

45 North Road  
Kaitaia  
Ph: 4081490



# Kaitaia Intermediate School

## 2020

“Confident, connected, actively involved, lifelong learners  
who demonstrate  
Respect, responsibility and form positive relationships”



E: [office@kaitaiaint.school.nz](mailto:office@kaitaiaint.school.nz)  
[www.kis.net.nz](http://www.kis.net.nz)



### Board of Trustees

Mr Wayne Lunjevich	Principal
Mr Kevin Matthews	Chairperson
Ms Amy Bolstad	Staff Trustee
Mr Kelvin Horsford	Finances
Ms Diane Laurenson	
Ms Krystal-Rose Taaffe	
Ms Sheree Petch	BOT Minute Secretary

### 2020 Term Dates:

Term	Start date	End date
1	Thursday 30 January	Thursday 9 April
2	Tuesday 28 April	Friday 3 July
3	Monday 20 July	Friday 25 September
4	Monday 12 October	No later than Friday 18 December to make 384 half days for the year

### Staff

#### Teaching

Allanah Quinn	Deputy Principal/SENCO
Dominique Hancock	
Sue Shelswell	
Bronwyn Groombridge	
Rhonda Oien	
Louise Rogers	
Brenda Nathan	
Jo Charteris-Axe	
Margo Christie	
Jane Du Flou	Food Tech
Usha Mangar	Soft Materials Tech
Aaron Russell	Digital Technology
Craig Benjamin	Hard Materials Tech

#### Support Staff

Sheree Petch	Office – Admin Executive
Tui Ussher	Office – Administration
Amy Bolstad	Librarian / Attendance
Mahara Nathan	Teacher Aide
Gloria Matthews	Teacher Aide
Sara Reihana	Teacher Aide
Jamie Beran	Caretaker
Fay Kupa	Cleaner
Maysie Tahu	Cleaner
Justine Gamble	Resource Teachers of Learning & Behaviour
Keryn Doak	
Emily Davey	
Lee Clarkson	
Pamela Enoka	Resource Teacher of Maori
Anna Toia	Social Worker in Schools
Volunteers	IMOKO (High-quality basic health care assessments)

# Kaitaia Intermediate School

Kaitaia Intermediate School is focused on raising achievement. It is staffed by talented and committed teachers who are striving to raise achievement beyond what is normally expected of Year 7 and 8 pupils. All of our teachers use research based best practice teaching strategies, work hard to develop positive learning relationships with all pupils and teach an exciting and relevant curriculum.

KIS has 265 pupils, 13 teaching staff and a number of caring and committed administration and support staff. The Board of Trustees comprises dedicated volunteers who govern the school with commitment and dedication and have been instrumental in assisting and supporting staff to raise achievement.

We pride ourselves on raising achievement particularly in literacy and numeracy. We have seven mainstream classes and three bilingual classes which are proving to be very popular.

Every student is given the opportunity to work towards gaining a place on the Honours Board. To achieve this, students must gain their merit and excellence badges in three of the four available areas: Academic, Sporting, Cultural and Service.

The KIS Student Council is made up from students elected by their classmates. They develop skills in leadership and perform such duties as organising and running school discos, mufti days, and assemblies. A major responsibility is to work with their class and across the school to publish the annual school magazine. They are a very valuable link in the school leadership.

We offer the opportunity for any child at Kaitaia Intermediate School to participate in the University of New South Wales Exams. These exams are offered to many countries throughout Australasia and are an excellent opportunity for children to experience and take part in an exam situation. These go towards selecting our school Dux. The exams available are Science, Writing, Maths, English and Computers. We also enter teams into the Northland heats for the Mathex competition and the Kids' Lit Quiz each year.

KIS is proud to be a Health Promoting School and to be receiving fruit as part of the Fruit in Schools initiative. In 2009 KIS became the first intermediate school in Northland to become 'Sunsmart' accredited. We are also 'A Duffy Books in Homes School'. We have been a "Positive Behaviour for Learning School-Wide" (PB4L) school for many years. PB4L looks at behaviour and learning from a whole-of-school, as well as an individual child perspective. It helps our school build a culture where positive behaviour and learning is a way of life. It's not about changing the students, it's about changing the environment, systems and practices we have in place to support our students make positive behaviour choices.

