

Manurewa West Primary School

Whakatau- (hand-over process)

- Whakatau/ whakawhanui/ poroporoake will always proceed after the National Anthem has been sung.
- The class student speaking at the School assembly will introduce the principal to the School and parents to share her words of wisdom, Principal comes to the front and stands to the left side of the stage, Manuhiri will stand to the right side of the stage nearest to the ICT wall.
- Kai karanga to guide the visitors, and bring them into the hall.
(Always check if bringing their own kai karanga so we can call back and forth.)

If a Kai karanga is not available for the Manuhiri, to cover both sides correctly in tikanga a student from Manurewa West School can answer on behalf of the Manuhiri. Students have done this many times for our School when needed.

Tāngata Whenua (Hosts) Manurewa West Primary School

1 - Greetings Start (Mihimihi)

- Manurewa West- 2 or 3 selected male students and or staff seated in front row, the second row will seat the female management staff, and the third row will seat the Kapa Haka group for (waiata tautoko) support singing.
- From the front row, one selected male student or staff member stands to recite the School pepehā and welcomes visitors to Manurewa West Primary School.
- Once he has finished, he will remain standing and the kapa haka group will waiata tautoko (Sing a song of support)
- He will sit down once finished and ask the manuhiri (guest speaker) to respond in the same format.

Manuhiri (Guests) – such as new staff and visiting dignitaries

2 - Response from guests (Whakautu)

- Manuhiri speaker will stand and make their speech
- Guests will sing to support (waiata tautoko) their speaker
- Once they have finished they will sit down and hand it back to us (Tāngata Whenua)

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3 - Closing Speech (Kōrero otingia)

- When manuhiri have finished and sat down, our side will respond with a final Kōrero, carried out by the principle of Manurewa West Primary School.
- The Principal will stand and recite the School pepehā followed by a speech to the Manuhiri (guests)
- Once the principle has finished, remain standing so the tangata whenua in all rows and kapa haka group can waiata tautoko (Sing a song of support)
- Once finished tāngata whenua remain standing.

This brings back the tikanga to our side this needs to be done, it represents the Tāngata whenua.

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4 - Coming Together (Kotahitanga) – completing the handover

Kai Karanga will acknowledge the handover is being done and ask the Tāngata whenua and Manuhiri to stand and instruct the following;

- Tāngata whenua remain standing and line up on our side, so the Manuhiri can move to our side to greet and Handshake (Hariru)

Making us all one people we all shake hands and this is the hand over part

- Present new staff with a Taonga gift on behalf of Manurewa West Primary School, place a lei around each of the Manuhiri and then our Kapa haka group will sing again to close.
- Whole School to Participate give Piki pakipaki (applause)
- Selected individual to close with karakia.

All sitting together finish watching the assembly performance from allocated class.

- **(Naku noa Whaea Kohu Tongaawhikau (Cultural Advisor).**