

## Te Kamo Kindergarten Staff Community Report

**High quality learning delivered** - Learning outcomes for children; The learning environment both inside and out; professional learning undertaken; purchases, plans for change, Te Ao Maori

- **Learning outcomes for children:** This term, as a result of increased interest in family role play, we have reconstructed the playhouse inside. This has proved incredibly popular with a diverse range of tamariki, providing opportunities for tuakana-teina, problem-solving, turn-taking and sharing, as well as increasing their spatial awareness as they share a small confined space.
- As a result of ongoing discussion and reflection we have adjusted the way we record curriculum design for the children. Our new system is noted on the office whiteboard, and in the staff meeting minutes making it quicker and easier to see our goals for each tamaiti, and less time consuming to record.
- **Professional learning undertaken:** Earlier this term, Paula attended a day long course in Auckland provided by Autism New Zealand entitled "Way to Play". This has resulted in her learning new ways to effectively engage with and support tamariki with Autism.
- Paula has also completed her Annual Appraisal.
- As a team we have begun our professional learning journey around the Healthy Heart award and look forward to sharing our new learning with tamariki and whanau.
- As a result of her position as Acting Head Teacher, Hayley has attended professional learning opportunities around leadership.
- **Purchases:** Puzzles from Kidz Jigz; Small doll house, furniture and wooden accessories for indoor playhouse from Kmart.
- **Plans for change:** Through internal evaluation we are looking into ways we can, continue to support our 2 year olds; provide current information to prospective parents; participate in the Healthy Heart Award and increase our sustainability practices. The result of these evaluations will see opportunities for kaiako and tamariki to work together to increase knowledge and understanding in a variety of areas, as well as make positive changes to the kindergarten kaupapa and environment.
- **Te Ao Māori:** Roimata called in for her termly visit in Week 6, as a result of her manaaki, we have made changes to our pepeha wall in the form of rearranging the wording, making our pepeha bigger and taking more of a central focus.
- Unfortunately Ross from Whangarei Lawn Mowing Service was unable to continue taking care of our lawns, as a result we now employ CrewCut to do this on a regular basis.
- As a result of evaluation, planning and consultation with PPM and maintenance, we now have an upgraded bike track for the tamariki to use. The new track provides tamariki with many opportunities to ride, scooter and run. It can also be used in conjunction with loose parts as an obstacle course, resulting in the tamariki being able to develop their creativity, imagination and problem solving skills.
- Paula has begun to work on a project plan to upgrade the mud kitchen area by adding a roof and making it more of a destination small space for the tamariki. The result of this development will make the area more attractive for the tamariki and enable its use in all weather as it gets very hot in summer with no shelter, and very boggy in the winter rains.

**Relationships – Strong sustained relationships and partnerships:** Community Engagement: Pumanawatanga, transition to school visits, trips, visitors into the kindergarten, special events, etc

- **Transition to School visits:** On the 21st August, Hayley took 6 children to visit Whaea Nicki at Kamo Primary School. Again, this was a successful visit resulting in tamariki becoming more familiar with the environment they will be going in to when they start school. Hayley was accompanied by 2

parents in support, who were also able to see the Transition class and discuss enrolment processes. We have begun the process of transitioning our child with Autism to school by working alongside Jan Dalley, Anna Patu and the whanau, this will result in a seamless transition enabling the child to be comfortable and confident in the new environment.

- Visitors into kindergarten: Roimata MacFarlane, Gay Easterbrooke, Kim Townsend, and Jan Dalley. As a result of their visits they have supported not only kaiako in their practice but also been available to individual tamariki and whanau. Anna Patu has continued to support our child with Autism on a Tuesday and Thursday.
- Special events: This term we shifted our annual whanau event to be a whanau lunch. Due to our increasingly multicultural status we decided to host a shared lunch, encouraging attendees to bring one of their family favourite dishes to share. As a result of this event we were able to strengthen our relationships with whanau and enjoy different tastes and textures. We will look at making a shared lunch an annual event.
- As a result of support from Roimata MacFarlane, we have continued to integrate and extend our use of Te Reo me nga tikanga Maori in our daily practice, as well as upgrading our Kindergarten Pepeha Wall (by the mat area).
- Following staffing changes over the past term and a half, Te Kamo Kindergarten has remained the calm and pleasant environment we are known for.
- We have held Mihi Haere this term for Dorian, Brace and Nette-Ann who have all moved out of the area, and Anahera, Timothy, and Étienne who are all continuing their learning journey's at school in term 4. This is always a special occasion where we celebrate tamariki and their learning journey.
- We continue to welcome siblings and extended whanau into the kindergarten resulting in a supportive and welcoming environment.

**Promotion – Lifting the profile of the kindergarten within the community:** newspaper stories and photos, open days, kindergarten out in the community, promotional flyers sent out, etc

- We have continued to advertise vacancies via Facebook, Seesaw and newsletter, as well as through word of mouth. This has resulted in 3 new enrolments this term.