Despite our remote location, KIS competes beyond expectation on the sports field and dominates most sporting competitions in the north. Our school has a tradition of participating in the AIMS games in Tauranga since it first began.

The School is proud of all of its facilities including the Computer Suite, the technology block, adventure playground, the Josie Murray library and the Tennis/Netball Courts. The buildings are attractive and well maintained and we have huge playing fields that are envied by other schools and are well utilized by many community, business and social organisations for a number of recreational activities.

# Kaitaia Intermediate School Expectations

“Confident, connected, actively involved, lifelong learners who demonstrate Respect, responsibility and form positive relationships”

## Positive Behaviour for Learning (PB4L)

At Kaitaia Intermediate School we develop positive relationships and become successful learners by:

- Staying *safe*
- Showing *respect*, and
- Being *responsible*

## Come to Class Prepared

- Wear correct uniform **at all times**.
- Arrive on time – unless you are a bus pupil do not arrive before 8.20
- Tie long hair up neatly. Blue, black or white hair ties only.
- Have appropriate stationery

## The only jewellery to be worn is:

- Simple stud earrings
- Taonga

## Attendance

- The expectation that all students will attend **at least 90% of the time**. This means no more than 19 days absent for the year.

## The following items are not acceptable:

- Rings, facial piercing of any kind, nail polish or bracelets. Any tattoos must be covered.

## The following areas are out of bounds:

- Outside of the school fence or gates
- The car parks
- In a classroom without a teacher present
- Near the Technology block when outside schools are at Technology
- Around the back of the school
- The dairy
- The staffroom

## Bicycles/Scooters

- Bikes & scooters must be pushed in school grounds.
- Cyclists must wear helmets.
- Bikes to have a lock.

## PE gear

- PE gear to be worn for all PE lessons. This includes hats for Terms 1 and 4.
- Togs and towel for swimming lessons.
- Wear swimming caps when using the school pool.

## Litter

- Recycle where appropriate.
- Put litter in bins

## Eating

- Chewing gum, fizzy drink, energy drinks and lollies are not allowed.
- Remain seated while eating.

## **Discipline**

School discipline processes are based around our school values: being safe, being responsible and being respectful. Students who behave in ways that go against the school values are held accountable in a range of ways. The rule of thumb followed is using natural and logical consequences. Teachers are required to follow through with all behavioural issues that involve the students in their class (es). Referral to Senior leaders occurs where the infringements are serious or where follow-through by teachers has been unsuccessful in realising the required behaviour. Students are supported to reflect on the value that has been broken, repairing relationships where they have been damaged by inappropriate behaviour and putting the damage right. This provides a flexible approach to holding students accountable for their choices and actions.

## **Restorative Practice**

A number of staff have been trained to use 'Restorative Justice' practices. If a major conflict arises between pupils the school may elect to call a Restorative Justice meeting to resolve the issue.

## **Keeping Parents Informed**

Parents are kept informed of school activities in the following ways:

- School newsletter – prepared by Principal
- Class newsletter – prepared by classroom teachers.
- School Website [www.kis.net.nz](http://www.kis.net.nz)
- Facebook – “*Kaitaia Intermediate School*”
- School news channel (SMS messages sent via texting)
- Teachers email addresses are posted on the school website.
- Flyers - as necessary to inform the community of a special event / occasion.
- Text / e.mail / landline telephone calls via our automated parent communicator

## **Office Hours**

School office is open from 8.30am to 3.30pm.

## **Our School Day**

Pupils are discouraged from arriving at school too early. They are of course permitted in the grounds, but with no access to school property until teacher supervision is to begin.

