



Welcome

*An information handbook for
Parents and Visitors*

Principal: Simon Flockton
Board Chair: Jess Ranger

19 Allington Road
Karori
Wellington
New Zealand

Phone: (04) 476 6165
Emails: principal@kwns.school.nz
chair@kwns.school.nz
office@kwns.school.nz

Please visit our Website
www.kwns.school.nz

A Message from Simon Flockton, Principal...

Karori West Normal School - Te Kura O Waipahihi is a full primary school with students from Year 1-8. We value home-school partnerships and work closely with the community to provide a quality, inclusive education that meets the needs of all students. KWNS is fully committed to the principles of Te Tiriti o Waitangi.

KWNS was established in 1932 and is situated in the southern end of Karori. The school is made up of families who come from many cultures and from a wide range of socio-economic groups. The school values the input and aspirations of our community and the richness that diversity brings to our kura.

At KWNS we believe that a **broad, balanced and meaningful** education for all children is vital and a key responsibility of our school. Or, that children learn to love learning and understand and feel that school is a great place to be every day. As you will read in this booklet, we at KWNS School hope that you will see that we are committed to providing a full and rich education, and forming positive, learning focused relationships with children and whānau.

We are a supportive school community, committed to ensuring that all children in our care experience a rich and engaging primary education. We work hard to ensure that our students learn to love learning through experiencing success and growing confidence. As a school our culture is inclusive, and appreciative of all cultures.

Our school values: whakamana (respect), kotahitanga (unity), Waihanga (creativity), Manawaroa (resilience) guide our collective approach to learning, teaching and our school culture. Building upon these values, our teachers and support staff commit to high standards of teaching and learning, and in forming high quality relationships.

We offer a broad, rich and balanced curriculum, that is child centred and focused on the individual needs of our students. Our school is a place where:

- children's genuine engagement and enjoyment of learning within a well-designed and resourced inquiry-based curriculum is the basis for growing their achievement and progress. This Includes providing children with a wide range of opportunities in the Arts, culture and sport.
- everyone is committed to being a constant learner and learning together – teachers and children.
- all areas of the curriculum are built into learning programmes with proper attention to literacy and numeracy, an inquiry based approach, and plenty of practical learning experiences.
- children understanding their own learning, what they need to learn, why they need to learn it and what their next learning steps are.

Moreover, at our school we look towards the future. While we continue to make the best of traditional approaches to teaching and learning, we are also determined to embrace change and equip our children with skills that will last them a lifetime.

KWNS is a 'Normal School'. As a 'Normal School' we have an ongoing relationship with Victoria University of Wellington regarding Initial Teacher Education. We play an active role in the training of student teachers and providing input to the university about the training programmes offered for student teachers. This relationship is a very positive one for our school. The school provides, models and nurtures best practice in classroom management, teaching and evaluation for those engaged in initial teacher education

If you have any enquiries about our school, or would like to book a time to meet with me, please don't hesitate to contact me on 473 6165 or principal@kwns.school.nz

Ngā mihi nui,



Simon Flockton
Tumuaki | Principal

Term Dates for 2026

Term 1:

Start Date: Monday 3 February

End Date: Friday 2 April

Waitangi Day – Friday 6 February

Term 2

Start Date: Monday 20 April

End Date: Friday 3 July

ANZAC Day – Monday 27 April

King's Birthday – Monday 1 June

Term 3

Start Date: Monday 20 July

End Date: Friday 25 September

Term 4

Start Date: Monday 12 October

End Date: Wednesday 15 December

Labour Day - Monday 26 October

SCHOOL HOURS

8:30am	Classrooms are open
9.00am - 10.30am	Morning session 1
10.30am - 10.50am	Morning tea break
10.50am - 12.30pm	Morning session 2
12.30pm - 1.30pm	Lunch break
1.30pm - 3.00pm	Afternoon session

SCHOOL ORGANISATION 2026

Principal: Simon Flockton

Acting Deputy Principal: Marcus Collins (Year 5-8)

Deputy Principal: Kirsty Harry (Year 1 – 4)

