

**Ko Te Aho Matua te t̄āhūhū o tōku whare**

**Ko te reo me ōna tikanga ngā heke whakamau**

**Ko te whānau , te whanaungatanga ngā pou**

Te Kura Kaupapa Māori o Ngā Mokopuna kura tono and pānui process.

**3.8 *Kia kite ngā tamariki ko te whānau tonu e whakahaere ana i te kura, ko te whānau hoki e mahi ngātahi ana me ngā pouako, ka tupu ia me te mōhio ko te wairua me te mana Māori motuhake e kākahu ana i a ia me tōna kura. – Te Aho Matua***

Whānau governance is a major feature of Ngā Mokopuna, the tono process has been instituted to ensure whānau are completely aware of their responsibilities. It is also a chance to impress the responsibility on whānau to kōrero and support māori at home and in the wider community

***Te Ira Tangata – Ahakoa iti, he iti māpihi pounamu. He kākano i ruia mai i Rangiatea. E kore ia e ngaro. Te Aho Matua***

1. Whānau get puka tono from the kura Office. Admin will record the whānau name, on uplift of enrolment pack. Enrolment pack will include – The Enrolment and enrolment criteria (copy of the reo plan) Complete and return the paperwork.
  2. All expressions of interest and tono are to taken through the Office in the first instance
  3. a) Paperwork given to the Tumuaki  
e) Tumuaki PA to organise a meeting with parents, tamaiti and Tumuaki.  
Purpose of the Tumuaki and whānau meeting is to:
    - Discuss the philosophy and daily life of Kura under Te Aho Matua.
    - Show the whānau around the kura
    - Take the whānau to the possible classroom the child may enter into, greet the teacher and students
    - Tumuaki to relieve the kaiako for 10 – 15 minutes to allow the kaiako to have an informal conversation with the child and mātua to assess the level of te reo māori
    - Answer any questions from the whānau
  - h) Tumuaki and relevant kaiako discuss the level of the child’s reo and decide if appropriate before informing Ohu Hapori of the outcome.
  - i) If reo ability of tamaiti is assessed as not appropriate, Tumuaki feeds back to whānau including possible actions to achieve a positive outcome as set out in the ohu reo process.
4. Tumuaki contacts Ohu Hapori to organise meeting with the whānau  
Purpose of the Ohu Hapori and whānau meeting is to:-

- Explain the responsibilities of whānau under Te Aho Matua especially in relation to te reo Māori being the ONLY language spoken during kura hours and when children are present.
  - Explain the role of whānau in self management and the responsibilities of whānau to support and contribute on 1 or more ohu.
  - Explain the tono process for hui ā whānau
  - Use Te Aho Matua mātāpono as a guideline for questions to ask in relation to what their desired outcomes may be whilst the whānau are at Te Kura Kaupapa Māori o Ngā Mokopuna
6. If the whānau is accepted, they proceed to whānau hui. Ohu Hapori co-ordinate the tono process at the whānau hui.
  7. Ohu Hapori formally recommend to whānau hui that tono be accepted with the proposed starting week. Please note: - Pōhiri dates are Monday of Week 1 and Week 6
  8. Whānau given verbal acknowledgement that their tono is accepted by a member of the Ohu the following day after the hui ā whānau
  9. Whānau notified formally by the Ohu delegate that their tono has been accepted the following day after the hui ā whānau .
  10. Tumuaki confirms with kaiako of tamaiti start date
  11. Child and whānau informed of pōhiri date by the office administrator.

**PANUI WHAKARITENGA (for teina of whanau already in kura)**

*Te piko o te mahuri*

*Tērā te tupu o te rākau*

1. Whānau get puka tono from the kura Office. Admin will record the whānau name, on uplift of enrolment pack. Enrolment pack will include – The Enrolment and enrolment criteria Complete and return the paperwork.
2.
  - a) Paperwork given to the Tumuaki
  - e) Tumuaki PA to organise a meeting with parents, tamaiti, kaiako (where appropriate and practical) and Tumuaki.
 

Purpose of the meeting is to:

    - Gather necessary education information about the tamaiti
    - assess reo ability of the child to fully participate in immersion learning environment
    - Answer any questions from the whānau
  - h) Tumuaki and relevant kaiako discuss the level of the child’s reo and decide if appropriate before informing Ohu Hapori of the outcome

- i) If reo ability of tamaiti is assessed as not appropriate, Tumuaki feeds back to whānau including possible actions to achieve a positive outcome as set out in the ohu reo process.
3. Tumuaki contacts Ohu Hapori to organise meeting with the whānau  
Purpose of the Ohu Hapori and whānau meeting is to:-
  - Reiterate the responsibilities of whānau under Te Aho Matua especially in relation to te reo Māori being the ONLY language spoken during kura hours and when children are present.
  - Reiterate the role of whānau in self management and the responsibilities of whānau to support and contribute on 1 or more ohu.
  - Use Te Aho Matua mātāpono as a guideline for questions to ask in relation to what their desired outcomes maybe whilst the whānau are at Te Kura Kaupapa Māori o Ngā Mokopuna
4. Tumuaki confirms with kaiako of tamaiti start date
5. Child and whānau informed of pōhiri date by the office administrator.

### **PROCESS for FORMER TAMAITI/TAIOHI RETURNING**

Whānau to go through full tono process