



KAITAIA PRIMARY SCHOOL INFORMATION BOOKLET



ADDRESS

TELEPHONE

E-MAIL

WEB SITE

Church Road, Kaitaia

(09) 4080228

kaitaiaps@xtra.co.nz

www.kaitaiaprimery.school.nz

Kaitaia Primary School Vision Statement

"Inspired and resourceful learners for life."
"Kia whakaara, kia manawanui mō tō na ao."

KPS MANAWA Values

Manaakitanga	Caring
Aroha	Love
Ngawari	Empathy and kindness
Awhina	Helping and Supporting
Whanaungatanga	Identity / Relationships / Family
Ākonga	Learning and teaching

KPS Graduate Student Profile

After six years at Kaitaia Primary School we want all our Student Graduates to be or to have strength in:

Self-Identity	Tu Tangata
Independent	Tu Kaha
Confident	Tu Maia
Connected	Tu Hononga
Innovative	Tu Auaha

KPS Effective Teacher Profile

To achieve our Student Graduate Profile KPS teachers need to be or have strength in:

Mana Tangata
aspirations.
Mana Whenua
Mana Whanau
integral
Mana Ukaipo
community.
Mana Tū
motivated

Effective Teachers value every child, their whakapapa and their

Effective teachers connect to and value the place where we live.

Effective Teachers make children's knowledge and experiences
to their teaching decisions.

Effective Teachers connect to and value the people of our

Effective Teachers are confident, resilient role models and self
learners.

INTRODUCTION

Welcome to Kaitaia Primary School which, in partnership with you, will be actively involved with the total development of your child throughout the years they are at our school.

We want your association with our school to be a happy one through close co-operation with you to the benefit of your child's education. It is our belief that together we share a common goal centered around your child.

We want you to feel free to discuss with us questions or suggestions that are related to the contents of this handbook.

The school charter and school policies are available from the office. Board of Trustees minutes are available and can be obtained from the school office.

SCHOOL AIMS

Kaitaia Primary School aims to:

Recognise and develop children's strengths by developing effective programmes in:

- Literacy
- Numeracy
- Science
- Technology
- Social Sciences
- The Arts
- Health and Physical Well Being
- I.C.T.
- Te Reo M ā ori

and by respecting their individuality in relation to:

- Ethnic, cultural, religious, social and family backgrounds irrespective of their ability or disability.

Our children have the right to the very best education; to enjoy every day of their learning experience at our school because:

'Ko nga rangatahi inaianei, ko nga rangatira āpopo.'

'The children of today are the chiefs of tomorrow.'

SPECIAL NOTE TO PARENTS/CAREGIVERS OF NEW ENTRANTS

When children start school they will bring books home for you to read to them and later for them to read to you. These books are expensive to replace. A special Book Bag will be given by the school for keeping them in. We ask that these reading books be returned to school each day.



Please name any article of clothing the child is likely to remove during the day. Young and (not so young) children have no idea of what belongs to them.

If you have any problems with your child do not hesitate to contact the teacher. It is not easy for the teacher to speak to you always during the class contact time so it is more convenient before or after school and sometimes at lunchtime.

You are welcome to sit in on the class to see what happens at school. This is a good idea if it is your first child attending school as things have changed since your own days at school.

You are welcome to help out in the classroom on a regular basis.

We aim to make your child's school experience both enjoyable and educational. This cannot happen unless there is a real partnership between home and school. There could be things you are unsure of so please do not hesitate to ask either the classroom teacher, Assistant Principal, Deputy Principal or Principal.

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HOW TO ENROL YOUR CHILD

Before your child turns five, contact the school and make time for a visit. The Principal would like to meet you and show you around. If your child attends a pre-school there could be occasions when a group of children will visit the school.

On enrolment bring a copy of your child's birth certificate for viewing and copying by the office staff and the five year old Health Card from the Health Record booklet or an Immunisation Card from your Doctors.

You will be required to complete an official enrolment form giving information about your child and the family.

You will be given information about the school.

The Principal, new entrant teachers and Assistant Principal will visit pre-school institutions at least once a year.

Kaitaia Primary does not charge any school fees.

ACCIDENTS AND ILLNESS

If your child has an accident at school he/she is treated by staff that have been trained in First Aid.

Parents are contacted and informed of any injury and if necessary, requested to pick up the child and take to the Doctor.

If the school cannot contact you or an emergency contact and we consider your child's injury needs immediate attention we will take the child to the family doctor on your behalf and then continue trying to contact you.

An accident report is made out by the teacher on playground supervision at the time.

ADDRESS & TELEPHONE NUMBERS

This is included on the enrolment form but families move.

