

## Transition to School and Enrolment Information

### Enrolment Form



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# Cashmere Primary Te Pae Kererū

*Together empowering to thrive.*

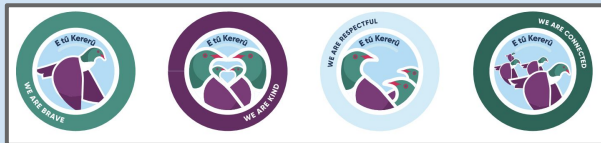


Cashmere Primary  
Te Pae Kererū

## Our School

### School Values:

*We are kind.  
We are brave.  
We are respectful.  
We are connected.*



### Teaching and Learning Teams:

#### **Māunu (Yr 0-3)**

Leaders of Learning: Kirsty Brownlie, Libby Day

#### **Pīrere (Yr 5-6)**

Leaders of Learning: Meg Cadillac, Denise Thompson-Marr

#### **Kātua (Yr 7-8)**

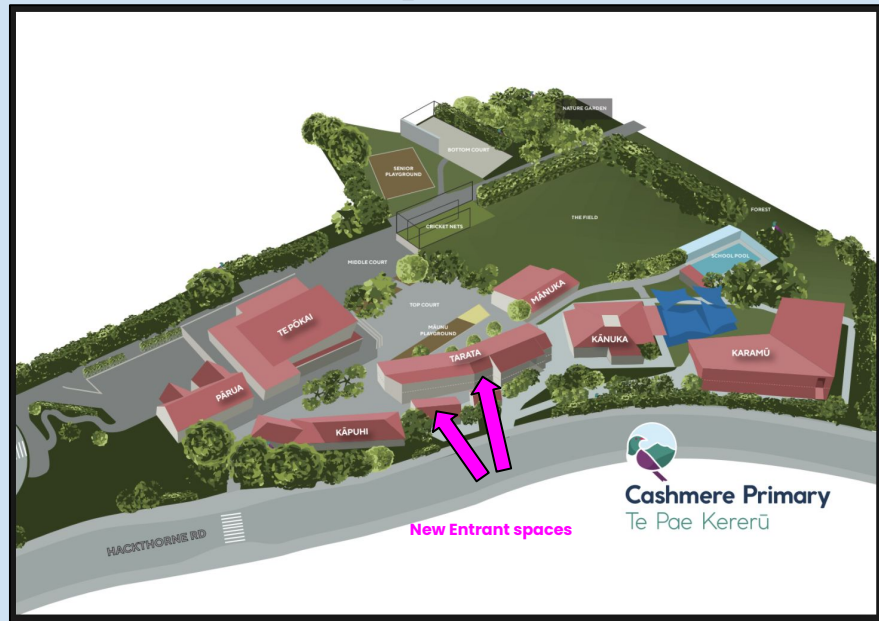
Leaders of Learning: Nicky Tudor, Clare Doornenbal

### School Contact Information:

School Office phone (03) 332 6786

School email address: [office@cashmereprimary.school.nz](mailto:office@cashmereprimary.school.nz)

## School Map






[Enrolment Form](#)

# Cultural Narrative – Cashmere Primary Te Pae Kererū

Te Pae Kererū is the Te Reo Māori name that has been approved by Te Rūnanga o Ngāi Tūāhuriri and gifted to Cashmere Primary. The name translates as ‘the perch of the kererū’ and is reflective of the abundance of kererū within the wider Cashmere/Port Hills area and that kererū are frequent visitors to the school. The theme around kererū has also been incorporated into the names of our learning teams and learning spaces. Teams are named after stages of a kererū chick’s development and our buildings are named after native trees that can be found in our area and upon which kererū may perch on.

## Team Structure

From Term 1, 2025 the school will transition from four teams to three, aligning with the new phases of learning from the refreshed New Zealand Curriculum, Te Mātaiaho. We will have three learning teams, Māunu, Pīrere and Kātua. Each year level will continue to have dedicated homeroom teachers delivering age-appropriate learning. Our teachers will continue to work collaboratively, with the support of two Leaders of Learning for each team.

