



NGA PUNA O WAIOREA ENROLMENT POLICY (Ratified September 10th, 2009 at Whanau Hui)

Communication

Panui

The school puts out a monthly newsletter, with all the information on all school events and any meetings scheduled, including Rumaki notices. The Rumaki also puts out pānui weekly to keep whanau informed at all times about events happening in the unit.

Phone List

A whanau phone/email list is also put out at the beginning of the year so whanau can communicate easily with each other.

Whanau Hui

Whanau hui are held each month on the second Wednesday of the month except for the first hui and any clashes with holidays. Whanau hui minutes go out by email and are also sent out with the latest weekly panui. The hui will run for 2 hours from 6.00 – 8.00 pm. If hui need to go longer this will be negotiated with those present.

See appendix 1 for Guidelines for Nga Puna o Waiorea Hui Facilitation

Ropu Tautoko

The whanau will be divided into 'ropu tautoko' of 5/6 whanau members with at least one fluent speaker in each group, a mix of new and old Whanau members and will be geographically clustered where possible. The idea of the group is to provide support, guidance and encouragement for each other (help organise transport, childcare, reo etc). One member of the ropu will take on the task of ropu co-ordinator, responsible for reminding and informing members of events and commitments.

The ropu tautoko will also be responsible for:

- Facilitating whanau hui twice a year.
- Supporting various whanau activities on a rostered basis (eg kai for study wananga, kapa haka, tikanga hui, Hakari etc)
- Supporting language development and setting language goals
- Encouraging group participation
- Meeting at every Whanau hui
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Nga Puna o Waiorea Tikanga Hui (1st and 3rd terms of the year)

Purpose

- Whakawhanaungatanga - to continue to establish meaningful relationships with each other beyond the monthly whānau hui and ropu groups.
- Give opportunities to learn te reo, karanga, whaikorero, waiata
- Wananga any development issues for the unit
- To raise wider issues related to tikanga or policy and implications for Nga Puna o Waiorea, staff and school.
- Create learning environments for the whānau (students and adults).
- Take responsibility as a collective whānau for different mahi, acknowledge reciprocal and mutual obligations.
- Sharing our individual expertise, knowledge and resources with the whanau.

Monthly whānau session with students

Morning waiata/karakia session (charts with words to be available) be implemented to develop whakawhanaungatanga within the classroom setting eg. First Tues of each month at 8.45 am for half an hour at the beginning of the day.

Enrolment Criteria

The whanau 's goal is to extend the number of Maori speaking whanau in Nga Puna o Waiorea to support the highest standard of Te Reo in the unit for all students. The target ratio is for 70% competent speakers to 30% emerging speakers. Competent speaking students are those who have had 6 years in Maori medium education.

1. The student is able to speak Te Reo Maori
2. The whanau and student are committed to supporting the educational and cultural dimensions of Nga Puna o Waiorea.
3. The Whanau are speakers of Maori or are actively learning Maori
4. The prospective Whanau & student/s agree to the 'whanau agreement' (see below)

Siblings of tamariki within Nga Puna o Waiorea are given preferential entry if the whanau meet the above criteria.

- Whanau with siblings will not have to go to a 'tono hui' if this is okayed at a whanau hui.
- Whanau who have siblings in mainstream will also be given preference to those who do not if they meet the above criteria.
- When whanau meets the full criteria for entry the order of entry in to the unit will proceed in order of date of enrolment.

Whanau Agreement

1. Each Whanau commit to support the educational/academic development and success of their student/s. Attendance at Parent – Teacher interviews and ensuring student attendance at compulsory Rumaki activities - Homework Centre, Study Wananga and Kapa Haka is expected.

2. Each Whanau commit to support the Nga Puna of Waiorea Kaupapa and Whanau.

- Participation in Whanau Hui. There is an expectation that one whanau member attends each whanau hui. In the event of a crisis /unforeseen circumstances ensure you tender your apologies. There will be a register for attendance at each hui. If hui are being missed regularly i. e. two hui in a row your group will discuss issues of non- attendance and offer support and encouragement. If the group is unsuccessful the issue will be taken to a whanau hui.
- Participation in 'roopu tautoko'. At the first hui each whanau (in their ropu tautoko) will set goals for the improvement of their reo both in formal and in formal settings. At the end of each term these goals will be reviewed in the groups. The group will review these.
- Participation in cultural events and student support activities. Some of these activities will be rostered through the 'roopu tautoko' and include study wananga support, kapa haka, tikanga hui , fundraising etc)

3. Each whānau commits to increase their knowledge of Te Reo and its use in the home. A minimum of 40 hours (formal classes/ wananga) are to be undertaken by each whanau (of second language learners) every year. Nga Puna o Waiorea whanau will provide a range of language context opportunities both formal and informal where possible. At least one close whanau member undertakes to speak Maori as much as they are capable to student/s at home.

Student Agreement

1. Enrolment in Nga Puna o Waiorea requires an academic commitment from all students. In addition to full attendance and active participation in class, students also commit to attend the following compulsory Rumaki Activities.

- Homework centre
- Study wananga
- Kapa Haka
- Other Rumaki cultural activities and events

We have read and understand these requirements and accept our responsibility to the kaupapa and the whanau of Nga Puna o Waiorea.

We will keep our contact details current with Whanau/unit/school

Signed (whanau).....

Signed (student)..... Date.....

Email Address:.....

HomeAddress:.....

Home Phone:.....

Toku Röpü Tautoko

Ngä Ingoa:

Enrolment Process

Ring the school and this information booklet will be sent out to you.

The whanau coordinator/Dean will ring you to discuss our criteria. The Whanau and student/s will then be invited to a 'tono hui' to meet staff and Whanau and to discuss expectations and entry requirements into Nga Puna o Waiorea.

- If prospective whanau first wish to sit in on classes and or whanau hui please organise this with kaiako.
- Whanau will be invited to attend a tono hui with representatives of the whanau and teaching staff. Students and Whanau will be assessed against the enrolment criteria above.
- Please forward a copy of the student's birth certificate and school records to the Dean prior to the Tono hui or bring them along with you.
- Te Reo Maori will be the first language of this hui unless arranged to be otherwise.
- Kaiako will assess the students reo through informal conversation
- The decision to accept or decline a request for admittance to Nga Puna o Waiorea will rest with the whanau decision making process.
- The new whanau will be informed of the decision within 3 days of the hui.
- The kaiako will negotiate a time for new whanau to start. They will be welcomed in to the unit with a whakatau

Appendix 1

Guidelines for Nga Puna o Waiorea Hui Facilitation

Preparation

- Gather agenda items prior to hui and before hui commences on the night
- Have some copies of the previous minutes for agenda (not for everyone)
 - There is a folder of Nga Puna o Waiorea minutes in the Marae with copies.
 - Minutes are to be sent out as a hard copy by mail, by email, and on the Rumaki website.
 - Ensure the laptop is available for minute taking.
 - One person from the group must ensure the Principal receives minutes and notification of any major decisions.

Procedure

Share the various tasks of facilitation among your group e.g. facilitator, person for mihi/karakia, time keeper, minute taker.

1. Mihimihi, waiata, karakia (an opportunity to practice these skills; If there are new whanau or manuhiri don't forget to mihi to them)
2. Minutes from last hui/Matters arising
3. Go through agenda items after clarifying order of priority
4. Timekeeping- hui no more than 2 hours, seek agreement to continue if necessary, defer non urgent items.
5. Ropu tautoko meet
6. Karakia whakamutunga
7. Facilitator needs to check minutes before they are sent out.
8. One hui per term is in Te Reo Maori
9. Budget actions to be separate at every hui