



Kaimai School Parent Information



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Kaimai School Introduction

Kaimai is a long established, rural school situated on the main highway approximately twenty kilometres from the main centre of Tauranga. The school population draws from a wide socio-economic group which includes; farmers, orchardists, small lot holders whose main occupation is in the city, professionals, artisans and a number relying on government support.

There is a stable caring staff consisting of 6 teachers, this includes one Principal and five teachers. The school also employs two part time teacher aide to support students in the classroom. There is also one part time secretary and a part time cleaner and groundsman.

The roll consists of approximately 110 children of NZ/European decent and 15% who identify themselves as Tangata Whenua. Most children travel to and from school by bus. The school is built on large grounds with a tennis court, swimming pool, covered sandpit, native area, numerous play areas suitable for different age groups, as well as a spacious library, music room and kitchen/tech room. Children also have access to community extra-curricular activities (music, sports, Cubs, Guides etc.). The Kaimai Settlers Committee provides a hall for the community and is available for the school to use, it also caters for community functions (Settlers Picnic, dances etc.).

At Kaimai School we use the play as an important part of our pedagogical approach. Play is very important for a child's brain development, as research has shown that it helps develop the frontal cortex of the brain (the part also used in reading, writing and maths). Play also has shown to be the most effective way to develop executive functioning skills. This type of thinking develops flexible and abstract thinking, it also helps develop self-control.

Kaimai School is proud to be one of the first schools in New Zealand to offer all of their intermediate aged students their own laptop for classroom learning at no charge, with a further 35 Chromebooks for class use. We also have numerous iPads available for student as well. In addition to this, each classroom is equipped with 70" televisions and has access to wireless ultra-fast broadband.

There is ready access to a number of Health and Welfare agencies, such as educational advisors, the health nurse, a sight/vision tester, a speech therapist and special education professionals on request, such as RTLB and RTLit.

Board of Trustees Members

Trinity Milham (Chairperson)

Dwight Payne

Ruben Hayward

Bron

Knapton

Bronwyn Harris (Staff Representative)

Justin Bertrand (Principal)

Staff Directory

Dane Robertson (Principal)

Tim Bassett (Year 6-8 teacher)

Stacey Honeyfield (Year 5 & 6 teacher)

Lynne Sperring - Deputy Principal (Year 3 & 4 teacher)

Rebecca Cowman (Year 2 & 3 teacher)

Bronwyn Harris (NE & Year 1 teacher)

JR Leask (Office Administrator)

Dennis Morgan (Groundsman)

Trish Knap (Cleaner)

School Hours

School Commences 8:45 am

Interval 10:20 am-10:45 am

Lunch 12:15 pm-1:05 pm

School Finishes 2:40 pm

General Information Enrolment

When enrolling your child, the Ministry of Education requires you to present their birth certificate or passport and vaccination information. The enrolment package takes about 5 minutes to complete and is available from the school office. You may fill the enrolment pack out at home or school.

Transportation

Most students take the bus to school. Copies of the bus timetable, procedure and route are available on the Kaimai School website and the school office. Students can be dropped off at school no earlier than 8:10am. Should you need to pick your child up after school later than 3:15pm this can be arranged via the school office. Our bus drivers are very experienced and are happy to meet with you prior to your child taking their first bus trip. Please contact the school office should you want to meet your child's bus driver.

Notification of Pupil Absences

Parents are requested to notify the school office of their child's absence before 8.30am each morning. Written notes are required if no other notification of absence has been made. Using the PTCalendar App on your phone (available from the Apple App Store or the Android Store) enables you to text, email or phone the school.

Technology

Our Year 7 and 8 students attend Technology classes at Tauranga Primary School. These are specialised classes that offer students experience in Hard and Soft Materials as well as Food Technology. There is a compulsory fee for all Year 7 and 8 students to cover transportation and materials for technology. To help with this, Kaimai School covers one third of the fees. An invoice is issued to all the Year 7 and 8 students' families.

Telephone Contact Numbers

Parents must keep the school informed of telephone number changes for both work and home.

Collecting Children from School During School Hours

Parents who require children to leave school during school hours must arrange to have them picked up from the office area and have notified the school office or classroom teacher.

