

**MATIPO
SCHOOL**



NAU MAI, HAERE MAI

Our Mission

To educate children to reach their full potential

We provide a holistic learning environment to develop the whole child - physically, emotionally, intellectually, socially and culturally.

Our Vision

Mā te manaaki e tipu ai ngā kākano, hei te rākau teitei

We nurture the seed so the tree will grow strong



MATIPO SCHOOL

Welcome to our beautiful school Matipo Primary, nestled in the gorgeous Te Atatu Peninsula surrounded by a garden-rich environment just on the edge of Te Wai o Pareira.

Our teachers are dedicated to delivering exciting, challenging and filled with new opportunities programmes for all tamariki. The School holds our W.A.K.A. Values Whanaungatanga, Ako, Kaitiakitanga and Aroha and these values are woven throughout the school as positive relationships, learning, responsibility and empathy.

We have four teaching teams. Kākano (Year 0 to 1), Tupu (Year 2 -3), Māhuri (Year 4) and Rākau (Year 5-6). We have a strong support team working with our students who require special educational programmes.

Matipo School embraces diversity, our Kapa Haka and Pasifika group led by our Maori Unit - Te Puawaitanga o te Wairua. Parents and whanau are welcomed into our termly powhiri, weekly Friday assemblies and performances, and all our students are offered the chance to participate in a wide range of activities.

We offer enrichment programmes from Year 2 onwards, offering opportunities such as Spanish, Mandarin, Garden to Table, music, arts, and a range of other choices to add challenge and variety. We are also a part of the Te Atatu Kāhui Ako (Community of Learning) giving opportunity for networking and learning from a wider group of schools.

Welcome to our beautiful school, to find out more please have a look around our website.



In case of any emergency or if you require support please contact Matua Jonnie immediately to advise of next steps.

If in doubt call emergency services and then inform Matua Jonnie.



Tumuaki
Matua Jonnie Black
0210581700



SCHOOL VALUES

Matipo School Values

Whanaungatanga

Building positive and meaningful relationships with our friends, kaiako, whānau and community

Matipo School Values

Kaitiakitanga

Displaying guardianship and protection for our school and our environment on behalf of those who come after us.

Matipo School Values

Ako

Accepting the challenge of learning. Both teachers and students teach and learn from each other to develop new knowledge.

Matipo School Values

Aroha

Showing empathy and care for each other, our school and our community.

IMPORTANT INFORMATION

MEDICAL ROOM

If any child requires medical attention they will need to come to the Medical Room located in the office. We will respond to their needs, and if necessary call you to collect them.

SUNHATS

Children need to wear sun hats & sunscreen in Terms 1 and 4.

ARRIVING AT SCHOOL LATE OR LEAVING EARLY REPORT TO RECEPTION

If a student arrives late or if a student is leaving school during the day a Student Pass will then be issued. No children are to leave the school grounds during the day unless a note has been received or pass issued.



BELL TIMETABLES

Bell Time	Block	Duration	Notes
8:15	Gates Open		
8:50 - 9:50	Block #1	60 minutes	Core Curriculum
9:50 -10:05	Feed & Move	15 minutes	
10:05	Block #2	60 minutes	Core Curriculum
11:05	First Play	15 minutes	
11:20	Eating	10 minutes	Supervised eating
11.30 - 12:30	Block #3	60 minutes	Core Curriculum
12:30	Second Play	30 minutes	
1:00	Eating	10 minutes	Supervised eating
1:10 - 2:00	Block #4	50 minutes	Inquiry/Discovery/Enrichment
2:00	Third Play	15 minutes	
2:15	Block #5	45 minutes	Inquiry/Discovery/Enrichment
3:00	HOMETIME		



LOST PROPERTY

When Lost Property is found it is initially put in the lost property containers located opposite the office. All Lost Property will be stored in this room. Unclaimed property is donated to a charitable organisation at the end of each term.

All clothing and footwear worn to school should be clearly named.



