



**Rise and Shine
Maranga a whiti**

Learning Journeys
Our Passion!

Rise and shine it's a brand new day,
Ma Te Mahi Ka Ora
We've set our goals and we're on our way,
Ma Te Mahi Ka Ora,
Step by step, Mile by mile,
For dreams to come true, then it's up to you,
Let's start right here and now

Our Vision- Rise and Shine – Maranga a Whiti

For all our students to **rise** to the challenge of learning **and shine** brightly every day during their learning journey at Kapanui School.

In partnership with parents we are committed to providing a **caring and safe** school that promotes each child's **academic, social and emotional development** within a **high quality learning and teaching** community.

We want -
To develop young people who will be confident, connected, actively involved, lifelong learners.

Information Book 2018

Kapanui School
Phone: (04) 902 5015
Fax: (04) 902 5016

23 Rimu Street, Waikanae
Email: admin@kapanui.school.nz
Web: www.kapanui.school.nz

WELCOME TO KAPANUI SCHOOL

Welcome

Rau rangitira ma, tena koutou katoa
He powhiri tenei ki nga iwi katoa
O te kura tuarua o Kapanui

I welcome you all and assure you that you are welcome to discuss matters affecting your child in an endeavour to assist and promote your child's education

I look forward to your association with our school.
You and your children are very welcome members of our school community.

I look forward to meeting you and working with your children. — Noho ora mai

Regards
Des Hedley
PRINCIPAL

GENERAL INFORMATION

Our school is divided into five whanau, each made up of different class levels. This system helps promote the caring, family atmosphere we try to foster at our school. Your child will stay in the same whanau while at Kapanui, and if you have more than one child at school, they will be in the same whanau. For events such as our fortnightly school assembly, and some sports events, children sit with their whanau group, and not their class.

A class buddy system is also set up between classes of different levels. You are welcome to meet your child's buddies. Each Term whanau teams compete to gain points that go towards winning the 'Whanau Shield'.

The other organisation is called the Syndicate. This relates to the year of schooling. We have four syndicates this year:

Nga Kakano	Nga Kaitoro	Inquirers	Rangatahi
Yrs 0-2	Yrs 3-4	Yrs 5-6	Yrs 7-8

Whanau Names	Colours
Te Moana	Light Blue
Te Waka	Red
Nga Manu	Yellow
Te Awa	Dark Blue
Te Whenua	Green

DAILY PROCEDURES

The school takes responsibility for your child between 8.30am and 3.30pm. If you find it necessary to send your children to school earlier than this, there will be no formal supervision, as this time is preparation time for teachers. Classrooms are unlocked at 8.30am.

Our library is open from 8.30am until 3.30pm.

School starts at 9:00am and classes conclude at 3pm.

Interval 11.00 — 11:20

Lunch break 12.45 — 1.45

PUNCTUALITY

Children are expected to be in their classrooms by 9:00am. We are concerned about the regular lateness of some children. A call to the absence line 902 5015 or email admin_2@kapanui.school.nz is required if your child is to be late or absent. We recommend you download the FREE school app, this is a great way to communicate your child's absence, receive notifications, access school notices and send digital permission for trips etc. If we do not hear from you by 9.30am the office staff will send out a text to check on your child's whereabouts. It is important to notify office staff as well as class teacher of any absences.

New five year olds stay until 3pm from Day One. An early finish can be arranged if you are concerned that your child is getting too tired.

SCHOOL LUNCHES

Kapanui School has the Gold Heartbeat Award for its Health/PE programmes and lunch choices.

Children are supervised by class teachers between 12.45pm and 12.55pm. We encourage children to take home uneaten items so you are aware of how much they need.

We encourage you to provide healthy snacks and lunches for your children and ask you **to use reusable containers**, not plastic wrap. No sweets, candy bars or fizzy drinks.

