



**Rise and Shine
Maranga a whiti**

Learning Journeys
Our Passion!



Information Book 2020

Kapanui School
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23 Rimu Street, Waikanae
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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

A very warm welcome to Kapanui School. We look forward to meeting you and working with your children on their journey through our school. — Noho ora mai

Regards
Craig Vidulich
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	Ngā Kaipātai	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

HUI

We begin each day (weather permitting) with a five minute Hui. This is held in the concrete quad area behind the Library. Hui is where we welcome new children and staff and announce school wide notices, essentially it is where we come together as a school to start the day. Hui is always positive.

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 at school by 9:00am. 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 which is available through Google. 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.



BELL TIMES

8:55am.	Get ready to start school.
9.00am.	Hui.
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.

SCHOOL LUNCHES and KINDO

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.

Setting up an account is easy. Go to the Kindo tab on our school website and follow the instructions.

All you need is your email address which matches the one held by the school.

School lunches can be purchased on **Thursday and Friday's** through our Kindo system, the lunches are provided by New World.



SCHOOL TERMS AND HOLIDAYS 2020

Term One Thursday 7th February to Friday 12th April

Term Two Monday 29th April to Friday 5th July

Term Three Monday 22nd July to Friday 27th September

Term Four Monday 14th October to 20th December (subject to change due to number of Teacher Only Days throughout the year). Other public holidays are as follows:

Public Holidays

Waitangi Day	Thursday 6 th February
Good Friday	Friday 10th April
Easter Monday	Monday 13th April
ANZAC Day	Saturday 25 th April (Observed Monday 27 April)
Queen's Birthday	Monday 1st June
Labour Day	Monday 26 th October
Christmas Day	25 th December