**Lost
property**

WHAT SHOULD YOU PROVIDE FOR YOUR HOST STUDENT?

Most of the time, it is the first time for the student to leave their home and stay in a different city/country by themselves. A warm and welcome environment is vital.

Please remember to always treat the student as a member of your own family. Prior to the student's arrival, please make sure the bedroom is in a neat condition and ready for the student to use. Please note the student's bedroom must be a private bedroom. Not a shared room unless it is requested by us.

The below checklist will help you to run a final check to ensure you have everything ready.

- A private, warm, and comfortable bedroom
 - The room has adequate ventilation, heating, and good lighting
- Please make sure the bedroom has below essentials:
- A bed (not a convertible or inflatable bed)
 - Towels and Beddings
 - Storage spaces
 - A lamp

Optional items include:

- A study-desk
- A chair



Convenient access to bathroom facilities and unimpeded access to the outside of the house in the event of a fire or similar emergency.

- A reasonable use of electricity, water and internet are also included in your weekly rate. Please also ensure that laundry facilities are available for the student's use.
- Personal things such as toiletries and shampoo are student's responsibility.

STUDENT'S ARRIVAL AND DEPARTURE

Your host student will arrive at Matipo School on Sunday 24th March at 4pm.

Please make sure you are at the school promptly to welcome your host student.

Please email Matua Jonnie after your student has arrived and is settled in well.

Your host student will need to be dropped back off to Matipo School on Saturday 30th March at 9am, they will depart from Matipo School for the Airport to return home.





WELCOMING YOUR STUDENT

Welcoming a new student is exciting, but at the same time, you might find a lot of things the student does are different from what you are used to. Here are some tips to help you:

Please help your host student to settle down and get familiar with their surroundings.

- Introduce him/her to family members
- Lead the student to his/her room
- Show him/her the bathroom and toilet facilities
- Help him/her with the WIFI connections
- Let him/her know what time dinner is and teach him/her how to make breakfast e.g. toast, how to prepare cereal etc.
- Ensure that the student is carrying telephone numbers and address of both the school and the homestay
- Show him/her when and how to do their laundry
- Please note that students at any age are not allowed to cook unless there is an adult to supervise them due to Health and Safety reasons

MEALS - WHAT TO PREPARE?

Apart from a comfortable bedroom, you are also required to provide meals.

Please always discuss your students dietary preferences including if they have any food allergies.

1. Breakfast is often a 'help yourself' meal with cereal or toast and a hot drink as an option. Please show your homestay student which food or ingredients are used for breakfast meals. They can simply prepare their own breakfast, eat, and then tidy up once they have finished. Alternatively, they can attend our schools breakfast club each morning from 8:30am in the staffroom.
2. School Lunches: Please provide enough food for the day in a suitable lunchbox for your student. An example of lunch and morning tea could be: A sandwich, a piece of fruit, crackers, muesli bar, packet of chips etc. Please also ensure that your host student has a water bottle.
 - a. Weekends and Public Holidays, your student will eat what you are having as a family for those days. Please let them know if they are able to help themselves and make their own food during this time.
3. Dinner is the main meal of the day and home-cooked meals are required. Please remember to discuss dietary requirements with your host student.

LOCAL OUTINGS

There is no pressure to be taking your homestay on any specific outings. However, if you do wish to do so, there are plenty of free things to do around the Peninsula and Auckland.

Ideas:

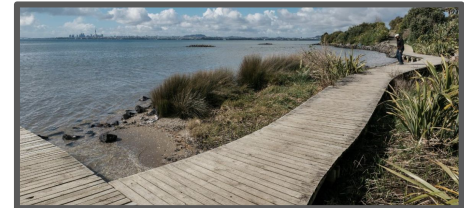
Harbourview-Orangihina Path (Te Atatu): You can park up and make your way to the Northern tip of the Peninsula. In the opposite direction, you can walk past the Pony Club to the 'Gruffalo Forest'.

Taipari Strand Walk: You can take your host students for a walk by the Whau River, which sits just behind Matipo School.

