



# Kaikoura Primary School

## Te Kura Tuatahi O Kaikoura

Telephone 03 319 5440; Fax 03 319 5400; 19 Torquay Street, KAIKOURA  
Email - office@kaikoura.school.co.nz Web Site - www.kaikoura.school.nz

Principal: Bruce Pagan

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### Kia Ora

Welcome to Kaikoura Primary School, which has a long history of encouraging excellence and pride in achievement. We hope that you and your family have a long and happy stay with us.

Our school provides a caring and safe environment that fosters the educational and emotional needs of our pupils.

The following information will help act as a guide to the aspects of the School that parents/caregivers need to know about.

We welcome you, and encourage you to join with us and share in your child's education. Our school has an open door policy if you need to talk to someone, or wish to view your child's educational programme in action.

The school maintains a website at [www.kaikoura.school.nz](http://www.kaikoura.school.nz) and you are encouraged to check out our latest ERO report at [www.ero.govt.nz](http://www.ero.govt.nz)

Please feel free to contact the school at any time if you have any enquiries or concerns.

#### Contact details:

Principal	Bruce Pagan
Office Manager	Emma Fissenden
Phone	03 319 5440
Fax	03 319 5400
Email	office@kaikoura.school.nz

**Kind regards**  
**Heio ano**  
**The Staff**

# Kaikoura Primary School

## Charter Statement 2010-2011

*Learning together for a better future*  
*Me hoetahi tatou ki te matunga*

### 1. MISSION STATEMENT:

**Recognising that we are all part of a learning community, the vision of our school is to create motivated, successful, confident, lifelong learners.**

#### **Core Values:**

The learning environment at this school will:

- Promote, encourage and support high standards of excellence where children can learn without impediment.
- Value each child as an individual.
- Make room for opportunity where the right to learn is valued and respected
- Acknowledge the relationship that our children have with their environment and their culture – from the mountains to the sea - with respect for and knowledge of traditions and identity.

#### **We believe in:**

- Encouraging children to achieve at their highest level by providing conditions that minimise barriers to learning, including zero tolerance towards bullying and the elimination of disruptive behaviour.
- Encouraging children to become self motivating life long learners, equipped to continue their education and contribute positively to the future.
- Developing a community partnership that is sensitive to the needs, values and beliefs represented in our school.
- Recognising the Tangata Whenua status of Ngai Tahu.
- Fostering involvement, interest and support for the school by having an open, welcoming relationship with the community.
- Encouraging parents / caregivers to be actively involved in their child's education.

#### **Learners at Kaikoura Primary School will be:**

- prepared for their future
- confident, effective communicators
- inspired and motivated while valuing and respecting the opportunities provided
- able to display self belief in their own abilities, achievements and accomplishments
- hungry for knowledge, opportunities and experiences
- positive in their relationships with their peers and be respectful in their relationships with others

## SCHOOL TERMS – 2010 / 2011

### 2010

**TERM 1-** Tuesday 2<sup>nd</sup> February to Thursday 1 April

**TERM 2-** Monday 19<sup>th</sup> April to Friday 2<sup>nd</sup> July

**TERM 3-** Monday 19<sup>th</sup> July to Friday 24<sup>th</sup> September

**TERM 4-** Monday 11<sup>th</sup> October to Thursday 16<sup>th</sup> December

School will be closed in 2010 on Saturdays and Sundays and on the following holidays:

Waitangi Day	Saturday 6 <sup>th</sup> February
Easter	Easter break 2 <sup>nd</sup> – 6 <sup>th</sup> April (School Holidays)
ANZAC Day	Sunday 25 <sup>th</sup> April
Queens Birthday	Monday 7 <sup>th</sup> June
Labour Day	Monday 25 <sup>th</sup> October
Marlborough Anniversary	Monday 1 <sup>st</sup> November

### 2011

**TERM 1-** Tuesday 1<sup>st</sup> February to Friday 15<sup>th</sup> April

**TERM 2-** Monday 2<sup>nd</sup> May to Friday 15<sup>th</sup> July

**TERM 3-** Monday 1<sup>st</sup> August to Friday 7<sup>th</sup> October

**TERM 4-** Monday 25<sup>th</sup> October to Thursday 15<sup>th</sup> December

School will be closed in 2011 on Saturdays and Sundays and on the following holidays:

