



# Kairanga School



**For Life We Are Learning  
Whaia te matauranga,  
kia ora ai tatou**

**1099 Kairanga-Bunnythorpe Road,  
R D 5,  
Palmerston North, 4475  
Ph: (06) 329 0824**

**E-mail: [office@kairanga.school.nz](mailto:office@kairanga.school.nz)  
[international@kairanga.school.nz](mailto:international@kairanga.school.nz)**

Kia ora and thank you for enquiring about our school.

Kairanga School delivers a high quality, balanced education and is focused on developing well-rounded, capable students who are lifelong learners.

Kairanga School is located 5 minutes' drive from the boundary of beautiful Palmerston North and is a Decile 8 school, renowned for providing students with the opportunity to participate in the great New Zealand outdoors as part of the school curriculum.

Our wonderful staff deliver The New Zealand Curriculum's 8 learning areas (English, The Arts, Health and Physical Education, Learning Languages, Mathematics and Statistics, Science, Social Sciences and Technology) through well planned and targeted learning opportunities. Kairanga School is committed to providing programmes and initiatives to both support and challenge our students. We recognise children's diverse abilities, interests, cultures and experiences, and aim to provide a wide-ranging programme that will meet all of their needs.

We believe that for schools to be successful there must be a strong and dynamic partnership between family, school and the community. We provide an inclusive culture and welcome families from all over the world.

Kairanga School promotes **Quality**, encourages **Perseverance** and empowers each student to create his or her own pathways to **Success**.

The school values **Respect, Caring and Integrity** are an integral part of the teaching and learning programme. They are expressed in everyday actions and interactions within the school.

In addition, we encourage each student to:

- Develop a positive attitude and work ethic
- Self-regulate their learning
- Inquire and create new knowledge
- Develop key competencies to ensure they become a lifelong learner
- Take pride in personal and collective achievements
- Enjoy outdoor education activities
- Care for the environment
- Show resilience and respond to change
- Be creative and strive for excellence
- Meaningfully use technology in a global community

We are very proud of our school, and the achievements of our pupils. Parents are encouraged to be involved in the school. This handbook has been prepared to provide information and to encourage a positive relationship between home and school.

If you would like to know more about Kairanga School, information is available on the school website. [www.kairanga.school.nz](http://www.kairanga.school.nz)

Nga mihi nui

James Rea

Proud Principal, Kairanga School

### **Our Facilities include:**

- Well-resourced Library
- 3 separate playgrounds
- Extensive, well maintained playing fields
- Cycle/ Scooter Path
- School Hall and Multi-Purpose Room
- Music Room
- Wide range of ICT equipment Wireless network

### **Program Features:**

- Student and House Leaders
- Year 8 Leadership Team
- Enrichment Programme
- Various sporting activities and sports teams

### **Programmes and Support:**

- Swimming Programme
- Life Education Programme
- Outdoor Education Programme including annual school camps (Yr 4-8)
- Extensive Learning Support Programme to raise student achievement
- Reading Recovery Programme to raise literacy levels
- Physical Education (PE) programme for all year groups

### **Hours of School.**

School is open Monday to Friday, 9.00am – 3pm. Students are able to enter the school grounds from 8.30am and expected to be ready to start their school day by 8.50am. All students must be collected by 3.30pm.

## **School Terms – 2020**

<b><u>Term</u></b>	<b><u>Begins</u></b>	<b><u>Ends</u></b>
Term 1:	3 February	9 April
Term 2:	28 April	3 July
Term 3:	20 July	25 September
Term 4:	12 October	15 December

**Public Holidays:** 6<sup>th</sup> Feb – Waitangi Day; 8<sup>th</sup> June Queen's Birthday; 26<sup>th</sup> Oct Labour Day

We are fortunate to have an experienced and dedicated team of people who work together to create a dynamic and exciting school, full of opportunities and learning adventures for our students. **Below is a list of key contacts in our school.**

## **Staff**

Mr James Rea	Principal		
Mr Greg Codyre	Deputy Principal	Karearea	Year 6, 7 & 8
Mrs Joanne Lark	Teacher	Takahe	Year 2
Mrs Tracey Galloway	Teacher	Tui	Year 1
Mrs Susan Saunders	Teacher	Kokako	Years 3 & 4
Mr Michael Boddy	Teacher	Kereru	Years 4, 5 & 6
Ms Donna Millin	AP/Senior Teacher	Koromako	Years 5 & 6
Ms Leonie Peters	Teacher	Ruru	Year 6, 7 & 8
\Ms Ann Waddell	Office Manager		
Mrs Sharon Conger	Reading Recovery		
Mrs Robyn Verdonk	Teacher Aide		
Mrs Gayle Collis	Teacher Aide		
Mrs Helen Hardy	Teacher Aide		
Mrs Sarah Booker	Teacher Aide/Liberian		
Mrs Nadine Lovejoy	Teacher Aide		
Mrs Lucy Wistrand	Teacher Aide		
Mr Eddie Stewart	Caretaker		

