

# Kaikohe Christian School

## *Parent & Student Handbook*



### **VISION STATEMENT**

To follow the way of Jesus Christ, seek His Truth and excel in life for Him.  
Ki te whai i te ara o Ihu Karaiti, ki te rapu i Tana Pono, ki te hira ora hoki mo Ia

### **MISSION STATEMENT**

To provide a Christ-centred learning environment emphasizing the meeting of curriculum needs in order to prepare the students for effective Godly leadership and service, while aiming for excellence in all personal endeavours.

### **GUIDING PRINCIPLE**

We are an educational mission committed to reaching families in the community with the love of Christ.

**Kaikohe Christian School**  
52 Mangakahia Rd  
KAIKOHE  
Ph 09 4011873  
office@kcs.school.nz

## STAFF 2022



### Board of Trustees

Mike Norman	(Chairperson)
David Rogers	(Principal)
Peter Giesbers, Elizabeth Cook	(Parent Reps)
David Prickett	(Staff Rep)
Te Rangimarie Kingi	(Student Rep)
Mike Shaw	(Proprietor)
Monty Tito	(Proprietors Rep)

**Principal** David Rogers [B.Ed., TTC]

**Deputy Principal** Ms Yvonne Vujcich [BA, Dip Tchg]

### Primary / Intermediate Staff

<b>HOD Primary</b>	Mr David Prickett	[B.Ed Tchg]
<i>Year 0-2</i>	Mrs Patricia Vesey (Trish)	[B.Ed, PG Dip Ed]
<i>Year 3-4</i>	Mrs Roylena Tzikoucos	[B.Ed Tchg]
<i>Year 5-6</i>	Mrs Lana Giesbers	[BA, PG Dip Ed]
<i>Year 7-8</i>	Mr David Prickett	[B.Ed Tchg]

### Secondary Staff

**HOD Secondary** Ms Yvonne Vujcich—*Head of Secondary, Lion Foundation, YES Course, Correspondence & Video Conferencing, Coordinator, NZQA Principal's Nominee* [BA, Dip Tchg]

#### FORM TEACHERS:

<i>Year 9</i>	Ms Beverley Baines	<i>English, Literacy</i>	[Dip Tchg ]
<i>Year 10</i>	Mr Kevin Low	<i>HOD Health &amp; Physical Education</i>	[B.Ed Tchg]
<i>Year 11</i>	Ms Yvonne Vujcich	<i>Mathematics,</i>	[BA, Dip Tchg]
<i>Year 7-13</i>	Mr Kiritopa Allen	<i>Te Reo, Gateway / Star Coordinator, Careers</i>	
<i>Year 13</i>	Ms Yvonne Vujcich	<i>Mathematics</i>	[BA, Grad Dip Sec Tchg]
	Mrs Tui Whiu	<i>English, Drama</i>	[BA, Grad Dip Sec Tchg]
	Ms Theresia Van Wingerden	<i>Science, Biology, Chemistry</i>	[BSc, Grad Dip Sec Tchg]
	Mrs Michelle Tito-Brown	<i>Maori Performing Arts, Te Ao Haka</i>	
	Ms Sareya Norman	<i>Correspondence Oversight / School Administrator</i>	

### Other Staff

<b>School Receptionist</b>	Miss Psalm Cassidy
<b>Property Maintenance</b>	Michael Whiu
<b>Teacher Aides:</b>	Joey Komene, Kupu Tito-Brown, Komene Marino & Joni Erueti
<b>Sports Co-ordinator:</b>	Matekino Rakete



## **ATTENDANCE DUES**

As a State Integrated School the proprietors charge 'Attendance Dues' for capital development works (gst inc). The current rates are on a 52 week basis.

<b>AMOUNT OF CHILDREN</b>	<b>PAYMENT ARRANGEMENTS:</b>			
	<b>Yearly</b>	<b>Term</b>	<b>Fortnightly</b>	<b><u>Weekly</u></b>
<b>1 Child</b>	\$ 575.12	\$143.78	\$22.12	\$11.06
<b>2 Children</b>	\$ 1,092.52	\$273.13	\$42.02	\$21.01
<b>3 Children</b>	\$ 1,606.80	\$401.70	\$61.80	\$30.90
<b>4 Children</b>	\$ 1,912.56	\$478.14	\$73.56	\$36.78

### **Attendance Dues Policy**

It is the Proprietor's belief that no child should be restricted from Christian education for financial reasons alone. If parents at any time are struggling to meet financial commitments, they should contact the proprietor Mike Shaw on 4053996.