First Aid

Basic facilities are provided at the sick bay adjoining the school office. Kaimai school staff are trained regularly in the use of first aid.

Public Health Nurse

The Public Health Nurse visits the school on a regular basis. Both teachers and parents can make referrals to the Health Nurse.

Medication

If your child requires medication at school please notify the school office. Medical and immunisation records are held securely in the school office. Medication is held in the staff room or office area for use for your child. A medication form must be filled out before we can administer medication brought in from home. These forms are available from the office and the Kaimai School website. Parents or teachers may refer a child to the Public Health Nurse if a health problem appears to exist.

We do have some Pamol on site for students who may require it. This is only administered if you have consented to this.

Any administering of medication is recorded in the medication record book which is held at the office. The records will show what medication was given, at what time, how much and by whom. A note will also be sent home to inform you of this.

The Mobile Dental Unit visits our school once a year. The time of the visit can vary but we will notify you before the units arrival.

Special Education Services

Children with special learning needs and may require extra help, can be referred to Resource Teacher Learning and Behaviour (RTL) or Special Education (SE) by parents and teachers.

The Curriculum

The school follows the National Curriculum objectives as set out by the Ministry of Education, which state the learning outcomes to be achieved by all students across the essential learning areas. The essential learning areas are English, Mathematics, Science and the Environment, Technology, Social Sciences, the Arts,

Physical and Health, and Languages. In addition, extension and enrichment classes have been established to assist children who need further opportunities. We also have a strong focus around the Key Competencies of Thinking, Using language, symbols and text, Participating and contributing, Relating to others, and, Managing self. These are skills which we believe will be vital for our students to be successful in their future.

Curriculum Initiatives

Our curriculum contains programme initiatives developed by the school. It aims to promote further education opportunities for our pupils and is sustained through our own funding.

Information and Communication (ICT) is a feature of our school and we provide every Year 7 and 8 student with their own Apple MacBook Pro.

Year 4 to 8 pupils are encouraged to sit the annual International Competitions and Assessments for Schools (ICAS). This is an international examination covering the subjects of; IT Skills, Science, Writing, Spelling, English and Mathematics.

Other	opportunities	for	children	include:
To be involved in the New Zealand Media And Digital Excellence Awards.	Participation in Kaimai School choir at the annual Choral Festival			
Singing, bass, guitar, drums or ukelele lessons				
Life Education				
Otago University Problem Solving Challenge				
Tall Poppies programme		for	Years 7 and 8	Contests
Annual Kapa Haka		Speech		
Inter-school Gifted And Talented Education (GATE) programmes				
Kiwi Can Values Programme				
Inter-school sport through our KRSA programme				
NZ AIMS Sporting Competition				
BOP Science and Technology Fair				
BayMaths				
Calf Club				

Your Child's Progress

Our reporting systems are aligned with the Ministry of Educations guidelines. We report two times during the year, specifically measuring pupil progress against achievement, expectations in literacy and numeracy. The timing of the reports will vary depending on the age of the student. Students in Years 4 to 8 will receive a progress report at the end of term 2 and a final report at the end term 4. New Entrant to Year 3 students will receive a report at the end of the term that their birthday is closest to as well as a progress report approximately six months later.

A Parent/Teacher/Student conference is held mid Term 1 and term 3. Concerns about the progress of your child may be addressed anytime. Please telephone for an appointment with your child's teacher if you wish to discuss any matter regarding your child's progress.

How Parents and The School Can Communicate

There is a fortnightly school newsletter. This comes out Wednesday/Thursday and is delivered by our rural post deliverer. Additional newsletters and/or information bulletins are sent home to cover special events e.g. social occasions, sports, parent consultation. Both are available as downloads on our Kaimai School website. The school also has a Facebook Page and you are invited to like this page should you wish.

Please be aware that the office administrator does not work in the afternoons, therefore afternoon phone calls may not always be answered.

Talking to the Principal or Teacher

The office staff and Principal are always prepared to assist you with your enquiries and concerns. We have a genuine 'open door' policy. We would far rather deal with a concern before it becomes a problem. It is usually necessary to make an appointment if you wish to speak to the principal or a teacher about matters related to the well-being of your child, however we will try to be as accommodating as possible.

