



Nau mai, Haere Mai
Welcome to Rototuna Primary School



Prospectus

A Message from our Principal



Tēnā Koutou Katoa,

It is an absolute honour to be entrusted with the responsibility of leading Rototuna Primary School. I have immense pride in our kura (school) and am privileged to be part of such a talented team. I am passionate about growing and sustaining a culture of manaaki (kindness and care) and high expectations, so all ākonga (students) can thrive and realise their potential. My promise to the Rototuna Primary whānau, is that I will lead with heart, I will lead with calm and clarity and I will be an authentic and visible leader. I am excited about our way forward as a kura and bringing together our collective wisdoms to grow a school that thrives now and for years to come! Ngā mihi nui,

Kylie Morris

Tumuaki | Principal
Rototuna Primary School

About Us

Welcome to Rototuna Primary School. We are a large, urban school that caters for students in Years 1-6

Rototuna Primary School is proud of its reputation as a successful school, and we continue to strive to provide the best quality education for all students. The Education Review Office has identified the school as successful. Please go to www.ero.govt.nz/review-reports to read the latest report.

Most of the school is built in hubs. The hubs will have a name change in 2024 to align with our revisioning. Each hub will be named after the different waterways that tuna (a taonga species of this area) journey through in their life cycle. The Hubs are called:

Te Moana Nui-a-Kiwa (deep water of the Pacific Ocean)... [formerly known as Mānuka Hub](#)

Moana (ocean)... [formerly known as Kahikatea Hub](#)

Waitai (salt waters) ...[formerly known as Kōwhai Hub](#)

Kurutaitai (brackish water) ...[formerly known as Kauri Hub](#)

Ngutuawa (river mouth) ...[formerly known as Rata Hub](#)

Awa (river) ...[formerly known as Tōtara Hub](#)

Awaiti (stream) ...[formerly known as Rīmu Hub](#)

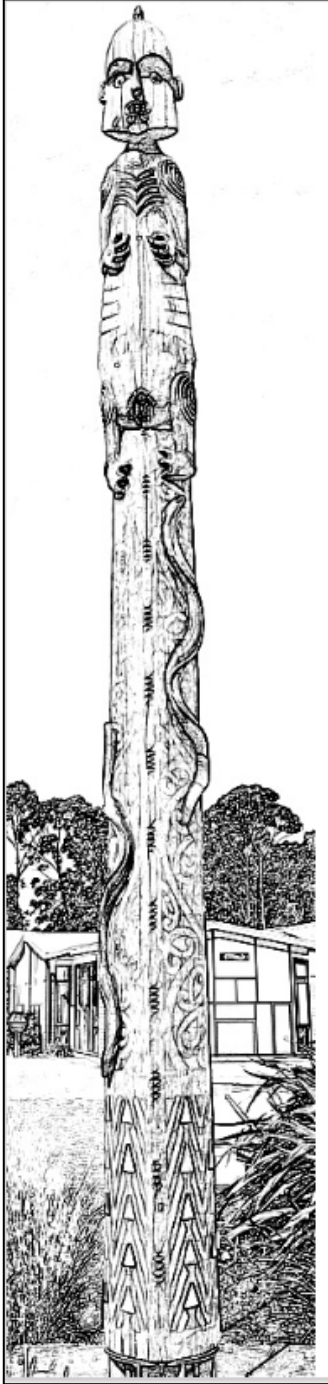
Roto (lake) ...[formerly known as Tawa Hub](#)

Manowai (deep water) ...[formerly known as Miro Hub](#)

Each hub has 4 classrooms and a shared community space. The Te Moana Nui-a-Kiwa hub is a collaborative learning community where our new entrant/year 1 classrooms work/learn together in an open space. The Manowai hub is a mix of single cell classrooms and a collaborative space. The Manowai hub has the capacity for 10 classrooms: 2 single cell classrooms and a collaborative space for 3 classrooms upstairs and downstairs. There is also one block of single cell relocatable rooms – Kurutaitai block – at the rear of the school. In each of the hubs there are smaller rooms/offices, which we often use to work alongside students who require extra support or to provide extra programmes.

Rototuna Primary School is situated on land that was once occupied by several tangata whenua, including Ngāti Wairere, Ngāti Koura, Ngāti Mahanga and Ngāti Haua. The pou at the entrance of our school acknowledges one of these – Ngāti Koura.

Our Pou



Rototuna Primary School has a significant pou at the entrance of the school which connects us to the story of our past and symbolises learning for the future.

The story of our place begins with the land that our school sits on. This land is our connection to Ngāti Wairere.

The pou that you see in the main entrance of our school tells a story of Koura.

The top of the pou honours Koura who is a very important female rangatira (chieftainess) of this land. Koura was a famous female ancestor of the Waikato Tainui Tribes who lived in this area during the late 1600s.

As part of our whole staff professional learning and development we have heard the story of Koura and what this means for us at Rototuna Primary School. The story of Koura is an interesting one and teaches us the importance of manaakitanga, strength, resilience and courage. These are the many qualities we want our tamariki to grow and develop during their time at Rototuna Primary School.

Did you know that Te Turanga O Koura (the summit of Koura) is the ancient Maori name for the Rototuna – Flagstaff area and particularly the hill that overlooks Tauhara Park. The name of this hill honours Koura, our chieftainess.

The two large tuna (eels) carved in the mid section of the Pou-ihi symbolise the name Rototuna and the significance of the area having a large lake abundant with eels. Roto means lake and tuna means eel.

Did you know that Rototuna was actually named Tunawhakapeke which also relates to the area being a lake of eels. The name was changed to Rototuna to make it easier for people to say.

Feel free to wander over and have a look at our Pou. There is also a sign by the pou explaining the significance of its design. You can find this sign in the office area too.

Our Vision

Our new vision logo was designed by Siobhan Nuri (a past student) in 2023. This logo represents what is important to us and our school.



The **different colours** represent the teams and the different waterways the tuna travel through during their lifecycle journey.

The **tuna** represents the taonga species of this area and our namesake: Rototuna.

The **taiaha** represents Koura, our Rangatira.

The **heart** represents two concepts:

- Acknowledging the past as we move into the future: our original logo when the school opened was in the shape of a heart
- Our motto: Kia Manawanui – Strong of Heart. Koura, our Rangatira, was strong of heart.

The **triangle** is a special design feature of Ngati Wairere (mana whenua); it also represents Taupiri Maunga (Koura was born at Kaitotehe Pa on the western side of the Maunga) and it represents the strength of our relationships: teacher – student – whanau.

Kia Manawanui is our motto/mission statement. For our kura this means **Strong of Heart**. We live this motto through our tikanga (values). These tikanga (values) sit with each team. So by the time our students leave us at the end of Year 6 they would have developed the characteristics of Koura:

manaaki: we are caring

tūkaha: we are determined

pūmanawa: we are talented

ngāwari: we are flexible

pūmau: we are critical thinkers

maia/brave: we are brave

Students will develop these **strong of heart** characteristics during their time at our kura (school).

Team Logos



The team logos are designed in a triangle shape (like the main logo) and each team is represented by a colour and a valued characteristic of Koura (our Chieftainess). These are the characteristics that our students will learn about as they journey through the year levels at our kura (school). These characteristics also align with the Key Competencies of the NZ Refreshed Curriculum. This colour represents the waterways that the tuna travel through at each of the stages of their life cycle. You will notice the **kaperua** design sits in each logo. This represents three baskets of knowledge.

The pūrākau of the Three Baskets of Knowledge dates back to the time of Tāne-nui-a-Rangi. Tāne-nui-a-Rangi ascended to the heavens to obtain three baskets of knowledge. He undertook an arduous journey, facing numerous challenges, to bring back this knowledge to the human world.

Each of the three baskets he brought back held different types of knowledge, representing the spiritual, the human, and the natural realms. This journey of Tāne Mahuta symbolises the pursuit of wisdom and the challenges one must overcome to gain it. It also underscores the importance of balance in knowledge, emphasising the need to understand all aspects of life and the world around us.

He Puna Manaaki



Year 1: He Puna Manaaki

He puna manaaki is our New Entrant / Year 1 team. This is where the school journey begins for our 5 year old students. To successfully begin their school journey of growth and development we deliberately surround our tamariki with manaaki (kindness and caring). This can be related to the beginning of the journey of ngā hua (tuna eggs) that rise gently from the deep waters of the Pacific Ocean: Te Moana-nui-a-Kiwa. The **heart** represents **manaaki**.

He Puna Tūkaha



Year 2: He Puna Tūkaha

He puna tūkaha, the Year 2 team, is the next team that tamariki progress to.. In their second year at our school, students are beginning to find and understand their place amongst the culture of our school. This takes tūkaha (determination), much like Ngā Torongū (the larvae stage) of the tuna which navigate the oceans and unpredictable currents of the moana with much determination for over 15 months or more to reach wai tai (the salt waters) of Aotearoa. The **matau** (fishhook) represents determination.

He Puna Pūmanawa



Year 3: He Puna Pūmanawa

He puna pūmanawa is our Year 3 team. By Year 3, our students have learnt a lot! They use the knowledge, skills and understandings they have developed to realise their potential. This means tapping into their natural talents! Did you know that the tuna have a natural talent too! At this stage they change into tuna piataata (glass eels) and navigate their way through kurutaitai (brackish water) - where the sea meets the ngutuawa (river mouth) - to continue their journey in freshwater. The **toki** (adze) represents many different talents as the toki was used for many things.

