

Kaikohe Christian School

2026 Parent & Student Handbook



VISION STATEMENT

Equipping this generation to transform the world through the power of the Gospel.

MISSION STATEMENT

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

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

STAFF 2026

Board of Trustees

Guy Bakewell (Chairperson)
Te Rangi Allen (Principal)
Kiri Tavaga (Parent Rep)
Peter Giesbers (Parent Rep)
Robert Torr (Staff Rep)
Daizaleah Marupo (Student Rep)
Mike Shaw (Proprietor)
Monty Tito (Proprietors Rep)

Principal: Matua Te Rangi Allen (Tumuaki), NCEA L1-2 Te Reo teacher

Deputy Principal: Robert Torr, Technology Years 9 & 10 (M Ed Admin and leadership, M Counselling, BA Psych, PG HDp Ed)

Primary Staff

HOD Primary Mrs Patricia Vesey (Trish) [B.Ed, PG Dip Ed]
Year 0-2 Mrs Jessica Anderson-Smith [B.Ed Tchg]
Year 3-4 Mrs Lana Giesbers [B.Ed Tchg]
Year 5-6 Mrs Jackie Eksteen
Year 7-8 Mr Bruce Anderson-Smith

Secondary Staff

HOD Secondary Ms Yvonne Vujcich—Head of Secondary, NZQA Principal's Nominee [BA, Dip Tchg]

FORM TEACHERS:

Year 9: Ms Beverley Baines: English, Literacy [Dip Tchg] & Mrs Jitka Hyde Science & Senior Maths
Year 10: Mrs Angeliki Gillett & Mrs Anna Vreede
Year 11-13: Ms Yvonne Vujcich & Mrs Michelle Tito-Brown

Teaching Staff

Year 7-10 Mr Komene Marino: Te Reo, Junior PE, Sports Academy Yr 11-13
Year 9: Ms Beverley Baines: English, Literacy [Dip Tchg]; SENCO Special Education Coordinator
Year 11-13 Matua Te Rangi Allen (Tumuaki), L1-2 Te Reo
Year 10-11 Ms Yvonne Vujcich Mathematics [BA, Grad Dip Sec Tchg]
Year 10-13 Mrs Angeliki Gillett: English, Social Studies (Junior) [BA, Grad Dip Sec Tchg]
Year 10 - 13 Mrs Jitka Hyde Science, NCEA L1 -3 Science, Biology, Chemistry [BSc, Grad Dip Sec Tchg]
Year 7-13 Mrs Anna Vreede: Junior and L1-3 Visual Arts & Photography [BA, Grad Dip Sec Tchg]
Year 10-13 Mrs Michelle Tito-Brown: Maori Performing Arts, Te Ao Haka, Biblical Studies
Year 10-13: Mr Paul Atkins HOD PE & Health, Sports Academy Yr 11-13 [BPE, Grad Dip Sec Tchg]

Part-time Relievers: Mrs Brittany Nelson & Mrs Waiora WiHongi-Court.

Ancillary Support Staff:

Gateway Co-ordinator-Careers Advisor: Year 11-13 Mrs Jessica Atkins Gateway / Star Coordinator, Te Kura Correspondence School/ Careers Advisor

School Receptionists: Ms Sharlane Petera receptionist/admin & Ms Joni Erueti: School Administrator/NZQA Admin Support

Property Maintenance: Mr Michael Whiu & Mr Michael Vegar

Teacher Aides: Joey Komene, Narm Hudson, Laila Avery & Susan Vesey, Lara Bell, Tiana Paraone, Danielle Petera Te Haara, & Sarah Tzikoucos

Sports Co-ordinator: Mrs Nalyse Hapeta-Kemp

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.

AMOUNT OF PAYMENT ARRANGEMENTS FOR YEARS 1-8

CHILDREN	Total Year GST incl
1 Child	\$ 920.00
2nd Child	Discounted by \$200 per year, \$720
3rd Child	Discounted by \$250 per year, \$670

AMOUNT OF PAYMENT ARRANGEMENTS FOR YEARS 9-13:

CHILDREN	Total Year GST inc
1 Child	\$ 1,150.00
2nd Child	Discounted by \$200 per year, \$950
3rd Child	Discounted by \$250 per year, \$900

Attendance Dues Policy

The Proprietor believes 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, **Pastor Mike Shaw, on 0272582221.**

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 from 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 the latest school report, as well as 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 **Joni Erueti (Office Receptionist)** on **09 4011 873** or email: **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 the students/families of "Heart of the North Celebration Centre" and then to other local churches.
2. Students/families who are not connected to the School's Special Character and who wish to attend the Kaikohe campus.