Senior leader: Helen Carr

Nikau – (Year 0 – 2)	Class	Responsibility
Sophie Weren	Ako 10	Team Leader
Emma Daines	Ako 11	
Odette Abernethy	Ako 7	
Nicole Bailey	Ako 8	
Sarah Tucker	Ako 12	
Georgia McNeill	Ako 13	

Kahikatea – (Year 3 – 4)		
Ximena Aitken	Ako 14	Team Leader
Roslyn Anthony	Ako 15	
Gemma Dawson	Ako 17	
Abbie Holland	Ako 18	

Matai – (Year 5 – 6)		
Isabella Wicks	Ako 4	
Laura Ernst	Ako 5	Team Leader
Ruth Wood	Ako 6	
Jenny Lowe	Ako 9a	
James Roscoe	Ako 9b	

Kauri (Year 7 - 8)		
Sarah Gatland	Ako 1	
Adam Hrstich	Ako 2	Team Leader
Alistair Chisholm	Ako 3	
Judd Munro	Ako 20	
Natalie Hammel	Ako 21	

Rata (Technology)		
Stu Crafts	Hard Materials	
Helena Clarke	Foods	
Dee Hawken	Fabrics	Team Leader
Viv Rathbone	Stem	
Joanne Wear	Multicraft	

Specialist Teachers			
Viv Quinn	ESOL		
Christiane Kerr	Release Teacher	Laura Thirkell	Release Teacher
Lena Going	Kapa Haka Leader + Release teacher	Brid Duncan	Release Teacher
Ursula Summers	ORS + Learning Support	Teresa Keeley	Release Teacher
Jane Horwell	Bikes	Lucy Hindmarsh	Release Teacher

A

ABSENCES

If your child is going to be absent or late to school, please phone the school Absence Line 476 6165, send an email absence message via the school website (see 'Absences' tab) or text message on 022 649 6782. Please advise by 9am to ensure we are aware of the whereabouts of your child and know they are safe. Please advise the school office ahead of time if your child will be away for a prolonged period, for whatever reason. Children who are late must report to the office and sign in.

Parents are encouraged to make appointments for your children outside school hours, to avoid disruption to their learning programme. If, however, you can't avoid this, school policy requires parents to pick up and drop off their child at their classroom, or at the school office. It is not safe for children to wait for you at the school entrance, and responsibility for your child needs to be transferred personally from teacher to parent, and vice versa. If you need to pick up your child from school, please sign them out at the office.

After School Care

The After School Care (OSCAR) Programme is operated by a parent co-op in our school hall from 3pm to 5:30pm on school days. The programme is independent of the school, with information available at <https://www.kwoscargroup.com/> or ph. 027 610 0563

The following companies provide before and after school care:

SMASH: Yvette 476 2747 office@thesmashclub.org.nz

Dynamics: 022 064 1161

B

Behaviour

Our school has a no tolerance policy for bullying and teaches children to develop self-discipline through an emphasis on positive behaviour and a reflection on choices made. We also help children learn to work through their problems with programmes such as Peer mediation, Keeping Ourselves Safe and PB4L (Positive Behaviour for Learning). If problems occur, we find a joint approach between home and school is the most effective way to help children learn more appropriate behaviour. As a result, we will contact you if there are any major problems. We also encourage children and/ or parents to report any concerns.

Buddy support for juniors

We operate buddy classes across our school to develop strong, supporting bonds between our youngest and oldest akonga. Our Year 7 and 8 children form buddy classes with our Year 3 and 4 children, and our Year 1 and 2 children form buddy classes with our Year 5 and 6 programmes. Buddy classes meet together regularly to do a variety of activities – e.g. run hui items together, shared reading, art projects, P.E, etc.

Board of Trustees

The school's governing body is elected every three years. The Board meets twice a term as a full board and has a number of subcommittee meetings as well. Minutes of these meetings are available from the online.

Bring our own device (BYOD)

Karori West has a BYOD policy for our students in Year 5 – 8. Students who wish to bring their own device must first sign an agreement of use. This agreement is to be signed by the student and by parent/caregiver, and clearly outlines School responsibilities, Student responsibilities and Parent responsibilities.