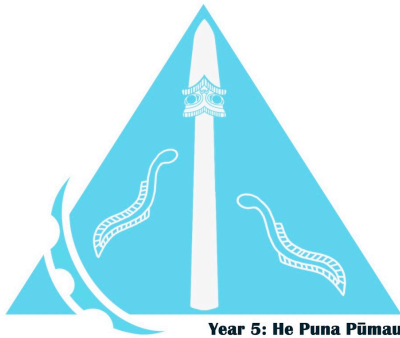
He Puna Ngāwari



Year 4: He Puna Ngāwari

He puna ngāwari is our Year 4 team. By Year 4, our tamariki have flexed into young confident students and are beginning to thrive. Ngāwari means our students are learning to be flexible, tolerant, and make considered choices... much like ngā tuna riki (the elver) who have found their way to awa (rivers) and awaiti (streams) and have altered strikingly into young eels! The **pātiki** represents flexibility and tolerance.

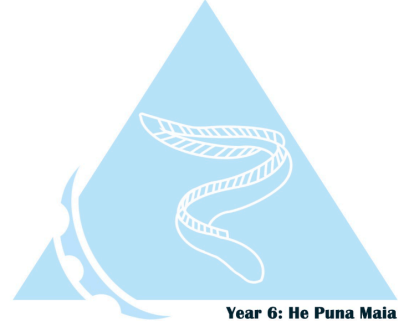
He Puna Pūmau



Year 5: He Puna Pūmau

He puna pūmau is our Year 5 team. By Year 5 our students have developed critical thinking skills. This means they can think deeply, be resilient, reliable and consistent, much like the adult tuna who can spend up to 80 years journeying through rivers, streams and roto (lakes). The **taiaha** represents strength of thought and mindset.

He Puna Māia



Year 6: He Puna Māia

He puna māia is our Year 6 team. As our Year 6 students prepare to leave our school they need to find their brave and be ready, willing and able to take on new challenges much like the tuna heke (migrant eel).... who leave the manowai (deep waters) and make their way to the next stage of life. **Tuna Heke** represents bravery.

Our Kaupapa

Our Kaupapa outlines our mission statement and aligns with our strategic priorities. Rototuna Primary School's mission is to strive to:



For more information on our kaupapa, visit our school website.

School Information

We hope that you enjoy your partnership with Rototuna Primary school and that in doing so you become involved in our school community. The following are some important kawa (practices) of our kura (school). These are listed alphabetically.

Absences

If your child is absent from school or will arrive late due to attending a before school appointment, please use either the absentee link on the school app or contact the office on 853 2470. You can leave a message on the answer phone. Please state the child's name, room number and reason for the absence or lateness. If no reason is given it is recorded as explained but unjustified according to the Ministry of Education guidelines.

- Please avoid unnecessary interruptions to students' learning.
- If students are late for school, please sign them in at the office where they will be issued with a card to take to the classroom. Late arrivals are also recorded on our attendance system.

If you follow these requests, we will not have to contact you to check on a student's safety. If there is a concern about your child's attendance, we will contact you via text alerts.

Absence From School Request

Parents should not plan for their child to be absent from school. Requests for a planned leave of absence under exceptional circumstances should be made at **least 4 weeks** in advance of the start date of the requested absence, by completing the Absence from School Request Form. The Principal cannot retrospectively authorise a planned absence. The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of a less expensive holiday
- Availability of holiday accommodation
- Overlap with the beginning or the end of a term

In deciding whether to allow parents/caregivers to take their child(ren) out of school in term time, the Principal will consider factors such as:

- Purpose of absence
- Circumstances of the request
- Amount of time requested
- Overall attendance record
- Any previous term time holiday absences

Taking holidays in term time will affect your child's learning as much as any other absence and we expect parents to understand this importance and support us by not taking their child(ren) away in school time.

Out of School Tuition and Activities

Any request from a parent for their child to attend a programme or activity off-site during school hours must be made at least one week before the planned event. The request is approved or declined entirely at the discretion of the principal who considers each application on its merits, using the following criteria:

- The specific relevance and benefit to the student's education and their learning and development goals.
- The length of time away from regular school programmes that the activity will require.
- The qualifications and experience of the course provider.

If permission is granted for a student to attend such a programme, they are marked as present for that time, with a comment about their attendance at the programme. **This form is found on our RPS Website.**

Accidents

Minor accidents are treated in the school sick bay, but parents are contacted if the accident is of more serious nature or an injury to the head. It is important that the school has up-to-date contact information. If parents/caregivers can not be contacted and the school deems that the child needs urgent attention the school will either phone for an ambulance or take the child to an emergency health centre.

Apps

Rototuna Primary has two apps available to download to your Apple or Android device.

For Important Alerts, Newsletters and other school information:

- Go to your App store and download '**SchoolAppsNZ**', then within that app search for **Rototuna Primary School**. Please allow notifications so that you receive important alerts.

For Learning, Assessment & Reporting once your child has started school:

- Again go to your App store and download '**@School Mobile**'.
- Your User ID and log on will be emailed to you shortly after your child starts school.

Refer to the appendix of this document for help sheets regarding these apps.

Appointments

If your child needs to attend an appointment, please sign them in and out at the office.

Arriving & Leaving School

The school takes responsibility for students from 8:30am. Students who arrive earlier than that are asked to wait on the covered court. This allows teachers time to get their programmes organised for the day. Students are to walk their scooters, skateboards and bikes through school grounds.

School finishes at 3.00pm. We do not encourage students to wait for you on the playgrounds due to safety and lack of supervision. Students can wait to be collected at the pick-up zone in front of the school office where they should be collected by 3.15pm.

Before & After School Care

A private provider, Kiwi Club, provides before school care (7:15am – 8:30am) and after school care (3:00pm – 5:30pm). This is based in the Hall. Information is available at the school office or you can register directly: kiwiclubrototuna.aimyplus.com

The Kiwi Club also provides holiday programmes in the Hall. These are advertised in the newsletter and information forms are available at the office just prior to each holiday break.

Board of Trustees

The Board of Trustees is elected by the school community to govern the school. The dates of its meetings, which are open to whānau, are notified through our school newsletters. Please note non Board of Trustees members do not have automatic speaking rights. Minutes of the Board of Trustees meetings and copies of the School Strategic Plan are available to parents/ caregivers at the school office or via our school website.

Book Bags

Book bags are part of the stationery requirement at Rototuna Primary School. Please use for all readers, homework books and library books being carried between home and school.

Camps

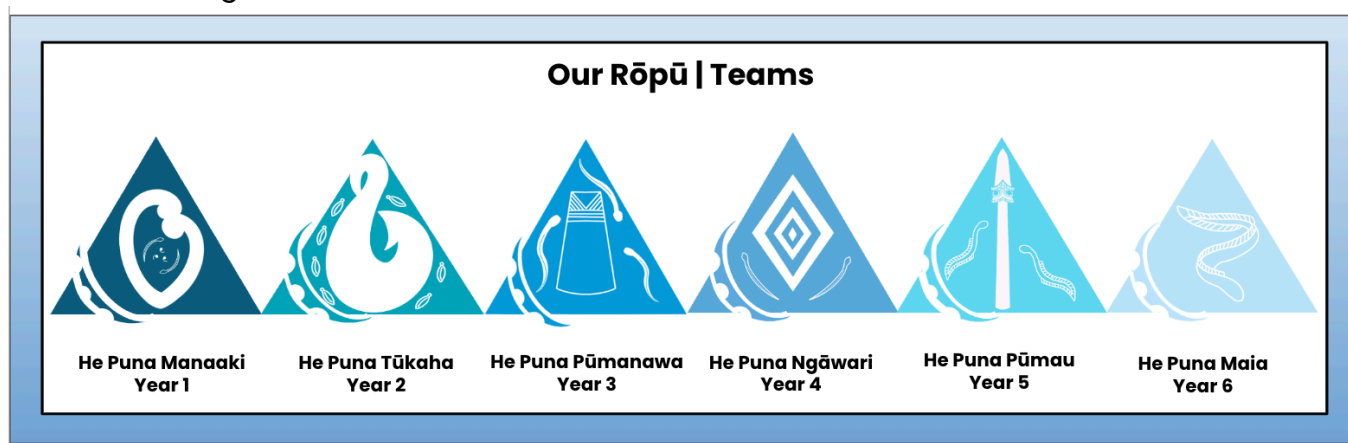
The Year 5 and 6 students have a short 2-3 day camp every second year (even years). The camp is a highlight of the school year. A mixture of team building, and environment based challenges and learning opportunities are provided to challenge and inspire learners. The Year 4 students have an overnight marae stay every year.

Celebrations

Whole School Celebrations take place usually in Week 8 of every term in the Hall. Parents are welcome to attend. Each team has their own team celebrations which whānau are welcome to attend. The times for these will be advised by your classroom teacher via email or in the school newsletters.

Class Organisation

The school is organised in six teams as outlined below:



Curriculum

Rototuna Primary School delivers quality educational experiences in the eight Curriculum Areas of the NZ Curriculum for Primary Schools. These curriculum areas include:

- English
- Mathematics
- Science
- Social Science, including Aotearoa NZ Histories
- The Arts (Dance, Drama, Music and Art)
- Languages (Te Reo Māori is taught in each classroom)
- Technology, including Digital Technology
- Health and Physical Education

We are also developing our own local curriculum so that local contexts are embedded in all of our teaching and learning. Student progress and achievement in Reading, Writing and Mathematics is readily available on Spotlight with real time reporting in these areas. At any time, you can ask teachers about your child's progress and whether they are on track to meet the NZ Curriculum level for any subject area.

Dress Code

Rototuna Primary School does not require students to wear a school uniform in 2024, however, we are introducing a school uniform in 2025. Our dress code policy currently expects students to dress appropriately for the school learning environment.

