MATAMATA PRIMARY SCHOOL
NEWSLETTER 26 FEBRUARY 2026

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ENDEAVOUR ACHIEVE EXCEL



From The Principal

Dear Parents/Caregivers,

Welcome back to our Matamata Primary School learning community. I hope you had a relaxing break over the summer. We are excited to have all of our kids back and have many enriching learning opportunities planned. I would also like to warmly welcome all of our new families.

New Teachers – *We are extremely excited to welcome our three new classroom teachers for 2026. Miss Ewens (Room Two), Miss Pawson (Room Seven) and Mrs Holm, who is teaching in Room Eleven. Please make them feel welcome in our awesome community.*

Attendance - This is currently a major Ministry of Education focus:
As we begin the new school year, we want to remind our students and families of the importance of looking after ourselves and each other and that regular attendance is crucial for consistent learning.

We are committed to providing all of our students with a safe and supportive learning environment. We will continue to offer a wide range of programmes and activities for our students, including our music and art programmes, camps, our sports teams, and working with local clubs and organisations. We will also implement new initiatives to support our 2026 Annual Plan and promote a positive and inclusive school culture.

At Matamata Primary School, we believe that strong relationships between our school, our families, and our wider community are essential to the success of our students. We encourage you to get involved and stay connected with us throughout the year.

MPS Trolley Derby
This will be another action packed, fun day for our kids. The trolley derby will be held on Wednesday 25th March. There is still time to enter your team. Please collect entry forms from Mr Mair.

"Life doesn't get easier or more forgiving, we get stronger and more resilient."
- Steve Maraboli

Nga Mihi, Glenn MacPherson
PRINCIPAL

TERM DATES 2026

Term 1 - Tuesday 3 February - Thursday 2 April
(Good Friday 3 April/Easter Monday 6 April - school holidays)
Term 2 - Monday 20 April - Friday 3 July (Anzac Day Monday 22/4)
Term 3 - Monday 20 July - Friday 25 September
Term 4 - Monday 12 October - Friday 17 December (half day)

UPCOMING EVENTS

Monday 2 March
10am Whakatau
Friday 6 March
2pm Full School Assembly
Monday 9 March
MPS Swimming Sports
Friday 13 March
2pm Senior Assembly
Wednesday 18-20 March
Senior Camp
Friday 20 March
2pm Middle Assembly
Wednesday 25 March
Trolley Derby
Thursday 26 March
Interschool Swimming
Friday 27 March
2pm Junior Assembly
Thursday 2 April
2pm Full School Assembly Term 1 Finishes 2.55pm

MATAMATA PRIMARY SCHOOL

This Week in Review

Welcome to our team!

We are delighted to warmly welcome three new teachers to our school community this year.

Teesha Pawson and **Christine Holm** have joined our Year 3–4 team. They bring wonderful enthusiasm, and a passion for creating engaging learning environments where students feel supported and inspired. We are excited to see the positive impact they will have in their classroom.

We also welcome **Bailey Ewens**, who will be teaching our Year 5–6 class. Bailey is looking forward to working with our senior students and supporting them as they grow in confidence, leadership, and learning.

Welcome from all the staff and community at MPS.



CHRISTINE HOLM - ROOM 11



TEESHA PAWSON - ROOM 7



BAILEY EWENS - ROOM 2

Attendance Management Plan

From Term 1, 2026 the Government will be closely monitoring the relationship between regular attendance and student progress. All state-integrated schools in New Zealand are required to implement an **Attendance Management Plan**. These plans aim to improve student attendance by providing clear pathways to identify and address absences. We have worked alongside the ministry to come up with a plan that, with your support, will help grow our attendance. **Please see attached with the Newsletter our Attendance Management Plan for your information.** If you have any queries regarding this document please contact Peter Mair through the school office.

ALL ABSENCES need to be coded correctly so if your child is sick from school or away for any other reason please put the absence through to the school before 9am so the office can correctly code your child's absence. If we do not get notified they are marked 'Truant'. This is really important as it does impact on our Attendance Data. Absences can be put through Skool Loop or on the school phones.