SCHOOL TERMS AND HOLIDAYS 2018

Term One Wednesday 31st January to Friday 13th April

Term Two Monday 30th April to Friday 6th July

Term Three Monday 23rd July to Friday 28th September

Term Four Monday 15th October to 14th December (subject to change due to number of Teacher Only Days throughout the year)

Other public holidays are as follows:

Waitangi Day	Tuesday 6 th February
Good Friday	Friday 30 th March
Easter Monday	Monday 2 nd April
ANZAC Day	Tuesday 25 th April
Queen's Birthday	Monday 4 th June
Labour Day	Monday 22 nd October
Christmas Day	25 th December



SCHOOL RULES

RESPECT THE RIGHTS OF OTHERS

- Keep hands and feet to yourself
- Be respectful in the way we speak and treat each other
- Play well and share
- Use your manners

RESPECT THE PROPERTY OF OTHERS

- Use the rubbish bins and sit to eat
- Look after our trees and gardens
- Care for the property of fellow students
- Ask permission before touching the property of others

BE SAFE AND PLAY SAFE

- Play in the right places

NOT IN...

- the car parks
- the gardens and trees
- classrooms other than your own
- Red Lines generally denote out of bounds area
- Stay in the school grounds unless permission is given to leave for a special reason.
- Walk safely around the school and watch for others.
- Wear a safety helmet when cycling and wheel your bike in and out of the grounds

LEAVE AT HOME THINGS WE DO NOT NEED AT SCHOOL

- Valuables / toys / swap cards / cell phones

AT KAPANUI SCHOOL:

- **WE – care for each other**
- **WE – respect others and their property**
- **WE – are here to learn and to help others learn**
- **WE – take responsibility for our own behavior**
- **WE – use our manners**

These are the keys to success at school!

SCHOOL MAP



SCHOOL ORGANISATION AND STAFF LOCATIONS 2018

Des Hedley	Principal	Admin Block
John Brunton	Associate Principal	Admin Block
Michelle Whitaker	Acting Associate Principal	
	<u>NGA KAKANO</u>	
Neil Milmine		Room 13
Barbara Beaumont /Maria Cassidy		Room 14
Wendy Pearson/Rose Graham		Room 15
Lyn Stroud		Room 16
Felicity Bothamley		Room 17
Carolyn Esen/Sue Hall		Room 18
Casey Eastham-Hazelton/Rose Graham		Room 19
Sue Lemmon/Maria Cassidy		Room 6
	<u>NGA KAITORO</u>	
Brenda Nelson	Acting Syndicate Leader	Room 20
Becky Dewdney		Room 24
Janine Moody/Lauren Jordan		Room 23
Lucy Tristram		Room 22
Brooke Brown		Room 21
Kerri Davey		Room 1
	<u>INQUIRERS</u>	
Rochelle McKenzie	Syndicate Leader	Room 7
Emma Swanson		Room 5
Georgia Karaitiana/Rose Graham		Room 4
Danielle Gill		Room 3
Jane Tesoriero		Room 2
	<u>RANGATAHI</u>	
Karen Burrows	Syndicate Leader	Room 10
Lynnie Gilmore		Room 12
Diane Richards/Caroline Lemmon		Room 11
Tim Wilson Term 1		Room 9
Donna Higgins		Room 8
Sue Brown	Reading Recovery	
Heather Randall	Children With Special Needs	
	<u>TEACHER AIDES</u>	
Barbara Higgott	Thea van der Meulen	Rosie Va'a
Louise Reilly	Rachel Brittain-Morby	Wendy Joyes
Jodie Lockyer	Lesley Millns	Karen Houben
Carol McCaffrey		
	<u>ANCILLARY STAFF</u>	
Jeanette Turkington	Executive Assistant	Admin Block
Janice Kinealy	Office Assistant	Admin Block
Judith Bennett & Alison Rudd	Chaplains	
Natasha Milmine	Library	
Adrian Whiteman/Barbara Chatters	Caretaking/Grounds	
Rangi Halbert	Kaiarahi reo	

THE A-Z OF KAPANUI SCHOOL

ABSENCES

Please inform the school office if your child is going to be absent from school. You can leave a message on the 'Absence Line' or send a message through our school app. Unexplained absences will be followed up by texting the main caregiver.

