



All about Paparangi School

A-Z Information Directory

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Email: office@paparangi.school.nz

Website: Paparangi School

Phone: 04 478 6617

Paparangi is a contributing school, with most from Year 6 contributing to Newlands Intermediate. Pupils enter the school at age five, usually from the neighbouring Paparangi Kindergarten or nearby early childhood centres, so new pupils are fortunate in having known friends to begin school with.

Vision and Values

Growing Adventurous Learners, by

- Striving to be the best we can be
- Learning in a safe and stimulating environment
- Participating in challenging learning opportunities
- Making community connections
- Being curious about the world, innovative and creative

We are a friendly school with a supportive and caring culture. We believe that all behaviour has outcomes (positive and negative) and through our Class Treaties and School Values positive behaviours are explored, modelled and encouraged.

- ❖ Respect
- ❖ Responsibility
- ❖ Perseverance
- ❖ Courage
- ❖ Community

Attendance

Attendance is compulsory each day the school is open. Our school has systems in place to ensure that your child's attendance, or non-attendance, is recorded and monitored. Unexplained absences will be followed up immediately. When a child has an unjustified absence (eg. holidays in term time) of more than 10% of a term the family will be notified. If this continues the school may need to begin a formal monitoring process.

Absences

The electronic roll is entered twice daily by classroom teachers (9.00am and 1.50pm). If your child is going to be away or late please notify the school before 8.55am by one of the following methods:

- Leave a message on the school absentee line; 478 6617 (option 1) prior to 8.55am.
- Notify the school via email—office@paparangi.school.nz
- Notify the classroom teacher.

If a child is marked as absent by the teacher and the school has not been notified by the caregiver, the Office Staff will then follow up with a phone call as per the MOE guidelines. **Late comers who arrive after 8.55am must report to the office to let us know of their safe arrival.**

Extended Absences

Parents intending to have their child/ren off school for a specific period of time are requested to let the Principal know **in writing** the reason and time frame that the child/ren will be absent.

Adventure Zone

The Adventure Zone is an outdoor area where children can engage in free and unstructured play. The play equipment is low cost, and uses recycled loose materials. Our Adventure Zone has tyres, planks, cable reels, pallets, manuka sticks and a wonderful Manuka tee-pee. The learning is endless and priceless! Adventure Zone gives our children the opportunities to:

- Develop physical confidence
- Use their imagination, be creative and expressive
- Play cooperatively and be able to negotiate with other children
- Problem solve
- Be active

But the most important skill/experience is learning to take a risk, grow confidence in taking a responsible risk and managing risk which results in accomplishing new skills.

We often need to replenish Adventure Zone equipment. If you can help please contact the office.

About Kidz Oscar—Before/After School Care

We are fortunate to have a Before and After School Care facility on the school grounds, providing quality child care:

Mornings: 7.00am to 8.30am

Afternoons: 3.00 pm to 6.00 pm every school day.

For any enquiries phone 461 6347 or 232 3647.

Behaviour Management

Our school operates a successful behaviour management programme whereby children are encouraged to be responsible for their own actions, behaviour and property and to respect the rights of others. Clear expectations and consequences are conveyed regularly to both children and parents. On-going communication between home and school is actively encouraged to ensure that any concerns are addressed at an early stage.

Board of Trustees

The Board of Trustees are community representatives elected every 3 years, for a three year term. The Principal and a Staff Representative make up the remainder of the Board. The Board is committed to ensuring that the school provides the highest quality education possible in an atmosphere of teamwork and quality leadership.

The Board meets twice per term in the staffroom. Members of the public are welcome to attend as observers although they will not have speaking rights. Dates are published in the school newsletter. Please inform the Office if you intend to attend a meeting.

If parents have any governance matters to be raised, this should be done through the Board Chair. Members of the Board can be contacted through the school office or by email - board@paparangi.school.nz.

Camp

From 2018 children in Years 5 and 6 attend a camp every two years as part of our Education outside the Classroom programme. Information regarding this is sent out by the Y5/6 Team Leader well before the event.

Cars and parking

Parents are asked not to drive their cars down the school drive. Should there be a need to drive down to the Admin area, it is expected that parents do so with the greatest of care. The speed limit is 5km—very, very slow! Children also walk on the drive and are not usually looking out for cars. Cones block off the driveway between 8am and 4pm approx.