Teaching staff are not available to answer the telephone during school times. Please leave a message or contact the teacher via email. They will return your call or reply to your message as soon as possible. Parent helpers are encouraged to be involved in the class by arrangement with the teacher. This might include helping with the class programme, school trips, sporting or craft activities.

Assembly

Assembly is held every second Thursday at 8:45am in the Learning Centre and run for about 15 minutes. You are more than welcome to attend.

School Grounds

Children and parents are most welcome to use the school grounds outside school hours, but please observe the restrictions:

- **NO**, golf, dogs.
- The school is a Non Smoking Environment

The school pool is open to the public in the summer via the purchasing of a key.

School Strategic Plan and Policies

The school's three-year Strategic Plan and all supporting policies are available at the school office. The relevant aspects of these will be communicated regularly through the school newsletter.

Uniform

There is currently no formal uniform at Kaimai School, though a Kaimai School hat to support our 'Sunsmart policy' is essential for Terms 1 & 4. We do require a Sport/PE shirt for all inter-school activities. These are available at the school office. We also ask that our Year 7 and 8 students wear the Kaimai School polo shirts to Technology. These are provided by the school.

School Lunches

The PTA supplies a school lunch service. Students may order their lunch from Monday to Friday. Price lists are available from the school office.

Leadership

At Kaimai School we foster leadership in our senior students by offering a number of initiatives. All Year 8 students are given the opportunity to attend the National Young Leaders Day at the beginning of the year to help inspire and develop their leadership qualities.

We also select two Year 8 students as Head Students for the year. These two students have to be nominated and are selected to help run assemblies, speak on behalf of students at various activities and functions, and of course demonstrate our motto of Strive and Honour.

Your school also has three houses, Ruahihi, McLaren and Omanawa. Senior students get opportunities to lead their house groups in events such as swimming sports, athletics, TED Talks, etc.

Childrens' Clothing and other Personal Items

We recommend all items of children's clothing be named. Lost property is held in storage and parents may inspect and claim articles anytime during the school day. Please check with the school office first. We would prefer that treasured and valuable items (portable gaming devices, cell phones) are not brought to school as the School will take no responsibility for lost or damaged items.

Parent Helpers

Parents who wish to participate in the school programme are most welcome. Parent assistance can include helping with children's learning, library assistance, helping with the sausage sizzle, sport, school trips, activity programmes etc.

Religious Education

We do not host a religious education programme at Kaimai School

Extra Curricular Programmes

All students participate in the Kiwi Can programme which is held at Kaimai School every Friday. This is a values based education programme run by Foundation for Youth Development.

Our students can choose to participate in Kapa Haka. This is held on a Friday and is lead by kapa haka teacher Tash .

Every year we host the Life Education programme. This is a Health programme that focuses on healthy choices and helps reinforce what has been taught in the classroom.

Each year the New Zealand Police take programmes such as Keeping Ourselves Safe, Kia Kaha and DARE.

All these programmes are partially or fully subsidised by the Board of Trustees.

Home Learning

Homework is an integral part of the successful learning partnership between the home, the student and the school. Comprehensive home learning guidelines are available from your class teacher or from the office.

Money

Please secure any money in an envelope and return to the office or you may wish to pay via internet banking. Please contact the school office should you require more information about internet banking. Advance permission will be sought for all activities that require a parent charge.

Stationery

Parents are responsible for providing stationery for their children. A stationery list is forwarded to each family prior to the new school year. The school will keep stationery packs for New Entrants only. If your child requires further items, you will receive a note from the teacher. For further information contact the school office.

PTA - Essential Information

The Parent Teacher Association meets each month at School. These meetings are advertised in the School newsletter.

Membership is open to any parent or guardian of children attending Kaimai School and includes staff representatives.

The Association's main functions are:
Fundraising activities (eg: school Calf Club)
Organising social activities for parents and staff
Organising working bees and special projects.
Provide a forum for communication between the school and the parents.

Some ways that you can help are:
Library
Sausage sizzle (eg cooking, serving).
Attend working bees and organised functions.
Offering to assist

We welcome any input that you may offer. If you have any great fundraising ideas or suggested projects, please let us know. If you would like to be involved in this active, friendly and effective group please contact a member of this Association or come to our next meeting. You will be most welcome.