MATAMATA PRIMARY SCHOOL

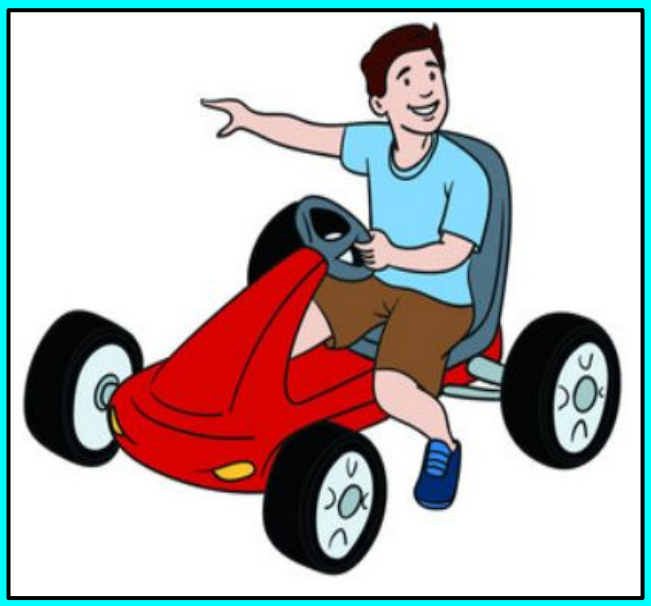
This Week in Review

Trolley Derby Fun Day - Wednesday 25 March

The trolley derby competition is fast approaching! This for Yr 3-4 and Yr 5-6 students.
If you haven't got your entry form in, or put a team together, please come and see Mr Mair or Mr Mac for the form. The teachers are also putting a team in for this year!
This will be an exciting event and loads of fun!
Up for grabs is the very special winners trophy pictured below.







GOAL SETTING DAY A SUCCESS

Yesterday we held our Goal Setting day for Parents to meet with their child's teachers to discuss their child's learning and to share any important information that may be necessary to ensure their children have a successful year. It was great to see so many families attend and we appreciate you taking time out to meet with our teachers.

PARKING REMINDER

Please be mindful when dropping off or picking up children at school that you park in ***designated*** parking spots. The church car park is private property and we appreciate you refraining from parking there. Our school grounds (ie Caretakers driveway off Hohaia St) are also prohibited areas as we need to keep this clear for pedestrians and service vehicles. The council have also requested that no vehicles park on the median strip on Broadway for safety reasons and have started issuing infringement notices. Thank you.

MATAMATA PRIMARY SCHOOL

Reminders, Events and Important Information

ENTERTAINMENT DIGITAL MEMBERSHIP

ORDER YOURS TODAY ONLINE FOR LOADS OF SAVINGS ON MEALS/TAKEAWAYS AND ACTIVITIES. YOU CAN PURCHASE A WAIKATO BOOK WHICH COVERS HAMILTON AND TAURANGA FOR $70.00 OR NATIONWIDE BOOKS FOR $120.00.

Our school raises 20% on all sales.

Order at http://www.entertainmentbook.co.nz/orderbooks/1555k49

SCHOOL BANK ACCOUNT DETAILS FOR ONLINE PAYMENTS

Matamata Primary School BOT,

ASB BANK: 12-3438-0004616-00

(Make sure you clearly add reference details and your child's surname so your payment can be easily identified).

SPRINGBOARD

4 YEAR OLD PROGRAMME - TERM 2

MONDAY 4 MAY

PLEASE COMPLETE THE REGISTRATION FORM AT THE OFFICE.

Don't forget to turn on notifications on your phone to receive **instant alerts** from us via the **Skool Loop App**.

SKOOL LOOP

Simple free download: In Google Play or App Store search "Skool Loop" & choose our school once installed



Download the School Loop APP Today!! Please see the details on how to download the app here.

SCHOOL PHOTO DAY

This year we are having Photolife back to take our School Photos.

The date for the class and individual photos will be Friday 24 April (first week T2)

Further information will be sent out prior to the photo day with how to order and the cost.

School Policies & Procedures

Matamata Primary School Policies and Procedures are available to be viewed online at:
http://matamataprimary.schooldocs.co.nz

Username: matamataprimary
Password: 3440

Up for review: ***Behaviour Management and Concerns and Complaints****.. Please click on link;*
https://matamataprimary.schooldocs.co.nz/17525.htm

Attendance Management Plan and supporting STAR procedures

Strategic Priorities:

At Matamata Primary School we understand that regular attendance is closely linked to student achievement and wellbeing.
For 2025, MPS strived to achieve 75% of students attending regularly, that is to attend school more than 90% of the time.

- ***Good/Regular Attendance:*** students who have been to school for more than 90% of a term - or only have 5 days absenteeism over a 10 week term.
- ***Worrying/Irregular Attendance:*** where students attend school more than 80% and up to 90% of a term
- ***Concerning/Moderate Attendance:*** where students go to school more than 70% and up to 80% of the term
- ***Very Concerning/Chronic Attendance:*** where students attend school 70% of less of the term.