Please assist us by informing us whenever you have a change of address or your telephone number. You can do this by ringing the school office or completing the online form on our school website.

ANIMALS AT SCHOOL

As part of classroom studies animals are sometimes brought into our school.

The care and welfare of animals will be the highest priority in any activity involving the keeping of an animal or its study. The school will follow our 'Animal Welfare Policy' on caring for animals in our school.

ASSEMBLIES

Parents are invited to attend our Friday morning assemblies at 9.45am where we issue awards for good work, classes present items or display work they have done. More formal assemblies are held for special occasions such as the end of year prizegiving.

Notification of these special assemblies is through the School Newsletter.

ATTENDANCE AND ABSENCE

Once your child is enrolled at school he/she must attend regularly, unless sickness or family circumstances prevent attendance.

Parents are requested to telephone the school when children are absent or send a

written explanation to the teacher on the child's return to school.

The school is required to inform the Truancy Officer of any irregular or unexplained attendance. The Truancy Officer will inform the parents of irregular attendance detailing the amount of schooling that is being missed and requiring an explanation.

The Board of Trustees is informed when cases are bad. The Board may proceed with prosecution in some cases of truancy.

The Principal will be informed of any irregular or unexplained absences.

BANKING

Children can do banking at our school on Fridays. ASB bank has a Kashin Mailbox in the foyer of the office and children can post the ASB envelopes in there. Please contact either ASB in Kaitaia if you would like your child involved in School Banking.

BELL TIMES

Junior School

8.30am	Children are allowed to go into classroom
8.45am-10.30am	First Block
10.30-10.45 am	Morning Tea
10.45am-12.30pm	Middle Block
12.30pm-1.15pm	Lunch Break
1.15pm-2.45pm	Last Block

Senior School

8.30 am	Children are allowed to go into classroom
8.45-10.30 am	Children to come into class
10.30-10.45am	Interval for Middle Pod
10.45-11.00am	Interval for Senior Pod
12.05-12.45pm	Lunch Break for the Middle School. Play first then join seniors for 15 minutes eating.
12.30- 1.10pm	Lunch Break for Seniors. Eat first, then play.
2.45pm	End of school day- All bus students line up in the hall.

BICYCLES / SCOOTERS

Children may ride bikes or scooters to school. We recommend that this is for Year 5 and 6 children.

All children riding bicycles or scooters to school must wear safety helmets.

Bicycles and scooters must be parked in the stand provided and should be made secure.



BUS TRANSPORT SERVICE

Children who live out of town can use the buses for free.

Children who live in town can travel to school using our "Town Bus" system.

This service was started to assist parents to get their children to school safely. It enables children to avoid walking through the town area.

Children using the buses are expected to behave both at bus stops and on the



bus.

Children reported for misbehaviour are warned through a letter to you and we ask that you acknowledge receipt of such a letter.

Continued misbehaviour gives the school the option of withdrawing the privilege of using the bus service.

REMEMBER- It is your child's right to come to school. Buses merely provide assistance.

You must inform us if there is a change in routine ie, when your child is not to travel home by bus.

Bus routes are listed below:

- Town 1: Combined Matthews Avenue/Parkdale Cres
- Town 2: Pukepoto Road/Williams Street/Lake Road/Pukepoto Road
- Town 3/Capri Shuttle: Griggs Street/Jamieson Road/10a Bonnetts Road



CHILDREN WITH SPECIAL ABILITIES

We provide learning programmes that challenge each child to achieve his/her potential.

We acknowledge that all children are different and although children are placed within a large group of others their individual rates of learning are respected and catered for. There are children who have special talents or abilities. We cater for these by offering challenging experiences as much as possible within the classroom environment. However, there may be times when special tutors or special programmes are organised.

CHILDREN WITH SPECIAL NEEDS

There are some children who require special programmes to help them get a fair go at school. We identify these children's needs and put in place programmes to cater for their needs using our capable support staff.

CHILDREN WITH SEVERE INTELLECTUAL AND PHYSICAL DISABILITIES

Children with more severe intellectual and physical disabilities are catered for through a Satellite class of Blomfield Special School in Whangarei.

These children take part in all school events and are mainstreamed whenever possible.

CLASS TRIPS

As part of their studies at school, classes sometimes go on visits to places of interest.

It is important that all children take part as the experience of the visit often forms the basis for continued class work.

When expense is involved it is on a user pays basis; though costs are often subsidised by fundraising efforts. Teachers will inform parents of such visits by way of a class notice or through the School Newsletter. Parents are usually asked to help with supervision on school trips, camps and visits.