There is no available parking on school grounds. The car park by the hall is for staff cars only. When parking outside the school, do not stop on the yellow lines, bus stop or across the school driveway. WCC Wardens and Community Police patrol Beazley Avenue and ticket offenders.

Children's Safety

Every effort is made to ensure children's safety at school. Children **MUST** be signed in and out at the office if leaving or arriving during school hours. Where children are leaving early during school hours we ask that you visit the office first and we can arrange to get the children up from their classes to avoid disruption in the classroom and so we are aware of who is on the school grounds. They must be signed out at the office before departure. All students arriving after 9am and before 3pm must sign in at the office.

Staff are rostered on to playground duty daily. **If after school pick up arrangements do not eventuate as planned students are expected to return to the office.**

Safety programmes are a feature of our Health curriculum. We ask all parents to educate their children about:

- loitering to and from school
- visiting friends without your permission
- going anywhere with, or accepting sweets, rides etc from strangers.

Road patrols are rostered on duty from 8.30am–8.55am and 2.50pm–3.10pm daily on Beazley Ave at the pedestrian crossing. An adult supervisor will be at the crossing every day. Children and Parents are reminded, for their own safety, to use the crossing at all times. Parents are also reminded to park legally so they do not endanger children crossing the road. Please do not obscure the view of the wardens on patrol when stopping to let children off or picking them up. Even those few moments could be enough to cause an accident and parents: Even when by yourself please use patrols – don't cross over the road in sight of the patrolled crossing.

Collecting Junk

We welcome all sorts of junk items that can be used at school. These include: *ice cream containers, milk bottle tops, yoghurt pots, margarine pots, gift wrapping paper, birthday and Christmas cards, cellophane, wool, sheepskin pieces, fabric, cardboard boxes etc.*

Communication

Office Hours: 8.30 am to 3.00 pm for phone calls and messages. Messages can be left on the answer phone outside of these hours or email office@paparangi.school.nz

A newsletter is sent home at the start of each term and after that every second Friday. Teachers and Office Staff use email to send reminders or class news. Please provide the office with your email address so you can receive communications electronically. The Board of Trustees also report each term and there are regular updates from the Home and School Team. Newsletters can be viewed on the school website www.paparangi.school.nz.

In addition teachers and office staff often use email to send reminders or class news. Please provide the office with your email address so you can receive communications electronically.

Concerns or Complaints – Working Together to Solve Problems

From time to time concerns can arise, whether they are related to your child's learning, social skills or other reasons. We encourage parents to come to school to discuss any concerns. It is also useful for us to know if there are problems at home that may affect a child's work or attention etc. Always contact your child's teacher first of all.

If you have a complaint or concern about the behaviour or actions of a staff member, contact the person involved and discuss the matter. We ask that parents make this direct approach as soon as possible. Be prepared to make a time to discuss your complaint if the staff member is unable to talk with you straight away. Be open to listening to the other side of the story to avoid communication breakdowns. Preferably, discussions should take place in a face to face setting, but may be conducted by phone if a face to face meeting is not possible in a timely manner.

If you do not wish to contact the staff member concerned, or you are unhappy with the outcome of your initial meeting, contact a senior staff member (Associate Principals) to discuss further resolution.

If the matter is still not resolved, or a general issue about the operation of the school, contact the principal to further a resolution.

If the matter concerns the principal and you have not first resolved it by discussion, or you feel uncomfortable directly approaching the principal, contact the chairperson of the Board of Trustees.

If you complain to a board member, you will be encouraged to resolve the issue with the guidelines above, and the board member will inform the principal and board chair.

If an informal meeting does not resolve your concern or complaint, you can make a **formal complaint**.

Further information on making a formal complaint can be found in the school's Concerns and Complaints Procedures which is also available at the school office.

Dental Clinic

We have no clinic operating on site. The dental therapist can be contacted on 0800 TALK TEETH (0800 8255 83384). Children can be enrolled from the age of two, or when enrolling your child at school. Our children are examined regularly by the dental therapists based at Bee Healthy Dental Hub at Raroa Normal Intermediate, 37 Haumia Street, Johnsonville 6037. The School Dental Bus visits the school every year to perform healthy dental checks.

Donations

Families contribute to the school in a variety of ways, one of these is the voluntary donation. The suggested amount per year is set by the Board of Trustees who endeavour to keep it as low as possible, without compromising the quality of educational resources that they provide. At the beginning of each year, the suggested donation is published in the school newsletter. Payments can be made as a lump sum, or by instalments spread throughout the year. We welcome direct credits or Internet banking or payments by Kindo.