## **Bell Times**

<b>8.20 a.m.</b>	Teachers on duty
<b>8.50 a.m.</b>	Morning classes commence
<b>10.50 a.m.</b>	<b>Morning Interval</b>
<b>11.10 a.m.</b>	Mid morning block commences
<b>1.10 p.m.</b>	<b>Midday Interval</b>
<b>1.50 p.m.</b>	10 minute warning before class starts
<b>2.00 p.m.</b>	Afternoon classes commence
2.45 p.m.	5 minute warning before end of school day
<b>2.50 p.m.</b>	<b>End of School day</b>

## Attendance

Attendance is compulsory for New Zealand citizens and residents aged between six and 16 years. Regular attendance at school is fundamental to student learning. Students who attend school regularly are more likely to achieve educational success and increase their career and life options. Parents/caregivers have a legal responsibility to ensure their child attends our school regularly (*Education Act 1989 No. 80: Part 3 No. 25*). Our school shall take all reasonable steps to ensure that students who are required to attend the school whenever it is open, do so – we expect at least 90% attendance. A student's attendance is monitored from data that teachers enter electronically each day. The school office must be contacted if a child is absent – we have several methods:

1. By phone – 4081490
2. By email: [abolstad@kaitaiaint.school.nz](mailto:abolstad@kaitaiaint.school.nz) and [office@kaitaiaint.school.nz](mailto:office@kaitaiaint.school.nz)
3. By Skool Loop – Download the FREE App to your smart phone from your phone's playstore
4. Facebook (search for us: *Kaitaia Intermediate School*). Absences of more than three days through illness should be backed up by a medical certificate. If the school is not informed of the reason a child is absent, attempts to contact the parent will be made on the first and subsequent days of the absence. Te Tai Tokerau Attendance Service (TTAS) is authorized to investigate absences on behalf of the school.
5. If you have had no access to any of the above methods, it is important that you send a written note to the school explaining why your child has been away, or call into our office to see us.

When a student arrives late, they **must** come to the office to sign in using our electronic tablet (VisTab). Similarly, if they leave for any reason before the end of the school day, they need to sign out using the same method and then sign back in if they return to school.

## Buses

Traveling to school on the bus is a privilege not a right. Pupils who compromise bus safety will be asked to find alternative methods of traveling to school. Issues to do with the bus should in the first instance be addressed to the Deputy Principal who is the bus controller. Only pupils living 3.2 km or further from the school are eligible to travel by school bus. Ineligible pupils may use the bus, provided there is space available, but there is a small charge for ineligible students. Bus pupils are not to swap buses without permission from the bus controller. This will only be considered if your child brings a note from home, or you have contacted the school personally. For children travelling to venues for rugby practice, bus passes are available for \$3 per trip from school.

### Student Conduct On The Bus

- Food or drink is to stay in school bags.
- Sit on bus seats appropriately.
- Students are to **remain seated** in the place they choose from the start of their bus journey to and from school, while the bus is moving.
- Speak respectfully and in a quiet tone. Quiet should be defined as “In a tone that does not distract the driver from driving.”
- Keep your hands to yourself.
- Any sporting equipment must be stowed safely in school bags, under the seat or at the front of the bus.
- Students must get off only at their regular stop unless prior arrangement has been made with the school bus controller.
- A reasonable standard of behaviour is expected from students at all times and school rules must be adhered to.

Students are expected to be at their stops at least (5) minutes before the bus arrives.

## **Information Communication Technology**

In 2018 pupils have had access to computers in the following ways:

- Two ICT computer suites. One as part of the technology programme and the other for classroom use. Classes are timetabled to use this suite once or twice a week.
- Web connected computers for research in the ICT rooms and Library.

Kaitaia Intermediate is working toward joining Manaiakalani. This approach to developing digital literacy and equitable access to digital devices is being explored.

## **Technology**

There are four technology specialist teachers for our classes: Food Technology, Information Communication Technology, Hard Materials & Materials Technology. The children receive 3 hours of instruction per week and each term is spent learning about one Technology.

## **School / Class Camps**

Camps are generally held late-Term 3 or early-Term 4, however some teachers also organise overnight excursions during the year to complement studies the class is involved with.