If proprietor's fees are not paid for two months consecutively, and Pastor Mike Shaw has not been contacted, parents/caregivers may be asked to withdraw their child/children from school.

### **Additional Costs**

Parents/Caregivers should be aware that there will be additional costs during the year for items such as uniforms, stationery, craft materials, expendable resources and school trips.

## **ENROLMENT POLICY**

Application for enrolment is open to both Christian and non-Christian families, provided it is felt that the student will fit into, flow with, and benefit by, the special character and curriculum of the school. However, our roll is limited by our integration agreement of 5% of the roll being open for non-preference families and a 'pre-enrolment' interview with a proprietor's representative will be necessary to determine whether or not a family/child is either preference or non preference.

The enclosed Application Form and two reference forms should be completed and forwarded to the Kaikohe Christian School Office (Kaikohe Campus). A separate enrolment pack, is required for each child. Please also include each student's copies of latest school report , also birth certificate or passport, as verification documents . Parents/Caregivers will be contacted and interviews arranged, once all documentation is received and checked by our Office Staff.

Should you have any queries, please do not hesitate to contact Psalm Cassidy (Office Receptionist) on 09 4011 873 or email: [office@kcs.school.nz](mailto:office@kcs.school.nz)

## **STUDENT WAITING LIST ENROLMENT POLICY**



As vacancies on the roll rise, the proprietor and BOT will give enrolment preference in accordance with the following criteria:

1. Students/families connected to the School's Special Character who wish to attend the Kaikohe Campus. Firstly to students/families of "Heart of the North Celebration Centre" and then other local churches.
2. Student's/families who are not connected to the School's Special Character who wish to attend the Kaikohe campus.

In addition to the above, preference will be given under each criteria to those with siblings in the school.

## **THE PARENTS & CAREGIVERS ROLE**



We deeply desire that parents work hand in hand with staff because we know that our students will achieve better if you do. The following areas need your support:

1. Support the Christian philosophy, goals and practices of the school.
2. Encourage the children to achieve to the best of their ability in all areas.
3. Support the school to maintain high standards of behaviour.
4. Monitor and enforce school uniform code. Ensure your children are in uniform and have the equipment they need for learning.

### **1. Our Christian Ethos**

We teach from a Christian world view. The learning of verses from the Bible are integrated into our teaching as are moral values. We study the Bible and our assemblies include praise and worship songs, and our speakers encourage the students to live Godly lives.

### **2. Academic Achievement**

Students are more likely to do well when we as teachers, parents and caregivers expect them to do well, and these expectations are expressed in words and actions. Together we:

- Find and encourage their interests, talk to them about what they are learning, ask them questions, talk to them about politics, social problems, current affairs, business, farming, your dreams, etc.
- Encourage sport, hobbies, music and art. Limit their television and computer game playing, also their part-time jobs. Encourage them to have long term goals toward long term wealth and job fulfilment, rather than short term spending power.

### **3. Behaviour**

Together, we as parents and teachers want our children in an environment not limited by their own or other students' bad behaviour, so please support us to maintain a positive learning atmosphere in the class, and a caring environment in the playground.

#### **Behaviour Management**

From time to time it is necessary to remind students about their conduct. We do this by encouraging and modelling pro social behaviours. Low level incidents are managed by low key 're-direct' prompts. Repeated off task or distractive behaviour may trigger 'quiet words' outside before returning to the learning environment. More serious misconduct may trigger a period of "time out" or referral to the Principal.

We believe it is important to keep our lines of communication open so it is likely that we would contact you to keep you informed of any significant challenges we were facing.

#### **Daily Report**

Sometimes it will be necessary to have a more formal process for identifying and monitoring behaviours. We use a "Report" system to help students focus on behaviour goals and to keep you informed so there can be a partnership approach to behaviour management.

#### **Detentions**

Sometimes it is necessary to issue a lunch time or after school detention. If this happens you will be informed.

## Stand downs and Suspensions

In extreme cases it may be necessary to use a stand down or suspension to respond to the behaviour needs of a student. In such cases we would keep you closely informed.



## 4. School Uniform

Uniforms can be ordered in advance through our office.