Our school currently has 70% regular attendance over the course of the year and a target of lifting regular attendance to 75% by the end of 2026.

Board responsibilities:

The board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

The board will comply with the provisions in the legislation in relation to student attendance by:

- *having a commitment to support students return to regular attendance*
- *having processes and procedures in place to support a Stepped Attendance Response to student absence that uses*
- *data-based thresholds to identify students*
- *recording all absences, and responding accordingly*
- *having an effective method in place for identifying and monitoring student absence, including identifying patterns and*
- *barriers to student attendance*
- *publishing this attendance management plan on the school's website.*

Principal responsibilities:

- *developing and implementing a stepped attendance response aligned with the thresholds to support student attendance (see below)*
- *ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds*
- *ensure all students, whanau and staff understand the processes and procedures that support student attendance*
- *report to the board on any trends, barriers to attendance and interventions being used to support student attendance.*

Monitoring:

The board will receive termly attendance reporting- including information provided by the Every Day matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the board consideration.

The school community will receive termly via Skool Loop, aspects of the Every Day matters school attendance report.

Legislative compliance/ Legislation

Education and Training Act 2020

Education Attendance rules

Education Attendance Management Plan regulations (yet to be passed)

Reviewed:

- *The review will take place as soon as the Principal and Deputy Principal (responsible to Attendance) receive the Every Day Matter report.*
- *The Deputy Principal will review the data on E-Tap (STAR attendance data) weekly.*

Attendance Management Procedure- Stepped Attendance Response:

Good Attendance Less than 5 days absence in a school term	**Worrying Attendance** Up to 10 days absence in a term	**Concerning Attendance** Up to 15 days absence in a term	**Very Concerning Attendance** 15 days or more absence in a term
School Actions (including those accountable / Responsible)	**School Actions** (including those accountable / Responsible)	**School Actions** (including those accountable / Responsible)	**School Actions** (including those accountable / Responsible)
Daily communicate with families about every **Unexplained** absences. **Admin** (leigh) ● Maintain contact details of all parents. **Admin** ● SMS (etap) case management system to monitor attendance. Monitored by **Admin and DP** ● Share and celebrate with students at the end of each term, on their own attendance. **(Kaiako)** ● Report termly to school community Every Day matters attendance reports **(Deputy principal)** ● Support students and families transitioning into school for part of the day by using	After 3 days absent, contact parents to discuss reasons for absence and how they can help **(Kaiako)** ● Support student to catch up missed learning where required. **(Kaiako)** ● When families go away on a break during term time, students will be coded as 'F' working on our online platforms such as Writers toolbox, Reading Eggs. ● Use in-school resources as appropriate to remove barriers, eg: Principal, Deputy Principals ● Twice termly at syndicate meetings, discuss attendance across the syndicate and who needs closer monitoring.	Contact parents via the school attendance letter to escalate concerns. **(Deputy Principal).** ● Hold meeting to analyse reasons for absence and to collaborate on a support plan. **(Deputy Principal)** ● Develop and implement a support plan tailored to the reasons and circumstances around the child's Absence **(Deputy Principal).** ● Use in-school resources as appropriate to remove barriers. **(Kaiako, Deputy Principal)** ● Request support from Attendance Service **(Tony Hawke)** or other agencies as	Attendance Support Service (Starfish) to contact parents to inform of escalated response. Copy in teachers **(Attendance officer - Tony Hawke)** ● Participate in multi-agency response. **(Starfish, Deputy Principal)** ● Maintain implementation and monitoring support plan. **(Attendance Officer, Deputy Principal)** ● Undertake school-led prosecution, or request MOE led prosecution, when considered appropriate if supports are offered and not taken up. **(Principal)** ● Unenroll if student will not

MOE approved wellbeing or transitional plans, and to continue developing pathways for full day attendance (**Deputy Principal, Kaiako).** ● Positive Reinforcement: - Recognise improvements in attendance with praise or small incentives. - Celebrate progress publicly or privately, depending on student preference. **(Kaiako/Leadership)**	**(kaiako, Team leader)** ● Attendance box for Syndicate meetings to record worrying students.	needed. **(Deputy Principal).**	be returning to school. **(Principal Admin)**

In relation to STAR, our kura may use the Ministry of Education resource Communicating with parents about attendance to support communication with families/whānau and if required, escalation of attendance concerns.