2018 School Donations

School donations have become an essential part of the overall funding of schools. For Paparangi School these funds are required to provide your children with a rewarding level of education, and are used to subsidise several activities such as Learning Support, Sports Coaching, Trips, Visits or Performing Arts like Dance. For the past two years donations have contributed to classroom renovations and opening a new library.

Donations are voluntary, but the essence of education these days is that primary schools rely on this additional income. The Board thanks those families who do make a donation. If you have any queries do not hesitate to contact Mrs Weaver in the School Office. **Remember, school donations are Tax Deductible and a receipt will be issued.** This year the School Donations have been set at:

\$130 per child or \$200 for 2 or more children

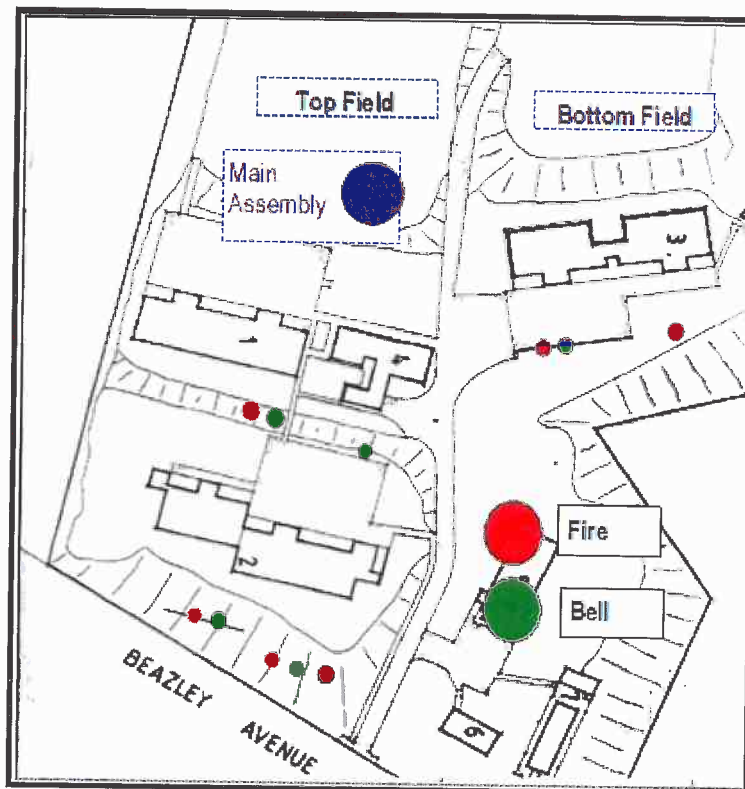
If your child/ren enrolled at Paparangi School during the year the breakdown is as follows: \$32.50 per term one child or \$50.00 per term two or more children.

Payment may be made by lump sum or by instalments to the school office, or via internet banking (Ac # 12 3223 0115693 00) or KINDO.

Emergency

The school has a planned procedure to put into operation in case of a civil emergency, such as a major earthquake. The school will keep all children at school under supervision until they are collected by parents or another adult specifically nominated by you in writing. It is **very important** to ensure we have up-to-date contact information, including current e-mail addresses.

School Map Showing Emergency Assembly Area



Our School's Emergency Plan is available to view on the Wellington Management Office website. Got to <http://www.getprepared.org.nz/schools> and enter Paparangi School to view our plan.

Every two years our School runs an Emergency Evacuation Day, where children are required to be picked up by a nominated Emergency contact person. Please ensure that you have nominated a range of people within walking distance of the school. Regular earthquake, fire and lockdown drills are carried out throughout the year.

Emergency/Contact Number

If your work number (caregivers) or emergency contact number should change at any time, **please notify the school office immediately.**

Emergency Food Packs

All children must have an emergency food pack at school in case of emergency. We have found that if these items are packed into a plastic ice-cream container, storage problems are greatly reduced.

