MARAEROA SCHOOL 2026

Welcome to Maraeroa School.

SCHOOL TIMETABLE

Arrival Times	Students may arrive from 8.30am - class begins at 9am
9.00am – 11am	Block 1
11.00am – 11.20am	Break
11.20am – 1.15pm	Block 2. Hot lunch (in the Hall @ 11.20am - approx 30mins)
1.15pm – 1.55pm	Break
1.55pm – 2.55pm	Block 3

School Term dates for 2026:

Term 1	Thursday 29 January to Thursday 2 April
Term 2	Monday 20 April to Friday 3 July
Term 3	Monday 20 July to Friday 25 September
Term 4	Monday 12 October to Friday 11 December

Public Holidays 2026:

Waitangi Day	Friday 6 February (in term time)
Good Friday	Friday 3 April (within school holidays)
Easter Monday	Monday 6 April (within school holidays)
Easter Tuesday	Tuesday 7 April (within school holidays)
ANZAC Day	Saturday 25 April (holiday Monday 27 April)
King's Birthday	Monday 1 June (in term time)
Matariki	Friday 10 July (within school holidays)
Labour Day	Monday 26 October (in term time)

Change of clothes:

We have a small supply of changes of clothes, but some children like to be able to change into their own gear. For your child in junior school, can you please arrange a spare change of clothes to be in their school bag.

Healthy School Lunch Programme 2026:
Our school will again be part of the Government's free Healthy School Lunches Programme. This initiative is provided for all students in our school.

Children will be provided with a hot lunch each day. Children, with staff supervision will be seated in the Hall to have their lunch all together.

Children also have daily fruit, an initiative from 'Fruit in Schools' and access to 'Kidscan' foods -e.g. fruit pottles, Tasti Raw Snacking Trail Mix & OSM Snack Bite Bars.

Kidscan:
As well as the snack foods, kidscan also provide soft cell jackets, socks & shoes. These are on hand at school and can be given to children throughout the year, or as children grow out of these items. There is also a small supply of 'Nit Buster' & combs. If your child needs any of these items, please contact the office.

Student Enrolment Form

FDOS: Administration Number: NSN:

A. Student details

Legal Surname:	**Legal First Name:**
Middle Names:	**Preferred First Name:**
Preferred Surname:	
Date of Birth: / / Boy/Girl (please circle)	**Contact Number:**
Address(Where child resides):	
Name of Previous School/Pre-School/Kindergarten:	Current Year Level:
Eldest Sibling at this school:	Child's Place in family: of / Lives with:

B. Student's Ethnic Background

Country of Birth:		**Residency/ Citizenship**? Yes/No (leave blank if child was born in NZ)
Ethnicity:	Iwi/Hapu:	Entry date to New Zealand: / /
1.	1.	Permit Expiry Date: / /
2.	2.	**Language spoken at home**:
3.	3.	

C. Early Childhood Education (ECE)

Was early childhood education regularly attended?

- ☐ Yes, …….. hours per week for the last……year/s
- ☐ Not regularly, only occasionally or with no on-going schedule
- ☐ No, did not attend early childhood education

(**Please circle ECE attended**)

Kohanga Reo / Playcentre / Kindergarten or education and care centre / Home based service / Playgroup / Te Aho o Te Kura Pounamu

D. Medical Information - Does your child have any medical issues

Doctor: @ Medical Centre	
Address:	Phone:
Has your child had a B4 School Check? Yes/No	
Asthma – Is an inhaler required at school: Yes/No. If yes, medical agreement must be filled out. ***It would be ideal to have 2 inhalers at school – one for the medical room and one for the classroom emergency pack.***	
Allergies – Yes/No. If yes, please specify.	

Student Enrolment Form

Other medical condition/s:
Please detail any medical medications for your child(A medical agreement must be filled out):

E. Parent/Caregiver Details	
Relationship to Child:	Relationship to Child:
Mr/Mrs/Ms/Miss (please circle)	Mr/Mrs/Ms/Miss (please circle)
Surname:	Surname:
First Name:	First Name:
Address:	Address:
Contact Number:	Contact Number:
Email:	Email:
Occupation:	Occupation:
Country of Birth:	Country of Birth:
Ethnicity:	Ethnicity:

Custody or Parenting Agreement in place? Yes/No. If yes, please attach relevant documentation and supply details as below:
Court order issued? Yes/No. If yes, please supply a copy of the court order.

