Cellphone – Our school cellphone number is 021-08220024

Skool Loop App

We also have a school app for advising of absences, checking on calendar dates and instant notices e.g. events being cancelled and also our weekly newsletter is uploaded to the app. Go to your app store and download the the Skool Loop app and find our school.

DOWNLOAD OUR SCHOOL APP

- ✦ Events
- ✦ Permission Slips
- ✦ Cancellations
- ✦ Notices
- ✦ Absentees
- ✦ Parent Teacher Interviews
- ✦ Instant Messages
- ✦ Newsletters

Stay in the loop this summer

SKOOL LOOP

Simple free download:
In the Play Store and App Store search 'Skool Loop' and choose our school once installed.

Available on the **App Store**

Get it on **Google play**

Cycling to School

Children are permitted to ride bicycles to school, with uncovered racks available for bicycle storage. Parents are reminded that children must by law always wear a helmet.

Custody

Protective instructions must be supported by a legal copy of any court judgment valid in New Zealand. School will need a copy of this.

Dental Health

If your child needs to see a Dental nurse, please 0800 MY TEETH for details of a therapist near you. Otherwise the mobile Dental Caravan visits the school annually for checkups.

Discipline

Pupils are expected to reflect the core values of Respect, Responsibility and how to React appropriately. Where pupils are discourteous, disruptive, dishonest or likely to endanger the well-being of others, they will be reprimanded.

Dependent upon our assessment of the severity or repetitive nature of the offense, the Principal may be involved. Exclusion from school events may eventuate.

For serious matters we will endeavour to contact parents to explain what has happened as soon as possible.

Dress Code

Neat and tidy attire appropriate for the age level and outdoor activity. We do not allow bandanas and ask children to pull up their pants if 'low riding'. Children are provided with a school sun hat, NO hats/caps from home please.

First Aid/Illness

If children feel unwell or have an accident at school we will utilize the sick bay, although we consider it preferable for children who aren't well to go home. When possible, parents will be notified to collect children in such circumstances.



Minor accidents, bruises and cuts are treated at school. If staff are concerned about the child or they consider the child to be in pain or in some discomfort, parents will be contacted. In cases of serious injury or illness we may arrange for a Doctor or ambulance officer to attend to the difficulty, in addition to contacting you.

Contact Details

Because of the health and safety provisions we would appreciate parents/caregivers notifying the school when home or work contact numbers change. It is also important to have at least one other emergency contact person other than the parents.

Fitness

Fitness is a part of the daily class programme. Children are required to participate unless a note is received from the parent/guardian.

Grandparents Day

In Term 1 we will hold Grandparents Day. Usually it begins with a morning tea, 10.30am, followed by entertainment and visits to classrooms. Children may then go home early with grandparents, if we have received written permission. Do enjoy the day. Date and timetable to be advised in the

newsletter. This is always an important and valued part of our school calendar.

Health Nurse

The Public Health Nurse, Margaret Connolly, is available for assistance at any time. She can be contacted on 0800 746 944 option 5 or direct on 021-221 4006.

Homework

Homework is set by the individual class teacher and will vary according to age/class level and the class programme. All classes will have a regular reading homework programme in place, with other work including basic mathematics and spelling. If parents are unsure of what homework their child/children should be doing, contact the classroom teacher.

Absences

If your child is absent, please contact the school office by 10am on the morning that they are away.

New truancy provisions have been initiated by the Ministry of Education. Absences are monitored via the internet. School will ring or txt to check absent children. Children are legally required to attend school. Any planned absence must be advised to the school office EACH day they are absent. The Skool Loop app can also be used for this purpose which sends a notification to the office AND the class teacher.

Library and Care of Books

The school library is regularly being added to. Pupils are encouraged to borrow books to read at home on a regular basis.

Children are taught about the care and use of books in library sessions. It would be appreciated that equal care be shown

when the books are taken home. Books should be returned to School within a week – they may be re-issued at this time. Lost books will be charged for.

Lost Property

This is located outside the Staffroom. Feel free to claim your child's items. At the end of each term it is displayed, and unclaimed clothing is given to charity.

Lucky/Arrow/Star Book Orders

Approximately five times a year order forms are sent home for families to purchase books at various levels. There are no expectations for anyone to purchase. If children are ordering books please send the money to the school in a named, sealed envelope with the appropriate order form.