Please remember to NAME each child's pack. To be prepared for an emergency, we require ALL children to bring to school the following Items:

- > 1 small tin meal eg spaghetti, baked beans
- > 2 small tins of fruit
- > 3 snack items
- > 6-10 (wrapped) barley sugar lollies
- > 1 plastic spoon
- > 2 large plastic bags

Extracurricular and Leadership Activities

Many activities are available to the students during the year. These include:

- | | | |
|------------------|----------------|---------------|
| • The Green Gang | • Peer Mentors | • Keyboard |
| • Kapa Haka | • Choir | • Dancesplash |
| • Road Patrol | • Librarians | • Sports |
| • Recycling | • Netball | • Basketball |
| • Jump Jam | | |

Some of these may run throughout the year while others may be on a shorter term basis. Due to number restrictions some of these activities are limited to older students. Information about these is circulated with the school newsletter or in student notices prior to commencement. Please be aware that many of these activities are dependent on the availability and voluntary time of staff and parents.

Getting to School

We encourage children to walk to school or come to school on scooters. Older students may ride bikes providing they are confident to do so and the route to school is safe. No helmet—No wheels. Bikes or scooters must be walked down the driveway and may not be ridden outside classrooms. A parking area is provided at the western end of the Admin block.

Health and Hygiene

Many Classroom Teachers, Teacher Aides and Administration Staff are trained in first aid and we have good first aid facilities at school.

If a child becomes ill or is injured at school, every attempt to contact the parents will be made so the child may be collected and taken home. It is **important** that we have updated phone numbers and emergency contact numbers. If your child leaves the school grounds during normal school hours please ensure you fill in the Sign Out register located in the Office.

Vision and Hearing screening checks are carried out regularly by the Public Health Nurse, at the school. We will advise you, via the Newsletter, when the Nurse is coming.

Home and School Committee/Fundraising

An enthusiastic Home and School Committee meets regularly to provide a parent vehicle for school community involvement. The Home and School organises fundraising and is a valued group in our school community. E-mail contact is homeandschool@paparangi.school.nz or please ask at the office.

Homework

Children will be given homework regularly. The learning provided is usually a reinforcement of skills and independent study habits. It is important that children learn to organise and manage their time, and that the links between home and school are regularly maintained. The main focus of junior school children will be developing literacy skills and junior students will usually have a reading book to share with you. Homework for older students from Rakau Nui is online and can be accessed through their learning hub. Further information and help is available from your child's teacher.

Library/Library Books

Children visit the school library regularly and may have two books issued to them. These books may be taken home. We would appreciate it if you could make sure that these are returned to school in time for their next library session.

Lost Property

Boxes are situated in the Junior & Senior School. Clothing not collected each term is donated to children's charities.

Lunches

We have partnered with 'lunchonline' to provide options for ordering a healthy school lunch on Wednesdays and Fridays. Ordering is easy and online. The options are Sushi on a Wednesday and a Bakery selection on a Friday. Please visit www.lunchonline.co.nz to get started.

We aim to be rubbish free and appreciate everyone's efforts to have healthy and wrapper free lunches.

Messages

We will make every effort to deliver messages for children that are of an urgent nature. Time constraints and class location can affect this. Please ensure messages are delivered with plenty of time for our staff to action them. Teachers can be contacted before and after school or during breaks.

New Entrant Transition to School Visits

New Entrant students are encouraged to visit the school prior to starting. We offer 4-6 visits as this allows your child to familiarise themselves with:

- their teacher
- their fellow classmates
- class routine
- bells ringing e.g. morning tea

These visits are held on Wednesday mornings from 8.55am–11.00am in the New Entrant class. If you have any queries please contact the school office.

Office Hours

Our school office staff are available 8.30am to 3.30pm daily. Phone messages are cleared regularly throughout the day.

Open Door Policy

Teachers enjoy having informal contact with parents before and after school. However discussions at this time can only be brief. As we are sure you appreciate, class time is teaching time. Therefore if you wish to have an in-depth discussion of any concerns or about your child's progress with their teacher, we ask that you make an appointment. The Principal is also available to meet with you and offers tours of the school on a regular basis.

Parent Helpers

We welcome Parent Helpers in the school. We value and appreciate your help. The areas where help is needed is varied: In Class Support, Sports Coaching and Trips, Road Patrol Supervision, PMP, Enviro-Groups, Adventure Zone supervision and Kapahaka. Your interest and involvement are important to the school – please talk to class teachers or the office about how you can support our school.

Parents with Special Interests

If you feel you can in some way assist at school in a speciality field – eg dance, drama, piano playing, sport, PE, art, sewing, science etc we would certainly appreciate hearing from you.

Payments – KINDO

Payments can be made to the school via KINDO, our online payment system. Alternatively payment can be made to the office by cash or cheque or Internet banking. School bank account details can be found below.

