



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 SUPERVISION

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

All Tokū Ara staff

Standard Operating Procedures

1. GENERAL INFORMATION

- All staff are asked to have their mobile phone with them while on duty, it is very handy in getting help if a problem arises. The Operational director or Director will contact the Medical Centre, Principal or other staff if a crisis occurs on or within the campus.
- Mentors are encouraged to interact with the students, however, the primary role of a mentor is to supervise the students and to be vigilant in looking out for potential problems. Report any problems to the Operational director so that any rogue behaviour by groups of students can be better-tracked, suitable help given, and action taken. E.g. tension between groups of students may boil over into open confrontation over a period of days. Get on top of the small things so they don't turn into big things.
- Please do not DO or FIX things for students if they are capable of achieving it themselves. This applies to laundry, duties, cooking, dishes, service, returning equipment. Your primary role is to teach and oversee them through tasks.
- Mentors and OP staff are encouraged to take photos throughout the day. Please let students know that you will be doing this during activities and why.
- Ask students to pick up papers, food scraps etc, and keep areas free from litter. Encourage the core value of Kaitiakitanga.



- During whanaungatanga, all leisure time supervised activities will be discussed and displayed on the whiteboard in the whare ako.
- Students are not to run around the bathroom and laundry area, or through the kitchen into the lounge.
- Students are encouraged to wear sunscreen and a peak hat throughout the day.
- Students are not to leave the campus without the permission of a mentor or the Operational director. A staff member must always supervise students if leaving the campus.
- If a student is injured, staff can call for help by contacting the Operational director, and by asking another staff member or student to go for help. Staff on duty are responsible for ensuring that the student receives medical help and that the incident is written up in the incident book in the first aid room, and also logged on to the Thinksafe app. The Director and WAS Principal must be informed of any major injuries especially when an ambulance is called.

DORMS

- Students are encouraged to socialise in the communal areas of the Wharekawa campus and not in their dorms. Students are not permitted to enter other students' dorms.
- Students are not allowed in their dorms during curfew times.
- Students are not to climb in and out of the dorm windows.

RECREATION

- Large ball games and cricket are to be played on the lawn at the back of campus only.
- Students must wear a bike helmet if riding their bike around campus.
- A mentor must supervise students when they are washing their wetsuits and hanging them out to dry. Students must fill a plastic bucket with water and wash out their wetsuit then hang out to dry on the steel frame by the staff house. Wetsuits are NOT to be hung on the clothesline.
- Students must ask permission from a mentor to use any equipment on campus. Equipment must be returned, cleaned and put away.
- All bushcraft knives are to be stored in the staff house in the lockers. Students must have permission from the operational director or the mentor on duty to use them. The mentor is responsible to hand them out to the student and to collect them. Students must whittle in an allocated area on campus and are NOT to whittle outside their dorm, in the whare ako or lounge. Students must clean and tidy the area after they have finished whittling. Whittling is not permitted after dinner.
- If students decides to have their hair cut or designed, there must be a mentor present and this activity must be done outside in an allocated area. Students are NOT to do this in their dorms or in the bathrooms. Students must tidy up this area and put all their hair into the rubbish or compost.