## **BOT**

Chairperson..... Jeremy McLachlan

## **Home and School**

Chairperson..... Amy Fisher



## **Absence from School**

If your child is unable to attend school, **please** let us know as soon as possible. You can phone (06)329 0824 or text (027)318 7666.

Please message your child's name and class. You may also email if you wish to [office@kairanga.school.nz](mailto:office@kairanga.school.nz)

Alternatively, please send along a note with a sibling.

If you are away during term time attending a family outing, then please

**LET THE OFFICE KNOW** our teachers are busy people and these

Absences are recorded by the office thank you.

## **Annual Sporting and Cultural Events**

Each year our school holds a number of sporting and cultural events for all children. These include Swimming, Athletics, Cross Country, Speeches and Poetry Celebration. We have a strong cluster of nine schools with whom we have sporting contact. From our school, children are selected to participate in the Te Kowhai Cluster Championships, i.e. competing against students from the eight other schools in our cluster. This is an opportunity for our students to participate and achieve in higher level competitions.

## **Assembly**

Full school assemblies are held on Friday afternoons at 2.30pm in the school library. Student of the week certificates are awarded at this time. We encourage you to come along and celebrate your child's success.

We also have a brief notices assembly from 9 – 9.15am on Monday mornings.

## **Behaviour Management**

At Kairanga School we believe that all children have a right to attend school without being hurt or upset. Our behaviour management system includes many positive approaches to affirm students who are modelling great behaviour. Alongside this each class has its own system to manage negative behaviours, as well as a school reflection system which results in parents being informed about any misbehaviour quickly. We appreciate the parental support we receive with this. We take a firm and fair approach to bullying and use Ministry of Education guidelines for serious misconduct.

### **School Rules**

- **To respect other people and property**
- **To keep myself and others safe at all times**
- **To do the right thing at the right time**

A copy of the School's Behaviour Management Flowchart is available to you if you would like to view it.

## Positive Approaches

We believe strongly in the importance of having clear and consistent guidelines and routines throughout the school and in the importance of developing a partnership with parents.

## Positive Classroom Approaches

Each class has its own routines to encourage and reward pupils throughout the day. These vary according to teacher, class age and syndicate, but are all within the behaviour management guidelines.

Please talk to your child's teacher to see how you can support their system.

## Positive School Approaches

- Buddy Classes
- Assembly Class Award
- Positive Playground Awards
- Teaching values and social skills, e.g. respect & cooperation.
- K Kards – At any time your child can be given 'K Kard' points for a variety of positive things that happen during the day. When your child has enough points they are eligible to have free fun with their peers. These treats are scheduled twice per term.
- Kairanga Kid attribute: a weekly focus to highlight one of the 5 values.



The Kairanga Kid is an easy-to-use visual representation for the characteristics we want our learners to have developed during their time in our school.

You can use these at home to promote positive behaviours and work habits.

## **Bicycles**

Children who are 10 years of age or older may ride bicycles to school, independently.

**Cycle Helmets** - It is compulsory by law for all children to wear an approved cycle helmet when cycling to and from school. Law states that children must be 10 years and older to be able to ride their bike on the road without being accompanied by an adult.

## **Book Clubs - Scholastic**

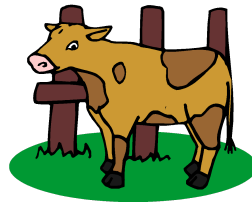
Order forms are sent home with children. These represent good value and help to stimulate an interest in reading. This is run by our Home and School committee. Cheques for orders are to be made payable to **Scholastic New Zealand**.

## **Boys and Girls Agriculture Club**

Children are given the opportunity to raise calves and lambs in preparation for Lamb & Calf day, usually held near Labour weekend.

We also hold 'Indoor Exhibits' the day before. This is a day where children prepare displays such as sand saucers, vegetable novelties and decorated biscuits and cakes. This is a major event in our yearly calendar, and every pupil is involved in.

Details about the day and indoor exhibits will be sent home via weekly newsletter or class notices.



