



Welcome to 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

www.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 for our Environment, Respect for Others and Respect for Yourself**, 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

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
- Te Kawau Cluster Sporting & Cultural Events
- Other sporting activities and sports teams

Programmes and Support:

- Swimming Programme (lessons with SwimMagic instructors at Freyberg pool)
- Life Education Programme
- Outdoor Education Programme including annual school camps (Middle & Senior Teams)
- 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 are expected to be ready to start their school day by 8.55am. All students must be collected by 3.30pm.

School Terms – 2022

Term

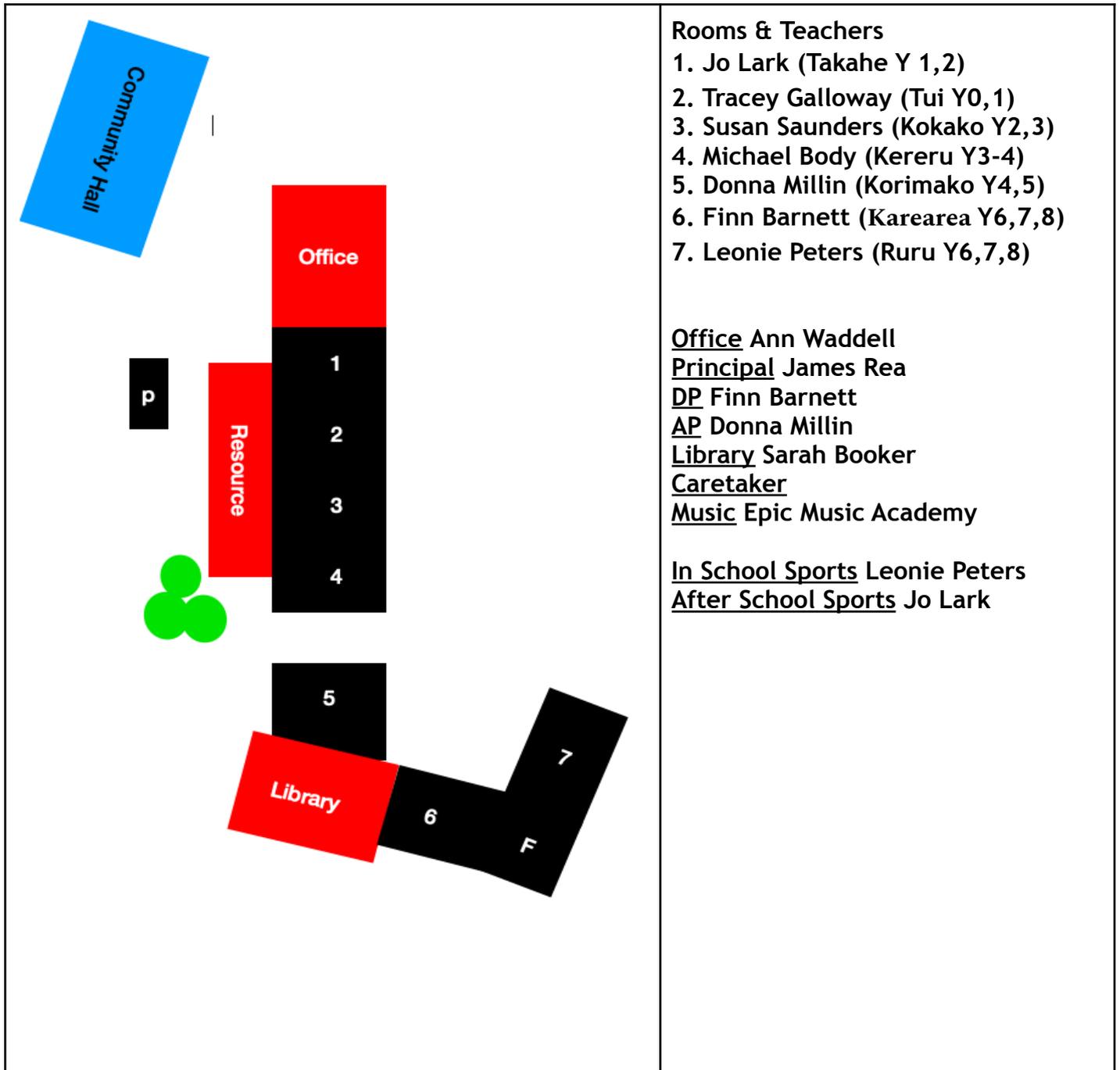
Begins

Ends

Term 1:	2 February	14 April
Term 2:	2 May	8 July
Term 3:	25 July	30 September
Term 4:	17 October	15 December

Public Holidays: 7th Feb – Waitangi Day; 6th June Queen's Birthday; 24th June Matariki, 24th Oct Labour Day

Map of Kairanga School Buildings



Rooms & Teachers

1. Jo Lark (Takahe Y 1,2)
2. Tracey Galloway (Tui Y0,1)
3. Susan Saunders (Kokako Y2,3)
4. Michael Body (Kereru Y3-4)
5. Donna Millin (Korimako Y4,5)
6. Finn Barnett (Karearea Y6,7,8)
7. Leonie Peters (Ruru Y6,7,8)

Office Ann Waddell

Principal James Rea

DP Finn Barnett

AP Donna Millin

Library Sarah Booker

Caretaker

Music Epic Music Academy

In School Sports Leonie Peters

After School Sports Jo Lark

Staff 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 staff in our school.**