F. Other Emergency Contacts (eg grandparents, aunt, uncle, friend – someone who can pick up your child) minimum of 2 Emergency Contacts	
1) Name:	**2)** Name:
Relationship to child:	Relationship to child:
Address:	Address:
Contact Number:	Contact Number:
3) Name:	**4)** Name:
Relationship to child:	Relationship to child:
Address:	Address:
Contact Number:	Contact Number:

Student Enrolment Form

H. Learning, Health and Behaviour
Is your child receiving any assistance from outside agencies i.e. RTLB,GSE, CCDHB for learning behaviour? Yes/No
If yes, please detail learning behaviour needs:
Specialist Needs/Resourcing Agencies:
Other information e.g in school support:
Attach further information as required

I. Consents

1.I consent to the following agencies being involved in the care and welfare of my child:
(**Please circle one**)

- Ear van/Hearing **yes/no**
- Vision checks **yes/no**
- Dental Therapist **yes/no**
- Family/Whanau Support Worker (class or group activities and playground interactions) **yes/no**

In case of emergency, I give the Principal or delegate full consent to act on my behalf for the benefit and safety of my child. For example: Medical – if parents/caregivers are not contactable; Earthquake, Fire, Flood. **yes/no**

2. I give permission for the school to administer Panadol to my child without needing to contact me first. If a child is given Panadol, this will be recorded in the medical room logbook and parents informed. **yes/no**

J. Permission to Publish

I give permission for my child's photograph and work to be used for the School website, class blogs, newsletters, print media or other publicity material. **yes/no**

K. Permission for local area – Education Outside the Classroom (EOTC)

I give permission for my child to make local visits in the Cannons Creek area – library, swimming pool, parks and shops etc. **yes/no**

Student Enrolment Form

L. Other Information

Please list members of your family who are likely to attend this school in the future:

1……Birthdate / /
Boy/Girl (please circle)

2……Birthdate / /
Boy/Girl (please circle)

3……Birthdate / /
Boy/Girl (please circle)

Privacy Statement: The information collected will be used by the school for enrolment and forms an essential part of the information held by the school on your child. The records made from this information may be viewed on request at the school. The information collected may be disclosed to appropriate education, health and welfare authorities and for data gathering purposes by the New Zealand Ministry of Education, in accordance with the principles of the Privacy Act. It will not be disclosed to any other person or agency unless such disclosure is authorised or required by law.

Parent approvals/consents: I agree: that the school will take action on my behalf in case of sudden illness or injury; to abide by the schools policies; that my child's work and image may be used in accord with the schools' online publishing policy/procedures; and that the School may forward my child's name and address to a potential intermediate school.

Signed……Date: / /

M. Agreement on Enrolment

I,…… Parent/guardian of ……(name of student) accept that the staff and management of Maraeroa school will act in the best interest of my child and of the school as a whole in making decisions in the day-to-day curriculum and programmes.

I understand that my child is required by law to attend school, unless a satisfactory explanation is made to, and accepted by the school.

I understand that my child will be required to participate in trips and activities outside the classroom from time to time as part of the curriculum; there may be costs associated with this.

I also understand that the Principal may give permission in my absence for my child to participate in education outside the classroom.

I agree to accept and uphold the policies and procedures of the school in the management of the day-to-today curriculum, and support the programmes by ensuring that my child is equipped to participate.

I understand that if I require my child to be released from school before the end of the school day, I will sign him/her out at the office before picking up my child.

Signed……

Name (please print):……

Date……

Student Enrolment Form

N. Checklist

Have you completed everything?

- ⬜ Pupil enrolment form completed and signed.
- ⬜ Pupil Digital Responsible Use Agreement.
- ⬜ Child's birth certificate/Passport (original) to verify date of birth if born in New Zealand.
  or
- ⬜ Child's passport (original) if not born in New Zealand. If parents are born overseas, please provide your passport.
- ⬜ Custody or court documents (if applicable).
- ⬜ Medication Agreement (if applicable) signed.
- ⬜ Medication provided (if applicable) – **one for the medical room & one for the classroom emergency bag.**

MARAEROA SCHOOL

CODE OF CONDUCT
for parents, caregivers, visitors

Maraeroa School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical well-being, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Standards of conduct

Maraeroa School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements.

Examples of unsuitable conduct include:

- threats, bullying, harassment
- profanity/offensive language
- insulting, abusing, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property
- smoking or possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol strictly in accordance with Maraeroa School policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums.

Dealing with breaches of the Code of Conduct

How Maraeroa School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with. Examples include:

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Outcomes of breaching the Code of Conduct

If a parent, caregiver, or visitor acts or speaks in a way that contravenes the Code of Conduct, possible outcomes may include:

- The school, through the board, may ask a person to leave the school premises by revoking their permission to be on the school grounds, then asking them to leave under section 3 of the Trespass Act 1980.
- Unacceptable behaviour of a criminal nature may result in the police being informed. For example, under section 139C of the Education Act 1989, it is a criminal offence to assault, abuse, or intimidate a staff member within the presence or hearing of any student while on school premises or in any other place where students are assembled for school purposes. Other instances of criminal offending may occur where drugs are involved, an assault has occurred, or a person persists after being trespassed off school grounds.
- In the case of behaviour amounting to harassment, a restraining order may be sought.
- In some instances, it may be appropriate to refer behaviour to a third party for resolution. For example, a Facebook comment that contravenes this policy may result in a report to Facebook. If unacceptable behaviour occurs at a sports event or sports venue, then it may be appropriate to involve the governing body of sport, event or venue.

Parent/Caregiver/Visitor: *I have read and understood these expectations for the School Board's Code of Conduct*:

Signed:_____ Date:_____