C

Cross Country

A whole school Cross Country running event is held in Term 2 - approx May each year. Children are divided into their year level and run at separate times from each other. Parents are welcome to come along and support the children on the day. We are fortunate to be able to use Karori Park, which is an excellent running track.

Camp - Kauri Syndicate (Year 7/8)

Every two years our Year 7 and 8 head to camp. This is normally for 4 days, 3 nights.

Camp - Matai Syndicate (Year 5/6)

Every two years our Year 7 and 8 head to camp. This is normally for 3 days, 2 nights.

Children's clothing

Please name all your children's school clothes and property, to avoid loss. Unnamed lost property is located near the school office. Items are displayed regularly to students and parents in an effort to reunite them with their owners; unclaimed articles are sent to a charity at the end of each term.

Consultation & Reviews

The views and opinions of parents and caregivers are important to us to assist with forward planning and in setting future goals and priorities. Parents are therefore invited to express their opinions regularly. Every second year, parents are asked to participate in a "Review Survey" whereby strengths of the school and areas for further development are identified. Parents are also asked to comment on their future vision for the school at this time.

Civil Emergency Organisation

Teachers have special procedures to put into action in case of a civil emergency, such as a serious earthquake. Since you as parents have a part in this, it is necessary for you to know what we are going to do, and how you can help us.

In the event of a civil emergency, we will keep all children at school under supervision until they are collected by parents, or another adult specifically nominated in writing by you. That person is usually nominated when you enrol your child. Please check with the office if you wish to change your nominated alternative caregiver. When any child is released from school after an emergency, details will be entered on a special register so that if any later enquiry is made we know where every child went. It is vital therefore, that parents do not just arrive and take children without notifying us.

Changes to parent contact details

If/when these change from those provided at the time of enrolment, parents are asked to advise the office immediately so we always have up to date phone numbers, email and street addresses, for you at home and work. This is very important, particularly in emergencies.

Catering for students' abilities

While students are grouped in classes by year groups reflecting their age, within any one class students present a variety of abilities and levels of development. These are assessed by a range of means throughout the year so teachers can provide focused and appropriate learning for all students. Student engagement and progress is expected when they are faced with challenging yet achievable targets. As well as these in-class learning provisions, we run a number of additional programmes for students needing extra learning support.

COMPUTERS and eLEARNING

All classrooms have computers for use in support of children's learning. We see these as valuable learning tools, to be used alongside other classroom resources, across the curriculum. One example of this is how students increasingly use 'Seesaw' to share examples of their learning and progress across the curriculum.

D

Dental Service

The mobile dental clinic van visits school once a year to check on children's teeth. Your child will be called to the truck inside school time, those requiring follow up care will be asked to attend. Bee Healthy can be contacted on 0800 TALK TEETH for any assistance outside of these times.

<http://www.beehealthy.org.nz/content/default.html>

Duty Teachers

KWNS School is fully fenced and we always have teachers out in the playground to look after the students. They wear bright orange vests and carry a bag with plasters and other essentials. The children are encouraged to find one of these teachers if they need help during morning tea or lunch time. In addition to the two duty teachers there are teacher aides in the playground and two senior students who are on duty as trained 'peer mediators'. These older children are great at helping the younger ones sort out minor issues.

Donations

Funds received through parent donations are used to fund resourcing that Government funding does not cover - with specialist teachers, computer resources and the school bike track being a few examples. The donation is set at \$260 per child, and \$220 for each additional child in a family. Donations can be paid in one lump sum or by installments spread over the year. Donations are tax deductible, if paid before the 31st March end of tax year. Cash payments can be made at the school office.

If you wish to pay online the school's account number is:

Bank Account Number: 12 - 3223 - 0091361 - 000 (ASB)

Bank Account Name: Karori West Normal School Board of Trustees

Please include your child's initials and surname plus 'Donation' in the reference

As a school, we very much appreciate any donations that we receive.

Damage to School Property

The school pays for repairs due to accidental damage in most cases.

For acts of deliberate damage to school property, damage caused to the property of others, or breakages through disobeying school rules, we expect the child or parent to pay for repair or replacement.