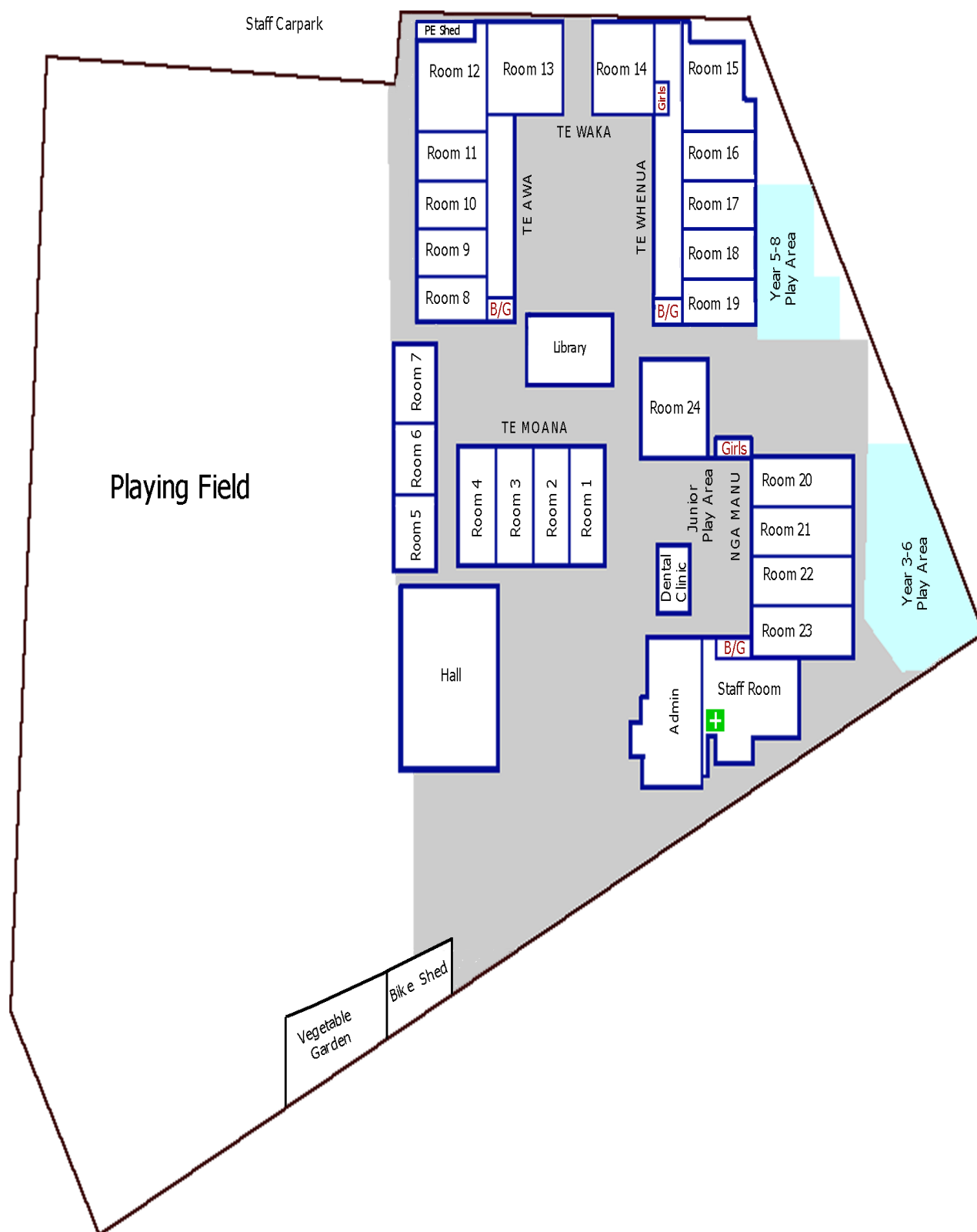
SCHOOL VALUES

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 ORGANSATION AND STAFF LOCATIONS 2020

Craig Vidulich	Principal	Admin Block
John Brunton	Associate Principal	Admin Block
Michelle Whitaker	Associate Principal	
	<u>NGA KAKANO</u>	
Barbara Beaumont /Maria Cassidy		Room 14
Wendy Pearson/Rose Graham		Room 15
Shelley Reeves-Smith		Room 16
Felicity Bothamley		Room 17
Donna Higgins		Room 18
Annie Christie/Maria Cassidy		Room 19
	<u>NGA KAITORO</u>	
Brenda Nelson	Syndicate Leader	Room 20
Neil Milmine		Room 23
Sue Lemmon/Maria Cassidy		Room 22
Georgia Karaitiana		Room 21
Becky Dewdney		Room 1
	<u>NGA KAIPATAI</u>	
Rochelle McKenzie	Syndicate Leader	Room 4
Kerri Davey/Lucy Tristram		Learning Zone
Jess Brunton/Jenny King		Room 5
Emma Deadman		Room 3
Lauren Jordan/Janine Moody		Room 2
	<u>RANGATAHI</u>	
Karen Burrows	Syndicate Leader	Room 10
Emma Swanson/Rebecca Shelford		Room 13
Lynnie Gilmore		Room 12
Diane Richards		Room 11
Matt Wynne		Room 9
Jane Tesoriero		Room 8
Sue Brown	Reading Recovery	
Lyn Stroud	Children With Special Needs	SENCO
Ngatai Derbidge	<u>TEACHER AIDES</u>	
Barbara Higgott	Thea van der Meulen	Rosie Va'a
Louise Reilly	Rachel Brittain-Morby	Mark Wright
Jodie Lockyer	Lesley Millns	Karen Houben
Carol McCaffrey		
	<u>ANCILLARY STAFF</u>	
Jeanette Turkington	Executive Assistant	Admin Block
Lisanne Templer	Office Assistant	Admin Block
Alison Rudd	Chaplain	
Natasha Milmine	Library	
Adrian Whiteman/Rod Turkington	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 whānau time. When classes are swimming assemblies will be on a Thursday at 12 noon 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. Student led conferences will take place during term 2. We use both digital and paper reports to inform parents of students' progress.