If sending money to school please place in an envelope marked with child's name and room number. More than one item or one child's payment can be included on one payment.

Bank: ASB

Account Name: Paparangi School Board of Trustees

Account #: 12 3223 0115693 00

Please include child's name and room number in a reference field.

Photographs, Videos and Sound Recordings at School – Guidelines

Images and recordings may be shared online and the school has a duty of care to protect the students from unexpected use of any images or recordings of them while they are at school.

During 'regular' class times: From time to time parents may wish to record their child doing something special in class time, for example doing a special presentation to their classmates. We expect parents to ask permission from the teacher before they take any photos, videos and sound recordings during 'regular' school times. This includes before and after school, during intervals, in class times and during lessons taking part in other parts of the school. We may allow parents to take images or recordings of their own child but not other schoolmates at these times.

During 'public event' times: There are many times when we invite parents and others to 'public' events in the school or events outside the school that students are taking part in. Examples would be school sports events such as the cross-country or Northern Zone inter-school events, trips to public places such as the Zoo, assemblies and performances such as DanceSplash and kapa haka festivals. These are occasions where many parents would reasonably like to capture the performance of their child(ren). At these 'public' times those attending are able to take photos and videos and the school has no authority to limit their use. However we do request that parents are especially considerate of the privacy of others and refrain from sharing images and recordings of other students online. Some families do not give permission for images of their children to be displayed online.

The school does display photos of learning in action on its website, facebook page and online learning portfolios. The school seeks consent from parents for permission to use children's images. Please contact the office to update your permissions at any time.

Pre-Enrolment Register

A register of students intending to attend Paparangi School is kept. This assists with long term planning and budgeting. It would be appreciated if details of children aged three and up, who may attend Paparangi School, be given to the office. The school contacts families regarding open mornings and other relevant activities.

Reporting to Parents—Children's Progress and Achievement

We report twice a year on progress and achievement in Reading, Writing, Maths and other key learning areas. Student Led Workshops are held in Term 2. Children receive mid year and end of year written reports.

Road Patrols

Road patrols are rostered on duty from 8.30am–9.00am and 2.50pm–3.10pm daily. An adult supervisor is at the crossing every day. Year 6 children are trained as crossing monitors. Children and parents are reminded for their own safety, to use the pedestrian crossing.

School Banking—ASB Bank

School banking is available at school every Thursday. If you would like to register your child for ASB school banking, please collect a form from the school office.

School Hours:

8.55 am to 3.00 pm

**children should not arrive before 8.30am and must be collected by 3.15pm.*

Morning Play: 11.00 am to 11.30 am

Lunch: 1.00 pm to 1.50 pm

School Grounds

School grounds/the hall are available for hire by community groups - contact the School Office. Families are welcome to use the grounds when available out of school hours. However, we ask families not to send children down to the school without adult supervision. Banks are out of bounds as play areas but playground equipment is available for use. Thank you for treating our playgrounds, gardens and Adventure Zone with care and respect.

❖ No Parking on school grounds - car park for staff only

We appreciate that parking is at a premium on Beazley Ave and the surrounding streets but remind parents that there is NO parking in the school grounds or in the staff car park by the school hall at all times. With a growing staff there is no room for other cars. Please park on the street to drop off and collect your children. We appreciate your support!

❖ No Dogs on school grounds

Dogs are NOT permitted on the school grounds at all times. We thank all the responsible dog owners who respect the rule about no dogs. We have replaced the missing signage to help everyone remember!

Sickness

If your child is feeling ill before school, please keep them home. It is very difficult looking after unhappy, sickly children at school and it is an extra task to contact you to come along and pick them up.

If your child has been away, please make sure they are cleared of illness before returning. When children are at school they are expected to participate in all activities, including being outside getting fresh air at playtime or lunchtime. The exception where appropriate, is physical education, eg sport and swimming (Please note if your child is to be exempt activities such as these we require a note from you).

If your child falls ill whilst at school the office staff or teacher will contact caregivers to come and collect them. They will remain in the sick bay and be cared for until they are collected by a parent or nominated caregiver.

❖ **Allergies**

As we have a number of students in the school with food allergies we strongly discourage all students from sharing food and drink with each other. The teachers discuss this with students. If your child does have an allergy we encourage self-responsibility first of all. Please make sure your child is fully aware of what symptoms they should watch out for and when to ask for help. Inform your child about the systems in place to keep them safe and where to go for help. Encourage the child to take responsibility for managing their allergies by routinely washing hands before eating, not using water fountains and not sharing food.