Waitangi Day	Sunday 6 <sup>th</sup> February
Easter	22 <sup>nd</sup> – 26 <sup>th</sup> April (in school holidays)
ANZAC Day	Saturday 25 <sup>th</sup> April (in school holidays)
Queens Birthday	Monday 6 <sup>th</sup> June
Labour Day	Monday 24 <sup>th</sup> October
Marlborough Anniversary	Monday 31 <sup>st</sup> October

## SCHOOL TIMES

8.30am	Pupils are welcome at school anytime <b>after</b> 8.30am.
9.00am	Classes commence
10.30 - 10.50am	Morning Recess
10.50 - 12.30pm	Classes
12.30 - 1.20pm	Lunch Recess
1.20 – 2.50pm	Classes
2.50pm	School Closes
3.00pm	Buses Depart
3.10pm	School grounds should be clear of pupils.

# SCHOOL CODE OF CONDUCT

## Code of Conduct

Our Code of Conduct is based on a strong values programme being integrated into all aspects of school life. Our school is a *Cool School*<sup>1</sup> where we can enjoy learning and playing safely – where we care for each other and our environment – where we promote and support recognised values and attitudes of honesty, reliability, respect, tolerance, fairness, understanding, caring and manners – where we:

**1. Treat other people with respect, kindness and consideration.**

*This means that we - play sensibly; make people feel welcome at our school; are thoughtful, respectful and courteous to others; don't accept bullying of any kind; know what is unacceptable at Kaikoura Primary School; are honest; are fair in our work and play; use good manners at all times;*

**2. Respect and cooperate with other people in our school.**

*This means that we - follow instructions given to us by adults and staff; make good use of our time and don't bother others; do our best with our schoolwork; should not answer back or use put downs to criticise others; play safely and cooperatively with others; are reliable, friendly and helpful; show respect towards yourself and other people;*

**3. Respect all property and use it responsibly.**

*This means that we - return property and equipment when we have finished with it; look after our desks and school furniture by not drawing on them; take care of school property and respect the property of others; look after our environment;*

**4. Keep in the right places.**

*This means that we - play in the right places; play sensibly inside on wet days; use our common sense in knowing where not to be;*

**5. Know what not to bring to school.**

*This means that we - are prepared for school with the correct equipment (pencil, rubber, ruler, books etc); leave our toys and games, including all electronic equipment, at home; don't bring lollies, sweets, chewing gum, fizzy drinks to school;*

**6. Know what to do in a wet lunch hour.**

*This means that we - follow the rules set by our class teacher; play sensibly inside; find a quiet activity to do or share;*

**For us it means making the right choices about play, work, and behaviour.**

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<sup>1</sup> Cool Schools / Peer Mediation: NZ Peace Foundation Studies

# SCHOOL RECORDS

School Records are confidential, maintaining the safety, security and well being of your child, whilst making it possible for us to provide the most appropriate learning programmes

## **Addresses & Telephone Numbers**

It is vital that the school maintain up to date records of home and work addresses along with the telephone numbers for the major caregivers of children.

Additional emergency contact numbers, where possible, are also an advantage, should the need arise to contact someone in the event of an emergency. The school maintains these details on its Administration Computer Data Base. Please advise the school when changes occur, whether for the short or long term.

## **Attendance**

Children are expected to regularly attend school. Caregivers are obliged, by law, to ensure their children maintain regular attendance. Whenever a child is absent the school must be informed, either by telephone or letter. A telephone call on the day of absence please. All children arriving late to school are asked to report to the school office before going to class. The school will actively follow up on absences. Unexplained and or irregular attendance may be referred to the district truancy officer for support.

## **Medical Notes**

The school should be fully informed of any medical condition your child may have. Where necessary, the school can administer medication, so long as staff have caregiver consent and know of the dosage and are provided with the medication, clearly labelled. The school can securely hold any allergic or other medications.

## **Individual Child Progress & Reports**

The school maintains regularly updated records of your child's progress within the school curriculum. This information can be shared with caregivers, and forms the basis for regular reporting. You will be asked to assist in maintaining these records from time to time, as we value very highly the opinion and knowledge parents and caregivers can bring about their children.

A meet the teacher and goal setting interview is held in March. Children's Individual Assessments Portfolios are developed throughout the year and are sent home at the end of term 2 and term 4. A written report is issued at the end of term 3. An opportunity for a set interview is also provided in conjunction with this report.

Parent contact is not restricted to these times. You are welcome to discuss your concerns at any time, but please consider the classroom responsibilities of teachers and arrange an appropriate time for a meeting. Ring the Office during the day and speak to the office manager, who will assist you in making an appointment.