ASSEMBLY

Assemblies are every alternate week to whanau time. When classes are swimming assemblies will be on a Thursday at 12noon otherwise assemblies will be on a Friday from 1:45-2:30pm. Each class is in charge of one assembly during the year. You will be notified when your child's class hosts assembly. Parents are welcome to attend assemblies.

ASSESSMENT AND REPORTING TO PARENTS

Teachers or syndicates will send home a newsletter once a term to keep parents posted as to school happenings and curriculum focus. A meet the teacher evening will be organised syndicate by syndicate in March to allow parents and teachers to share their goals for the children. Parent Interviews will take place during term 2. We use our 'Learning Journey' to inform parents of students' progress. This takes the place of written reports and is sent home at the end of each term.

AUDIO VISUAL TESTING

An audio visual tester from the Public Health Service checks new entrants' sight and hearing. Children are checked again in year 7.

BELL TIMES

8:55am.	Get ready to start school.
9.00am.	Learning begins.
11:20am	End of morning tea.
12:55pm	End of 10 minute lunch eating.
1:40pm	Lunch ends.
1:45pm	Ready to start learning.
2:50pm	Pack up time.
3.00pm	School finishes.
3:10pm	Bus bell.

BUS SERVICE

Children will be picked up from the bus stop nearest their home as usual and be brought to the school gate. There will be no restriction on age, since this is a pay service. The return bus leaves school at 3.15pm and returns children to their bus stop.

CELLPHONES

If you require your child to have a cellphone for after school messages, it must remain in the child's bag and not be used at school. The school takes no responsibility for the loss or damage of any cell phones at school.

CHAPLAIN

We have two school chaplains who spend 3 hours a week at the school. Our Chaplains are Judith Bennett and Alison Rudd.

COMPUTERS

Classroom Computers

Each class have computers which are used as learning tools to assist with learning and teaching. Students are able to access the internet but the school has set guidelines to manage internet safety.

Library Computers:

The library has ten computers which the children are able to use. We have a more accurate check on books through the computerised borrowing system. A reminder will be sent for overdue books and a bill sent if the book is lost. Please help us by encouraging your children to return their books on time.

DENTAL CARE

Students needing dental treatment will be seen at a hub at Paraparaumu School. If you would like more information you can call 0800 TALK TEETH.

DISCIPLINE MANAGEMENT

What shall be dealt with and by whom?

TEACHER: General classroom behaviour

DUTY TEACHER: Minor playground behaviour

ASSOCIATE PRINCIPAL: (John Brunton) continual offending, defiance, violence, property damage.

DRINK

We encourage children to have their own water bottle, which is kept in the classroom and saves children leaving the classroom when they are thirsty.

EDUCATION OUTSIDE THE CLASSROOM

Form to be completed when enrolling.

FIRST AID AT SCHOOL

When a child becomes unwell or is injured at school, we attend to immediate needs and then, if necessary, get in touch with parents. If the child needs a Doctor, we do our best to contact the parent, but failing this, we will take the child to the Medical Centre ourselves and try again to contact the parent. Please keep children at home until they are FULLY recovered from any illness. Their wish to return should not over-ride complete recovery from sickness.

GYM FUN

All syndicates will undertake a number of gymnastic sessions run by the Waikanae Gym Club. Parents are requested to provide transport. The cost for the tuition and use of the gym club is part of the school donation. Year Ones will take part in PMP, in the School Hall, this is generally 3 mornings per week. Appropriate clothing must be worn for these sessions, including no stockings/tights or short skirts for girls.

HALL

Bookings for the school hall may be made by telephoning the school office.