Electronic Devices

The Board of Trustees provides Chromebooks and iPads to support the learning in classrooms. We do not expect families to provide these for learning. Occasionally a family provides a cell phone for a student to communicate with home after school. Cell phones need to be named and handed to the office during school hours.

EOTC

Team and class trips play a very important part in the school programmes. Parents are often needed to help with trips and we welcome your support.

Emergency Procedures

The school regularly practises emergency procedures, in particular fire drills, lockdowns and earthquake drills, so that in the unlikely event of a fire or earthquake, the children and staff know what to do.

English Language Learners

We have a Teacher in Charge of English Language Learners (ELL) and a team of ELL learning assistants. These learning assistants support students in the classroom.

Facebook

We have a Facebook page to share upcoming events and for parents to comment about events. Please 'like' our page Rototuna Primary School to receive notifications.

Food Allergies

Schools are required to provide a safe environment for students. At times we need your support to do this. Some students have allergies to food ranging from mild to severe. In the case of children in Years 1-3 the parents and students are advised and asked not to provide the food concerned in student's lunches. There is a management system to support older students. This avoids cross contamination or a child inadvertently eating a product that is harmful to them. Parents of students with allergies are asked to provide an action plan arranged with a medical practitioner. Where required, epipens are provided by parents to school. Staff are trained to administer these.

Cakes (Birthday/Celebration), food/sweet 'treats' & shared lunches for students leaving

Our school allergy guidelines do not allow sharing of food and the following expectations are respected by our school staff and school community.

- Students are not to bring birthday cakes to school to celebrate with their classmates;
- Students are not to bring lollies, candy canes, Easter eggs or home baking to school to share with their classmates or friends, unless it is for the end of year class shared lunch;
- Classes are not to organise shared lunches to farewell students leaving the school.

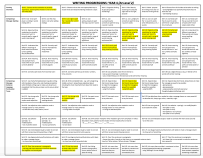

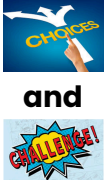


Health and Safety

Please let us know if your child has any medical condition which will affect their learning or their general health. If your child needs medication at school, please refer to the Medication information later in this prospectus.

Home Learning

What does home learning look like at Rototuna Primary School?

Research suggests that effective home learning should be short and frequent, connected to the learning in the classroom and monitored by the teacher for the most impact. Therefore, any home learning assigned by teachers at RPS will be connected to the student's learning in the classroom.

Our home learning approach is designed so...				
				
Home learning tasks are connected to learning goals in the classroom	Students can do their homework in their own time, and at their own pace	Students have choices about what they learn Students can challenge themselves to learn more	Students can take charge of their own learning by accessing a variety of learning options online	Parents can be partners in their child's learning

Reading

Your child will bring home books to read to you. As your child gets older, they will be able to choose the books they wish to read.

SPOTLIGHT Reading, Writing and Mathematics goals

- On **SPOTLIGHT**, each child has a 'Learning Pathway' which outlines the learning required for each year level in **reading, writing and mathematics**.
- Your child will have a personalised learning pathway, meaning they can work at the most appropriate level relevant to their learning needs.
- Each Learning Pathway is made up of 'sets'. Think of the 'sets' as learning goals.
- Each 'goal' is a little bit of learning which contributes to your child's overall success in writing and mathematics.
- Focusing on small goals of learning allows students to have success quickly and re-invest in their own learning. They see learning as achievable and they want to keep achieving!
- Each term, the teacher will select Writing and Mathematics goals for your child to learn
- Each week, the teacher will assign a priority goal to their calendar for teaching
- This priority goal will also show on the student's calendar and at the top of the student's dashboard. This will help you as parents, to know which goal to focus on each week at home
- Free (open source) digital content has been designed and sourced to match (where possible) the learning goals of each set on SPOTLIGHT.
- Students can **take charge of their own learning** by watching the uploaded videos, reading the charts or examples or doing worksheets or exercises related to their chosen goal.
- Students can access the learning support material by clicking on their SPOTLIGHT goal and then clicking on the link under '**exercises**'.

Refer to the appendix of this document for help sheets regarding SPOTLIGHT.

Internet Safety

Our students have access to and are encouraged to use a variety of online tools for research, communication and collaboration. With this great opportunity comes the responsibility to act appropriately and be safe in online spaces. Throughout their time at Rototuna Primary School we deliberately and explicitly teach students the knowledge and skills they need to be able to participate and contribute safely when using the internet.

Students are expected to use all electronic devices appropriately. If students see anything on screen that they know they should not be looking at, we ask them to immediately turn off the screen and ask a staff member for help. The school is part of N4L which adds an extra layer of security and teachers in Year 4-6 use Hapara as a monitoring tool.

Our ICT safety guidelines state that students must have a signed permission form before accessing and using the internet. There is a copy of this form included in the enrolment pack, and extra copies can be picked up from the office. We appreciate your support in returning these as soon as possible.

Issues, Concerns

If you have any concerns regarding any aspect of your child's school life, please feel free to contact his/her teacher in the first instance. For any school issues please contact the principal or a member of the leadership team. We very much value your input and look forward to working with you and your family. Our concerns and complaints policy is readily available on our school website, or you can request a copy from the office. .

Kapa Haka

We have a junior and senior kapa haka group. They meet separately once a week during the year and they work hard to get their standard to a level to share their skills in public.

Learning Engagement

At Rototuna Primary School we believe all students can learn and we work to support all students in becoming confident, connected, actively involved lifelong learners.

As a school, we are exploring and embedding Restorative Practice. The **Restorative Practice** approach focuses on building and maintaining positive, respectful relationships across the school community and offers school staff best-practice tools and techniques to restore relationships when things go wrong. By building and maintaining positive, respectful relationships within a school, staff to staff, staff to student and student to student, issues are more easily managed.

Restorative Practice is based on a set of best practice tools and techniques to support a consistent and sustainable approach to managing positive, respectful relationships within the school.

One of the tools we use is a set of dialogue starters to help facilitate **restorative chats** between students when something goes wrong. Teachers have been having great success using this approach to resolve conflict between students respectfully.

To the person responsible:	To the person harmed:
What happened? What were you thinking at the time? Who was affected by what you did? How do you think it was for when you.....? What do you need to do to make things right? How can we make sure this doesn't happen again? What can I help you do?	What happened? What did you think when it happened? How has it affected you? How do you think it was for when you.....? What do you need to do to make things right? How can we make sure this doesn't happen again? What can I help you do?

Alongside restorative practices, we also have a learning engagement model. When students make poor choices or behave in ways that interrupt the learning of others we take every step to quickly re-engage them in learning. While there are situations that call for an individual approach, our general response is a 4 step process:

1. A verbal warning.
2. Thinking & reflection time: In a space inside the classroom. A restorative conversation follows.
3. Thinking & reflection time: In an arranged buddy class. We will make contact and communicate with parents at this stage. A restorative conversation follows.
4. Working in partnership with a member of the leadership team.

In all cases the home-school partnership is critical to the learning success of students, and parent support is very much appreciated.

Library

Students visit the school library with their class and are encouraged to take books out. The library is also open during lunch breaks for students to use.

Lost Property

The ideal is to avoid lost property and this is achieved by clearly naming all property so if it is lost or misplaced we can return it to the child. Lost property is placed in the large blue drums inside the entrance to the hall. It is displayed for all to see before and after the school celebrations so that items can be collected by their owner.

Lunches

Children generally bring lunches to school. At Rototuna Primary School we promote wrapper free lunch boxes and healthy food choices. We ask that you support this by providing your child with a wrapper free lunch box where possible. We also ask that you avoid giving your child chocolate treats, lollies or fizzy drinks in their lunchboxes - these are home treats. A private business provides a wide range of food (hot and cold). Parents need to go to the website www.lunchorders.co.nz to create an account with a balance. Lunches are ordered online and charged to the account you created. You will need to always keep this in credit. Food is delivered to the school and a monitor collects the orders from the Hall kitchen. Each order is clearly named by the provider.

Please contact the school office and they will help you with any enquiries about ordering. At Rototuna School all students eat lunch in classrooms for the first ten minutes of lunch break. Those who need longer then finish eating on seats outside the classroom.

Medication

All medication is to be handed in to the school office, with the students name and specific details on how to administer it. The medication must be in the container provided by the pharmacy with the instructions of dosage required. We will do our best to administer medication, however at times this may not always be possible.

Music

In 2024, we are employing a Specialist Music Teacher. Each classroom will visit the Specialist Music Room for class lessons. We also have a Ukulele Group, Senior Band and a Choir.

Newsletter

A school newsletter is available fortnightly on Wednesday via the App and the school website www.rototunaprimary.school.nz. Extra copies are available in the office. It is an important communication tool between school and parents so should be checked every week. Please ensure your email address is up to date at the office.

Parent Help

All teachers value parent help in their programmes. There are opportunities to assist with spelling and maths basic facts checking on a weekly basis. Check with classroom teachers to see how you can help. Other opportunities include assisting on excursions or camps. Please be aware parents accompanying any overnight trip must be police vetted.

Parent Partnership

We value developing partnerships with parents and one way of doing this is through electronic media. We have a school Facebook page and two School Apps where you can view reports, sickbay history and link to the Spotlight Learning Portal.

PTA

We have a very active P.T.A. (Parent Teacher Association) whose generosity has helped Rototuna Primary School become rich in resources. The P.T.A. organises fundraising events for students, parents and community. The committee meets once a month in the evenings. They welcome new members at any time throughout the year. Please email pta@rototunaprimary.school.nz for more information.

