



## PROCEDURE 1.1.2

### PREPARING FOR SCHOOL PROCEDURE

**Note:** Tokomaru School is governed by an enrolment scheme, which was approved by the Ministry of Education on 24 October 2018.

*Under this scheme, students will be enrolled if they live within the home zone. The zone extends from the intersection of Humes and Tane Road, to Tokomaru East Road, to Kaihinau Road, to Opiki Road, Ashlea Road and back to the starting point.*

*The enrolment of out of zone students is governed by the provisions of the Education Act 1989.*

*The enrolment scheme, which includes a precise description of the home zone is available on the school website, or at the school office.*

### GUIDELINES:

To help develop a positive experience for child and parents/caregivers:

1. Initial contact is to be made with the parents/caregivers prior to the child starting school by the New Entrant/Year 0 teacher.
2. Pre-schoolers are encouraged to join the new entrants' class for visits in the four (4) weeks prior to starting school or at the discretion of the teacher. These visits are generally arranged as follows: one visit per week in the first two weeks, two visits per week in the next two weeks for a total of six visits at varying times of the school day.
3. It is a legal requirement that a parent/caregiver stays on site during these visits.
4. Enrolments should be made at least a week prior to the child starting school; earlier is preferable as it enables the school to plan class numbers well ahead of time. Parents/caregivers are to provide proof of birth for their child eg Birth Certificate at enrolment. Vaccination Certificates are also required at this time.
5. Parents/caregivers of pre-schoolers will be provided with a New Entrant Enrolment Pack outlining normal school procedures and helpful information about the school.

**NOTE:** *At the time of reviewing this procedure, we had begun the process of consultation with our community to implement an Enrolment Scheme (zone). Please refer to additional Enrolment Scheme documentation should a Home Zone be in place.*