INTER-SCHOOL SPORTS

As part of the Kapiti District's Sports Association, some of our children represent Kapanui in the following events:

Swimming	Senior & Junior Winter Tournament
Cross Country	Badminton
Tennis	Orienteering
Volleyball	Run, Jump, Throw
Triathlon	Softball
Rugby	Soccer / Golf
Softball	Cricket
Netball	Indoor Basketball

Hockey and Touch are other sports played outside the school day as long as coaches are available.

Netball teams play at Te Atiawa Courts on Saturday mornings. Available for Yrs 7 and 8, games are played after school in Paraparaumu.

JEWELLERY

We prefer students not to wear jewellery at school. However, ear studs and simple necklaces are allowed. Nose studs and other visible piercing are not allowed.

LIBRARY

The Library is open from 8.30am - 3.30pm (including lunchtime) each day. Our librarian is available to issue/return books and to assist children to access the library resources during these times. Assistance is also available to help with homework/ research projects.

MUSIC

Guitar and drumming lessons are available during school hours. Tutor: Kick Start Music

Keyboard lessons are available during school hours. Tutor: Louise Aitken

School Band meet once a week and perform once a term. Tutors: John Brunton/Louise Aitken

Ukele/Choir/Drumming Group during school time. Tutor: Wendy Pearson

DONATION (SCHOOL)

The Board of Trustees requests a donation at the start of each year to make up the shortfall in the Government grant and provide equipment beyond the basics provided. The donation will be set early in 2018. A "Request for Donation" will be sent out each term.

LOST PROPERTY

Property which is left around the school is put on display each Friday for all classes to check. Any property which is named is returned. We would like to see all property named. Each fortnight the property remaining is disposed of to charitable institutions.

MAINSTREAMING

It is necessary to make an appointment in advance if you have a child with special needs. This is to ensure that the necessary support systems and resources are available. A case conference is usually held to discuss placement issues.

MEDIATORS

A group of Year 8 children is selected and trained to mediate in the little squabbles that happen in the playground. Any problem too big, is directed to a duty teacher or brought to the classroom teacher or Associate Principal to sort out once school has resumed. Mediators meet with Mr Brunton regularly to discuss problem areas in the playground. Our school is part of the "Cool Schools" programme and every class undertakes lessons on dealing with conflict situations. Values Awards are awarded by mediators at each assembly. Mediators can be identified by the red band they wear around their hats, during break times they are situated at desks near the playground and field areas and wear red T-shirts.

MESSAGES FOR CHILDREN

It is better to ring the office and leave the message with one of the office staff. The office is a very busy place and urgent messages only will be passed on to children.

MOBILE TUTORING SERVICE

A trained teacher, Brian Hookway experienced in working with children with learning difficulties or needing extension is able to offer private tutoring in Reading, Written Language, Spelling, Maths and/or Handwriting. He works in his van which is parked in the school grounds. Pamphlets are available from the office.

MONEY AND VALUABLES

Parents would assist us greatly if all property brought to school is carefully named. Care of valuable items or money brought to school remains the responsibility of the owner. All money sent to school to be in an envelope and clearly labelled.

NEW ENTRANTS

We run a transition to school programme. Please see "Kickstart Programme" on the back page of this booklet. Children and families are also encouraged to make visits to their new classes.2018.

NEWSLETTERS

Newsletters from the Principal and Staff, aimed at keeping parents fully informed, are sent home each Wednesday. The youngest member of each family takes responsibility for this. The newsletter can be accessed via the school web site alternatively you can register your email address at the office and we will email the newsletter. We encourage you to receive the newsletter by email as it cuts the cost to the school.

PARENT TRANSPORT

From time to time we find it necessary to call upon parents with cars to help transport children. We appreciate the excellent support given by the parents at Kapanui in this regard. All children must be seated with a seat belt on any outing. Cars used for transport must be registered with a current W.O.F. and all drivers must have a current licence. Please do not smoke or use a cellphone while

transporting children. Children up to the age of 7 must have a booster seat, these are available from school.