## **B.Y.O.D. (Bring Your Own Device)**

Students in any year group are allowed to bring a device to school to support their learning. There are strict guidelines to follow and a B.Y.O.D. agreement for parents/caregivers and students to sign. See your child's teacher for details.

## **Cyber Safety**

Kairanga School recognises that it is essential to ensure the safe use of ICT within the school community. We have rigorous cyber safety practices in place and the ministry provided enterprise quality filtering and connectivity. We have **cyber safety use agreements** for all school staff and expectations for students to follow.

## **Change of Details**

For your child's safety, it is important that the school office has your current personal information. Please inform us of any change of details since enrolment – address, bus, medical, work and home phone numbers etc.

## **Contacting Teachers'**

All parents are welcome to talk to their child's teacher at any time throughout the year; however, we do ask that you phone the school office to make an appointment. You are also welcome to email the teacher. All teacher emails are in the format of [name@kairanga.school.nz](mailto:name@kairanga.school.nz). Please do not hesitate to contact them if you have any concerns or feedback.

## **Communication**

**Weekly Newsletter** - A newsletter is produced every Wednesday and is posted to See Saw and emailed to all families on our email list. This newsletter informs parents of school activities, meetings and other functions.

**Facebook** – The Facebook page keeps families and the community up to date with happenings at Kairanga School.

**Noticeboard** – Lost, found, community and buy/sell second hand uniform advertisements can be left at the office for display on the school noticeboard (which is located outside the entrance to the school hall).

**SeeSaw** – An online portfolio of learning including communication and reporting systems.

## **Mobile Phones**

Pupils are not allowed to have these during school. Any phones that **need** to be brought must be handed into the office on arrival at school, or they will be confiscated. There is a phone available in the office, should your child need to contact you urgently.



## **SCHOOL UNIFORM:**

There is **no compulsory** school uniform, allowing you to choose items that best suit your child's needs. There is a compulsory shirt to purchase, to use as a member of a sports team, or at school events.

Our tops are available from the office and the cost is \$45.00. These need to be ordered in advance from the office.

## **Dental Treatment**

Dental treatment is carried out by the Nurse Palmerston North Intermediate Normal School. Appointments will be made for children and forwarded to parents. Parents are asked to arrange transport for their children or advise the nurse if you are unable to attend the appointment.

Appointments for emergency treatment can be made by contacting the Nurse, phone 358-0547.

## **Email**

The school email address is [office@kairanga.school.nz](mailto:office@kairanga.school.nz) if you have an article/notice for the weekly newsletter; please send to this email address.

## **Emergency Procedures**

To ensure the safety of all staff, students and visitors, should an emergency occur, efficient drills are practised for the whole school at least once per term. Please sign into the visitors' book at reception if you are here for a visit.

## **Enrolment of Pupils**

If you wish to enrol your 5 year old please call the school office as soon as you know that your child will be attending Kairanga School.

We are zoned and a copy of zoning information is available from the office.

All 5 year olds on our projected roll will be contacted approximately 1 month prior to start date. Details of enrolment and transition to school visits will be discussed. When you enrol your child we need a copy of your child's birth certificate and immunisation certificate.

## **First Aid / Accidents to Children**

Our staff hold and regularly update their First Aid certificate. Minor injuries, i.e. cuts and grazes are dealt with by the staff at school. If a serious injury occurs and we are unable to contact the parents, we will contact the people on your emergency contact

list or we seek a doctor's advice directly. Each year parents are required to update emergency and medical information.

***Please ensure that your contact details are kept up to date by notifying the office of any changes during the year.***

## **Home and School**

The school is fortunate to have a strong Home & School committee which supports the school in many ways, providing a link between parents and the school, fundraising and involving new families in the school.

Meetings are held once a month and are advertised in the school newsletter. You are very welcome to attend.

A new parent morning tea is held each term to welcome new families to our school.

## **Homework**

Formal homework is set at the discretion of the teacher, taking into consideration the classroom programme at the time. Home readers will usually be sent home with junior children.

All children need to set aside 15 minutes every night to read, whether it be alone or shared with a parent. As well as this, spelling and Maths facts practice should be done each night.

We believe that any homework set should not impinge on pupils outside commitments. Homework is not preparation for Secondary School. Seniors may have individual projects to complete as well.

## **Houses**

All children belong to one of our houses. ***Kowhai***      ***Totara***      ***Rimu***      ***Rata***  
(Yellow)      (Blue)      (Green)      (Red)

Houses are used as the basis for many activities in the school, such as sports and in-class incentives. House leaders are selected in February of each year.

## **Laminator**

The school also has a laminator available for public use. The current costs are:

A4 sheet ~ \$.2.00      A3 sheet ~ \$4.00 Please enquire at the office.