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.

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 a chaplain who spends 3 hours a week at the school. Our Chaplain is Alison Rudd. Alison supports our children whenever there maybe issues in their lives. We will contact families prior to children meeting with Alison.

COMPUTERS

BYOD – Bring your own device. Children in Years 5-8 can bring a Chromebook for use at school. Chromebooks range in price from \$350-\$400 and can be purchased from the usual AV shops.

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.

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.



DONATION (SCHOOL)

The Board of Trustees requests a school donation to make up the shortfall in the Government grant and provide equipment beyond the basics.

The donation is \$160 for a family and \$110 per child.

A “Request for Donation” will be sent out in the middle of the year and payment can be made via KINDO, internet transfer or eftpos at the school office. Bank account details are as follows: Kapanui School Board of Trustees 12-3157-0098708-00. Donations can be paid in full or throughout the year. Many families set up an automatic payment which amounts to approximately \$2.00 per week.

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. Please do not send fizzy or sports drinks to school.

FACEBOOK – SOCIAL MEDIA

Please inform the office if you do not want your child's photo to be on the school Facebook page. Please note we do not publish full names or room numbers.

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, 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.

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 and until 4pm on Thursday and Friday. 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

We have a range of music options available to children.

Guitar and drumming lessons are available during school hours. Tutor: House of Sound

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.



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 small issues 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. 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.

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.

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 2019.

NEWSLETTERS

Newsletters from the Principal and Staff, aimed at keeping parents fully informed, are emailed each Tuesday. The newsletter can be accessed via the school web site.



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 cell phone 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.

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 (RTLb)

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 PROCEDURE

Kapanui is a Sun Safe School. Children are required to wear school hats in Term One and Term Four. 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 library and must be returned on the same day.

STATIONERY

All stationery requirements for 2019 are available from Book Shelf Waikanae Ltd, Main Road, Waikanae.

SWIMMING SESSIONS

All children are expected to participate. We use the Waikanae Swimming Pool during the season. Please notify your child's teachers if they are unable to swim. All swimming for 2019 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

Our senior students travel to Otaki College to work in technology classes such as cooking, woodwork, digital technology etc. 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. We travel to the Technology Centre at Otaki College.

TRIPS AND VISITS (EOTC)

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. In 2019 we will be using google forms to inform parents of trips.

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.



WHĀNAU

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 LOGO

Ko Kapakapanui Te Maunga

The school logo is a stylised view of the mountain Kapakapanui. Kapakapanui is the dominant mountain of the area.

The Sun – Rise and Shine – Maranga a Whiti

The rising sun is included in the design to symbolise the beginning of a journey, a learning journey for students. It is used to denote warmth and enlightenment as our students discover new knowledge about themselves and their world. The sun also shines brightly to draw a comparison to our students who we also hope will shine in their achievements and endeavours while at Kapanui School.

The Poutama Tukutuku Pattern

The Poutama design in ancient Maori lore symbolised a climb made by the folk hero Tawhaki to receive the three baskets of knowledge from the gods.

In our logo this is also used to symbolise learning and the gaining of knowledge.

When we look at the construction of the poutama, we find a series of steps denoting the steps of progress and advancement. Briefly, these are education and the striving for betterment, the planning of a child's future... by parents, family and iwi.

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.

OUR CURRICULUM

Our school follows the guidelines of the New Zealand National Curriculum.

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

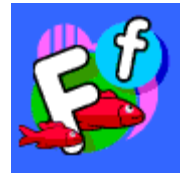
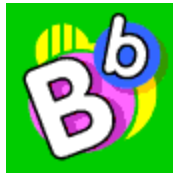
DISCIPLINE MANAGEMENT

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.

Problems

If you have a problem related to a school matter please approach the class teacher in the first instance and the Syndicate Leader, Associate Principals or Principal if you are still not satisfied. A copy of our complaints procedure is available.



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 1.50pm – 2.50 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