Mr James Rea	Principal	Mrs Sharon Conger	Reading Recovery
Mr Finn Barnett	Deputy Principal	Mrs Robyn Verdonk	Teacher Aide
Mrs Joanne Lark	Teacher	Mrs Gayle Collis	Teacher Aide
Mrs Tracey Galloway	Teacher	Mrs Helen Hardy	Teacher Aide
Mrs Susan Saunders	Teacher	Mrs Nadine Lovejoy	Teacher Aide
Mr Michael Boddy	Teacher	Mrs Sarah Booker	Teacher Aide/ Librarian
Ms Donna Millin	AP/ Teacher	Mr Robert Campbell	Caretaker
Ms Leonie Peters	Teacher		
Ms Ann Waddell	Office Manager		

BOT

Chairperson..... Rebecca Argyle

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 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 Sports (years 4-8), Athletics, Cross Country and Speeches which are held annually, and a whole-school production held every second year. We have a strong cluster of nine schools with whom we have inter school sporting events. From our school, children are selected to participate in the Te Kawai 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.

A community picnic is held (Covid Permitting) during the year, usually on a Saturday in the school grounds, providing fun for the whole family in the form of games and activities, and a fundraising BBQ. In the last week of school in Term 4, a prize-giving is held one evening for all students and their families to attend and celebrate students' successes from throughout the year.

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 for students from 2:45 – 3 pm on Monday afternoons.

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

Research strongly acknowledges 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 attributes: a termly focus to highlight one of the 3 values.

THE KAIRANGA KID

LEAVERS PROFILE

Thinker

thinking skills/critical thinker/ creative thinker
Problem solver
Risk taker
Expressive/ Creativity

Communicator

Rangatiratanga

Having a voice when needed
Effective communication skills in oral, written & visual forms.
Communicate with Peers, Groups & Adults
ICT Literate

Respectful -

Kaitiakitanga

to environment
to others
to self
Humble

Self-managing -

Mana Motuhake

taking responsibility
Show Initiative
Make good choices

Citizenship -

Manaakitanga

Making contributions
Part of group
Contributes to the team
Part of society - social action
Kindness (tolerance of diversity/patience/acceptance)



Self Aware -

learning style
Strengths/weaknesses - strategies
Flexibility (growth mindset)
Leadership capabilities
Resilient
Reflective- goals/direction
Perseverance/determination

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.

Bicycle Commuting

Children who are 10 years of age or older may ride bicycles to school, independently. Our roads are very busy and we encourage families to ride the route with their child until they are confident and safe. 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.

Cycle Helmets - It is compulsory by law for all children to wear an approved cycle helmet when cycling to and from school and expected to be worn when riding any wheels at school.

Wheels @ School

Children are encouraged to ride their scooters, skateboards and bikes at break times on the back field on our track. During learning time these should be stored near the PE shed where security cameras can monitor them.

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.

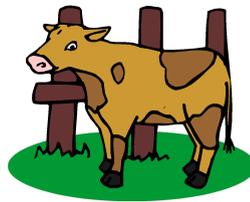
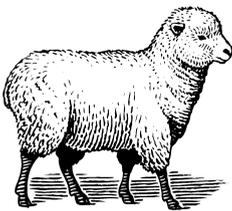
Boys and Girls Agriculture Club

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

We also complete '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 one that every pupil is involved in. Ag Day is one of the attractions of being part of a country school and a highlight for many of our students.

Details about the day and indoor exhibits will be sent home via weekly newsletter or class notices prior to the event. Children who do well in animal handling may go on to represent our school at the regional competition.



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. 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 Seesaw and emailed to all families on our email list. This newsletter informs parents of school activities, meetings and other community 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 – This is 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 daily school uniform, allowing you to choose items that best suit your child's needs, weather and activity levels. 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 \$53.00. 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 if you have an article/notice for the weekly newsletter; please send it 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.

Enrollment of Pupils

If you wish to enroll 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 or our website.

All 5 year olds on our projected roll will be contacted approximately 1 month prior to the start date. Details of enrollment 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 will 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.

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/ donated 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. A more detailed guide is available on our website.

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

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. With the Government guidelines all parent volunteers will need to be vaccinated for COVID.

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 supporting children aged 6.0 – 7.0 years who are selected after completion of a diagnostic reading/language test.

Religious Instruction/Christian Values Education

This is provided by volunteer teachers on behalf of Launchpad (www.launchpad.kiwi) 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 you can either drop your child off at school at 9.25am, or the school will provide supervision for the duration of the session.

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 – 10.40am

Morning Break 10.40am – 11.00am

Teaching and Learning 11.00am – 12.30pm

Lunch 12.30pm – 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 2021 levy has been set at: **1 child @ \$85.00; 2 Children @ \$140; 3+ Children \$185.00**

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 Fridays the Year 8s run a hot lunch (Pizza, Sausages, Hot Dogs) at a cost of \$2 -3; Juicies are available @ \$1.00. Children should place their order in the office before 3.00am on 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/ Vape Free Policy

By law all schools are a smoke/ vape free area and Kairanga School does not allow this within the school buildings at any time or in the school grounds. This extends to school trips where supporting adults are in sight of children. Your cooperation is appreciated.

After School 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??***

Fees should be made paid to Kairanga School account – 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 website, which is: 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.