		
<b>Phase 1 (Y0–3)</b>	<b>Phase 2 (Y4–6)</b>	<b>Phase 3 (Y7–8)</b>
Thriving in environments rich in literacy and numeracy *	Expanding horizons of knowledge and collaborating *	Seeing ourselves in the wider world and advocating with and for others *
*The critical, evidence-informed focus for the phase		



# Meet the Māunu Team 2025

## Year 0/1 Collaboration



Kirsty Brownlie



Denise Bruce



Sandra Chapman



Kathy Phillips



Laura Brewer



+ Akiko (Science)

## Year 1/2 Collaboration



Caz Smith



Libby Day



Martha Toghill



+ Kimberly (Science)

## Year 3 Collaboration



Rebecca Turner



Sorcha Ellison-Jones



+ Laura (Science)

# Tips for School Readiness



Cashmere Primary  
Te Pae Kererū

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## Be Positive!

Talk positively about school and focus on things your child is looking forward to i.e. making new friends, seeing old friends from preschool, learning new things.

Have fun in the playground in the weekend and after school so that your child feels comfortable being at school. You may also like to hire a school pool key to use the school pool during the Summer months.

Talk about what the school day is like. Talk about start time, finish time, learning time, eating time and play time!

Participate enthusiastically in pre-entry visits.

Talk about their teachers. Show them pictures of the people that they will see at school.

## Practise....

- packing and unpacking their school bag.
- opening and closing their lunchbox/drink bottle.
- eating out of a lunchbox if they aren't used to doing this.
- putting on and taking off school fleece, shoes and socks.
- toileting independently
- reading books regularly with your child.

## If your child is keen to do more you can...

- practise counting objects.
- learn the names and sounds of lowercase letters.
- help your child learn how to write their name.
- practise recognising and writing numbers.



# A Day in the Life of a New Entrant



At Cashmere Primary Te Pae Kererū, we facilitate best practice teaching. Our goal is to implement a strengths based curriculum, using Positive Education Strategies, with child wellbeing at the centre of all we do. We want our learners to feel happy and safe so that they can thrive and be their best at school.

We are fortunate to have a staff with a wide range of strengths and passions. At CPTPK we maximise this collective expertise through collaboration. Collaborative practice occurs within learning teams, with 2 -3 teachers working and planning together in each collaboration. Each child has a homeroom and a homeroom teacher who they spend the majority of the time with, however they also get to learn and play with other children and teachers who are in their collaborative group.

Our school day is action packed from 8:55 AM – 2:55 PM each day! New Entrant children attend (at least) 2 pre-entry school visits before they start school, to familiarise themselves with their learning space, meet their teacher and classmates and to experience a taste of what school will be like. Once they start school, NEs will stay for the whole day. Parents are however welcome to talk to their child's homeroom teacher if they feel their child would benefit from a shorter day every now and then as they transition to school.

# A School Day



Cashmere Primary  
Te Pae Kererū

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## Current Daily Timetable

- 8.30 - School opens
- 8:55 - Learning starts
- 10.40 - Morning tea and play
- 11.10 - Learning time
- 12.15 - Lunchtime eat
- 12:30 - Lunch play
- 1.00 - Learning time
- 2:00 - Short play
- 2:10 - Learning time
- 2:55 - School finishes



# School Lunch and Food Safety



Cashmere Primary  
Te Pae Kererū

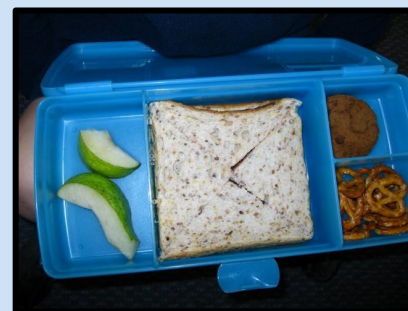
[Enrolment Form](#)

Learning is hungry work! Please ensure your child has plenty of food to fuel their day. We encourage a healthy, balanced lunch – we have included pictures of some great examples! Please aim for litter free lunches. Any rubbish that comes to school will come home in your child's lunch box.

In order for our children with severe allergies to remain safe at school, we strongly recommend that no nut products come to school (especially sticky nut products such as nut butters and bliss balls) and ask that whānau keep this in mind when making lunch for your child/children.