Parent/Whanau responsibilities:

- *ensure students attend every day they are able*
- *reinforce good attendance habits, taking responsibility for getting their children to school*
- *open communication with the school*
- *follow the school's attendance management plan and associated attendance policies and procedures.*

School Responsibilities:

- *clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term. If need be, collaboratively put together an* ***attendance support plan (Deputy Principal/Whanau)***
- *On student school reports (July and December) their attendance is shared with parents and students (this creates student agency)*
- *communicate to parents what steps the school will take if the student is absent from school*
- *monitor student attendance using E-tap's Attendance reports (STAR)*

- *provide students with regular updates on their own attendance*
- *report regularly to parents on attendance where the student/s are falling into the 'Worrying/concerning' attendance rates.*

School Procedures:

The principal will appoint staff and delegate duties, so as to manage the recording of electronic student attendance register and the follow-up procedures for non-attending students. At MPS this responsibility is carried out by Admin (Leigh Raynel).

- Classroom/ tutor/ Ako teachers are responsible for recording student attendance for their class twice daily - **Morning:** by 9:15 **Afternoon:** by 1:45. Classroom teachers will utilize the MOE Attendance Codes.
- Admin will monitor and follow-up on lateness and other attendance issues. Where there are concerns, the admin officer will inform the Deputy Principal responsible for attendance.
- Parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious students. This will be done fortnightly at leadership meetings and termly at syndicate meetings.
- Parents where worrying absenteeism is evident, will receive attendance data via weekly emails (admin)
- Outside agencies will be used as appropriate to support attendance.
- Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.
- Patterns of attendance and specific interventions being used will be evaluated by the leadership and the BOT informed of outcomes and effectiveness of these interventions.

Percentage Targets for Attendance:

2023								
	Term 1		Term 2		Term 3		Term 4	
	%	Students	%	Students	%	Students	%	Students
Regular	69%	310	59%	280	56%	276	69%	355
Irregular	22%	99	27%	126	30%	146	22%	113
Moderate	6%	26	9%	43	9%	45	5%	26
Chronic	3%	14	5%	25	5%	24	4%	20

2024								
	Term1		Term 2		Term 3		Term 4	
	%	Students	%	Students	%	Students	%	Students
Regular	71%	326	67%	326	64%	316	74%	375
Irregular	20%	93	24%	113	24%	121	20%	104
Moderate	6%	27	6%	27	8%	42	3%	17
Chronic	3%	13	3%	17	4%	19	3%	14

2025								
	Term 1		Term 2		Term 3		Term 4	
	%	Students	%	Students	%	Students	%	Students
Regular	75%	350	67%	325	64%	324		
Irregular	19%	87	19%	90	24%	121		
Moderate	5%	22	9%	44	8%	38		
Chronic	1%	6	5%	23	5%	23		

Target for 2026 (75% by end of 2026 and 80% by 2030 - MOE target).

2026								
	Term 1		Term 2		Term 3		Term 4	
	%	Students	%	Students	%	Students	%	Students
Regular	78%		73%		73%		76%	
Irregular	17%		17%		20%		13%	
Moderate	4%		7%		7%		5%	
Chronic	1%		3%		3%		1%	

Further Strategies to improve attendance:

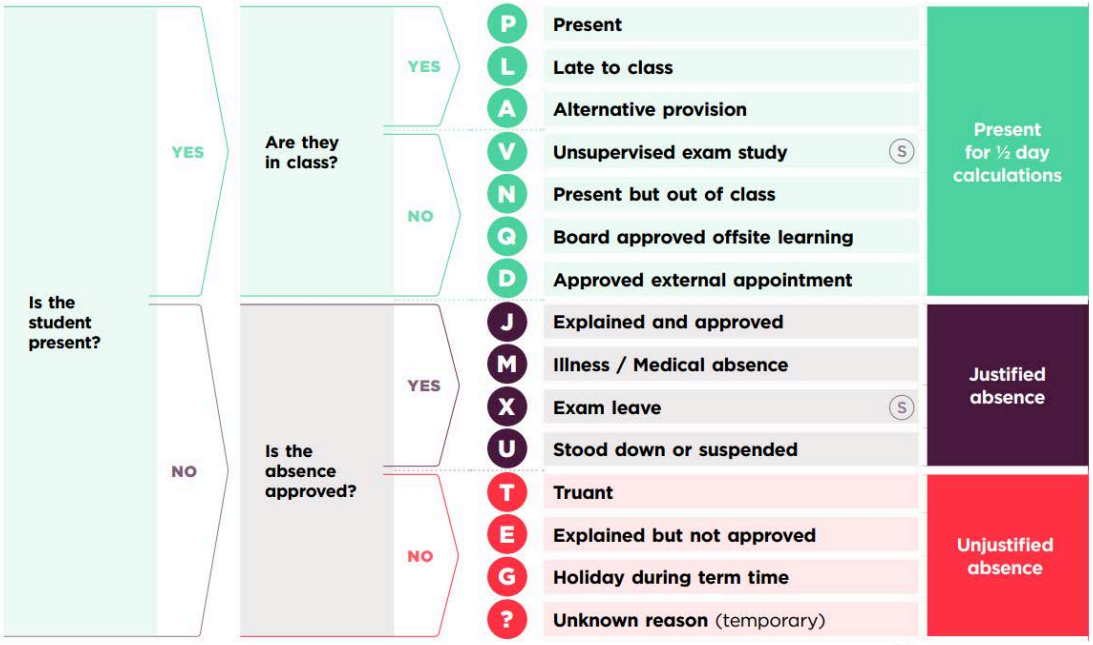
We, as a school, actively promote a high level of attendance. We are a **PB4L** school where we work on the principles of positive reinforcement. Below are many of the activities and events we have implemented to make school a fun place to be at and, therefore, help with attendance:

- *Introducing 'Value Cards' and weekly prize draws.*
- *Surveying students as to what they would like to have in the school.*
- *Installed a scooter track.*
- *Made two 'Thunderball' pits.*
- *Installed two Futsal arenas.*
- *Opened a **Maker Space** area for classes to explore and be creative.*
- *Introduced 'Chickens' for students to interact with and care for.*
- *Created the turf area where students can play games such as Pickleball, basketball and other games.*
- *Installed a cricket net to encourage those students with a cricketing passion.*
- *Promoted the Arts by running a rock band as well as school productions.*
- *Introduced a 'Boys' club (BB Edge) to help support boys learning.*
- *Trolley derby family ev*ent.
- *Sporting exchanges.*
- ***Students need to have 80% attendance to be able to participate in school events (e.g: Interschool events, sports exchanges).***

Attendance Code Decision Tree

Updated 1 April 2025

Te Tāhuhu o te Mātauranga
Ministry of Education



For more information visit: **education.govt.nz/attendance-register**

(S) Secondary schools only

Attendance Code Descriptions

Updated 1 April 2025

Te Tāhuhu o te Mātauranga
Ministry of Education

Present for ½ day calculations

P Present

Student is present in class. This includes supervised dual tuition with Te Kura.

L Late to class

Student is late to class. Schools set the threshold for lateness (e.g. 10 minutes) in their school policy.

A Alternative provision

Student is present in a Ministry-approved alternative provision, such as a teen parent unit, alternative education, secondary-tertiary program, health school or activity centre.

V Unsupervised exam study (S)

Student is present in an examination or unsupervised study where the student is on-site.

N Present but out of class

Student is present but out of class due to an on-site school activity (cultural or sporting event), internal appointment, temporary removal from class, or time in the sickbay.

Q Board approved offsite learning

Student is present in Board-approved off-site learning, including courses, school-organised activities, and work experience.

D Approved external appointment

Student is present but has a medical appointment which is unable to be scheduled outside of school hours (e.g. doctor or dentist and includes travel time) or is participating in court proceedings.

Justified absence

J Explained and approved

Student is absent due to explained and approved reasons (e.g. family emergencies, bereavement, representing in national / cultural events, approved exemptions, or accompanying parents on overseas diplomatic / military postings).

M Illness / Medical absence

Student is absent due to illness or medical reasons, including mental health-related absences (e.g. anxiety).

X Exam leave (S)

Student is absent studying offsite preparing for exams. NOTE: Time allocated to this code is not included in Ministry attendance calculations.

U Stood down or suspended

Student is absent due to formal stand down or suspension. This code applies to the period of the stand-down or suspension, excluding the day it was imposed.

Unjustified absence

T Truant

Student is absent without explanation or permission from a parent / caregiver (e.g. skipping class)

E Explained but not approved

Student is absent and the reason provided does not meet the school's policy for a justifiable absence (e.g. a parent states their child didn't want to attend sports day).

G Holiday during term time

Student is absent due to a holiday taken.

? Unknown (temporary)

Temporary code used when the reason for a student's absence is initially unknown. This will be updated once the reason is confirmed.

(S) Secondary schools only