Parking

The roads around Rototuna Primary School are busy and the side roads are quite narrow. We suggest parents park in the Countdown supermarket and walk to and from school or have your child walk to you using the patrolled crossing, this is often quicker than sitting in traffic. For the safety of all students, parents are asked to observe the no parking areas and yellow lines as marked.

Please note:

- The bay in front of the office is not for parking. It should only be used for quick drop off and pick-ups only (ie: the driver is not leaving their vehicle to go into school).
- Senior students and the caretaker may remind you about being incorrectly parked where student safety may be at risk. Please follow their instructions.
- From time to time the Police or Hamilton City Council parking wardens monitor traffic behaviour and parking infringement notices are issued.

Payments

From time to time children will be required to pay for various items or class trips. Rototuna Primary uses an online school shop for all payments called 'Kindo'. This is a very convenient and secure system and payments and purchases can be made anytime, anywhere. Registration for families is easy and can be made through our school app or the school website. Kindo also has an app you can download. Please search for 'mykindo' in your app store or see the office staff for more information.

Reporting to Parents

A summative report of your child's current progress and achievement against the NZ Curriculum level expectations for their year level, is provided electronically at the end of each term. This report can be accessed through the @school mobile app. The reports are designed to:

- Report your child's achievement against the New Zealand Curriculum level expectations for their year level.
- Report your child's achievement in other curriculum areas.

This report is strongly supported by individual learning pathway goals which are accessed via the SPOTLIGHT learning portal. You can get up-to-date evidence of progress in real-time of your child's achievement of their learning pathway goals via SPOTLIGHT.

You can also get up-to-date evidence of progress for your child's achievement of learning pathway goals through:

- Your child's tracking of their goals in their school books.
- Connecting with the classroom teacher. You can do this in a variety of ways:
- Regular email connects with the teacher. You can find their email on the Rototuna Primary app or website.

At Rototuna Primary School, we provide many opportunities for you to connect with your child's classroom teacher:

- 8.30am-9.00am: Teachers are available in classrooms for drop-in conversations during this time.
- 3.00pm-3.20pm: Teachers are available in classrooms for drop-in conversations during this time.
- At any time during the year, you may organize a time to meet with your child's teacher to discuss their progress and achievement.

@school mobile app

The **@school** app supports parents to easily access all things **learning, assessment and reporting** for their children, via our student management system (etap). Refer to the help sheet at the end of this prospectus for how to set up the app and an overview of the functions of the app.

Road Patrol

Two road patrols, supervised by teachers or management staff, operate around our school. One is on Hukanui Road and the other is on Thomas Road. The Hamilton City Council have installed traffic lights, for greater safety, on both crossings. Patrols are there to help students cross the road safely to or from school. They operate from 8:30am – 8:45am and 3:00pm – 3:15pm daily.

It is our normal practice for road patrol duty teachers to bring any student back to the front of the school office if they haven't been picked up by the time the road patrol has ended.

We prioritise child safety and would never leave a child unsupervised on Thomas Road or Hukanui Road. When the teacher on road patrol duty does bring a student back to the front of the office, a phone call is made to the parent to let them know they are now at the front of the school office area waiting for pick up.

School Donations

The Board asks for a donation to help fund our learning assistants for 3 days per week for each teaching team. These staff members support teachers with returning books and resources, displaying work and working with small groups of children in the classroom. The Board appreciates the strong community support for this activity. Donations can be paid via your Kindo account.

School Facilities

The school has fantastic facilities which include an uncovered astro turf court and a covered astro turf court. The covered court provides great shade and shelter for students to continue their PE class activities.

School Sports

Students have a lot of opportunities to play sports in school teams. These may include: cricket, touch rugby, miniball, flippa ball, netball and hockey. We always need coaches and managers to help with teams. Please watch the newsletter for sport registrations.

Our sport uniforms are provided from the office, once student sport fees have been paid via Kindo and students have been placed into teams.

School Hours

Children should be at school by 8:45am to help prepare for the day.

- 9:00am – 10:30am Teaching and learning time
- 10.30am – 10.40am Morning tea snack in classrooms
- 10:40am – 11:00am Morning break
- 11:00am – 12:30pm Teaching and learning time
- 12:30pm – 12:40pm Eating lunch in classrooms
- 12:40pm – 1.25pm Lunch break
- 1:25pm – 3:00pm Teaching and learning time



School Uniform

In 2023, The Board of Trustees surveyed our community regarding the possible introduction of a school uniform for Rototuna Primary students. We had an overwhelmingly response to the survey with the majority of parents voting in favour of a school uniform.

The school uniform is being implemented in 2025 and will be compulsory for all students, except Year 6 students. From 2026, the school uniform will be compulsory for all year groups.

We have partnered with the **The Brand Makers** (based in Hamilton) to provide our school uniform. To keep costs as low as possible for all, the school will not add any charges or receive anything from uniform sales.

The Brand Makers have done a fantastic job of putting together a range of items people will be able to choose from and items are priced in an affordable way.





Below is our school uniform requirements:




Rototuna Primary School School Uniform Requirements





Rototuna Primary School has a dress code for all students.

NB: In 2025, Year 6 students are exempt from wearing the school uniform

Tops			
Students can choose to wear the following school uniform item in winter or summer :			
			
Short sleeve polo \$35	Long sleeve polo \$40	Polar Fleece \$50	Jacket \$85

Bottoms		
Students can choose to wear the following school uniform item in winter or summer :		
		
Shorts \$35	Skort \$45	Trackpants \$45

Hats, Socks and Shoes			
Students can choose to wear the following school uniform item:			
		Plain black shoes, plain black sneakers or plain black sandals (excluding jandals and crocs) and heels no higher than 3cm.	Black socks with no contrasting colour.
Summer Hat or Cap worn correctly in Term 1 and 4 \$15-\$20	Winter Beanie \$10	Shoes To be bought separately	Socks To be bought separately

Other School Uniform Requirements

- No bandanas are to be worn at school.
- For safety and security reasons, the only jewellery that we allow are watches and small, plain ear studs or sleepers.
- No make-up is to be worn to school.
- Cultural taonga may be worn.
- A school hat only is to be worn - no other caps or hats are acceptable.
- Cultural headdress may be worn. There is no restriction on the colour of these.
- Any visible singlet or tee-shirt worn under the polo shirt, has to be of a matching colour (eg navy). These will need to be bought separately.
- Plain black or navy tights can be worn under shorts or skirts in winter (Term 2 and 3). These will need to be bought separately.

Students will be exempt from wearing the school uniform during Outdoor Education activities, such as camps and tramps, where uniforms may be at risk of being damaged. Parents will be informed by team leaders in these instances. The uniform is to be worn for all other class trips.

Rototuna Primary School Student Uniform Policy

Rototuna Primary requires our students to wear a school uniform. This policy and the associated uniform rules are a school bylaw. The board consults with the school community when updating this policy and making or amending uniform rules.

Our uniform rules outline what students can and cannot wear at school and while representing the school. These rules are made clear to students and their parents/caregivers at enrolment, on the school website, and in the school prospectus.

We follow school processes for managing breaches of uniform rules, which may include contacting parents/caregivers and involving senior staff.

If uniform breaches are due to financial hardship, our uniform supplier will support families with WINZ applications.

Students may be reminded about appropriate dress expectations for the school learning environment before non-uniform days.

Students must behave appropriately while in uniform (e.g. at school, at events representing the school, and travelling to and from school).

The board may review our uniform rules when issues arise, and/or as part of the review of this Student Uniform policy. When reviewing our uniform, we consult with the school community and consider student wellbeing (including sun protection), affordability, our inclusive education policy, and the New Zealand Human Rights Commission uniform guidelines.

Process for students who do not follow our School Uniform Requirements

We follow school processes for managing non-compliance with our uniform policy and requirements, which may include contacting parents/caregivers and involving senior staff.

- If your child is unable to wear the uniform due to an emergency situation, parents are to send an email to the class teacher explaining the situation.
- If a child does not wear the uniform without a written explanation, they will be given a verbal warning and a reminder about our uniform requirements
- If this occurs again, then an email will be sent home by the classroom teacher.

We will follow our school behaviour guidelines for continual non-compliance with our school uniform policy and requirements.

See our guidance about uniform requirements.

Stationery

Stationery information will be available at the end of each year for families to purchase over their summer holidays. Our preferred supplier is Office Max. Orders can be made at www.myschool.co.nz and will be delivered to your home address.

Children who require extra stationery during the year will have a note sent home. Top-up stationery items can be purchased from the school office.

Student Opportunities

Every year teachers share their talents with children in lunchtime activities. These may include: gymnastics, recorder, ukulele, dance, cheerleading, choir and many others. These are advertised for students in the school daily notices (electronic message board).

Student Support

Many students need support from time to time to help them with their learning and/or behaviour. We have a comprehensive range of support available.

A member of our school senior management team leads student support. This person is Stacey Lawrence: Deputy Principal (SENCO). Stacey works alongside two Learning Support Coordinators, teachers, students and their families with referrals to agencies, such as Resource Teachers of Learning and Behaviour (RTLB), Ministry of Education: Special Education Child Development Centre (CDC), and Infant Child and Adolescent Mental Health Services (ICAMHS). They also support students who are On-going Resourcing Scheme (ORS) funded, or Ministry of Education: Special Education funded and require teacher aides.

In addition, we have a Learning Support Team. This team provides extra support for students in classrooms to help them with their learning or support them with behaviour.

Most of these interventions are short term with students and Learning Assistants working in small groups, often within the classroom, to increase knowledge and make progress in learning.

Sunhats

Hats can be legionnaire/bucket hats or caps. These hats provide significant protection to the eyes. Caps must be worn so that they provide protection to the eyes. Students who wear cultural headdresses (hijab and patka) are exempt from wearing a sunhat.