New Entrant Information

Sending a child to school (even if it is not the first one) is a very special moment for most parents. The experience is different every time, because children are all different. We trust your child will be very happy at Kaimai School. Please read over the following information to help make the transition to school a positive one for your child.

Enrolments:

You are welcome to enroll your child at any stage prior to their fifth birthday. We would appreciate having enrolment forms completed and stationery paid for on the day of the pre-entry visit that you attend. This will enable the teacher to have everything ready for your child's first day at school.

Pre Visits:

Pre-schoolers usually attend their school visits the 2 weeks before they turn 5. School visits are arranged with the school office or Room 1 teacher and usually run from 8:40am until interval. For your child's school visit, they may want to have a healthy snack and a water bottle so as they can join in the interval activities.

These visits provide the opportunity for children to familiarise themselves with the school and classroom environment, begin to understand classroom routines and expectations and get to know the other students. A parent or caregiver must accompany each child to the New Entrant visit and remain with the child throughout the morning. This will enable you to support your child in their transition to school as well as providing an opportunity for the teacher to explain class organisation in greater detail. Unfortunately we are not able to cater for younger brothers or sisters. We would ask you to make alternative arrangements for their care.

What You Can Do To Help:

Things you can do to help them prior to starting (and after)

- Talk to your child about starting school where he/she will meet new friends, play games, sing and make things...
- Help him/her to learn to put on their own shoes and do them up.
- Buy clothes and shoes that are easy to manage.
- Label all possessions.
- Give them duties to perform around the home which will require simple directions - this will help with confidence.
- Teach your child to put things away after using them.
- Read to them regularly in order to develop their attention span.
- Encourage them when work is brought home.
- Encourage your child to talk about their day at school.
- Send them to school on time each and every day.
- Select stories to share.
- Discourage your child from bringing toys (or any other valuable) item to school - we cannot take responsibility for it.
- Use lower case letters when writing for or with your child
- Discuss any concerns with the classroom teacher.

What Will My Child Learn?:

In the first year, your child's learning will focus mostly on the Key Competencies: Thinking, Managing Self, Participating and Contributing, Relating To Others, and Using Language, Symbols and Text

As part of the Using Language, Symbols and Text competencies students focus on the learning areas of literacy and numeracy where they cover learning experiences such as:

Literacy:

- Learning the alphabet
- Identifying letters and sounds (Using the Jolly Phonics programme)
- Identifying and reading essential words
- Reading and creating simple sentences that form simple stories

- Exploring different varieties of visual language
- Reading for meaning and understanding.
- Handwriting - directionality, correct letter formation

Numeracy:

- Counting (1 - 10) and understanding the difference between these numbers
- Solving simple addition and subtraction problems
- Sorting shapes by a feature
- Examining simple statistical data
- Recognising and creating patterns
- Describing positions (first, last, up, down).

The School Bag:

Your child's bag needs to be big enough to carry;

Reading

Lunch

Drink

Swimming togs and towel

A pair of shoes Sweatshirt

Library book Home Learning

folder
box
bottle

Things We Require From You When You Enroll Your Child:

As part of the Ministry of Education's requirements we need to site your child's birth certificate and any other relevant information regarding health and welfare. E.g. asthma plan, custody papers. We also need contact phone numbers in case of an emergency and your family doctor's details.

Homework:

Your child will come home with their Sharing At Home Book, this contains any notices and is a way to quickly communicate with the classroom teacher. Your child will also have their book bag which will contain reading books. More information around homework is outlined in our Homework brochures which is available from the school office

Stationery:

New Entrant stationery packs are available from the office at approximately \$20.00. This price is subject to change.

First Day:

Please report to the School Office before taking your child to the classroom.

New entrants finish school at 2:40 p.m. from their first day at school. Should you find that your child is becoming very tired in the first month of school you are welcome to make arrangements with the teacher to collect them a little earlier until they have adjusted to school routines.

We are looking forward to having your child at Kaimai School and look forward to a long and happy association with you.

Contact the school office on **07 543 0999**
E-Mail admin@kaimai.school.nz or www.kaimai.school.nz