CLOTHING

Children are notorious for losing clothes or forgetting to take them home.

Parents can assist with the identification process by naming all school clothing. If named articles are found, they can be returned to the owner.

Lost Property is collected, frequently displayed, yet rarely claimed.
Unclaimed articles at the end of the term are given to one of the welfare agencies.
Lost clothing and other items can be viewed in our sickbay in the office and in the box in the corridor in the Junior School.

COMPLAINTS

If you have any concerns about what is happening at school, firstly contact your child's teacher and if necessary syndicate leader. If you are not happy with the response, see the Principal.

If you have any serious concerns regarding any aspects of school please see the Principal.

If you are not satisfied with the Principal's handling of the matter, you should contact a member of the Board of Trustees.

DENTAL HEALTH

The Dental Therapist and Dental Assistant are employees of the Health Board. Inquiries about dental health should be made to the Dental Therapist. The dental clinic's phone number is Kaitaia Hospital 094089180 or 0800MYTEETH.

DISCIPLINE

The school has some basic school rules which have been decided upon by pupils and staff to guide children in what behaviour is expected while at school. They are based on our **MANAWA** values and ensure that everyone is respected. Our **MANA POTENTIAL** programme teaches students strategies to manage their behaviours positively.

MANA POTENTIAL at Kaitaia Primary School (Managing my own emotions) <i>Mana - uniqueness, culture, Whakapapa, creativity, spirituality, gifts and talents, goals, taonga tuku iho.</i>					
Rongomātāne Peaceful and happy, engaged	Māui-tikitiki Becoming unsettled, having some difficulties	Rūamoko Agitated and upset	Tūmatauenga Angry, melting down, not coping	Tāwhirimāte a Seeking help to reset myself	Tāngaroa Taking action to restore myself to Papatu ā nuk u.
Who are my Go To people right now?	Where are my Go To places right now?	What is my Go To phrase right now?	What activity can I do right now?	How can I show aroha for others and myself right now?	What skills do I currently have?

The school treats all misdemeanors with a view to restoring the relationships affected.

Privileges are withdrawn from pupils who are persistent offenders.

Serious misbehaviour is reported to parents.

EMERGENCY DRILLS

An emergency evacuation plan in case of fire, flood and/or earthquake has been established and practices are held early in the school year and at regular times during the year.

FITNESS PROGRAMME

We believe in the idea that daily fitness is an aid to learning. Classes run fitness programmes or get together for activities such as “Jump Jam” in our school hall or outside regularly. Children are expected to take part in the daily fitness programme unless injury or sickness prevents this.

FUNDRAISING

Each year has fundraising ventures. You will be informed of the reason for the fundraiser. The main areas targeted by the school are for classroom equipment and camps or trips to make education exciting for the children.

We also select other fundraising ventures to assist community organisations, e.g. Daffodil Day, Pink Day, Fund Run, Salvation Army - ‘Bring a Can’ to name some.

HATS

Due to Northlands high UV rays Kaitaia Primary provides school hats which are compulsory to be worn in Term 1 and 4. Each child is issued their own school hat, which are laundered at regular intervals. The hats are to be worn at morning tea, lunchtime, during outdoor activities and are to remain at school.

HEALTH

A Public Health Nurse (PHN) is available through our school.

Teachers who have a concern about a child’s health may refer the child to the PHN. The PHN makes home visits if necessary.

Screening checks for vision and hearing are usually held twice a year.

HEAD LICE

These little mites are prevalent at various times of the year. They have always been with us and no doubt will continue to be a nuisance. Heads should be checked at least once per month. When an incidence of head lice is made known we send home an appropriate reminder to all children in the class concerned.

Teachers CANNOT be responsible for the regular checking of their pupil’s hair.

Some treatment options are available to support whanau through the school office.

HOMEWORK

Young children’s homework usually consists of reading and sharing their work with home.

Homework for older children frequently includes reading, learning spelling words, completing a piece of writing, researching information on set topics, learning basic number facts.

A class policy regarding homework is usually made by a class or a syndicate of classes with this policy being made known to parents early in the school year.

LEAVING SCHOOL GROUNDS

Pupils are not permitted to leave the school grounds without the permission of a teacher or the Principal.

Permission is usually only given when a note is received from the parents.

Please let the office know when you pick up your child outside the normal school hours.

LIBRARY BOOKS

Our school has a great library full of exciting books. Each week your child's class visits the library where they are able to choose books to take home to read.

It is also a place where books are shared.

It is up to parents and children to see that these books are returned to the library by the due date.

It is good practice to occasionally supervise the cleaning out of cupboards and return any 'lost' library books to school.