Sun Safety

During the months of summer (Term 1 and Term 4) all students are to wear a brimmed hat, bucket-style hat, legionnaire hat (flap to protect neck and ears) or a cap when outside for any activity. Students who wear cultural headdresses can choose whether they wish to wear a sunhat. Students who do not have hats will be required to stay in the designated area at lunchtime/interval. Students are encouraged to apply sunscreen before they come to school, and to also bring drink bottles containing water. Students must wear clothing that covers the shoulders.

Teacher Access

Our teachers are very approachable and we set aside some times when you can talk with them. All classroom teachers are in their rooms every day from 8:30am and again after school until 3:20pm. If you need a private meeting or more time you can make an appointment to meet. You are also welcome to email teachers. You can find email addresses on the school website.

Te Reo Māori

Te Reo Maori is taught in all classrooms. In addition to this an extension te reo Māori group is offered.

Toys at School

We strongly recommend that children do not bring toys or precious belongings to school.

Transition to School

This is an important stage for your child. Just prior to turning 5 years old we offer two visits to school to meet your child's new teacher and classmates. These sessions are provided on Tuesdays 9.10am to 10.30am and Thursdays 11.00am to 12.30pm. Your child must be accompanied by a parent/caregiver for the duration of the visit. The office will email you visit dates and school information.

Travelling to School

We encourage parents to park at Countdown and allow their students to walk to school from there or walk with their child. Parents can also park at Countdown and meet their child there after school. This is a good way to avoid traffic congestion in Strathmore Drive.

Children under ten years old are not permitted to cycle to school unless accompanied by an adult. They must wear a standards approved cycle helmet and have a roadworthy bicycle. Children need to bring their own locks which is strongly recommended. Bikes can be put in bike racks by Thomas Road Entry and Coleraine Entry. Scooters are hung on the fences near the classrooms.

Website

The school website can be accessed at www.rototunaprimary.school.nz The school site provides basic information about the school. Up to date newsletters can be found there, as well as term dates. If you require any further information about the school please feel free to contact the office or speak to classroom teachers.

Year Levels

At Rototuna Primary we have a specific cut-off date for classification of students. When your child starts Rototuna Primary School as a 5 year old, they will be enrolled in either Year 0 or Year 1, depending on when their birth date is.

- If your child's birthday is from 01 January – 31 March, they will be enrolled as Year 1.
- If your child's birthday is from 01 April – 31 December, they will be enrolled as Year 0.

Parents of children with April birth dates, can, in consultation with the classroom teacher and senior leadership, decide whether their child is classified as Year 0 or Year 1.

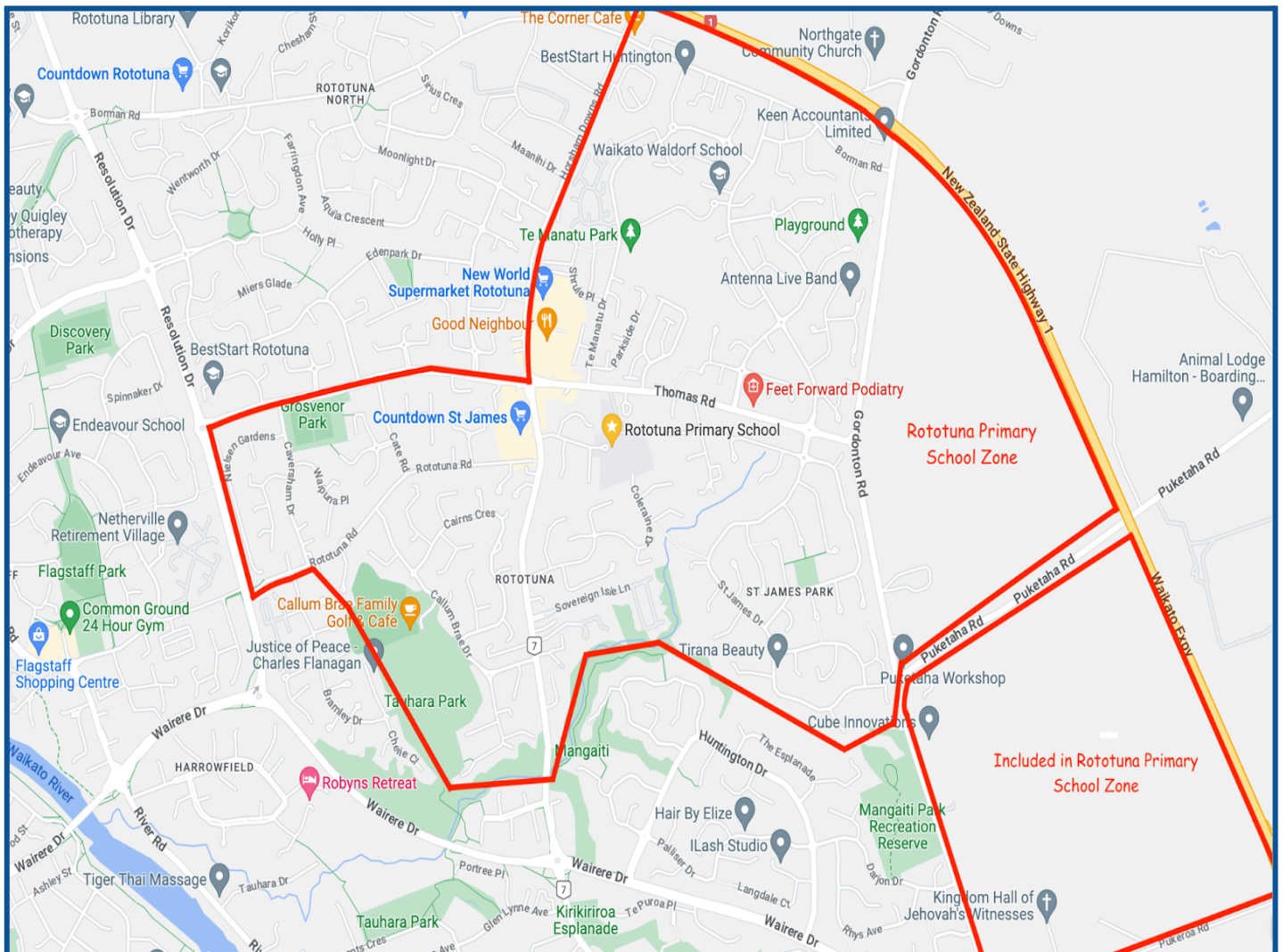
For all other students enrolling in our school, the same guidelines are followed based on their birthdates and those of their peers.

Thank you for reading our Prospectus
Below you can find extra information that may be useful

School Map



School Zone



The following address are included in the Rototuna School Zone

Borman Road

Between Horsham Downs Road and Gordonton Road (leading into New Borman Road).

- excludes Borman Road with entry off Gordonton Road

Cate Road

All up to Number 24

Gordonton Road

Even numbers upwards from 126 and odd numbers upwards from 153 until the southern side of Gordonton Road Expressway Overbridge.

Horsham Downs Road

All numbers up to the Expressway Overbridge.

Hukanui Road

Even numbers between 360-452 and Odd numbers between 353-437

Puketaha Road and Pukeroa Road

Excluded from Zone

Streets in Rototuna Primary School Zone

Alford Place	All	Farnham Close	All	Jane Way	All	Samantha Way	All
Ashington Grove	All	Fasham Lane	All	Jarvis Court	All	San Clemento Way	All
Ashton Way	All	Fendalton Drive	All	Jaspers Way	All	San Marco Lane	All
Ashwick Terrace	All	Flora Way	All	Johnsfield Place	All	Sexton Road	All
Barrington Drive	All	Forge Street	All	Kenneth Place	All	Shaun Lane	All
Barwick Place	All	Gilbert Court	All	Kilmuir Place	All	Shiraz Place	All
Bayswater Road	All	Glen Cree Avenue	All	Kingfisher Place	All	Shrute Place	All
Belgrave Court	All	Glengoyne Place	All	Kirk Close	All	Somerton Drive	All
Bishopsworth Way	All	Glenwarrick Court	All	Knapdale Mews	All	Sophora Close	All
Borman Road		Gordon Davies Lane	All	Landmark Court	All	Sovereign Isle Lane	All
<i>(All between Horsham Downs Rd & Gordonton Rd (leading into New Borman Rd only – excludes Borman Rd with entry from Gordonton Rd))</i>		Gordonton Road		Lavender Way	All	Springside Court	All
Braedan Lane	All	<i>Even Numbers Between 126 and southern side of Gordonton Rd Expressway Overbridge</i>		Limerick Lane	All	St James Drive	All
Briar Rose Court	All	<i>Odd Numbers Between 153 and southern side of Gordonton Rd Expressway Overbridge</i>		Lockhart Place	All	Stanfield Court	All
Buchanan Place	All	Gracefield Place	All	Maccallum Court	All	Stanton Place	All
Burgundy Court	All	Grasmere Court	All	Malbec Place	All	Stratford Place	All
Cabernet Close	All	Greenough Place	All	Merivale Court	All	Strathconnan Court	All
Cairns Crescent	All	Greenwich Place	All	Merlot Place	All	Strathmore Drive	All
Callum Brae Drive	All	Grenache Place	All	Michelia Close	All	Sudbury Court	All
Callum Court	All	Grosvenor Place	All	Millie Place	All	Swan Lane	All
Camberley Way	All	Hartford Terrace	All	New Borman Road	All	Tallentire Crescent	All
Cate Road	All up to 24	Haswell Place	All	Newbury Place	All	Tarrango Way	All
Caversham Drive	All	Hatfield Way	All	Nielson Gardens	All	Taunton Court	All
Chalgrove Road	All	Hawkrise Rise	All	Northmeadow Drive	All	Te Ironui Place	All
Chapel Hill	All	Heathfield Avenue	All	Oldfield Court	All	Te Manatu Drive	All
Chartwell Glen	All	Henley Court	All	Onukutara Place	All	Teatree Close	All
Chatswood Place	All	Highgate	All	Oolong Court	All	Teaview Court	All
Chesterfield place	All	Houheria Close	All	Parkside Drive	All	The Ford	All
Christobel Circle	All	Holcroft Place	All	Parkwood Place	All	The Palms	All
Cleeve Close	All	Holford Place	All	Plover Court	All	Thomas Road	All
Cole Thomas Place	All	Horsham Downs Road		Portobello Way	All	Trimmer Lane	All
Coleraine Drive	All	<i>Even Numbers up to intersection with Borman Rd</i>		Pragma Rise	All	Tupe Lane	All
Compton Grove	All	<i>Odd Numbers up to intersection with Borman Rd</i>		Raddington Way	All	Waima Lane	All
Cotswold Lane	All	Hukanui Road		Ravenscourt Place	All	Waipuna Place	All
Cranmore Avenue	All	<i>Even Numbers Between 360-452</i>		Rembrandt Terrace	All	Westbury Mews	All
Dingwall Court	All	<i>Odd Numbers Between 353-437</i>		Rene Way	All	Wiltshire Drive	All
Drumfern Place	All	Iain Court	All	Rewarewa Close	All	Windermere Rise	All
Dugald Court	All	Idesia Close	All	Rewiti Lane	All		
Eastridge Terrace	All			Rocky Road	All		
Eddlewood Court	All			Roderick Place	All		
Farleigh Close	All			Rose Lane	All		
				Rosewood Court	All		
				Rototuna Road	From 45 upwards		
				Rowan Close	All		