**Finance – Financial Stability:** Management and administration (roll numbers, variation report explanation, fund raising, grant applications etc

- Management and administration: This term we welcomed Annette Eastgate as a reliever for two weeks while Shelley was on leave. Shelley Squires has accepted the position of Long Term Reliever until the end of 2018. Shelley has a long history with Te Kamo Kindergarten. Her appointment has resulted in consistency for the tamariki and the ability to maintain the our current programme.
- Roll numbers: At the conclusion of this term we have had 3 children leave for school and 1 move out of the area. This has resulted in our roll numbers are slightly down, with only 3 under 2's on our waiting list. We have been fortunate that one of our spaces has been filled with a child transferring from another kindergarten.
- Fundraising: This term we have started using MyVitaBag as a fundraiser. With supermarkets moving away from plastic bags, these sets of reusable produce bags should will be beneficial to our whanau moving forward. As a result of this fundraiser we will purchase plants to soften and brighten our lower playground/ bike track.

**Services – Services delivered that are relevant to the communities they serve:** Ensure our services meet our communities' needs. Working alongside of NKA: PPM, speech and Language therapist, Pou Whakarewa Tikanga Maori visits. Environmental sustainability,

- Speech and Language Therapist: We have continued to communicate with Gay which has resulted in her visits throughout the term, as well as supporting one of our children at her weekly clinic.
- Pou Whakarewa Tikanga Māori: As a result of visits from Roimata we have begun to redevelop our Kindergarten Pepeha wall which is located by the mat area).
- Working alongside other outside agencies: As a result of continued communication with Jan from the Ministry of Education we have been able to support our child with Autism to transition to school.
- We have also begun to work with Abi from the Heart Foundation as we begin the journey toward achieving our Rito Healthy Heart Award.

#### General Comments:

Our inaugural whanau lunch held on the 21st of September was a great success. We enjoyed having this time to share with whanau and catch up with those who are unable to make it to our evening celebrations. We will look at making this an annual event.

We have again enjoyed, and are grateful for, the support, wisdom and guidance of Kim, Roimata and Gay from the NKA management team.

#### Acknowledgements:

A big thank you to Annette Eastgate for supporting our team as a reliever this term, as this has resulted in consistency for our tamariki and whanau.

This term we had an unprecedented number of whanau who came to help with our termly clean up. Thank you to everyone that cleaned, scrubbed, weeded, washed, dried and swept! We really appreciate all your efforts in helping keep our place neat and tidy.

Thank you to NKA Maintenance and Jeremy Hansen for completing the re-design of our bike track. The tamariki are thrilled with the design and being able to utilise this with the bikes, scooters and other resources.

Thank you to all our whanau who continue to contribute fruit, vegetables, collage and other resources. This support is valued and appreciated by kaiako and tamariki.

Term: Three

Date: October 2018



**Please email this page to your Professional Practice Manager on the last day of term along with the full report**

*(It does not need to be presented to the community)*

**Kindergarten name:**

| <b>Health and Safety</b>   | Term 1 | Term 2 | Term 3 | Term 4 |
|--|--------|--------|--------|--------|
| Daily playground checks have been completed all term   |        |        | /      |        |
| Termly playground checks have been completed   |        |        | /      |        |
| Daily Hazard Checklists have been completed for this term and a copy of any new Hazard Record Sheets and Action Plan (Form E) have been forwarded to the Association <b>and</b> placed in the Kindergarten Hazard Register   |        |        | /      |        |
| The Term Hazard Checks (Forms M and N) have been completed and a copy of any new Hazard Record Sheets and Action Plan (Form E) have been forwarded to the Association and placed in the Hazard Register for everyone to view |        |        | /      |        |
| The Earthquake Procedure has been carried out and has been noted on the correct form   |        |        | 21/08  |        |
| The Trial Evacuation Procedure have been carried out and the Trial Evacuation Report (Form Q) has been completed and emailed to the Association for this term  |        |        | 11/09  |        |
| <b>Child and Adult Health and Safety</b>   |        |        |        |        |
| There have been accidents/incidents reported to the Association this term  |        |        |        |        |
| The following forms and procedures have been completed as necessary:   |        |        |        |        |
| • Site Safety Induction Checklist (Form C)   |        |        | /      |        |
| • Contractors Acknowledgement (Form I)   |        |        | n/a    |        |
| • Volunteer Health and Safety Acknowledgement (Form H)   |        |        | n/a    |        |
| • The Health and Safety Induction Register (Form B) has been updated   |        |        | /      |        |
| Trial Fire Evacuation procedures have taken place  |        |        | 09/08  |        |
| Trial Earthquake drills have taken place   |        |        | 21/08  |        |
| 1 <sup>st</sup> Aid Kit updated  |        |        | /      |        |
| <b>Personnel Management</b>  |        |        |        |        |
| All pre appraisal meetings have taken place:   |        |        | /      |        |
| Any Appraisals completed : please name and date:<br>Paula Crump  |        |        | 10/09  |        |
| Any professional learning undertaken: (Please list and name attendee)<br>Way to Play - Paula<br>Leadership with Joseph Driessen - Hayley<br>Leading with Heart and Soul - Hayley   |        |        |        |        |

Under earthquake procedures and trial evacuation procedures please put the date in the space provided.