### Junior Girls Yrs 1 – 8

- White or Burgundy short sleeved Polo Shirt
- Black Culottes
- Black dress Pants
- Fleece Top ½ zip
- PE Uniform: Black and white PE T-shirt & black PE (not uniform) shorts

### Junior Boys Yrs 1 – 8

- White or Burgundy short sleeved Polo Shirt
- Black Cargo Shorts
- Black Cargo Pants
- Gold & Burgundy Fleece Top ½ zip
- PE Uniform: Black and white PE t-shirt & black PE (not uniform) shorts

### Senior Girls Yrs 9 – 10

- White short sleeved Polo Shirt or white long sleeved blouse/shirt
- Black Skirt
- Black dress Shorts
- Black dress Pants
- Gold & Burgundy Fleece Top ½ zip or Black school logo jacket
- PE Uniform: Black and white PE t-shirt & black PE (not uniform) shorts

### Senior Girls Yrs 11 – 13

- White short sleeve Polo Shirt or white long sleeved blouse/shirt
- Black Skirt
- Black dress Shorts
- Black dress Pants
- Gold & Burgundy Fleece Top ½ zip or Black school logo jacket
- PE Uniform: Black and white PE t-shirt & black PE (not uniform) shorts

### Senior Boys Yrs 9 – 10

- White short sleeve Polo Shirt or white long sleeved shirt
- Black tab Shorts
- Black dress Trousers
- Gold & Burgundy Fleece Top ½ zip or Black school logo jacket
- PE Uniform: Black and white PE t-shirt & black PE (not uniform) shorts

### Senior Boys Yrs 11 – 13

- White short sleeve Polo Shirt or white long sleeved shirt
  - Black tab Shorts
  - Black dress Trousers
  - Gold & Burgundy Fleece Top ½ zip or Black school logo jacket
- PE Uniform: Black and white PE t-shirt & black PE (not uniform) shorts



- All Students may wear **either** plain black shoes or plain black sandals.
- Sandals do **not** require socks or pantyhose to be worn with them.

#### **Socks:**

- **Yrs 1 – 8 Boys** wear Black socks
- **Yrs 1 – 8 Girls** wear Black or White Socks, or Black opaque pantyhose
- **Yrs 9 – 13 Boys** wear Black or White Socks
- **Yrs 9 - 13 Girls** wear Black or White Socks, or Black opaque pantyhose

#### **OPTIONAL ITEMS**

##### **Caps:**

- Plain Black Caps (no logos)
- Caps are worn for sun protection therefore they are only to be worn outside and with the peak forwards, not backwards.

##### **Beanies:**

- Plain black or the school burgundy beanie with the school logo
- Beanies are worn for additional warmth during winter months therefore they may be worn both inside and outside.

##### **Scarves:**

- Plain black or plain white scarf only

##### **Ties: Year 9 – 13 Boys and Girls**

- Plain black / burgundy ties may be worn with the white shirt

##### **Gloves:**

- Plain black full gloves or plain black fingerless gloves

##### **Burgundy School Blazers: Year 12-13: Boys and Girls**

- School burgundy blazer may be worn over the white shirt

##### **Extra cold or wet days:**

- Plain black jackets or the KidsCan black jacket may be worn over polar fleeces not instead of
- If a classroom is warm, these extra jackets are to be removed inside.

##### **Taonga:**

- These may be worn around the neck but they must be underneath the shirt so they are not visible.

##### **General appearance**

Girls' and boys' hair needs to be tidy and back off their faces. Hair should be their natural colour. Girls and boys are allowed one pair of discreet earrings, e.g. sleepers or studs. No lip, nose, tongue or eyebrow piercing.

## **SCHOOL DAY**

Students are expected at school by the first bell at 8:45am. If your child is going to be late, please provide a note explaining the reason.

### **Times (Kaikohe)**

Devotions	8:50 - 9:20am
Period 1	9:20 - 10.10am
Period 2	10.10 - 11:05am
Interval	11:05—11:30am
Period 3	11:30—12:20pm
Period 4	12.20– 1.20pm
Lunch	1.20—2.00pm
Period 5	2.00—3:10pm
Home time	3:10pm

### **Assemblies—Chapel Services**

At the Kaikohe campus these are Mondays at 8:50am and Fridays at 2:00pm.

### **Lunch**

Our school is part of a healthy school lunch programme, which is provided by Lunch by Libelle for all our students.

### **Absences**

Research shows that absence from school has a large impact on learning and achievement. Students who are frequently absent from school are at significant risk of falling behind. We encourage excellent attendance and appreciate your support to have your children arrive at school each day, on time, ready to learn.

**Please remember to phone the school to inform us when your student is absent.**

If you need to vary school holiday breaks for any reason please negotiate this with the Principal who can approve an absence of up to five school days. The Ministry of Education monitor unjustifiable absences.