Naming of Clothing

Please name all clothing and items that children bring to school. All children will be issued with a school sunhat with a particular number which belongs to them.

New Enrolments

All enrolments are through the school office, with the Principal or the Administration Officer. A copy of the child's birth certificate is a Ministry of Education requirement for ALL enrolments. We will also require a copy of your child's immunisation records (plunket book or letter from the doctor).

New 5yr Old Enrolments

At Okaihau Primary we are trialing a new system where we have 2 New Entrant intakes per Term. Beginning of Week 1 and the beginning of Week 6. This is to help streamline the

children coming into class and to make it easier to teach in groups, at their level, rather than having random starts here and there.

Our 2025 start school dates for 5yr olds are as follows:

– Term 1, 2025 – Monday 3rd February & Monday 10th March

Term 2, 2025 – Monday 28th April & Tuesday 3rd June

Term 3, 2025 – Monday 14th July & Monday 18th August

Term 4, 2025 – Monday 6th October & Monday 10th November

If your child's birthday is after the start date, they can do their 4 weekly visits, once a week for a morning from 8.55-11.40am on a day that suits you and the new entrant teacher. They will then fully start school on the next available start date. Visits prior to their starting school helps your child become familiar with the school environment, teachers, pupils and school routines.

Cohort entry is about helping children to settle better in school. There is evidence that starting school alongside other children helps them build relationships and supports a smoother entry to school life.

We will also require:

- a copy of your child's birth certificate
- a copy of your child's immunisation records (plunket book or letter from the doctor).

This is a Ministry of Education requirement and we are unable to complete their enrolment without these.

Newsletters

A regular weekly newsletter is published and sent home with the oldest/only child every Thursday. There may be other less frequent newsletters from the Board of Trustees and individual teachers. The latest newsletters are also available on our school website www.okaihau-primary.school.nz or our school app at Skool Loop.

We also have a school Facebook page which keeps you updated of events, activities, photos & newsletters. Please inform us if you wish to receive the weekly newsletter via email.

Parent Helpers in the Classroom

As a school, we very much appreciate and encourage the active involvement of parents and caregivers in the school programme. If you would like to assist in classrooms as a parent helper, contact the classroom teacher or the school office.

Parent Visits

The school has an open door policy and welcomes parents at anytime. All visitors to the school need to sign in at the office first. If you have a serious concern, please contact the principal.

Personal Property

Responsibility for personal property belongs to the individual. Both at school and on school outings no insurance cover is provided for loss, damage, theft or other mishap.

Pets Day

One of the highlights of our school's year, Pets Day is usually held in early November. Some children then like to take the

opportunity to also show their animals or indoor exhibits at the Waimate Show. Normally categories include calves, goats, lambs, dogs, miscellaneous pets... as well as Indoor Exhibits, flower arranging/creations and artwork.

Photographs

Class and individual photographs are taken, usually in the second half of the year. More details will be advised in newsletters closer to the time.

Reporting to Parents

There will be a Parent Interview in beginning of Term 1 to discuss attitude, initial results and set goals. There will be a parent/child/teacher interview at Mid-Year to revise goals and look at their report followed by an End of Year Written report. Dates will be advertised closer to the time.

School Lunches

Okaihau Primary provides Healthy School lunches for all children. We have chosen to plan and prepare our own lunches. These will be delivered to classes at 11am each day. This is part of the government initiative. Children can bring a snack from home for the 2nd break at 1.40pm.



Bought lunches are also available but are only delivered to school at 1.40pm. Children must order their lunch through the school office before 9am. Alternatively, parents and children may order directly from our supplier, Okaihau Dairy, as we do not have EFTPOS.

If ordering directly from the Dairy, please note that the school menu must be followed.

Our menu is currently:

Mince/Potato Top/Mince & Cheese Pie	\$	3.50
Sausage Roll	\$	3.00
Filled Roll	\$	4.00
Ham & Egg Roll	\$	3.50
Yoghurt (choc/banana)	\$	1.50
Cookie Time Cookie	\$	2.50
Honey Log	\$	2.50
Muesli Bar Bites	\$	1.50
Milk Drink	\$	2.50
Bluebird Chicken Chips	\$	2.00
Apple	\$	1.50
Hot Chips (Fridays Only)	\$	2.00
4 Nuggets (Friday Only)	\$	4.00
Sauce	\$.50
Vogel Sandwich (Ham/Chicken/Salami)	\$	4.50
Salad Sandwich (Ham/Chicken/Salami)	\$	4.00
white or brown bread		
Nutella Sandwich	\$	3.00
white or brown bread		

Sports Uniforms

During physical education lessons and sports periods, children are expected to wear clothing suitable for the activity – ie: shorts, tracksuits etc.