Emporiums: Your host student may like to spend some of their money and time finding a souvenir to take back home. There are plenty of awesome things for them to buy in our local Emporiums. G4U has plenty of options.

Local Parks: Fish and Chip night at one of the many local parks.

Local Library: Your student might like to check out the local library or community Centre.



All students must be the same gender unless you have permissions from Matipo School Principal.

Please make all reasonable and necessary efforts to make the student feel welcome and comfortable by participating in all social and family related activities.

Always respect the religious observances of the student.

Please notify Matipo School (Matua Jonnie) immediately if the situation of the family or the conditions of the home have changed from the time of the initial hosting.

In case of sickness/injury/accident, you must take the student to the doctor's/hospital. The student will have health insurance so please assist them to use it. If it is a serious illness or accident, please contact Matua Jonnie immediately.

Please note students who are under 15 cannot be left in the house without adult supervision and all under 18 year old students cannot be left alone overnight.

Please note you are NOT allowed to host more than 4 students at the same time.

Please notify Matipo School in the event of any accident involving the student.

Please advise Matipo School in advance if you are going to have visitors to stay while you are accommodating this student. Police clearance is required if your guest (s) is going to stay 5 or more consecutive nights.

Please make sure you go through the house rules and your expectations with the student. However, the first day of arrival may not be the best time. You can do it on the second day or the third day when the student feels more comfortable.





TERMS AND CONDITIONS HOSTING UNDER 18 YEAR OLDS

- All students must be the same gender unless you have permissions from Matipo School
- A sleepout cannot be used for under 18 year old students
- We request that our families host only maximum 3 students under 18 years at the same time since they require more care and attention from the host families
- Please inform and get permission from us before any over 18 years guest (s) are coming to stay with you for 5 or more consecutive nights. We would need to obtain a permission from the student's parent/guardian as well as conduct a police vetting check
- The Code of Practice for International students also requires an appropriate separation of the student age to ensure the student's safety. Therefore, if you are hosting under 18 year old students, please do not host students who are over 18 years old unless you have permission from us
- For safety reason, the student is required to be home no later than the following times every day:
 - Under 15 years - 6:00pm
- All under 18 students are not allowed to stay overnight in other accommodation at any time unless you have a written permission from Matipo School.

WHAT TO DO IF YOU ARE GOING AWAY?

Please inform Matipo School as early as you can if you are going away and please do not make any changes before you get consent from Matipo School.

Matipo School needs to inform the the guardian of the student to get a permission letter.

- If one of the host parents is going away, please note the student cannot be left with the opposite gender at home alone.
- If both host parents are going away, the students are not allowed to be left unsupervised or with anyone else to supervise them without a written consent from Matipo School.

Please liaise directly with Matua Jonnie.



WHAT TO DO IF THERE IS ANY DAMAGE CAUSED BY THE STUDENT

We recommend our host families to inspect the student's room regularly and inform us immediately if there is any damage.

In case of damage related to your homestay student, please notify Matua Jonnie immediately. We will help you to inform the parent/agent to claim the damage.

Please note you must inform us at least seven (7) days prior to the departure of the student. Otherwise, it is hard to get in touch with the student and the damage is unlikely to be compensated.

Where the Host Family fails to report any damage in the manner prescribed above to Matipo School, the Host Family shall not be entitled to make a claim for such damages.



We will arrange payment to you on the following week-Tuesday 26th March after your student's arrival.

Please contact accounts (accounts@matipo.school.nz) to update your bank account information or anything related to payment.



Please share with us photos of homestay student(s) with your family on our Facebook page at www.facebook.com/matiposchool/ or email jonnieb@matipo.school.nz.

We really appreciate your support. Thanks again for hosting this student/s.

facebook



Please sign below if you agree to terms and conditions and return this copy to Matipo School.

I _____ (Please insert your full name in English,
declare that I understand and accept the homestay guidelines listed above and agree to abide by the
rules and requirements as a host family.

Homestay signature

Date