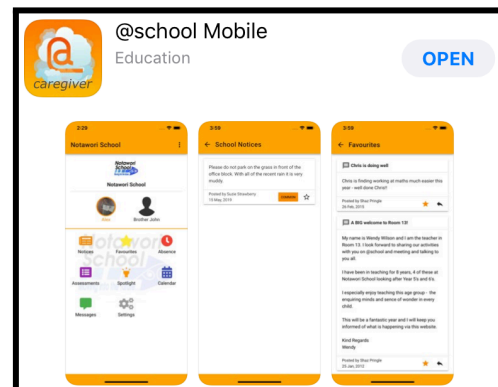
Current as at December 2022

@school mobile app Help Sheet

The **@school** app supports parents to easily access all things **learning, assessment and reporting** for their children, via our student management system (etap).

Set Up app

- To download the app, just visit your app store and search for **@school**
- Download the app and enter your **@school** USER ID and password
- Enter your @school User ID and password
(If your child is new to Rototuna Primary School, you will be emailed the log-in details within a few days of starting. If you do not receive this, or you require your User ID and password to be resent, please email reception@rototunaprimarieschool.nz)

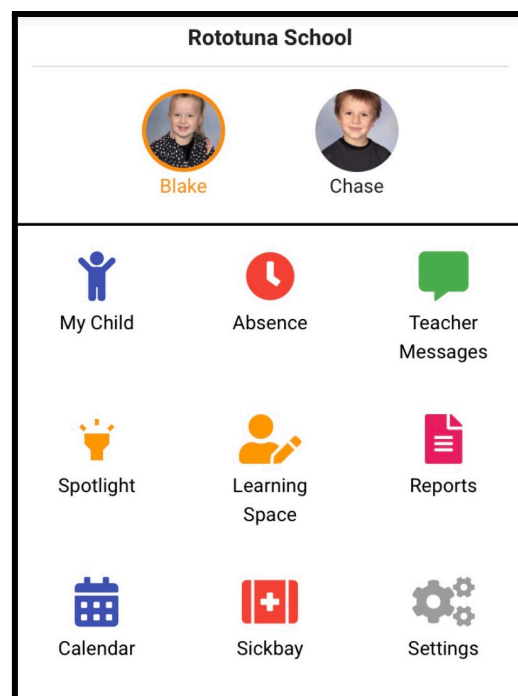


Functions

You can access all of your children's assessment and reporting via Spotlight and Reports from the app.

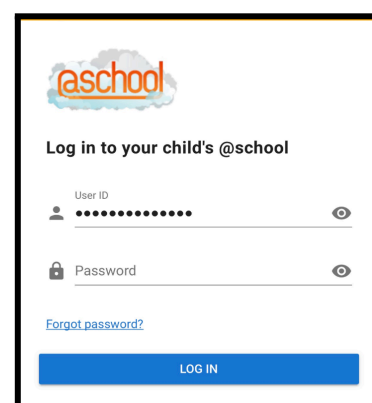
You can also access other information from this app:

- My Child** (a link to your child's enrolment, contact, medical and permission information).
- Absence** (a link to your child's attendance page, showing their absences)
- Teacher Messages** (any messages your classroom teacher may send to parents)
- Spotlight** (Parent view for quick checking of evidence uploaded and space to write comments for your child)
- Learning Space** (Child's Spotlight page)
- Reports** (etap reports)
- Calendar** (school events)
- Sick Bay** (a link to your child's sick bay entries)
- Settings** (here you can change your password and set up notifications)



Password Reset

If you have forgotten your password, you can reset it by clicking on the Forgot Password link on the log-in page.



SchoolAppsNZ

This App connects you with all the important alerts, newsletter and other school information.

Set Up app

- To download the app, just visit your app store and search for **SchoolAppsNZ**
- Download the app and within the app search for **Rototuna Primary School**



SchoolAppsNZ

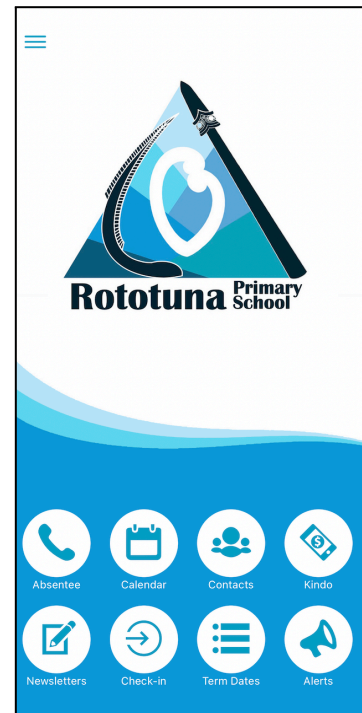
School Apps by Snapp Mobile

Functions

You can access all of your children's assessment and reporting via Spotlight and Reports from the app.

You can also access other information from this app:

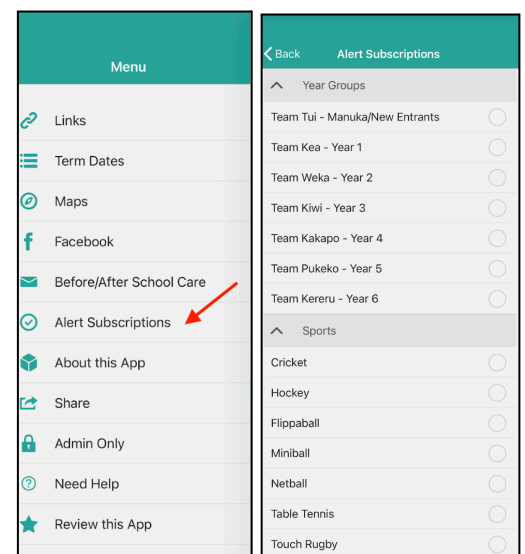
- Absentee** (email or phone notification that your child will be absent)
- Calendar** (school events)
- Contacts** (email staff)
- Kindo** (School payments programme)
- Lunch Orders** (pre-order student lunches)
- Newsletters** (current information)
- Check-In** (this was set up during COVID times for contactless sign in and sign out of the school grounds - you can still use this to sign in and out rather than coming to the school office)
- Alerts** (important notifications)



Set Up Alerts

It is important that you set up your alerts/notifications systems for the correct year levels of your children and for any sports information you require.

- Click on the 'hamburger' (3 lines) in the top left hand corner on the front page of the app
- Click on **Alert Subscriptions** from the drop down menu
- Click on the **Year Levels** and the **Sports teams** that you would like to subscribe too.
- Each year you have to **update** your **child's year level** so that you get the alerts for the correct year level.



Kindo: online school payments

Working together with Kindo, Rototuna Primary School offers you a simple and quick way to view and pay for school items, complete registration and permission forms for trips, sports and support fundraisers.

This is our preferred method of payment, and we encourage you to set-up your **myKindo** account today.

No cash, no paper, no hassle!

Set Up app

- To download the app, just visit your app store and search for **mykindo**
- Download the app



myKindo

making payments simple

Set Up MyKindo Account

If you are a first time user of Kindo you will need to register to set up your account.

- All you need is your email address which matches the one held by the school.
- Click on the New Users Create Account Tab:

New Users Create Account

- **Please note** – if Kindo does not allow you to create an account, it means that your email address is most likely different to the one that is held on our school system
- When you click on the New Users Create Account tab you will be taken to a webpage which includes information and links to our school shop, an online shopping tutorial, myKindo App information and ways to contact the Kindo support team.

Registered Users

Once you are a registered user you can use Kindo online to make full or part payments for school activities and donations.

- Click on the Registered Users Account Tab:

Registered Users MyKindo Login

- When clicking on this tap it will automatically send you to the login page of our school shop.
- If you have had a MyKindo account at another school or organisation you can update your details on the 'my details' page.