PHOTOGRAPHS (SCHOOL)

A photographer will be at the school to take class photographs and individual photographs, at some time during the year (usually May). All children are photographed and order forms are sent home for families to purchase photo packs if they wish.

PLAYTHINGS

Children must not bring their own toys or jewellery and games to school as they are easily lost. Please leave toys etc. at home as it is very upsetting for everyone when favourite possessions get damaged or lost.

PRESCRIPTION & NON-PRESCRIPTION MEDICATION

School Policy

Students are not permitted to carry prescription or non-prescription medicines in their bags for self-administration without the school's expressed permission. Arrangements for administering short-term prescription medicines are the responsibility of the Caregivers. Decisions on administering long-term medicines by staff at the school will be made by the Principal on a case-by-case basis. (Ask to see full policy if needed).

RESOURCE TEACHERS LEARNING & BEHAVIOUR

This support facility is set up to provide assistance to students, teachers and parents in the development and maintenance of appropriate social and learning behaviours. There are 7 Resource Teachers Learning & Behaviour covering the Otaki Kapiti region. Referrals are made through the class teacher. Any one of the seven may work with your child if a referral has been made.

ROAD PATROL

We have a school-patrolled pedestrian crossing outside the school at the Rimu Road entrance. N.B. The dotted yellow line on the road at the school entrance indicates a **NO STOPPING ZONE**; therefore, please do not park within the zones. It is very difficult for our school patrol wardens to see approaching vehicles, especially when cars stop within these zones. Both school driveways are off limits, except for staff cars and couriers. To overcome the problem of reversing cars putting children at risk - particularly on wet days, Please drop off and pick-up children at the Road side, not in the school entrance or car park.

We need some parent volunteers to supervise the school crossing from 8.30am to 9:00 am and 3.00pm to 3.20pm as these times of the day are very busy for teachers and the Principal. If you can help by supervising a morning or afternoon once a week please give your name to Karen Burrows Teacher in Charge of Patrol.

SCHOOL HATS

All children are expected to purchase and wear their own school hat. The cost to purchase a hat is \$15.00. School hats are available from the school office. Hats are issued in the colour of the Whanau group that the child is part of.

SHADY SCHOOL POLICY

The medical profession has stated that there is an increased risk of melanoma in later life to children unprotected from the ultraviolet radiation of the sun. The months of concern are from October through to March. It is necessary for Kapanui School to take appropriate steps to protect its pupils from these UV rays.

Purpose

- To ensure children are protected from harmful UV rays from the sun.
- To educate children of the harmful effects of UV.
- To show the children skin protection strategies which they can use.
- To make skin protection a positive goal to be achieved on a daily basis.

SHADY SCHOOL PROCEDURE

Kapanui is a Sun Safe School. The months of concern are October to March. Children are required to wear school hats in Term One and Term Four. Otherwise they must play in the shade. Cover up is the safest protection from the sun. Crop tops and singlet tops are not suitable for school. Kapanui will endeavour to schedule outdoor activities and sports events before 10am. Available shade will be made use of when planning outdoor activities. Staff are required to act as role models. Sunsmart is incorporated into the teaching curriculum for all students every year. The Shady School policy will be reinforced in a positive way through the newsletter.

SPEECH THERAPIST

A Speech Therapist can be called in if required. Application to the Special Education Service through the class teacher is the protocol.

SPORTS AND CULTURAL GROUP UNIFORMS

The recognised sports uniform for our children to take part in Inter-school Sports or Sports Days are the official Kapanui School tops and black or navy shorts or skirts. Uniform tops are distributed through the school office and must be returned on the same day.

STATIONERY

All stationery requirements for 2018 are available from Book Shelf Waikanae Ltd, Main Road, Waikanae.