## **SPECIAL PROGRAMMES**

### **Assemblies**

The school comes together every Friday morning at 9.00am in our Performing Arts Centre for its weekly assembly. These assemblies provide opportunities for children to share results of their schooling with each other and parents/caregivers, as well as conveying notices and awarding certificates and awards. Parents are encouraged to attend and share in the enjoyment.

### **Religion for Life / Life Skills**

The school is officially closed on Wednesday mornings for 30 minutes for the Religious Instruction Programme for all classes. An outline of the programme is available from the school. If parents wish to withdraw their children from the Religious Instruction Programme this needs to be put in writing to the Principal.

### **Reading Recovery**

The school is able to offer a Reading Recovery Programme to those students who require it. This involves reading tuition by a specifically trained teacher. The school supplements the Ministry grant from its own financial resources, to support the programme. This programme operates as the need and resources allow. It is also supplemented by *Jolly Phonics*, which operates in the junior school.

### **Special Needs**

Teachers and Teacher Aides meet regularly to review and implement special programmes to identify and promote learning. Please feel free to contact the teacher and discuss any concerns you may have.

### **Outdoor Education**

Kaikoura Primary actively promotes education opportunities that capitalize on our unique environment. Year 6 students attend camp (4 days, 4 nights) at Living Springs near Christchurch. Year 4 students enjoy the Whale Watch experience and other trips and experiences are arranged as the curriculum dictates.

### **Cultural Visits**

Kaikoura Primary seeks to provide opportunities for visiting cultural groups to interact with the children, generally on the basis of one per term. Requests for payment for cultural visits is asked for as they arise. We do our best to seek grants or subsidies from outside organisations to support these visits. Keep an eye on the Newsletters for forthcoming visits.

## SCHOOL COMMUNITY

### **PTA**

The school is extremely well supported by its Community, and a major proportion of that support comes through the activities of the Parent Teacher Association. The PTA Executive meets once a month as well as arranging new parent morning teas and social events.

For new comers to the district, the PTA is a good way to become involved in the activities of the school. Our School Fair (usually biannual) plays a very significant part in fund raising, and the PTA organise and facilitate that. Your help is appreciated. Phone Emma in the school office (319 5440) if you are prepared to help in any way. The PTA have contributed hugely to the provision of resources and facilities.

All parents/caregivers are automatically members of the Parent Teacher Association.

Schoolyard Market days (the 3<sup>rd</sup> Saturday of the month and holiday weekends, and usually weekly during December January) are also a regular feature. If you are prepared to help with the sausage sizzle, or wish to take part in a market day stall please give us a ring.

### **Parent Help**

The school welcomes and enjoys having the support of parents in its daily programmes. If you wish to pop in from time to time or would like to help, please contact the class teacher. Your child's teacher can advise of ways you may like to contribute.

### **Rural District Schools**

Being isolated from major centres, the schools in the wider Kaikoura district meet regularly combining for sporting and cultural events. The Newsletters detail these from time to time.

### **School Uniform**

**The wearing of school uniform is compulsory at Kaikoura Primary School.** A uniform kit is available from the school office and uniform items can be purchased locally through the Postie Plus franchise. Essentially we wear a jade polo shirt with navy support clothing. Some items may be viewed and tried for size at the school office. Any enquiries should be directed towards the school office.

## SCHOOL MANAGEMENT

## **Banking**

The school encourages the children towards budgeting and saving by operating a school banking service. Each Tuesday the children can bank with Westpac. Application forms are available for new bankers at the school office.

## **Bus Service**

A school bus service operates in the district to bring children to and from school. To be entitled to school transport a pupil must be 10 years old or under, and live more than 3.2km from school.

A high standard of co-operative behaviour is expected of all pupils using this service. If a bus pupil is not going home on the bus, they must advise the school office or Mr Pagan, who monitors children getting on the bus.

## **Equipment & Resources**

Much of the equipment at the school has been bought from donations made by supporters of the school, principally through the efforts of the PTA.

The school is anxious to maintain, in good condition, books and equipment issued, or bought through grants, or fund raising activities. Pupils who damage school equipment or property through carelessness in breaking school rules will be expected to contribute to the cost of repairs.

## **Homework**

Homework is not intended to cause home difficulties or be unduly time consuming, but to provide a base for parent/caregivers involvement in their children's education especially through the gift of reading. A natural interest and commitment to support and through reading and being read to, is the best help parents can provide. It is promoted as a time of positive family interaction.