Payment Options

Choose to pay as you go, add funds to your Kindo account in advance, use internet banking, POLi or Visa/Mastercard (fees apply)

Payment options include:

- Internet banking
- instant transfers
- credit card options

*Some service fees may apply. Visit support.mykindo.co.nz for more information on payment options.

Video Tutorials

- Click [here](#) to see how our Kindo payments work.

Questions?

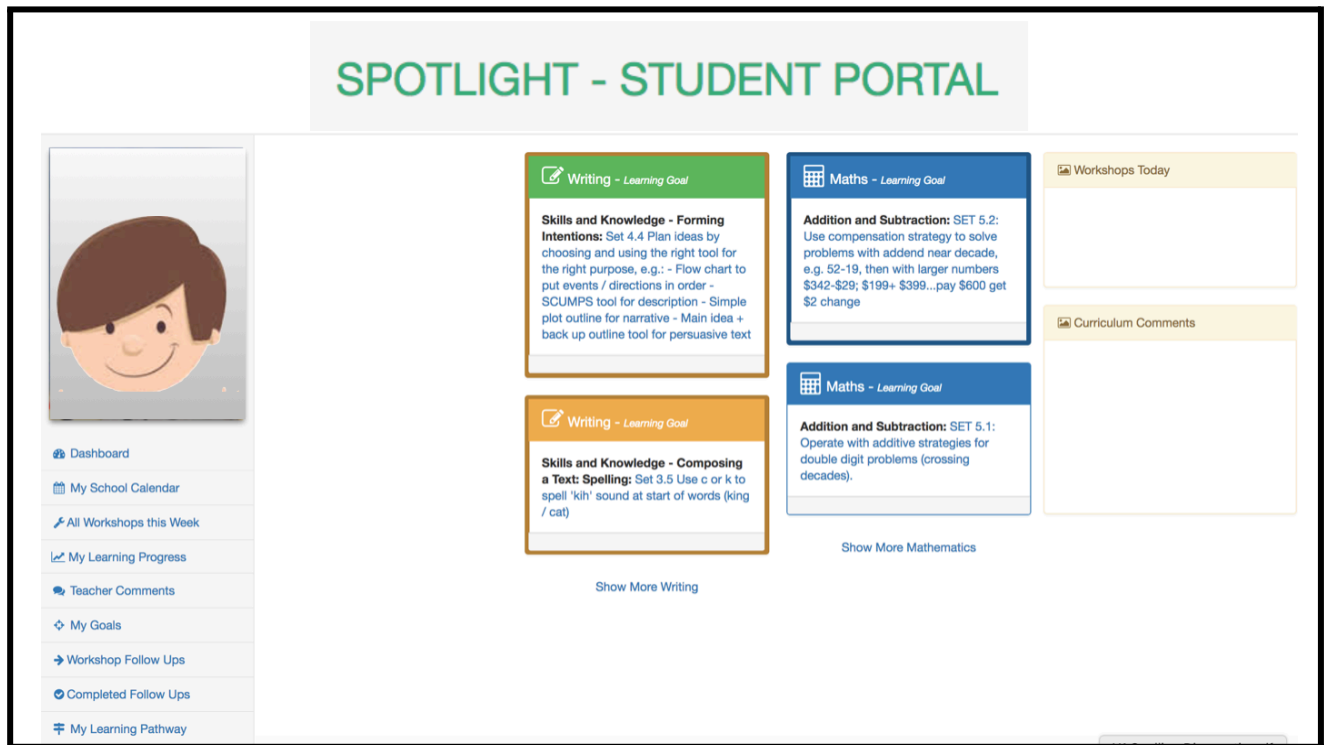
Contact the Kindo helpdesk:

- The Kindo help desk is open: Monday to Friday 8am - 4pm
- **Email:** hello@mykindo.co.nz.
- **Freephone:** 0508 4 KINDO (0508 454 636)
- Or you can contact our school office (07 853 2470).

Rototuna Primary School

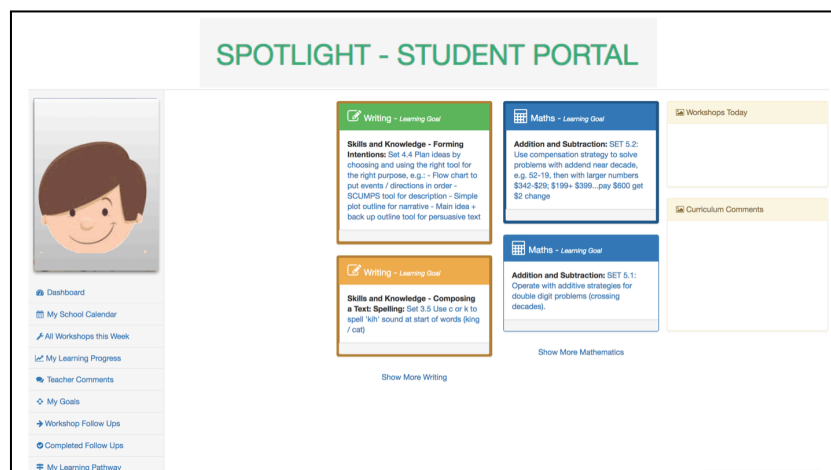
SPOTLIGHT Information Booklet for Parents

SPOTLIGHT is an online learning and reporting portal.



Spotlight - Student Portal

Learning goals in writing and mathematics are now shared with parents and their child through an online portal called SPOTLIGHT.



SPOTLIGHT is connected to the eTAP @school portal that parents currently log into to read their child's school report.

What Spotlight Offers

SPOTLIGHT enables students to:

- Access their own learning pathway (anytime, anywhere and on any device);
- See their own progress towards meeting their learning targets;
- Set a timeframe to complete their most important learning goal each week;
- Access digital learning content for each assigned set;
- Access child-friendly examples for each set so they know exactly what success looks like for each learning goal;
- Upload evidence of their learning against each 'set' so the teacher can sign the goal as achieved;
- Access their learning timetable each week, seeing when they will be working on with the teacher and any follow-up exercises;
- Access the class timetable and challenge themselves to attend another learning group if they wish.
- Access their own progress graph;
- Get up-to-date feedback and comments from teachers about their learning progress.
- Get feedback and comments from their parents about their learning progress.

Spotlight Functions for Students

Dashboard

The dashboard shows all of the student's assigned learning goals in writing and mathematics. Students can click on any goal and find:

- A space to upload evidence of learning
- A space to comment on their learning progress
- Link to an example so students know what success looks like
- Link to support material that may help them learn their goal

The screenshot displays the Spotlight dashboard interface. On the left, a sidebar contains a 'Today's' section with a 'Drop files here or click to upload' button and a 'Save' button. Below this is an 'Examples' section with a link to 'https://goo.gl/GasgRZ'. The main content area is divided into two columns. The left column is titled 'My Learning' and is currently empty. The right column is titled 'Examples' and shows a 'Sentence Sense Set 6.57' example. This example includes a 'I Can...' statement, a list of six numbered tasks, and a red 'EXAMPLE' stamp. The tasks are: 1. She had **dark** **messy** hair. 2. I sunk my teeth into the **delicious** **red** apple. 3. She held a **long** **shimmering** crystal glass in her hand. 4. An **enormous**, **angry** shark circled the boat. 5. John drove his custom-built classic car to work. 6. He threw his red **baseball** cap on the ground. Below the tasks, it says 'for dinner, we had **mouthwatering** **haddock**. Nando tried to eat the **silver** **hand** **door** key.'

My School Calendar

My School Calendar shows the workshop/s that the teacher has organised for the student throughout the week. This means the student will work in small groups with the teacher.

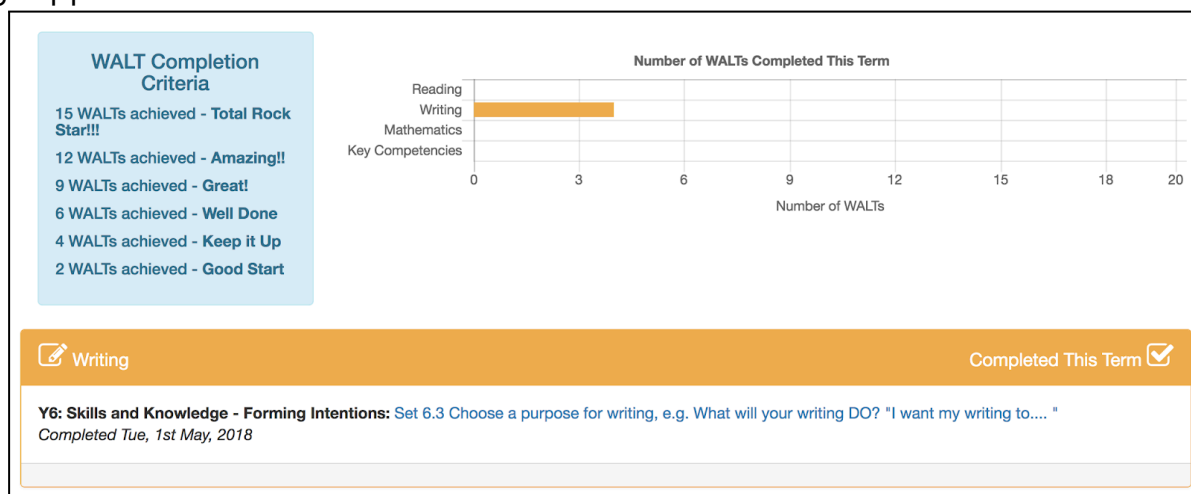
Term 2 Week 1					
	Mon, Apr 30, 2018	Tue, May 01, 2018	Wed, May 02, 2018	Thu, May 03, 2018	Fri, May 04, 2018
9am-10:40am	<div> <div> Writing: Set 6.57 Deliberately use simple adjective phrases on purpose to describe something important about the main noun in a sentence, (without over-describing) From: 9:00 To: 10:40 Teacher: Mrs Jane Macqueen </div> <div> Writing: Set 6.57 Deliberately use simple adjective phrases on purpose to describe something important about the main noun in a sentence, (without over-describing) From: 9:00 To: 10:40 Teacher: Mrs Jane Macqueen </div> </div>				

All Workshops This Week

All Workshops this Week shows the students what other workshops the teacher has organised for the week. The student may ask to opt into one of these workshops as an extra learning opportunity.