SWIMMING SESSIONS 2018

All children are expected to participate. We use the Waikanae Swimming Pool during the season. A Doctor's certificate is required if your child is not fit to receive Instruction. All swimming for 2018 will be in the afternoon. Syndicates will send out notices notifying you of the swimming days for your child. The cost for this is included in the School Donation set at the beginning of the school year. Juniors and Middles Feb/March/April, Seniors Oct/Nov/Dec.

TAKING CHILDREN FROM SCHOOL

If it is necessary to take a child away from school during the school day, please call at the office. The office assistant will make the arrangements. Children must be signed out if they leave prior to the end of the school day or if they go home for lunch.

TECHNOLOGY FOR YEAR 7/8 STUDENTS

Friday morning is Technology time for this year. Two classes will go from 8:30 am and the other two at 10:00am. Groups will be smaller, less time but a higher quality programme will be offered.

TRIPS AND VISITS

School policy encourages visits to a wide variety of places of educational interest. For the older children this could be for a period of up to a week. Parents are always advised by a note from the class teacher and in the case of overnight trips, a meeting is called to explain the programme. In addition, approval will have been gained from the Board of Trustees. For the longer trips children may be involved in some fundraising. Costs to parents are always considered carefully in planning trips. Written parental permission is requested at the beginning of the year, to cover visits outside the school. Notification of any trip will be advised in advance.

VISITORS TO SCHOOL

Visitors to school are always welcome. When visiting, please make the office your first calling point to sign in. Visitors need to sign out before they leave. Remember also that during class time it is not possible to discuss individual learning programmes and progress. An appointment for such discussion should be made by ringing the Principal or office staff.

WHANAU

The whanau is at the heart of our school culture and contributes to the development of positive attitudes and our school values of respect, responsibility, courage, kindness, honesty and perseverance. It is a time where co-operation, support, tolerance and relationships are enhanced within a system of integration. By working in whanau groups students are exposed to different ages, abilities and differences that are not so readily seen in a broadband age group.

Each child is put into a whanau group on their first day. Sisters, brothers and whanau have the same whanau group.

Our whanau names represent our school, community and the local environment.

- Te Whenua (land). Green hats
- Te Moana (sea). Light blue hats
- Te Awa (river). Navy blue hats
- Te Waka (canoe). Red hats
- Nga Manu (birds). Yellow hats

We meet once a week in our whanau groups for lunch, this is usually a Thursday.

We meet every fortnight from 1:45-2:50pm on a Friday as a group for a special event or activity. During the summer this time changes due to classes swimming. 12 noon. Thursday is the preferred day.

Eight year 8 pupils are elected as whanau leaders and are involved in planning, leading and implementing ideas and events. Year 7/8 pupils are expected to step up as leaders of their whanau buddy group and help to support and encourage them.

We sit in assemblies in our whanau groups. Whole school events are often run in whanau groups.

KAPANUI SCHOOL CHARTER

VISION - Rise and Shine – Maranga a Whiti

For all our students to **rise** to the challenge of learning **and shine** brightly every day during their learning journey at Kapanui School.

We want -

To develop young people who will be confident, connected, actively involved, lifelong learners.

'Students who actively seek, use, and create knowledge'

In partnership with parents we are committed to providing a **caring and safe** school that promotes each child's **academic, social and emotional development** within a **high quality learning and teaching** community

At Kapanui School we want our children to develop the skills of higher order thinking, creative and critical thinking. We want them to develop the skill of asking questions that develop and stretch their intellect. We want to provide our children with the skills, intellectual habits, attitudes and powerful experiences that lead to lifelong learning. We want our children to have the information and tools to recognize how best they learn and acquire knowledge.

Our aim is to assist our children develop a toolbox of lifelong intellectual habits and skills that will help them become thoughtful, productive citizens in an ever-changing world.