The school will principally provide opportunities for parents and caregivers to assist with the children's achievement through reading, using a reading homework book as a guide, usually Monday-Thursday. Spelling Lists and the learning of basic facts is encouraged from time to time and may also form part of a regular homework pattern.

## **Lost Property**

During the year items of un-named clothing are kept in a frame/box outside the staffroom in the Waka block. Parents are asked to frequently check and claim any items from there.

## **Lunches**

The school does not operate a regular school lunch system. However, Friday has become a school lunch day with a Subway lunch being available. Occasionally a BBQ (sausage sizzle / burger) is available usually to support district events and Year 6 fundraising for camp.

## **Newsletters**

The School sends out newsletters each Thursday with every child. These are also available through email for those who wish.

These form a vital part of the school's communication with families, and should be looked for and read each week. The Newsletter will keep you up to date with what's happening and what's about to happen around the school and district. They often have return slips attached where feedback or consent is required and usually contain the Friday lunch order form.

Your child's class teacher may, from time to time, also send out specific letters informing you of events within their room and class programme.

### **School Fees**

School Donation, School Levy, Schools Fees, Activity Fee – it has many guises! Essentially this is a donation that contributes to the maintenance and replacement of resources in the following areas of our school operation:

- Reading resources
- Library resources / books
- Supplementary Art/Craft supplies and equipment
- Maths equipment

The current annual fee is \$50 per pupil with a maximum of \$100 per family

### **Swimming**

Our swimming pool is solar heated and fully enclosed. At above 25 degrees celsius the temperature is excellent for instruction. All pupils are expected to participate unless there is a reasonable excuse. We do not operate a key system for the pool.

The pool is equipped with a hoist and can be use by people with special needs. Please contact the principal in the first instance.

### **Book Club**

Children are regularly invited to purchase books through the Scholastic Book Club. Depending on the number of books purchased we receive bonus points, which can be used to buy books for the school and to support the school library.

### **Library**

Our school has a well stocked library that is available for class and personal use. You are welcome to share this facility with your child during the lunch hour and before school. Parents with pre-school children are also welcome to use the library.

### **House System**

The school runs a House system named after distinguished ex-students of the school. The House names are: Monk, Cooke, Braddock and Flower. Children are allocated to the Houses in family groups.

### **Medication**

If your child is on medication, this includes asthma inhalers, and needs to have it administered at school you will be required to complete a 'School Medication Information Sheet'. These are available from the classroom teacher or the office. All medication will be stored in the Principal's office; along with the permission slips.

### **Trips & Visits**

We rely on parent support when we take children on school trips. For most trips we need 1 adult for every 5 children. The ratio of adults to children (strictly governed by

school policy) will depend on the age of the children and where there is an element of danger such as water.

For all trips where children are required to travel by vehicle you will be advised and when applicable, permission sought. It is important this permission is returned to school, otherwise your child will not be able to go on the trip. No slip, no trip!

## **SUPPORT SERVICES**

Services available through the School include:

- Resource Teacher of Learning & Behaviour
- Resource Teacher of Literacy
- District Health Nurse
- Social Workers
- Special Education Services
  - Speech Therapist
  - Psychological Assessment
- Area Health Board Hearing & Vision Testing
- Health Camp
- Dental Clinic (*currently Monday and Tuesday, phone 319 7250*)
- Curriculum Advisers / Blenheim, Nelson, Christchurch
- REAP Marlborough

**Further information including the school's Charter Statement, Curriculum and Year Plans are available on request from the school office. Thank you for taking the time to get to know a bit about us. We welcome your enquiries.**

## **TEACHER/PARENT COMMUNICATION**

**Where the parent has a concern about a child.**

Talk to the Classroom Teacher

Problem not resolved  
Still Unhappy?

See the Principal

No Solution?

Appointment time to be  
arranged through the Office  
for any of the above  
meetings.

**WRITE** to the Board of Trustees

**Where the Teacher has a concern about a pupil.**

Teacher discusses matter with Syndicate Leader  
and other staff where appropriate.

Parents/Caregivers will be informed and  
invited to come and discuss the matter.

When necessary outside Agencies will be involved.  
(RTLb / RTLit)

The school has a comprehensive set of policies and guidelines which are mostly procedural in nature and help us resolve problems and provide guidance. These are available from the school office upon request. They are updated from time to time and this process is advised in the Self Review section of