



Tōku Ara

Tōku Ara (My Path) is a residential localised curriculum specifically designed for Whangamatā Area School Year 10 students at the Wharekawa campus in Ōpoutere.

CAMPUS OPERATIONS - GENERAL PROTOCOLS

OUR MISSION IS...

To set students on a path of personal growth, and support them to discover and develop their potential, through challenging experiences within our local environment.

Areas of Operation

Wharekawa Lodge, Opoutere

Campus Management Team (CMT)

Director

Operational Director

Lead OP

Standard Operating Procedures

WHAREKAI - KITCHEN

Breakfast:

- Breakfast duty group is to be ready 45 mins before breakfast to help prepare and set up.
- Students are to wait in line on the deck.
- The cook or a mentor will lead karakia.
- Students file through, buffet style breakfast and can sit inside or outside depending on the weather.
- Students are responsible to clear their own plates/cutlery and stack them at their group sink.
- The breakfast duty group does the dishes and puts them away, wipes down all surfaces, sweeps the floor.

Lunch:

- Where lunches are conducted on site and the weather accommodates, students will often line up to receive their food.
- The cook or a mentor will lead karakia.
- Students file through one at a time and receive their food.
- Once all students and staff have been served, students who would like “seconds” are called on table by table.
- Students are responsible to clear their own plates/cutlery, scrap excess food from plates before stacking in the appropriate tray at their group sink.
- The lunch duty group does the dishes and puts them away, wipes down all surfaces, sweeps the floor.



Dinner

- Dinner duty group is to arrive at 5pm to prepare dinner with the operational director overseeing the task.
- Each poutama duty group sets their table and puts the dinner in the middle of the table.
- Students are to wait in line on the deck.
- Students enter the kitchen in an orderly fashion, clean their hands with sanitiser, then sit down without touching anything on the table.
- Poutama mentors are responsible for leading the karakia at their own table.
- Visitors are always served first if they are a guest at your table.
- Students are responsible to clear their own plates/cutlery, scrap excess food from plates before stacking in the appropriate tray at their group sink.
- The dinner duty group does the dishes and puts them away, wipes down all surfaces, sweeps the floor.

SHOWERS

- Showers can be taken prior to breakfast, during free-time each day, and after dinner up until 8.30pm.
- One student at a time is to access showers at any one time.
- Students should limit shower time to 3 minutes to conserve water and provide an opportunity for all students to access the hot water.
- The Operations director is to check the shower and bathroom facilities before evening debrief to ensure that they are left tidy or to check for graffiti etc.

LAUNDRY

- Dirty clothes are to be placed in the laundry baskets inside each dorm.
- Rooms can only wash their clothes on the allocated wash day and follow the protocols outlined in the laundry.
- Laundry should be done prior to breakfast or during freetime as required.
- Bed linen is to be washed and changed on the Thursday of week 2.
- Clothes dryers should only be used in wet weather, clothes lines are the preferred means of drying clothes.
- Students rostered to laundry duty must ensure that the floor is clean, rubbish emptied, linen cupboard clean and linen folded, and the cleaning products room is tidied.

WHARE AKO

- The duty group is responsible for the tidiness of the whareako each day.
- All games are to be packed away on completion of playing.
- Books and stationery to be returned.
- Take care when opening and closing the windows
- During the colder months stack the firewood and duty group is in charge of lighting the fire.
- No climbing out of the windows
- No throwing items around the room or at others.



- Duty group will ensure the whareako is vacuumed, tidy and bins emptied daily.
- Do not write on the whiteboard, unless asked to.
- No play fighting, wrestling or boxing to be done in the Whare ako.

LOUNGE

- The duty group is responsible for the tidiness of the lounge each day.
- All games are to be packed away on completion of playing.
- Books are to be returned to the bookshelf when completed.
- Take care when opening and closing the windows
- During the colder months stack the firewood and duty group is in charge of lighting the fire.
- No climbing out of the windows
- No throwing items around the room or at others.
- No play fighting or wrestling to be done in the lounge.