## **HOMEWORK**

Homework is very important. It teaches your child good discipline habits, and to think through work themselves. It also backs up what your child is learning in class and identifies areas of further learning needs.

### **Time Guidelines**

Yr 0-3	20 mins/night—Reading, spelling, basic facts
Yr 4-6	30 mins/night—Reading, spelling, basic facts
Yr 7-8	1 hour/night—Revision, research, completing work
Yr 9-10	1.5 hours/night
Yr 11	2-2.5 hours/night—Revision, research, completing work
Yr 12-13	as necessary



## **GENERAL INFORMATION**

### **Office Hours**

The school office is attended from 8:30am—3:30pm  
Phone 09 4011873, or email [office@kcs.school.nz](mailto:office@kcs.school.nz)

### **Lost property**

Students' items should be named. Unnamed items are held in S1 for a month before being put in the second hand uniform.

### **Telephones**

If you want to contact your child or leave a message, please do so through the receptionist.

### **Cell phones**

Years 1-11 students—No cell phones. If caught once > confiscated for day. Caught twice confiscated and parent will pick up at the end of the School Term from Office.  
Years 12 and 13 students—yes unless instructed by your teachers. If turned on during classes will be confiscated and kept until a parent / caregiver, collects it from School Office.

### **Weekly newsletters**

You can receive a newsletter by email every Thursday (notify office with your email), or visit the school website [www.kcs.school.nz](http://www.kcs.school.nz)

### **Text Books**

When students are issued with text books, they need to look after them carefully. Damaged or lost books will be billed to their parents/caregivers.

### **Student Vehicles**

The appropriate form must be completed and approved by the Principal.

### **Bikes to school**

A safety helmet must be worn and road rules followed. A bike rack is situated outside the school office and bikes are not to be ridden on the school grounds.

### **Property**

#### **Personal**

Students should not bring valuable items to school.

#### **School**

Students who damage school property due to their careless or irresponsible behaviour will have to pay replacement costs.

### **Visiting classrooms in school hours**

We like to have parents involved in the learning that is taking place and you are welcome to visit classrooms. Please be aware that learning time is precious and that students can be distracted by interruptions. If you would like to spend some time in classrooms please get in touch with your child's teacher—it may even be that you could help out.



## **Reports**

We report formally to you three times each year. The report in term one is a “Settling in/Attitude” report. In terms two and four are progress and achievement reports which provide details about areas of strength, areas of challenge, assessment results and comments about next learning steps.

## **Teacher interviews**

In the middle of the year we hold a parent teacher interview evening where you can come and talk to all the teachers about how your child/children are doing. You may also arrange to see a staff member by making an appointment through the school office at any time.

## **Parent concerns / complaints**

Matthew 18 vs 15-17 sets out a pattern for us to follow:

1. Take your concern directly to the person first—out of class time. If the matter cannot be resolved then...
2. Take the matter to the Principal.
3. If the matter still remains unresolved then ...
4. Take it to the Board Chairperson.

## **Board of Trustees Meetings**

All parents are welcome to attend the Board of Trustees meetings. A copy of the minutes can be obtained from the office. Should you wish to raise a concern, please contact the office or Principal, or a parent rep. You should work through the Principal first.

## **Out of school appointments for students**

Please provide a note for your child. They need to sign out and then sign back into school on return.

## **Emergencies**

Please notify office staff and they will get your child. (In the absence of office staff go to their classroom and explain the situation to the teacher.)

## **Short Absences**

Please notify office with an explanation.

## **Absences Due to Sickness**

If your child is sick please ring and explain to the office.

## **Absences due to other events**

The NZ Government requires children to be at school. The Principal is able to grant an exemption of up to five days. If your child is to be absent for reasons other than sickness please talk to the Principal, rather than your child’s teacher.

## **PRIZEGIVING**

At the end of each year we have a celebration and some students are rewarded for how well they have done with prizes.

### **Certificate of Recognition**

We find a major positive characteristic that distinguishes each student. This award recognises that characteristic.

### **Principal's Cup**

Awarded to one pupil showing good discipline qualities, that is, high personal standards, integrity and willingness to grow into Christ 'holding onto faith and a good conscience' (1 Tim 1:19).

### **Overall Academic Excellence Cups**

These are awarded to the top academic student in each section of the school—Primary, Intermediate and Senior.