## **Cyclists**

Many pupils cycle/scooter to school and bike stands are located within our grounds for their convenience. **It is compulsory to wear a cycle safety helmet both to and from school.** Pupils who do not wear helmets to or from school will have their bicycles stored safely away until they commit to wearing a helmet. Cyclists are expected to dismount from their bikes/scooters outside the school gate and walk /wheel bikes into the school grounds. Cyclists heading towards town after school are expected to use the pedestrian crossing. This positions them to ride their bikes on the correct side of the road. For security, bike locks are recommended.

## **Learning Needs**

We are currently trialling a Reading Programme for those children who require additional help. This programme is computer and internet-based and can be accessed both at school and at home. Our aim is to improve the child's decoding skills, spelling; learning and confidence in Reading.

## **Pupil Progress**

Within the first six weeks of school a whanau day will be held for parents. This is an informal parent / teacher meeting.

- Informal Written Report is issued in Term 1 (Whanau Day)
- Written Report One is issued at the beginning of Term 3 to coincide with Parent / Pupil / Teacher interviews
- Written Report Two is issued in December
- Parents must attend these interviews to receive these reports
- Parents are encouraged to visit their child's class at any time.

If you wish to make an appointment to see any teachers, this can be done via the school office at 4081490.

Each pupil's report should give the following information:

- The achievement standard expected for each child
- The child's achievement level
- The child's progress over a period of time
- Areas for the child and teacher to work on together to make improvement
- Area worked on at home.

## **Library**

Our school library offers a wide range of fiction, non-fiction, reference and other resource material which caters for a wide variety of reading and interest levels. The library and IT suite work together to support the pupils' research skills; computers are available in the library to assist this. Classroom teachers are committed to helping pupils develop the information skills they need to become successful learners and users of information. Our library is opened at lunchtimes for students to play games, colour and read. Our annual chess tournament is held in our library.

## **Organisation of Classes**

All classes will be made up of Year 7 and 8 pupils. There will be 6 mainstream classes and three bilingual classes.

## **Bilingual/Reo Rua Class**

The Bilingual whānau class is a composite Y7 and Y8 class. Instruction in Maori is between 31 – 50 % per week and is used in all subjects. Pupils entering this class must be able to speak and learn in Maori and be prepared to participate in the Kapa Haka Roopu. See entry criteria with enrolment pack. We are planning to have three bilingual whānau classes to create extra opportunities for students and whānau to access Te Reo Māori.

## **Special Needs**

When a new pupil enrolls at K.I.S. who has ORS (Ongoing Resourcing Scheme) funding, a specialist teacher co-ordinates with the classroom teacher, parents/caregiver/s/whanau and other agencies to deliver an appropriate programme.

## **Phones & Gadgets**

Gadgets such as Ipads, Ipods, cameras and cell phones are not permitted at school. If a child needs to bring a cell phone it must be handed in to their classroom teacher for safe keeping. **The school accepts no liability whatsoever for their safety.** If a child is found to have a cell phone or gadget at school, it will be confiscated and must be picked up by an adult.

## **Lost Property**

Enquire at the school office for any lost property. **All clothing must be named.**

## **Social Worker in Schools (SWIS)**

Kaitaia Intermediate School has the services of a Social Worker in Schools. This position is for 1 day per week when the Social Worker is in the school to liaise with staff, pupils and caregivers regarding the social wellbeing of pupils. The social worker can be contacted on any day, as required, by phoning the school office.

## **Resource Teacher of Learning and Behaviour**

The RTLB is based at KIS. The RTLB supports and works within school settings, assisting staff with ensuring success for students experiencing learning and behaviour difficulties while supporting the development of inclusive teaching practices.

## **Resource Teacher of Maori**

The Resource Teacher of Maori is based at Kaitaia Intermediate School. The room is used as a teaching space, a teacher development venue, and is a resource for all Far North schools, which may require access to information, ideas and activities. Phone/Fax: 09-4081487

## **Physical Education**

Physical Education should occur at least once a week in each class and assist pupils with physical fitness, strength, speed and coordination. Students are required to wear the correct PE uniform, plain black shorts and KIS P.E. T-shirt (hat is required for Term 1 and 4).