Within this positive educational environment, we will encourage the development of honest, responsible citizens with positive self-images, who respect the beliefs, thoughts, and rights of others. Individuals who take risks to become self-directed learners, creative thinkers, cooperative workers, and community contributors will characterize our success.

OUR CURRICULUM

Our school follows the guidelines of the New Zealand National Curriculum and as a primary school has a special emphasis on the areas of literacy and numeracy or what we term the "Foundation Skills"

Our literacy programmes set out to ensure that each of our students is able to read, write, speak, listen, spell, view and present for success. In general, successful reading for students means comprehending in print most of what they are expected to comprehend when listening to spoken language. Successful writing means expressing in print most of what they are able to express when speaking.

These skills are vital in every learner's development as they mature and grow. Attainment in these areas is monitored very closely, is shared with the learner and is reported to parents at regular intervals. The school also provides a range of intervention programmes, to assist those children that are experiencing difficulties in these areas.

The school's numeracy programme has two parts, one is acquiring mathematical knowledge and understandings and the other has to do with teaching our students to strategize with the number knowledge they have gained. We value the ability to think in a mathematical way, to solve problems that have a real context.

We have combined the content areas of "science, social studies, technology and health" into our INQUIRY / THINKING Curriculum.

These areas are presented to the students as areas of inquiry, where the students are taught to use their ability to question, reflect, research, comprehend and synthesise. In this part of the curriculum, we believe that the learning needs to be relevant, authentic and purposeful and result in a "how has this learning made a difference to me" type of conclusion. It is a highly exciting and motivating part of our school programme.

We also build into our learning programmes, aspects of Art, Music, Dance, Drama and te reo Maori. These areas, together with regular physical education, sport and outdoor education sessions ensure a well-rounded approach to education. We also acknowledge the added value that these areas make to developing intellect.

The school also has a strong values programme, integrated into everything that we do. The school has selected several Kapanui Key Values, which we have set on a "Values Compass". This values compass helps students choose the right direction on their learning journey. These key values and other associated values and virtues are discussed, demonstrated and acted upon in a proactive way.

We believe our school motto "Rise and Shine" encapsulates the ideas of growing, learning and achieving.

Imagine a school in which everyone can rise and shine. A school with a range of coaching and teaching programmes, events and services tailored to help individuals shine brighter and rise higher. That is what Kapanui School in partnership, with parents, staff, Ministry of Education and community seeks to achieve.

We expect our graduates not just to be good students. But good people, the kinds of children who will become adults who will be productive and positive citizens.

To achieve this vision we focus on 5 key teaching beliefs-

Kapanui School – Five Key Teaching Beliefs

1. That **Foundation Skills** provide the basis for life long learning
2. That we need to develop students as **Curious Explorers and Self-Regulated Learners**
3. That **Teachers are Learning Guides and coaches** helping students strive for personal excellence on their learning journey
4. That the provision of **Powerful Learning Experiences** leads to quality learning
5. That our learning environments should be safe, **supportive, inclusive, Quality classrooms**

To deliver this we need to work as a TEAM (Together Everyone Achieves More) to a consistency of practice in key areas and to develop a partnership with parents and the community.

KAPANUI SCHOOL BEHAVIOUR MANAGEMENT

A School-wide Approach

Quality teaching is integral to effective management of student learning and behaviour. Building positive constructive relationships with learners is a key competency for teachers. Kapanui School believes in strong, positive constructive relationships to enable all to achieve maximum potential and growth.

To ensure we have effective conditions for learning and teaching Kapanui School utilises a variety of strategies and programmes to foster a co-operative school ethos. Integral to this is a supportive behaviour management programme. At Kapanui School we work on the restorative principles of behaviour management. The programme promotes the well-being of all those involved in the school community. Through this programme, students in particular, learn skills to manage their own behaviour and resolve conflict through mutual respect and co-operation.