When attending a sports day involving other schools we prefer children to wear the Okaihau School colours, these are Forest Green and White. Where appropriate we will issue sports uniforms. Sports Uniforms are also issued to Netball and Hockey teams who play Saturday sports.

School Swimming

This occurs at the end of Term 4 and beginning of Term 1 depending upon the weather. You are asked to ensure that your child has a towel and togs each day or let the school know if a child is unable to go swimming. Swimming lessons for each class are held daily. Swimming caps in your child's house colour are compulsory for all children. 3 Reasons (warmth, nits & to improve technique), Children are entitled to one free cap per year. If lost or damaged a replacement can be purchased for \$5.

Stationery

Stationery is purchased in bulk at the start of the school year for each child. Discounts gained are passed on in the price charged to the children. Please pay your child's stationery fee into our school bank account and they will then be issued with their stationery by the class teacher on the first day of school.

If parents purchase elsewhere, please purchase items the same as those listed on our class order forms. It is preferable to wait until the start of the school year to ensure that the correct stationery is purchased.

Visits/Excursions/Camps

Educational visits are an integral part of the school curriculum and are arranged with an educational objective in mind. Visits will usually be confined to the local area, with costs incurred the parents responsibility.

Parents can expect to be totally informed by newsletter prior to any educational visit taking place. School camps are also part of most schools extra curricular programme, although are dependent upon individual teacher, circumstances and parent support.

As all educational camps and excursions involve cost, most will be user pays. Some larger trips/camps will require fundraising to limit the cost to parents. We expect all families to do their bit in supporting fundraising activities. Teamwork makes the dream work.

Board of Trustees

Elected Parent Reps: Kelly Thomas (Chairperson), Leanne Rumble , Ella Ferguson, Rachel Bolger and Haydn Korach

Staff Rep: Mrs Mary Piripo

Secretary: Ms Sheri Banks

Principal – Mr Tim Couling

Meetings are normally held twice a term at 6.00pm. Date to be advised in the newsletter. Parents and community members are welcome to attend. In September 2025 we will hold our Triennial Board of Trustees elections. Please feel free to come to a meeting prior to that, if you'd like to see what goes on.

Parent Teacher Awhi Group (P.T.A)

Chairperson: Leanne Rumble

Treasurer: Mary Piripo

The PTA does fundraising to help support the schools activities, trips, resources and class consumables. You will receive a newsletter home should we require volunteers or assistance with any fundraising activities.

SCHOOL HOURS

School commences	8.55am
Lunch	11.00am (1 st lunch)
Resume school	11.40am
Afternoon Tea	1.40pm (2 nd lunch)
Resume school	2.20pm
School finishes	2.55pm



Earlier finishing enables primary school bus children to be loaded onto buses before the college children.

TERM DATES 2025

The dates for the 2025 school year are as follows:

Term 1	Mon 3 rd Feb – Fri 11 th April
Term 2	Mon 28 th April – Fri 27 th June
Term 3	Mon 14 th July – Fri 19 th September
Term 4	Mon 6 th October – Tues 16 th December

PUBLIC HOLIDAYS

Auckland Anniversary	- Mon 27 th January
Waitangi Day	- Thur 6 th February – no school
Good Friday	- Fri 18 th April – during holidays
Easter Monday	- Mon 21 st April – during holidays
Easter Tuesday	- Tue 22 nd April – during holidays
Anzac Day	- Fri 25 th April – during holidays
King's Birthday	- Mon 2 nd June – no school
Matariki	- Fri 20 th June – no school
Labour Day	- Mon 27 th October – no school

Okaihau Primary School

Address: 77 Settlers Way
RD 1
Okaihau

Phone: 09 4019151
Cellphone: 021 08220024

Email: admin@okaihau-primary.school.nz

Website: www.okaihau-primary.school.nz

Facebook: Okaihau Primary School

Skool Loop app: download from app store