## **Lunches**

Students must bring food with them every day for morning tea and lunch. School lunch options are available for purchase on Monday and Fridays. More information is

available through the school office. Students should bring water for drinking throughout the school day.

## **Library**

We have a well resourced library, which we view as a vital resource in our school. Children may take two books home at any time. Books are returned within the two week issue period.

We encourage all children to visit the library during their free time as well as part of a class visit. We also receive a visit from the Palmerston North Mobile Library once a month and children are able to return and issue their public library books.

## **Lost Property**

This is put into a container and is displayed at regular intervals. Named articles can be returned to their owners immediately, so **please name children's clothing**. Unclaimed articles are disposed of at the end of each term.

## **Matters of Concern - Procedures**

We pride ourselves on our approachable and available nature.

If you are unhappy with any aspect of your child's education or the operation of the school, please come and talk with us, following the procedures below as necessary.

### ***PROCEDURES***

#### **1. Concerns and complaints regarding any staff members**

- You should discuss your concern with the person who is the subject of the concern, if appropriate.
- If at this stage resolution is not forthcoming, you should discuss the matter with the Principal. The subject of the concern should have been informed that this action is being taken, if appropriate.
- As a final resort, the Board of Trustees should be asked to intervene and assist with the resolution of the concern. This will be done in writing.

#### **2. Concerns and complaints received by the Board of Trustees.**

- Written complaints received by the Board of Trustees will be dealt with in committee.
- If the procedural steps described above have not been followed the Board will request that the recommended steps be followed.
- The Board has discretion to determine the appropriate action to be taken in each case.
- The Board will adhere to the competency and discipline procedures laid down in the Primary Teachers CEC.

## **Medication at School**

There are times when you may need to request staff to administer medication to your child while they are at school. If this is necessary, you will be asked to complete an authorisation form. All medications given to any student are recorded in the school's medication register.

## **Leaving the School Grounds throughout the day**

Children who need to leave the grounds during the school day must be collected by a parent or caregiver and signed both out and in at the school office.

### **Newsletters**

Newsletters are posted onto the SeeSaw App each Wednesday. School newsletters provide up to date information on school and community events. We encourage you to read and discuss the weekly newsletter to ensure that you are well informed. We are also happy to email you a copy of the newsletter. Please advise Ann if you would like to be on our list.

Any notices you might have can be included, if appropriate. Please email it to the office by Tuesday at the very latest [office@kairanga.school.nz](mailto:office@kairanga.school.nz)

### **Outdoor Education**

School camps and Education Outside the Classroom (EOTC) are features of our school programme. Parent support is a very enjoyable and necessary part of these activities.

### **Parent Help**

We encourage the help of our parents in the school. If you have a special interest or strength that you could share with the children, we would love to hear about it.

As a country school, we greatly appreciate the help of those parents able to assist in transporting children on field trips or to sports events.

### **Parking**

Parking areas at school are limited therefore it can become very congested at drop off and pick up times. It is important to allow plenty of time when dropping off or collecting children. Please use the parks available. Do not double park or park on yellow lines or bus stops outside the school as this can cause a major safety problem.

- The Emergency car parks at the front gate are for emergencies only.
- To help ease the parking pressure for some large school events, (e.g. Outdoor Education Week) the basketball court may be open for parking.

## **Photocopying**

We have excellent photocopiers at our school and we are able to copy colour as well as black & white. The cost for using this is priced per copy and is: -

A4 (Black & White) 15 cents	A4 (Colour) \$1.00
A3 (Black & White) 30 cents	A3 (Colour) \$2.00

Please come to the office if you would like any photocopying done.

We charge a fee annually for each student to subsidise any copying of work material that needs to be done for resources that they use in class. This will show on the form that is sent home at the beginning of the year.

## **Reading Recovery**

We are fortunate to be able to fund a Reading Recovery programme that operates daily for one hour. Three children are on the programme at any one time for a 30 minute individual session each. The programme is for children aged 6.0 – 7.0 years who are selected after completion of a diagnostic reading/language test.

## **Religious Instruction/CRE**

This is taken by volunteer teachers each Friday morning, in Terms 2 & 3, from 9.00am to 9.30am. If you do not wish your child to attend please advise the office and therefore your child will not be at school until 9.25am on a Friday...thank you.

## **Reporting to Parents**

Our staff value the chance to talk to parents about the progress of their children. In a school such as ours, this often happens informally when dropping off or collecting children. There are, however, scheduled times and procedures for reporting.