The key facets of behaviour management will include:

- prevent and minimise
- encourage and correct
- apply appropriate consequences
- repair and rebuild

These will promote:

- ownership of behaviour
- respecting mutual rights
- integrating teaching and learning
- building self-esteem
- building positive relationships

Management practices will:

emphasise rights, responsibilities, rules and routines

adopt a non-confrontational approach

emphasise choices to promote ownership of behaviour

adopt a least -to -most intrusive management style

focus on the primary behaviour and deal with this appropriately, avoid secondary behaviours

have clear expectations and consequences

utilise related consequences: consequences can be immediate or deferred, focussing on the certainty not the severity of the consequence.

develop positive corrective styles of a restorative nature.

promote and support positive behaviour

utilise collegial support and parental partnership

Actions and consequences

When a child is sent to either the Associate Principal or the Principal for inappropriate behaviour, they will be recorded in the Loss of Privilege book. If they are in the Loss of Privilege book already that week then they will forfeit privileges. If the behaviour is serious i.e. physical abuse, this will lead to immediate loss of privileges.

The loss of privilege may include not attending either whanau or assembly times during that week, withdrawal from the playground or for serious incidents representing the school at school events, on school visits or in school sports teams.

Pupils that lose privilege will then be followed up the next week with a discussion on next steps, and what changes will need be made. This will be carried out by either the Principal or Associate

Principal. Parents will be notified if children are entered in the Loss of Privilege book more than twice in a short time span or for serious incidents.

We look forward to your support in helping us to maintain the high standards of behaviour that we enjoy at Kapanui School.

Problems

Do remember that if you have a problem related to a school matter, approach the class teacher in the first instance and the Syndicate Leader, Associate Principals or Principal if you are still not satisfied, rather than complain out in the community. A copy of our complaints procedure is available on request. Please avoid ringing staff at home.

BOARD OF TRUSTEE MEETING DATES 2018

Dates of Board meetings are confirmed after each meeting and are subject to change.

Dates	Compliance Reporting	Policy Review	Curriculum Review	Strategic Focus	Special Topic
Term 1 Feb	Update the charter to include targets, strategic and annual plans. To MOE by 1 March Annual Finance Report 31/3. Copy of audited report to MOE by 31/5. Police Vetting Requirements for Non Teachers Staff Registration	Recognition of Cultural Diversity, BOT, staff and parents		Review Strategic Plan Annual Plan Targets National Standards Student Achievement	Review Annual Calendar Maori Achievement and Engagement
March	EEO Medicines Managing Minor/Moderate Injury, Illness Length of School Year Hazard Management	Staff Leave – BOT members and staff Separated parents Day to Day Care and Guardianship BOT members and staff	Progressive Achievement Tests Science/Social Studies	Community Consultation Charter/Strategic Plan	Evacuation Report Election of Chair
Term 2 April	Internet Safety Student Attendance Health Education	Documentation and Self Review	Student Achievement Targets	Minute Draft Annual Reports	
May	Abuse Reporting Procedure	Employer Responsibility			Evacuation Report
June	Evacuation Procedure/ Emergency Kit		Consult Community Health Curriculum	Review Strategic Plan	Police Vetting Teacher Registration
Term 3 August	Appraisal of the Principal	Students with Special Needs Appointment Process			Staff workplace survey – NZCER
Sept	The Health and Safety Committee		Mathematics	Review of Property Plan	Evacuation Report NZCER Me and My School – Student Engagement Survey
Term 4 November	The Appraisal Process	Classroom Release Salary Units		Review of ICT Plan	



KICKSTART TO SCHOOL

This is our transition to school programme which is suitable for all children turning 5 that are enrolled at Kapanui School – along with their parents or caregivers.

WHEN: Every Monday during term from 2.00pm – 3.00 pm

WHERE: Yellow Room

You are welcome to come along for about a term before starting school.

Come and make new friends, meet some of the staff and try some of the things we do at school

Enquiries
Associate Principal
Michelle Whitaker