In addition to the above, preference will be given under each criterion 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 the 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 worldview. The learning of verses from the Bible is 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, as well as 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 are 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 lunchtime 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 behavioural needs of a student. In such cases, we would keep you closely informed.

4. School Uniform

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 – 13

- White short sleeved Dress Shirt or white long-sleeved blouse/shirt
- Black Two Side Pleated Skirt Ankle Length
- Maroon School Blazer with School Emblem
- Black tie with School Emblem

Senior Boys Yrs 9 – 13

- White short sleeve Dress Shirt or white long-sleeved Dress Shirt
- Black Dress Trousers
- Maroon School Blazer with School Emblem
- Black tie with school emblem

Footwear:

- All Students may wear either plain black shoes (leather look) or plain black or brown sandals.
- Sandals do not require socks or pantyhose to be worn with them.

Socks:

- Years 1 – 13 Boys wear Black Ankle socks
- Years 1 – 13 Girls wear White Ankle Socks

OPTIONAL ITEMS

Caps:

- Plain Maroon Caps with School Emblem
- 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 the winter months; therefore, they may be worn both inside and outside.

Scarves:

- Plain Maroon scarf only

Ties: Year 9 – 13 Boys and Girls

- Plain black tie with School Emblem.

Burgundy School Blazers: Year 9-13: Boys and Girls

- The school burgundy blazer may be worn over the white dress shirt.

Extra cold or wet days:

- Plain black jackets or the KidsCan black jacket may be worn over polar fleeces for Year 1-8

students.

- 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 off their faces. Hair should be its natural colour. Girls are allowed one pair of discreet earrings, e.g., sleepers or studs. No lip, nose, tongue, or eyebrow piercing. **Boys are not to wear earrings at all; they are not part of the school uniform.**

SCHOOL DAY

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

Lesson Times

Devotions: 8:50 - 9:20 am

Period 1: 9:20 - 10:05 am

Period 2: 10:05 - 10:50 am

Interval: 10:50 - 11:20 am

Period 3: 11:20 - 12:05 pm

Period 4: 12:05 - 12:50 pm

Lunch: 12:50 - 1:40 pm

Period 5: 1:40 - 2:25 pm

Period 6: 2:25 - 3:10 pm

Home time: 3:10 pm

Assemblies—Chapel Services

At the Kaikohe Christian School, these are Mondays at 8:50 am and Fridays at 2:25 pm.

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 child 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 monitors 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.

H/W 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—Revision research, completing work

Yr 11 2-2.0 hours/night—Revision, research, completing work

Yr 12-13 2.0 hours/night—Revision, research, completing work

GENERAL INFORMATION

Office Hours

The school office is attended from 8:30 am—4:00 pm

Phone 09 4011873, or email office@kcs.school.nz

Lost property

Students' items should be named. Unnamed items are held in Rm6 for a month before being put in the secondhand uniform.

Telephones

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

Cell phones

In accordance with Government Mandates, students are not permitted to have Cell Phones at school. All phones are collected at the beginning of the day and held safely in the school office until the end of day. Headphones are not allowed to be worn at school at all times.

Weekly newsletters

You can receive a newsletter by email every Thursday (notify the office of your email), or visit the school **website** www.kcs.school.nz

Text Books

When students are issued textbooks, 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.

Personal Property

Students should not bring valuable items to school.

School Property

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

Visiting classrooms during 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: For Primary and Intermediate students 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. For secondary students they receive three weekly progress reports per term.

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.

Whanau hui:

These will take place at the beginning of each term to keep whanau up to date on the progress of the kura.

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 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 the 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 the 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 can 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 progressed 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 have shown merit or excellent achievement in curriculum learning areas.

Te Reo Maori:

Top Junior and Senior students.

OUR VALUES & MERIT 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 our values:

- **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

SCHOOL RULES

1. A condition of entry to Kaikohe Christian School is that pupils abide by the School Rules.
2. If 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 are related to sensible 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 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 willful damage of school property.
- 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

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 proximity to glass or equipment that could be damaged.

Wearing an 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 sports equipment, etc., in such an irresponsible manner that could cause damage or injury.

Playing and/or walking in gardens.

Being inside the buildings before school, after school, or during break times without permission from a Staff member.

Use of the 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.

“Whaia te iti kahurangi mehemea e puohu koe me he maunga teitei” - “Seek the heights but if you should fall let it be to a loftier mountain.” “Let us strive for excellence.”