### **Overall Excellence of Attitude Cups**

These are awarded to the students who are judged to have the most excellent attitude in each of the three areas of the school.

### **Sportsmanship Award**

Awarded to the person who has shown consistently positive attitudes during Physical Education and/or school sports teams and/or sports events in which the school engages.

### **Sporting Achievement Award**

Awarded to the student who has performed to the highest level in any sporting code with respect to their age level.

### **Memory Verse**

Awarded to every child who learned every Memory Verse for the year.

### **Merit Awards**

These are awarded at the Primary, Intermediate and Secondary levels to the students the teacher finds has shown merit or excellent achievement in curriculum learning areas.

## MERITS SYSTEM



### **CARE: Christ As our Reliable Example**

Here at Kaikohe Christian School, we follow a positive behaviour model known as:

#### **Christ As our Reliable Example' or 'CARE.'**

Care points are awarded to the students for showing:

- **Courage** in learning and attitude
- **Aroha** and support for those around them
- **Respect** for rules, their peers and those around them
- **Excelling** in attitude and academic achievements

As students earn points, in each of the **CARE** areas, they receive certificates and badges at the following levels:

- Bronze
- Silver
- Gold
- Sapphire
- Diamond

Diamond is our highest level of **CARE** achievement and once a student reaches this level, they receive a fantastic rewards trip.

Our last group of Diamond students were sent out on the 'Explore Bay of Islands Dolphin Cruise' for the day!

## **SCHOOL RULES**



1. A condition of entry to Kaikohe Christian School is that pupils abide by the School Rules.
2. In the event that a pupil's behaviour consistently breaches the rules or creates a serious offence, the privilege of attending Kaikohe Christian School may be temporarily or permanently withdrawn consistent with the Ministry of Education Stand-down and Suspension regulations.
3. The teaching staff are reminded that the school is a place of learning and the preservation of the good name of the school and the well-being and safety of students is related to the sensible of School Rules.
4. At all times, students must follow teachers' instructions.
5. The School Rules are grouped into three categories as follows:

### **Category A:**

A breach of these may be regarded as being a very serious infringement that may result in a Stand-down or Suspension:

- Gross blasphemy or behaviour that is openly anti-Christian.
- Deliberate and purposeful rebellion against authority.
- Purposeful physical, sexual or verbal assault by a student on staff or another student.
- Continued Physical, sexual and/or verbal harassment of a Staff member and/or a student.
- Theft or wilful damage of school property or the property of a student.

Bringing any of the following items to school:

- illegal drugs;
- alcohol;
- cigarettes;
- matches;
- solvents;
- unwholesome literature, video or music;
- knives and other dangerous objects.

### **Category B:**

A breach of these may be regarded as being at a serious infringement level that would most likely result in an automatic detention and communication to parents/caregivers.

- Blatant disrespect and/or inattentiveness and/or a lack of cooperation shown to Staff and /or visitors.
- Low level physical, sexual and/or verbal harassment of a Staff member and/or a student.
- Graffitiing on, or otherwise defacing school or another person's property or your own property or hands and arms etc.
- Leaving the school grounds without permission.
- Swearing and/or using other forms of inappropriate language.
- Using computers without the permission of a teacher at school
- Misusing digital technology for inappropriate purposes

## **SCHOOL RULE - CONTINUED**



### **Entering the “out of bounds” areas: e.g**

- Between the school buildings and the Mangakahia road footpath, (in front of the houses); (unless year 9 - 13 and are going to Lindvart Park)
- Behind rooms any rooms;
- The east end of Room 3;
- Any other areas as notified by the school e.g. construction zones.

### **Category C:**

Breaches of these may be regarded as being at a moderately serious infringement level.

- Running inside or around the buildings in close proximity to glass or equipment that could be damaged.
- Wearing incorrect school uniform or wearing the uniform in an untidy and/or immodest manner.
- Wearing makeup e.g. nail-polish, heavy mascara etc.
- Wearing jewellery e.g. rings, bracelets, necklaces etc.
- Playing with sport equipment etc. in such an irresponsible manner that could cause damage or injury.
- Playing and/or walking on gardens.
- Being inside the buildings before school or after school or during break-times without permission from a Staff member.
- Use of teacher’s equipment without permission.
- Chewing gum at school.
- Leaving class without permission from the classroom teacher.

### **Lunch Times**

For the first 10 minutes of lunch time, students are asked to remain seated in the designated area while they eat their lunch. This is to encourage all students to develop good habits and to help address littering that can take place when students move around the school while eating.