It is important that students at Cashmere Primary Te Pae Kererū only eat lunches and snacks that have been prepared at home and should not share food with others. Please share this important message with your child/children so that they know not to offer or swap food with their friends at school. If your child has nut products in their lunch please ensure your child's homeroom teacher knows. Children who have nut products in their lunch must be encouraged to wash their hands after eating in order to keep all learners safe.

Bought lunches are available on Fridays and are organised by the PTA. Orders are made using the school's KINDO site. You need to set up a KINDO account in order to do this. Orders need to be made by 4:00 PM on the Thursday before. The link to KINDO can be found here: [Kindo](#)





# School Uniform and Stationery



**Cashmere Primary**  
Te Pae Kererū

## Uniform

At Cashmere Primary Te Pae Kererū, uniform can be purchased online from the Mainland Uniforms website

<https://mainlanduniforms.nz>

## Stationery

Each Team at CPTPK has specific stationery requirements. We use Office Max as our stationery supplier. Their website is

<https://www.myschool.co.nz/CPTPK>.

Once your child has been assigned to a homeroom, you can order the required stationery online by searching the name of the homeroom in the Office Max school section – see link above. The stationery will be delivered to you.



[Enrolment Form](#)

# Important Information and Helpful Links



Cashmere Primary  
Te Pae Kererū

## Reporting to Whānau and communication

At Cashmere Primary Te Pae Kererū we use a management system called: Hero. This is where we share information about your child's learning and also post their school report comments. Parents are able to login at any time to access their child's report comments etc. It is important that parents download the Hero app so that they can access this information.

## Absences

The Hero app can also be used to log absences, if your child is unwell. Alternatively parents can email or phone the School Office to notify us of an absence.

## KINDO

KINDO is a site used for Friday lunch orders and is also used to purchase other food items, fundraisers and tickets.

## Emergency Packs:

To enable us to be prepared in an emergency situation, we require all students to provide the following items, sealed in a named snaplock plastic bag; a warm beanie, 2 muesli bars and an emergency blanket. Emergency blankets are available to purchase at the school office for \$6.

## To email any staff member at school...

Use the following as a guide:

firstname.lastname@cashmereprimary.school.nz

For example: kirsty.brownlie@cashmereprimary.school.nz

To email the Office use: office@cashmereprimary.school.nz



## Other Useful Links

[Bought Lunches](#)

[After School Care](#)

[School Website](#)

[Enrolment Form](#)

[School Donations](#)

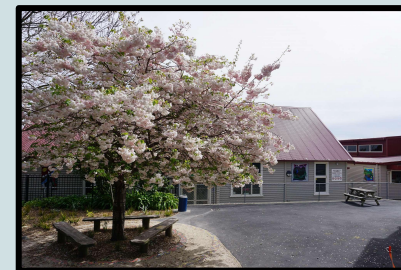
[PTA](#)

[Ministry of Education – Practical information about education for parents and carers.](#)

[Child Pedestrian Safety](#)

[Stationery](#)

[Community Dental Service](#)





# Frequently Asked Questions

[Enrolment Form](#)

## **When will my child have his/her pre-entry school visit?**

Your child will be invited to attend two pre-entry visits at Cashmere Primary Te Pae Kererū. Parents will be contacted about these approximately 1 month before your child turns 5. The pre-entry visits usually happen on the two Tuesdays prior to your child's 5th birthday. The first visit is from 8.45 - 11.15AM and we encourage parents to stay for this visit. The second visit is from 8.45 - 11.45 AM. If your child feels secure and confident you may like to leave them for their second visit, to let them experience being at school on their own. .

A positive transition to school is very important. Please feel free to discuss with Kirsty Brownlie and your child's homeroom teacher, how we can best support your child in this transition.

## **What is the system for class placement?**

Children start school on or after their 5th birthday and are placed in a homeroom with other children who have recently started school. Children will remain with the same homeroom teacher for the remainder of the year.

## **Where can we purchase a school uniform?**

Mainland Uniforms - <https://mainlanduniforms.nz>.

## **What do the senior buddies do?**

When your child starts school, they will be assigned a Year 7 or 8 senior buddy. This buddy will often come to eat morning tea and lunch with them and will be available during break times to support your child in the playground. This will continue for the first 6 weeks of school.