Disaster Planning – School Statement

In the event of a civil emergency or natural disaster occurring during school hours, we wish to clarify what the school can / cannot provide:

What We Do:

- Display Emergency Evacuation Guidelines in all classrooms;
- Carry out regular drills based on these Evacuation Guidelines – fire, earthquake and tsunami;
- Encourage staff to hold a current First Aid certificate;
- Maintain careful records of children being picked up, and by whom;
- Send out block “text messages” to registered parents (if cell phone coverage is possible);
- Encourage families to register free for Wellington Emergency Management Office “WEMO txt alerts” at the website below:
- www.emergencymanagement.co.nz/information/latest-news/244-emergency-text-alerts-from-wemo.html
- Liaise with appropriate emergency services and Civil Defence;
- In the event of us having to evacuate the school site, classes will make their way across the road and assemble on Karori Park.
- Aim to keep families informed as best we can.

What We Do Not Do / Do Not Have:

- We do NOT store food supplies for children at school;
- We do NOT store blankets / bedding;
- We do NOT have off-site shelter in the event of having to evacuate the school.

For further helpful information for families:

<http://www.gw.govt.nz/it-s-easy-get-prepared-for-an-emergency/>

E

Education outside the classroom

EOTC is considered an important part of the learning programme. Children will bring home notices of planned trips and we need the permission slip to be signed and returned to school prior to these outings.

EMERGENCIES - Fire, Tsunami, Flood and Earthquake drills.

Drills are held each term. All pupils and parents must keep calm and follow the instructions of the fire warden. Please note: Parents and visitors on site during a drill or real evacuation **MUST** follow the directions of the site warden and join evacuation actions.

For Fire, a continuous bell will signal teachers to evacuate children to the assembly point on the field. In the event of a real fire, children will be released to parents from this point once the roll has been called and the warden has given the all clear.

For Earthquake, children are instructed to seek shelter under tables and in doorways. A continuous bell will sound when it is considered safe for children to move to the assembly area. The collection of children will proceed as above. Other emergency procedures are contained in school policies. Common sense must prevail at all times to ensure everyone's safety.

Enrolment and Preschool visit

The school endeavours to make the transition from home to school as smooth as possible. We have a pre-entry visit programme which allows children four visits before they start school. During these visits, you accompany your child. These visits are usually conducted in the 4 weeks before your child's 5th birthday during Wednesday morning sessions. Your child's teacher will contact you to arrange visits.

NZ law allows no child to begin school before the age of five years and for all children to begin by their sixth birthday. Once enrolled at school, it is compulsory for children to attend school every school day, even if they are not yet 6 years of age. A birth certificate or passport, immunisation certificate and proof of address (due to our school having an enrolment zone) are required for all children enrolling for the first time.

If you would like to arrange a visit to our New Entrant classes please do so as soon as possible (before class allocation) by contacting the school office@kwns.school.nz. We encourage parents to be as involved in their child's school activities and programme as they are able. Opportunities for involvement are outlined in school and syndicate newsletters. On enrolment, it is important that parents advise us of any special learning needs their child has, which includes giving us approval to access their records from their preschool. An approval form for this is in the enrolment pack.

F

Friends of the School Group

An active group of parents and teacher representatives meet monthly to arrange fundraising, school support and social events for parents and children. New parents are always encouraged to join. Meeting dates are advised in school newsletters, but are usually at 6.30pm on the first Thursday of each month. This is a great way to meet other parents and contribute to the life of the school.

Fundraising

You will be well aware that the days of a "free" education have long gone. We rely heavily on the goodwill of parents and whanau to assist us in raising funds to ensure that we are providing the best possible learning resources and environment for our children.

All offers from parents to help with fundraising activities are welcomed. **Please come forward and offer your support via the "Friends of the School" group**, or the school office.

Locally raised funds are used for special projects (items not normally provided for in our budget).

Occasionally teachers and children are involved in a major fundraising project, but this is kept to a minimum - usually once or twice a year.