In addition to encouraging self-responsibility some Junior classes are Egg or Nut free to ensure safe environments are provided for children with severe allergies.

For children who have allergies we ask parents to provide the office details of symptoms, severity and medication so we can assess whether we need to include them on our Health Alert Register. If your child is anaphylactic please provide the school with an Epi-Pen and Action Plan from your Health Professional. If you have any concerns or queries please contact the school office.

❖ **Head Lice**

From time to time headlice is a problem at school. If your child or someone else in their class catches head lice, a notice will be sent home to inform you. Please act on this immediately. Lotion, shampoo etc are available from the chemist. Prevention is the key—long hair tied back and carry out regular checks.

Sport and PE

All children will be expected to participate in PE & Sport throughout the year. Opportunities are given to each child within weekly PE programmes to develop and gain experience in a wide range of skills and sports. Inter-school sporting activities for Year 4-6 students include:

- Athletics
- Cross Country
- Football
- Netball
- Swimming

Extra-curricular miniball and netball are also offered after school in some terms. These activities are reliant on having willing parents to manage, coach and transport children. Other Saturday morning sport involves a large number of our children and is organised by local clubs. Information regarding sports groups, arts activities and holiday programmes are often listed under *community notices* in the school newsletter.

Stationery

Start of year stationery can be purchased through the shop of your choice or online via Officemax. Stationery is available from the school office throughout the school terms.

Student Leadership

We encourage students to take leadership roles in a variety of ways, including:

- Assembly organisation and presentation
- A buddy system between older and younger classes for curriculum and social skills
- Library Monitors
- Peer Mediators
- Road Patrol
- Reading Buddies

Students will receive information about these opportunities from their teachers throughout the year.

Sun Smart

Students are expected to wear a suitable wide-brimmed hat (min 7.5cm) when going outside as part of our SunSmart Policy in Term 1 and Term 4. Students without an appropriate hat will be asked to remain in designated shade areas during intervals. School hats are available for purchase from the school office.

We also encourage students to drink plenty of water during summer terms, even bringing an extra water bottle can be a good idea. Keeping well hydrated helps prevent sunstroke, heat exhaustion and, most importantly, improves concentration!

Uniforms

The school does not have a uniform. Comfortable clothing and shoes suitable for physical activity should be worn. (Please no jandals, flip flops or heels).

School T-shirts are provided for student use during one off events. These must be returned washed and clean in a timely manner after the event has finished. If the t-shirt is lost, not returned or damaged you may be charged per item outstanding.