My Learning Progress

My Learning Progress uses a graph to show the student the number of learning goals they have achieved in writing and maths each term. Every time the teacher signs off a goal as 'achieved' their graph will grow and the goal will be underneath the graph. The student can go into the goal they have achieved at any time to see their evidence, teacher comment and examples and learning support material.



Teacher Comments

Teacher Comments shows all the comments that a teacher has made against the students' learning goals.



My Goals

My Goals allows the student to prioritise one learning goal to achieve within an assigned timeframe. Once a timeframe has been assigned to the goal, the student will receive countdown reminders on their calendar.

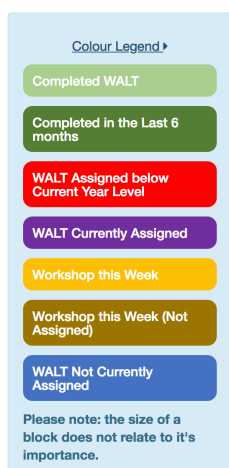
Workshop Follow Ups

Workshop Follow Ups show all the follow up activities that the teacher may have assigned to lessons that the student is part of.

Completed Follow Ups

Completed Follow Ups show all of the follow up activities that the student has completed and the teacher has signed off.

My Learning Pathway



My Learning Pathway outlines the learning progressions for each year level. By hovering the mouse over each 'brick of the pathway' the student can see which goal it is. The student can ask to have a goal assigned if they wish by clicking 'Assign'.

The 'bricks' in the pathway are coloured according to the following criteria:

NB: WALT is an acronym meaning 'We Are Learning To'. This will eventually be changed to 'Learning Goal'.

Progress Analysis

Progress Analysis shows a more detailed report of how many goals the student achieves each term. This page is under development and will eventually be able to show students and parents if they are on track to meet their target for the year and if their rate of learning is accelerating their progress.

Learning Report

Spotlight on Learning Report is currently being designed to show 'real time' reporting of the student's achievements. This will be updated each time a learning goal is assigned or achieved.

Spotlight: Parent Access

Parents can log-in to SPOTLIGHT and see everything their child can see as well as accessing real time reporting on their child's progress and achievement throughout the year. Parents can access SPOTLIGHT by logging into the @school portal and clicking on the SPOTLIGHT link under the MY CHILD tab or LEARNING tab.

Parents are able to:



Under the My Child tab parents can see the child's view of Spotlight.



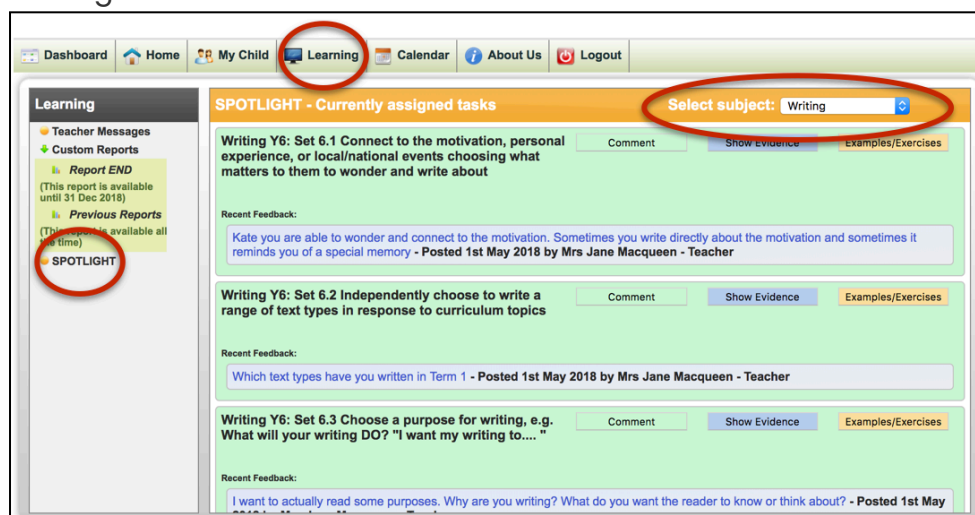
Under the Learning tab, parents can see the child's latest goals, evidence and feedback. Parents can also make a comment about their child's learning progress here too!

Learning Tab

Click on 'LEARNING' tab

Click on 'SPOTLIGHT' tab

SELECT Subject: Writing or Mathematics



Examples / Exercises Tab

By clicking on 'Examples/Exercises' you can see:

- an example of what success looks like for the learning goal.
- A link to a page with learning resources that support your child to learn about the goal.

SPOTLIGHT - Currently assigned tasks Select subject: Writing

Writing Y6: Set 6.2 Independently choose to write a range of text types in response to curriculum topics Comment Show Evidence **Examples/Exercises**

Examples

Forming Intentions Set 6.2

I Can ...

- brainstorm different writing purposes that fit with our class topics
- plan to write different purposes in my learning area across a term
- write a range of text types in response to our class topics

How am I going with my learning goal?

EXAMPLE

- Do I want to convince, debate, argue a point, promote or sell, explain, inform or tell, report, describe...?
- What purposes could I write about using my learning in other curriculum areas?

My Term 1 Learning Plan

My goal is to write 7 pieces of writing, with different purposes, across the curriculum:

Curriculum	I will write	I have finished my writing
Science	Next Topic: Explanation Purpose: to explain how the seasons change	
Social Sciences	Next Topic: Report Purpose: to tell about a famous person's achievement or famous place	
Mathematics	Next Topic: Instructions Purpose: how to make a cake	
Technology	Next Topic: Instructions Purpose: how to make a cake	
The Arts	Next Topic: Persuade to Persuade Purpose: Persuade to change habits to reduce climate change	

Exercises

Click on the image and this will take you to a page with learning resources.

Show Evidence Tab

By clicking on 'Show Evidence' you can see:

- Evidence that your child has uploaded to show their progress learning and using their goal

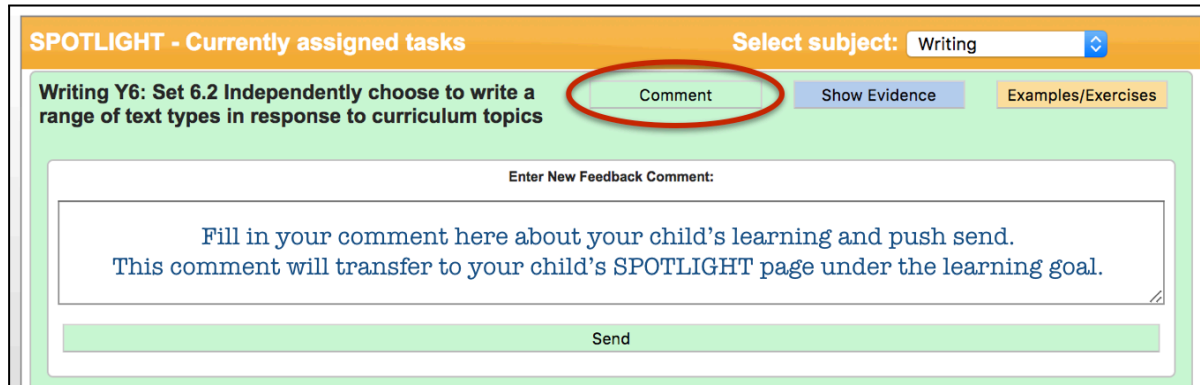
Writing Y6: Set 6.2 Independently choose to write a range of text types in response to curriculum topics Comment **Show Evidence** Examples/Exercises

On 2nd May 2018 your child posted:

In term 1 I wrote 7 recounts, 1 review, 2 reports, 1 instruction and 2 pro's and con's.

Comment Tab

Click on 'Comment' and write some positive feedback and encouragement to your child about their learning progress and/or how well they have used their learning goal in their writing.



The screenshot shows the 'SPOTLIGHT - Currently assigned tasks' interface. At the top, there is a header bar with 'SPOTLIGHT - Currently assigned tasks' on the left and 'Select subject: Writing' on the right. Below this, the main content area has a green background. On the left, it says 'Writing Y6: Set 6.2 Independently choose to write a range of text types in response to curriculum topics'. In the center, there is a button labeled 'Comment' which is circled in red. To the right of the 'Comment' button are two other buttons: 'Show Evidence' and 'Examples/Exercises'. Below these buttons, there is a text input area with the placeholder text 'Enter New Feedback Comment:'. Inside this area, there is a larger box with the text 'Fill in your comment here about your child's learning and push send. This comment will transfer to your child's SPOTLIGHT page under the learning goal.' At the bottom of the input area, there is a green button labeled 'Send'.

Educationally powerful connections in action – two-way, learning-focused connections with parents and whānau to help students accelerate their progress. An essential part of this is understanding that the purpose is to extend learning across home and school. This means making sure that what's used and talked about at school is understood and used at home too, providing extra opportunities for the child to learn. (ERO, 2015)