G

H

Health and Safety of Children and Staff

Whilst at school we make every effort to ensure that children are able to learn and play in a safe environment. While it is inevitable that accidents will occur from time to time, it is our aim to minimise the occurrence of accidents to the lowest possible level. Specifically, in an effort to maintain a safe environment, we undertake the following safety procedures:

- regular fire and earthquake drills are held without prior warning
- evacuation procedures are approved by emergency services
- we have an automatic 24-hour monitored fire alarm system that is triggered by smoke detectors throughout the school buildings
- all buildings are formally checked for safety compliance by an independent agency annually, and the school has a current “Warrant of Fitness”
- the caretaker conducts daily checks for potential hazards around the school and prompt action is taken to attend to these
- all school play-structures have been formally inspected for safety standards compliance, and are part of the daily hazard checking schedule
- a minimum of three teachers are always rostered on to playground supervision duty during break times. Often other staff assist duty teachers by taking a walk around the playground
- it is school policy to notify parents of any head injury. Names of children actually treated for injuries are recorded into our Accident Register, and we also have a written note-home system whereby teachers may choose to explain how a particular injury / illness has been treated
- key staff have current first-aid training, and it is school policy to seek professional advice as/when necessary
- children are encouraged to report any damage / potential hazards to the office → your suggestions on safety issues are always welcomed, and valued.

Health, Illnesses, Accidents

Parents are asked to inform the school of any health problems or allergies, which may affect students. **Please do not send your child to school if they are unwell.**

No medication may be given to a child without parental consent. Please advise the office if any medication is required to be administered during the day. A Medicine Authority form will need to be completed. In the case of an accident we have staff that are trained in first aid. In the case of an accident or illness the parents/caregivers will be contacted and appropriate arrangements will be made for the child’s care, until the parent/caregiver arrives to take the sick or injured child home.

School Hui (ASSEMBLIES)

Parents are warmly invited to attend school hui. These are usually held weekly at 11.45pm on Fridays. Classes are rostered to share items they have been learning about. Please check with your child’s teacher for the date of the Hui as you are welcome to come along to see the certificate presentation.

Homework

Apart from Junior readers, KWNS students receive regular homework. Students may bring homework home and generally this is in the form of work they needed to complete.

I

Immunisation

We require your child(ren)’s immunisation record when enrolling.

All year 7 students are offered a free booster immunisation and HPV at school to help protect them against infection from tetanus, diphtheria and whooping cough (pertussis). This immunisation is also known as Boostrix.

J

K

Kapa Haka

All students are provided with learning in kapa haka, in addition to our school kapa haka group performing several times each year. Our 'KWK' ropū performs at a cluster event every year.

L

Lunches (Healthy Lunches)

Children are encouraged to bring a **healthy morning tea snack and lunch** from home. Fizzy drinks and sweets are not allowed. **We do not sell lunches at school**, however you can order *Hells Pizza (Mondays)* Subway (*Wednesdays*), and Sushi (*Fridays*). **This can be done via our school website - <https://www.kwns.school.nz/69/pages/30-lunch-orders>.** It is important that children eat the correct food to assist with their development AND capacity to learn. Eating at school also provides a valuable opportunity for children to mix with others socially in the playground during break times. Children are not permitted to leave the school to go to shops during lunch-time.

Learning Programmes

Each teacher, with the support of their syndicate team, has responsibility for facilitating a balanced and engaging learning programme for the learners in his or her class. These programmes focus on developing the key competencies of the NZ Curriculum and including the use of an inquiry learning approach. Where appropriate, specialist help is occasionally called upon in the form of Resource Teachers of Learning Behaviour (RTLb), Group Special Education (GSE), itinerant resource teachers and various therapists. Parents are always advised when outside involvement is sought for their child

An Open-Door policy means that **teachers are happy to discuss your child's progress regularly at any point during the year** rather than parents having to wait until set interview dates. Teachers are also available to explain classroom programmes and other school organisational details.

Lost & Found Property

Parents are encouraged to name and label children's clothing and personal property. Items found without names are kept in a lost property bin on the landing past the office, (or hung on coat pegs) **for a short period of time**. Unclaimed property is then donated to the Salvation Army, usually at the end of each school term. Please come and look through the lost property if your child is missing any property.

Library

We are very proud of our well-stocked library. All students are scheduled to use the library once a week for regular book changes and library skills experience. Please try to remind your child to return library books on their 'library' day, which will be advised by class teachers. Books need to be returned before another can be issued.