In Term Two, parents are given the opportunity to come to interviews with teachers. These interviews are a valuable two-way exchange of information and you will be given a clear report on your child's achievement so far this year. If other matters of importance arise during the year, the class teacher will arrange to meet with parents as necessary. The final written report of the year will be sent home in Term Four.

We emphasise that parents are welcome to discuss matters with teachers or the Principal at any time. We would, however, ask that you do not approach the staff during class time, instead please make a time to meet in advance with the teacher concerned.

## **School Hours**

School Starts Teaching and Learning 9.00am – 11.00am

Morning Break 11.00am – 11.25am

Teaching and Learning 11.25am – 12.45pm

Lunch 12.45pm – 1.30pm

Teaching and Learning 1.30pm – 3.00pm

*New entrant students spend the full day at school from the time they start.*

## **School Early Birds**

Parents are requested not to have children at school prior to 8.30am. Those pupils who, with the Principal's agreement, must arrive prior to 8.30am are required to wait in a designated area of the playground until the bell goes to allow them into the classrooms.

This enables our staff to prepare for classes uninterrupted, yet still gives time for students and teachers to interact before classes begin. In bad weather, children may wait under the veranda outside Room 1.

## **School Fees**

Each year the Board of Trustees sets a school fee of which parents are advised during Term One. Each year the fee contribution is targeted to a particular project to benefit the children.

The 2020 levy has been set at: **1 child @ \$84.00; 2 Children @ \$138; 3+ Children \$180.00**

A copying levy per pupil of \$8.00 is also charged annually to families.  
SeeSaw charge is \$7 per child to offset cost of license.

## **Sausage Sizzle/Year 8 Fundraising Lunches**

On Mondays the Year 8's run a sausage sizzle at a cost of \$2.00 including bread and sauce; also Juicie's are available @ \$1.00. Children should place their order in Room 5 before the 9.00am bell.

On Friday's we also have Year 8 Lunches, these vary and you need to place your order in the container at the office by Thursday.

## **School Transport**

There are no school buses operating at Kairanga School.

Some rural children may qualify for School Transport Assistance through the Ministry of Education. To qualify, a pupil under ten years of age must live more than 2.4 km from their nearest school, and pupils ten years and over must live more than 4.8 km from their nearest school.

The actual dollar amount of assistance depends on the distance travelled to school. Application forms are available from the office.

## **Smoke Free Policy**

The school is a smoke free area and does not allow smoking within the school buildings at any time or in the school grounds.

Your cooperation is appreciated.

## **Sports Teams**

Organisation of sports teams is in the hands of Mrs Lark. Currently we have teams representing Hockey, Touch, Rugby, Basketball, Netball and Tee ball and Volleyball. In order for our pupils to be involved, we need parent coaches and managers. ***Can you help??***

Cheques for fees should be made payable to Kairanga School – we also have Eftpos available.

A large number of our students also play in outside clubs for Soccer, Rugby and Cricket. We try to advise you (when we know) of any upcoming club enrolment dates

## **Stationery**

We provide each child with stationery packs on the first day of school. All packs are priced at the most reasonable price per child that we can barter. A price list is available from the office. During the year some stationery items may be purchased from the office on a cash basis. A slip may be sent home outlining the necessary items and cost.

Please advise the office if you wish to purchase your own and we will issue you with a stationery list.

## **Sun Safety Procedures**

Our Sun Safety during terms 1 & 4 requires children to bring their own hats from home when outside. Sunblock (SPF30+) is available in all classrooms.

### **Telephones**

Permission for a child to use the school telephone must be obtained from a staff member.

***No Mobile Phones for students*** ..... see communication section earlier in this publication (***Mobile Phones***).

### **Valuables**

Money should not be brought to school except for specific purposes such as Book Club, Lunches, School Trips, Fees and that they are in a sealed envelope with the student's name on the outside.

The school accepts no responsibility for valuable items, such as toys, brought to school by pupils.

### **Website**

Kairanga School does have a web site, which is: [www.kairanga.school.nz](http://www.kairanga.school.nz) – we regularly update this with newsletters and photographs pertaining to school events and happenings. A calendar of events is also on this site.

### **Year 8 Leadership Programme**

In line with our understanding of Multiple Intelligences, we believe that all people can show leadership in their chosen occupation, home and society. Every week we run a Year 8 Leadership Programme covering; Leadership Attributes, Character Building, Relationships, Community Contribution, Choices and Decision Making. This group also has several responsibilities in our school, giving them respectful status amongst our pupils. Our Year 8's are young leaders in our school and we guide them how to do it.