In some cases parents may be asked to make a contribution to the cost of replacing a lost or damaged book.

LOST PROPERTY

The school can accept no responsibility for the loss of a pupil's personal property.

We recommend that children do not bring their 'treasures' to school.

We do however take all appropriate steps to try and locate lost or 'misplaced' property.

Children are expected to respect other people's property.

Lost Property can be viewed in the corridor of the Junior School and in the sick bay at Senior School.

LUNCHES

Lunches are provided by Bells Produce/Te Rarawa through the Lunches in Schools programme. If your child has any food allergies or dietary requirements please contact the school office. Students eat their lunches together at the same time. The school also has fresh fruit available through the Fruit in Schools programme as well as a supply of food for breakfast and morning tea.



LANGUAGE - TE REO MĀORI

We wish to continue to develop a knowledge of Maori language and culture in our children.

This development is assisted by providing direct and indirect experiences in the school and community.

At present the school has classes delivering Te Reo Māori at Level 2 (51% to 80%) at Level 3 (31% to 50%) and Level 4 (12% to 30%).

MONEY AT SCHOOL

Children should only bring money to school for fundraisers and trips.

When large sums of money are brought to the school the family of the child will be contacted.

NEWSLETTER

A school newsletter providing information about school activities and events is sent home with pupils every fortnight on Thursdays.
Please check bags, pockets, etc for this newsletter.

OFFICIAL RECORDS

Teachers maintain records which detail information about the child's progress at school. This information is also sent to a new school on their transfer.

PARENT HELPERS

Parents are welcome at school. They may be asked to help both within the classroom and with a number of out of class/school activities.

Parent help for trips is usually requested through class or school notices.

Individual teachers are responsible for using parent help in their classroom programme.

PARENT/TEACHER INTERVIEWS

There are opportunities throughout the year when you and your child's teacher can discuss your child's progress at school. Dates for these are set well in advance, and can be found in the fortnightly newsletters. Individual appointment times will be sent out.

You are welcome to see your child's teacher any time to discuss their progress.

PARKING

Buses use the Bus Bay from 8.20am - 8.40am in the morning and 2.30pm - 3.50pm in the afternoon. Please do not park in the bus bay at these times.

There is a very safe student drop off or pick up roundabout behind the school and Mission Place Kindy, beside the Whare Marino.

There is limited parking within the school grounds so please park on Church Road.

Please be sure to observe road safety rules when dropping off or picking up your children.

Children should be made to use the pedestrian crossing.

PEDESTRIAN CROSSINGS

The school is responsible for the control of pedestrian crossing on Church Road at the entrance to the school in the morning and the afternoons. A teacher is supervising at these times of the day. Year 6 Road Patrollers are trained by the Police Education Officer. Parents can also assist by obeying the patrollers and training their children with correct road safety behaviour.

PUPIL STATIONERY

Stationery is issued to children upon enrolment and is free. The stationery remains the property of the school.

REPORTING TO PARENTS

A formal written report is issued at mid year and end of year for every student.

We also use other ways of informing you through interviews, class notices, syndicate notices, school newsletters, and messages in homework books, telephone calls and individual letters.

SPORTS PROGRAMME

The school encourages all pupils to participate in a wide range of sports. Most of these are now Kiwi Sports adapted to suit the level of skill and ability of children.

The main objective is participation.

The school participates in inter-school Sport Field Days.

School sports uniforms are provided.

Our school normally has netball and soccer teams who play in the Saturday competition.

Many of our children play with their clubs in Saturday competitions i.e. rugby, soccer, netball.

SWIMMING PROGRAMME

The school has a small learn-to-swim pool for students in Years 1 - 4.

We have swimming sessions for all senior Year 5 - 6 students at the Kaitaia Town Pool.

The objective of the swimming programme is to ensure children can survive in water.

We encourage all children to learn to swim and then to undertake water safety skills and life-saving measures.

The swimming programme is conducted in Term One and, depending on the weather, in the last part of Term Four.

Pupils must bring a note of explanation if they are not to take part.

Swimming is part of the Physical Education curriculum and togs must be brought each day once swimming begins. Please make sure togs and towels are named.

TELEPHONE CALLS

Telephone calls should be made in school office hours.

The office staff work from 8.00 am to 3.30 pm.

The Principal is available from 8.00 am to 4.30 pm.

Teachers cannot come to the telephone during teaching time. However, messages can be left with the office staff.

TERMS AND HOLIDAYS

These are set by the Ministry of Education.

Dates are advised to parents through the newsletter or the Kaitaia Primary School website.