M

Mobile Phones

Children can bring their mobile phones to school for the purpose of contacting parents before and after school. Students do not use their phones in school time and during the breaks. Students must hand their phone into their teacher and they bring them to school at their own risk. Please also refer to our school policy (schooldocs).

Money at School

There is usually no need for children to bring any money to school. However, if there is a reason for a child to need to bring money, it must be given to the child's teacher for safekeeping.

Medication - Sick Children

We cannot provide adequate facilities and attention for a child who becomes sick at school, and as a result, parents are contacted and asked to come and take the sick child home. If your child is to have medication while at school the

class teacher must be informed. It is school policy for staff to supervise the administering of medications. These are stored in the office with your instructions.

If your child requires regular medication we ask that you sign a special form authorising us to administer the medication.

N

Newsletters

A weekly newsletter is distributed **every Wednesday**. Whānau can access the newsletter and other information from our website and via email, or elect to have it handed to your child in paper form. The weekly newsletter is our main means of providing information to parents. Syndicates also distribute newsletters every term, outlining specific concerns and learning areas of their specific area in the school.

Normal School

The term 'Normal' in our school name refers to our connection to Universities and initial teacher training. As a 'Normal School' we have an ongoing relationship with Victoria University of Wellington regarding Initial Teacher Education. We play an active role in the training of student teachers and providing input to the university about the training programmes offered for student teachers. This relationship is a very positive one for our school. The school provides, models and nurtures best practice in classroom management, teaching and evaluation for those engaged in initial teacher education.

O

P

Punctuality

It is important for children to get to school on time. Children that are late often miss important school notices given first thing in the morning and miss the morning roll call so would be marked absent for the morning. If your child is going to be late for school, please phone or send a text message to the school office and let us know. Late students must call into the office to sign in on arrival at school.

School Policies and Procedures

These are available on the SchoolDocs website. To view policies, go to <http://kwns.schooldocs.co.nz/1893.htm> and enter username: kwns password: kwns

PB4L - Positive Behaviour for Learning

KWNS is a 'PB4L' school. This programme promotes and creates positive, safe and supportive environments that promote wellbeing for all learners. It is a universal approach that supports our school to strengthen our commitment to wellbeing and inclusive education and encourages our akonga to make positive behaviour choices. At KWNS our PB4L approach:

- Ensures our school environment is positive and supportive.
- Expectations are clear and consistent.
- Ensures children are taught expected behaviours and acknowledged for showing those behaviours.
- Students are responded to fairly.

Physical Education and Sport

Physical education is part of the school curriculum. Please ensure that **your child wears suitable clothing and footwear**, or has a change to enable full participation. The school is involved with many sports throughout the year, which year 4 – 8 syndicate children particularly will have the opportunity of participating in, including inter-school competitions with Central Zone Schools.

Child Protection and Welfare

Karori West Normal School has a legal commitment to the prevention of child abuse and for the protection of our children. This commitment means that the interests and welfare of all children will be the prime consideration when any decision is made about a child suspected of being abused.

Parent help around the school

We enjoy and appreciate having parents/caregivers helping in our school and classrooms. We would value your contribution to any of the following activities and ask you to let your child's teacher know if able to assist:

- Tutoring in Reading
- Library *
- School Trips / Camps
- Sports events
- Sharing your skills, in a range of ways

Q

R

Reporting to Parents

The school values and promotes partnership with families. Parent/teacher/child meetings are held in terms one and three. These provide the opportunity to celebrate each child's progress and achievement while also discussing next steps in learning. Attending these is a great way to help your child achieve at school. Written reports are sent home in terms two and four. These describe each child's learning progress along with comments about other areas of school life.

Reporting methods at KWNS include:

- **Three-way conferences**
These are held in week 9 of term 1 and in week 2 or 3 of term 3.
- **Written reports**
Each child receives two written reports each year.
- **Sharing of learning using Hero**
HERO is used to show examples of a student's work across the curriculum, and to give an indication of progress against learning goals. Work is shared throughout the term and across the school year.

Book Bags - Junior School

Junior children regularly take home reading material in their Reading Bags. Books and poetry cards are carefully selected to allow children to practise their reading.