Valuables – Toys, Electronic Devices, Sweets & Treats

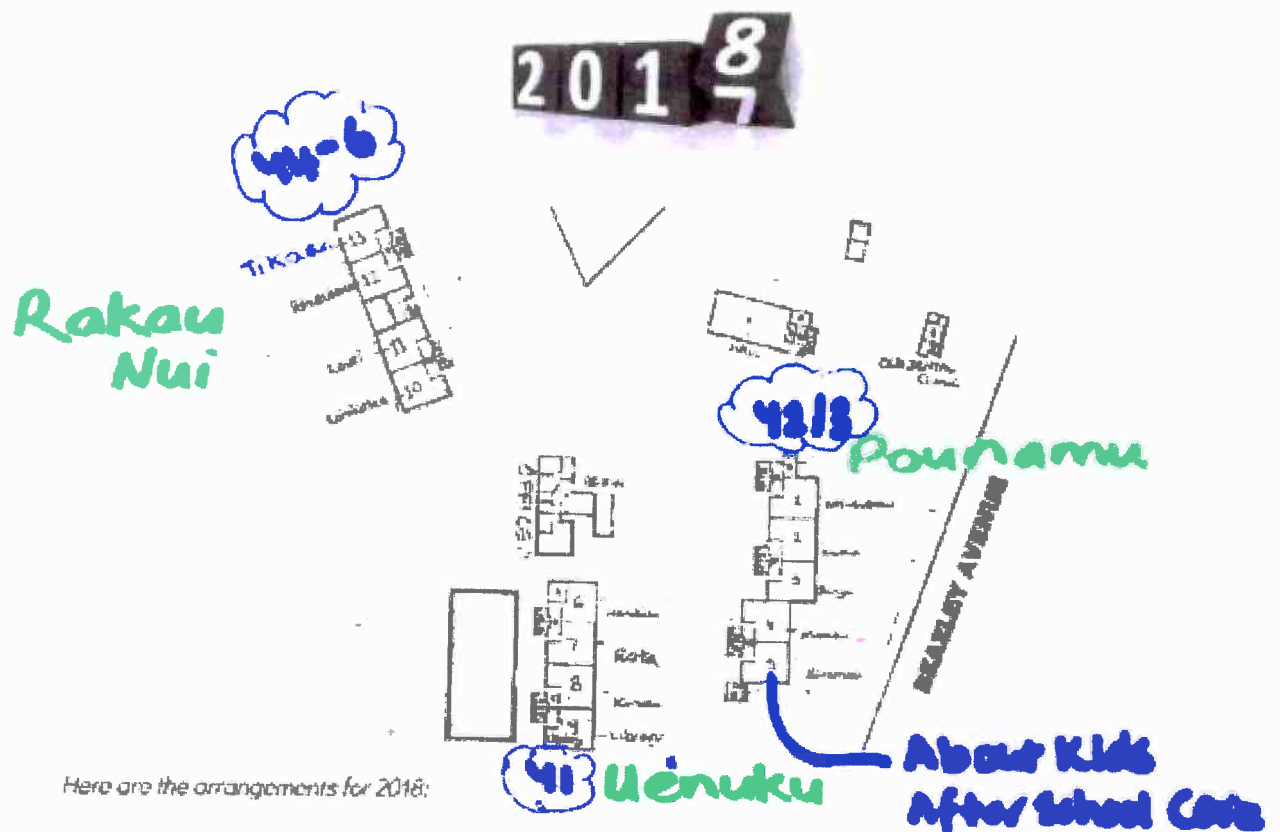
Children are permitted to bring cellphones to school provided they are named and handed in to the school office at the start of the day. We discourage children from bringing other special items from home as they may get lost or broken and then a great deal of valuable time is spent sorting out the various problems associated with these. No sweets, fizzy or gum at school either. Occasionally there will be a special reward where toys are welcome – Teachers will contact you directly about treat days.

Whānau Group

The Whānau group meet approximately once per term. This group's existence is dependent on support from interested families and all members of the school community are welcome to attend. Dates are published in the school newsletters and invitations are sent out by email.

Website

The school website address is [Paparangī School Website](#). Latest newsletters and term events are regularly updated on this site. The school also has a facebook page which parents can follow to get updates and event information.



School Staff 2018

Tracey Arthurs	Principal	principal@paparangi.school.nz	
Pounamu Learning Team			
Clare Adams	Deputy Principal	Rm 1 - Kotukutuku	Year 2/3
Sarah Grant		Rm 2 - Kowhai	Year 2/3
Sam Diggins	SENCO	Rm 3- Ponga	Year 2/3
Jason Middlemiss		Rm 4 - Manuka	Year 2/3
Uenuku Learning Team			
Ilona Szakats	Assistant Principal	Rm 7 - Rata	Year 1
Trelise Curle		Rm 7 -Rata	Year 1
Wendy Blue		Rm 7 - Rata	Year 1
Liz Daniel	Pre-School Liaison	Rm 8 - Karaka	NE/Year 1
Rakau Nui Learning Team			
Loreece Vesty	Enviro Leader	Rm 10 - Kahikatea	Year 4/5
Jennifer Harrison	Team Leader Rakau Nui Maths Lead Teacher	Rm 11 - Kauri	Year 4/5
Jane McKinlay	Music and Kapa Haka	Rm 12 - Pohutukawa	Year 4/5
Alisha Sprott	Sports Co-ordinator	Rm 13 - Ti Kouka	Year 6
Support Staff			
Lorraine Weaver	Office Manager	office@paparangi.school.nz	
Kerry Young	Office Assistant	kerry@paparangi.school.nz	
Carolyn Collis, Trudy Strom, Marilyn Daly	Part time Teachers	This team provide release to teachers across the school.	
Lynn Smyth	Librarian Teacher Aide	Jenny Curtis	Resource Teacher of Literacy
Kuini Taefu	Teacher Aide	Christine Newton	Reading Recovery Teacher
Megan Gill	Teacher Aide	Leo Parra	Caretaker
Meerza Iqbal	Teacher Aide		
Min Jeong Kim	Teacher Aide		
Tanya To'oala	Teacher Aide		