

# Kokopu School

*Ki Te Ako me te Mahi* *To Learn and Serve*

## Parent Information Booklet



*To Learn and Serve*  
*Ki Te Ako me te Mahi*



# KOKOPU SCHOOL STAFF

## Teaching Staff

Yaron Overeem  
Paul Ruddell  
Ratama Weavers  
Jenn Hibbert  
Gemma Turketo  
Anna Boaz  
Jo Woods Melanie Bell

Principal	
Teacher Room 6	Year 7 & 8
Teacher Room 3	Year 5 & 6
Teacher Room 4	Year 5 & 6
Teacher Room 5	Year 3 & 4
Teacher Room 2	Year 2 & 3
Teacher Room 1	New Entrants & Year 1

## Support Staff

Vicki Lye  
Rebecca Waterhouse  
Nadene Slabbert  
Glenis Delemare  
Rachel James  
Loida Pyle & Karen Omilig  
Ray McIntosh  
Crest Clean

Administration	
Administration	
Teacher Aide	
Special Needs Teacher Aide	
Special Needs Teacher Aide	
After School Care Supervisor	
Caretaker	
Cleaners	

## Board of Trustees

Jeffery Burson	Chairperson
Ratama Weavers	Staff Representative
Yaron Overeem	Principal
Ross Harper	Property
Alistair King	
Kirsty Tuhiwai	Health and Safety
Ricky Schraag	

## PTA

Amy Pugh	
Bexs Waterhouse	
Skye Donker	Lindsey Riley
Chloe Chamberlain	Lucinda McBeth

## Learning Support Services

Lynfa Harris	RTLB
Kirsty Hughes	Blomfield Specialist Teacher
Lauren Burr	School Health Nurse

## School Address

921 Kokopu Road  
RD 9  
Whangarei 0179  
Phone 4346765  
email: [office@kokopu.school.nz](mailto:office@kokopu.school.nz)  
website: [www.kokopu.school.nz](http://www.kokopu.school.nz)  
Facebook: <https://www.facebook.com/kokopuschool>

## **A message from our Principal**

Dear Parents, Whanau and Caregivers.

At Kokopu School we pride ourselves on providing our students with many sporting, cultural, social and academic opportunities to grow their skills and demonstrate their individual passions and gifts.

Our team of dedicated teachers and support staff believe in creating an environment where students are able to thrive and develop a passion for lifelong learning. We achieve this through:

- dedicated experienced teachers
- smaller classroom sizes - with more opportunity to have one on one teacher time resulting in strong relationships
- developing students self management capabilities
- providing specialist teachers
- facilitating extra support where needed

We use our wonderful rural environment and values to create experiences, build student life skills and develop connections to our community.

Tuakana - teina, the relationship between our older and younger students is a core value of our school and one that can be seen daily in the actions of our students. Leadership and community service are important to us and are reflected in our school motto "To Learn and Serve."

As our students journey from Y1 through to Y8 at Kokopu School, they continue to build their life skills, connections and relationships both within the school and the wider community preparing them successfully to high school and beyond.

Yaron Overeem

A handwritten signature in black ink, appearing to read "Yaron Overeem".



# Kōkopu School

*Ki Te Ako me te Mahi* *To Learn and Serve*

**VISION** **Growing Together, Learning Forever**

## STRATEGIC GOALS 2024 - 2026

### 1. AKORANGA - LEARNING

Delivering effective, consistent and evidence-based literacy learning across the school and home

#### STRATEGIC INITIATIVES

- 1.1 Develop consistent, evidence-based teaching and learning practices for structured literacy across the school, including the iDeal, Little Learners Love Literacy and BSLA programs.
- 1.2 Strengthen assessment in structured literacy to improve learning outcomes and reporting to parents.
- 1.3 Develop strong phonetical learners at school aided by whanau.

#### SUCCESS INDICATORS

We know we have been successful when...

Students, teachers and whanau work together to maximise literacy learning. Staff are using common language and structured literacy approaches across the school.

### 2. TE TAIAO AKO - ENVIRONMENT

Growing a positive environment that enhances students' learning, well-being, and responsibility as kaitiakitanga

#### STRATEGIC INITIATIVES

- 2.1 Students plan, design and create artistic features that represent them, our environment and cultural connections.
- 2.2 With the community, develop a new environmental area that promotes learning, physical activity and connection to the land.
- 2.3 Strengthen student well-being through the Positive Behaviour for Learning program, leadership development and whanau involvement.

#### SUCCESS INDICATORS

We know we have been successful when...

The school environment reflects the vision and values. It is a place where students can see themselves, supports their learning, and is responsive to their needs.