For this reason, some material may seem a little easy. Research shows that regular reading of familiar stories at home will assist your child's development as an independent learner. Please allow time for this and be positive - listen, share and encourage.

S

Strategic Plan

For your information, a copy of our charter and strategic plan is provided on the website www.kwns.school.nz or a copy can be requested from the school office.

Stationery

At the beginning of each school year (or when enrolling), children will be issued with a list of school stationery requirements. We recommend that you purchase start-of-year stationery from a local stationer as we cannot match their heavily discounted back-to-school prices. We do stock stationery items for purchase at school.

Sunhats

Our school does not have a compulsory uniform.

However, it is policy that **children wear sunhats whilst outdoors during summer terms (1 and 4)** unless overhead conditions do not warrant this. Those without sunhats are confined to the shaded areas during break times. **We strongly recommend that parents provide a sunhat with an all-around brim**, such as those recommended by the Cancer Society.

T

Tree Climbing

Parents are advised that we allow students to climb the trees in the area between our bottom playground and classrooms. We find many children love this activity, and so we are pleased to have safe trees that they can use in this way. However, if you do not wish your child to join this activity, please advise us.

U

V

VALUABLES

We do not encourage children to bring their toys to school, as we cannot guarantee their safety and cannot take responsibility for their safekeeping. Skateboards, scooters and roller blades can be brought and used on Fridays, however, children must wear a safety helmet when on their 'wheels', and remain within the designated area.

VISION AND HEARING

Sight and hearing tests are given free to all five year olds, with follow-up tests for children showing concern at earlier tests.

W

WEBSITE

The school website (www.kwns.school.nz) provides most of what you need to know about our school. It includes contact details, copies of newsletters, class blogs, the school's charter and a link to the school's policies. On the home page, there are notices which communicate upcoming events, postponements etc.

X

Y

Z

Zero Tolerance to Bullying:

KWNS prides itself on its safe learning environment. For this reason, we have no tolerance for bullying what so ever. If your child has been involved in bullying expect a call and if you suspect your child is a victim of bullying please don't hesitate to contact your child's teacher, the DP, or the Principal.

SHARING CONCERNS, QUESTIONS OR SUGGESTIONS WITH THE SCHOOL

CONTACT YOUR CHILD'S TEACHER

If your concern, question or suggestion is to do with your child's class, the best person to contact first is their teacher. So that you can have an uninterrupted conversation, it's best to book a time to meet. Teacher emails are found on the school website under the *Our People tab*.

You could also phone the office to contact the teacher (478 7155)



CONTACT THE DEPUTY PRINCIPAL or SYNDICATE LEADER

You may decide that a member of the school leadership is the best person to hear your concern, question or suggestion. You can contact:

Marcus Collins (Deputy Principal: Year 5 - 8)

marcus.collins@kwns.school.nz

Kirsty Harry (Deputy Principal: Year 0 - 4)

kirsty.harry@kwns.school.nz

Sophie Weren (Nikau Syndicate, Year 0/2)

sophie.weren@kwns.school.nz

Ximena Aitken (Kahikatea Syndicate, Year 3/4)

ximena.aitken@kwns.school.nz

Adam Hrstich (Kauri Syndicate, Year 7/8)

adam.hrstich@kwns.school.nz

Laura Ernst (Matai Syndicate, Year 5/6)

laura.ernst@kwns.school.nz

Dee Hawken (Rata Syndicate, Technology)

dee.hawken@kwns.school.nz



CONTACT THE PRINCIPAL

If you have talked to the teacher and/or Deputy Principal, but need to have a discussion with the Principal; or if you have a serious concern, then please contact Simon Flockton, Principal.

principal@kwns.school.nz or 476 6165



CONTACT THE BOARD of TRUSTEES

If you are not satisfied with the response from the above staff, then the Board of Trustees can be contacted, through the Board Chair

chair@kwns.school.nz

PLEASE NOTE: This flow chart is to guide the sharing of concerns, questions or suggestions. Formal complaints should be made by following the school's FORMAL COMPLAINT PROCEDURE (available from the school's office) or on the SchoolDocs website:

<http://kwns.schooldocs.co.nz/1893.htm> and enter

username: kwns

password: kwns