## Swimming Pool

We have a school pool facility with children having access to it at least once a day over the swimming season. Pupils are expected to participate in swimming sessions as they are a part of the school programme like all other subjects. Lunch time swims are available each day. For health and safety reasons approved **swimwear and swimming caps must be worn.**

## Stationery

School stationery packs are available from **Marston Moor** from mid-January. If individual teachers require extra stationery items, these will also be available from **Marston Moor.**

Basic stationery items may be purchased from the office during the year before school or during breaks.

## Visitors to School

All visitors and parents to school must sign in using the electronic tablet (VisTab) in the office.

## School Uniform

The Kaitaia Intermediate School uniform is available from DD Gold and consists of:

### Boys

Shorts	Grey
Shirt	Grey or White Polo Shirt with school logo
Socks	Black – below the calf

### Girls

Culottes	Navy
White Polo Shirt	with school logo
Socks	Black – below the calf
Head bands	Blue, black or white only
Hair ties	Blue, black or white hair ties only

### Boys & Girls

Hat	Navy blue “Bucket Hat” with school logo. Sun hats are worn in Terms 1 and 4 and are available at the school office.
Swim Cap	Any colour is acceptable and these must be worn for any swimming activity.
Jacket (new)	Podium Softshell Jacket
Jacket	Royal Blue Polar Fleece with school logo
Jacket	With lining and school logo
Pants	To match lined jacket
Sandals	Black
Shoes	Plain black (no logos)

### Winter Uniform

The only change to the winter uniform is that pupils may wear the track pants which match the school jacket. Plain black T-shirts are allowed to be worn under the polo shirt.

### Physical Education - Boys and Girls

Hat	Bucket Hat
Shirt	Blue T-shirt with school logo
Shorts	Black boxer type ( <b>no labels</b> )

**DD Gold** in Kaitaia is our main supplier of school uniforms for 2019. We have made this change from The Warehouse, along with Schooltex, to reduce costs for whānau. Our BOT has approved a uniform change to black below the calf length socks for both boys and girls both summer and winter, also to reduce uniform costs. **Please clearly label/name all clothing.**



***Uniform Requirements,  
showing P.E. uniform, School  
jackets, Culottes, T-shirts,  
school hat for Term 1 and 4.  
Examples of appropriate black  
sandals & shoes***

## **Procedure for Complaints**

### **External**

1. Address the complaint with the person involved in the first instance.
2. If there is no satisfaction, then the complaint may be taken to the Principal who will:
  - Approach the person complained about
  - Give them opportunity to respond to the complaint
  - Respond to the person making the complaint.
3. If there is still no satisfaction, then the specific matters must be put in writing.
4. The person being complained about has the right to representation at any stage.
5. The matter may be brought to the attention of the Board of Trustees who may seek advice and make further enquiries in order to be satisfied as to the facts of the specific matter(s).
6. Any action required will be put in writing and a reasonable timeframe provided to effect the necessary changes
7. The process and any action taken are to be recorded, sighted and agreed to by the parties concerned.
8. The services of an arbitrator may be necessary.

### **Complaints against the Principal**

A complaint against the Principal should in the first instance be addressed to him/her either face to face, or in a letter.

If there is no satisfaction, then the complaint may be taken to the BoT Chairperson who will:

- approach the Principal
- give him/her opportunity to respond to the complaint
- respond to the person making the complaint

If there is still no satisfaction, then the specific matters must be put in writing.

The matter will be brought to the attention of the Board of Trustees who may:

- a) Seek advice
- b) Make further enquiries in order to be satisfied as to the facts of the specific matter(s).

Any action required will be put in writing and a reasonable timeframe provided to effect the necessary changes. The process and any action taken are to be recorded, sighted and agreed to by the parties concerned. The Principal has the right to representation at any stage. The services of an arbitrator may be necessary.