UNIFORM

School uniform is compulsory at Kaitaia Primary.

All uniform items can be purchased from The Warehouse.

The school office also has a limited supply.

BOYS

Shirt (Teal) at least 2 required
Shorts/track pants (Navy Blue/Black) 2 recommended
Navy Kaitaia Primary School Sweatshirt

GIRLS

Shirt (Teal) at least 2 required
Shorts/skorts/track pants (Navy Blue/Black) 2 recommended
Navy Kaitaia Primary School Sweatshirt

VISITORS TO SCHOOL

We operate an 'open door' policy, but it is best to telephone us and make an appointment to see the Principal or teachers if you wish to discuss your child. Please call at the office if you wish to see teachers during school time.

VISITING PERFORMERS

We have the opportunity of seeing a number of groups/individuals who perform for, and with children.

Performers are usually musicians, drama and mime groups, puppeteers and magicians.

Information is given through the school newsletter.

WALKERS TO SCHOOL

Although most children come to school by bus there are still those who walk to school.

It is a good idea to walk with them to establish the safest routes - always use pedestrian crossings and keep to footpaths.

Make arrangements with neighbours for children to walk together.

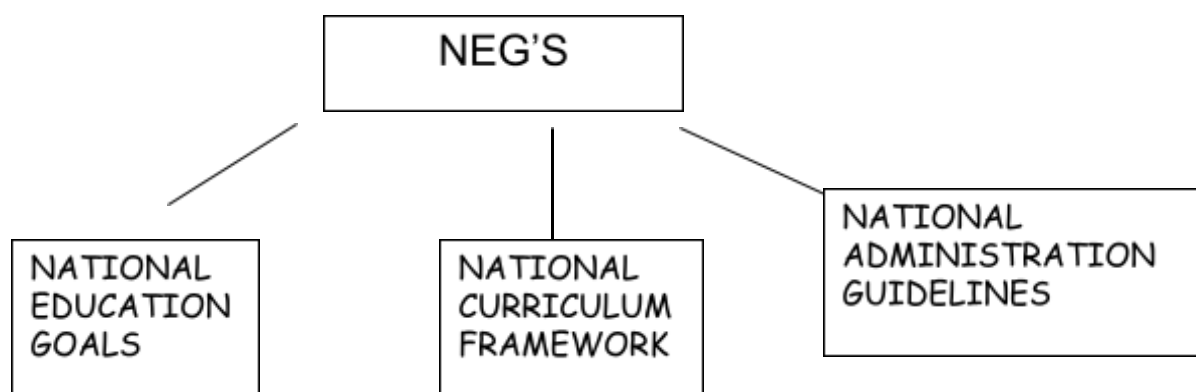
Ensure children follow road safety rules.

WET DAY PROCEDURES

Because of the situation regarding bus transport, we do not observe early closing on wet days. Classrooms have their own in-class activity available for wet break times.

EDUCATION IN NEW ZEALAND: INFORMATION FOR PARENTS

School practice is governed by the National Education Guidelines.
These NEG's are in three parts as follows:



National Education Goals

The National Education Goals set the aims which the Government has for education in New Zealand. The ten goals cover all aspects of these aims and are the guiding principles governing our school, they outline the WAY or rationale behind the system.

National Curriculum Framework

The National curriculum sets down WHAT is to be achieved and covered in our school.

National Administration Guidelines

The National Administration Guidelines set out HOW our school is to be governed and managed to enable learning to take place within an appropriate environment.

ADMINISTRATION OF EDUCATION

Board of Trustees

This is the governing body of the school. The Board is responsible through its charter to set goals for the school. It is also responsible (in consultation with the Principal, staff and parents), for the setting, monitoring and reviewing of school policies.

Parents have the opportunity every three years to elect representatives to the Board.

The Board of Trustees normally meets once a month. Meetings start at 5.30p.m. in the senior school staffroom and everyone is welcome.

Ministry of Education

The Ministry of Education is responsible, through the Government, for National Operations and Management of property of New Zealand schools. The nearest Ministry of Education Office is in Kaitiaia.

Special Education

This agency is responsible under contract to the Ministry of Education for the provision of services for the benefit of children and young people with special educational and developmental needs.

The school's local contact is: Special Education Office, telephone 408 6260. The office is situated on Commerce St, Kaitia.

Education Review Office

This office is charged with fulfilling the following services:

Review concerned with evaluating the quality of education received by students and the performance of the Board of Trustees in providing education services.

Understanding Governance and Management the Board of Trustees are responsible for organizational outcomes. The Principal is responsible for organizational processes to achieve those outcomes.