### VALUES

#### Respect for Ourselves

Te whakahonore mo tatou ake

#### Respect for Others

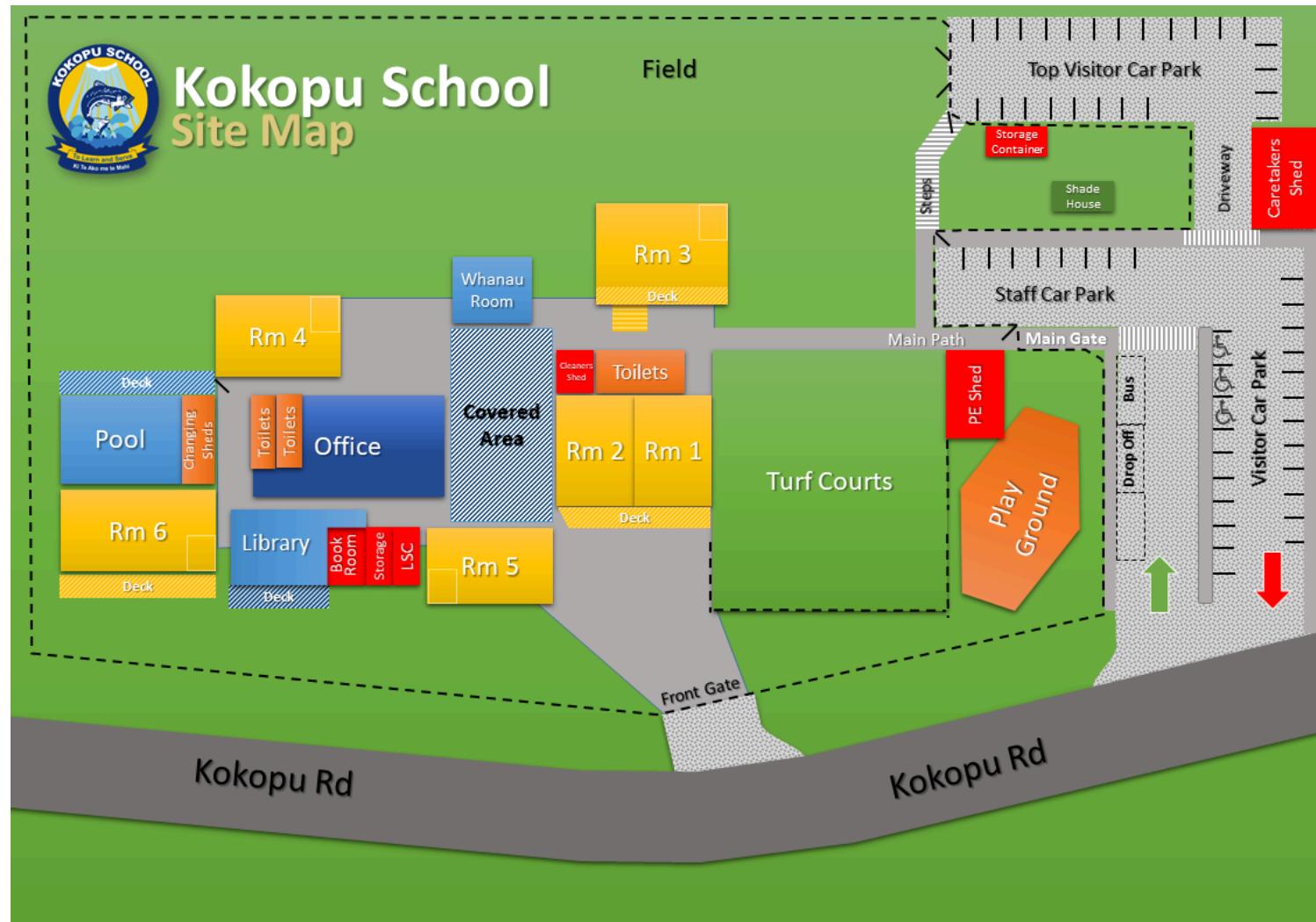
Te whakaetanga mo etahi atu

#### Respect for Our Environment

Te whakaute mo to taiao



## Kokopu School Site Map



## Absences

If a child is absent from school, the school must be contacted in the morning on the day of absence in some way by the parent/guardian of the child, either in person, phone, email, through Skool Loop Ap or written message to explain the child's absence.

## After School Care

After School Care runs from 3pm – 5:30pm Monday – Friday in our Whanau Room.

It is a great community service and we aim to provide a fun and stimulating care programme for your child.

Each day children get afternoon tea, time to do some homework, relax and an activity.

## Fees

Regular Care: (e.g. care booked on a regular basis)

\$8.00 per session. (1.15hr per session x 2 sessions)

\$8.00 retainer fee if a child does not attend when booked.

Kokopu School After School Care program is OSCAR approved which means there is a government subsidy for some families. Check whether you are eligible to claim an OSCAR child care subsidy from WINZ.

## Assembly

Tuesday Assembly is at 9am for the whole school and held in the sheltered area. Birthday greetings and notices are given out after we say our school karakia and sing our school waiata.

Friday Sharing Assembly is at 2.30pm for the whole school and held in the sheltered area. Each class has turns at sharing their learning for the week followed by any sports results and the presentation of certificates.

*Whanau are welcome to come and join us.*



## Board of Trustees

The BOT are answerable to the Ministry of Education. They are responsible for school maintenance and administration. The trustees are available to parents and teachers for discussion on school matters. Five representatives are elected every three years at elections held in May. Anyone except school staff members can stand for the BOT as parent representatives providing they are nominated. They do not need to have children at the school. The Principal is automatically on the BOT along with one other staff representative. BOT meetings are held on the third Monday of each month in the staff room starting 5.30pm. *Anyone is welcome to attend these meetings but only BOT members have voting rights.*

## Bringing Personal Belongings to School

Personal items such as toys, sports equipment etc are brought to school at the child's own risk. We discourage children from bringing expensive electronic equipment. Cell phones that are brought to school must be handed into the office when the child arrives at school and returned to the child at the end of the day.

## Bus / Transport

Some children travel to school by bus but most children are transported by their parents. Ritchies supplies the bus service.

## Route

The run starts at the Kokopu end of McKinley Road in the morning and goes along McKinley, Kara and then Kokopu and Knight Roads to school. The run is reversed in the afternoon. Students must be living a minimum of 3km of the school to be eligible for this service. Please communicate with the school if you are interested in using this service.

Bus children meet at the PE shed to be checked off in the afternoons.

## Monitors

To help the bus driver and teachers, senior children are appointed as bus monitors. Any child misbehaving is first warned by the bus monitor. If they persist in misbehaving they are reported to the bus driver or the principal who will deal with the issue appropriately. We have three basic rules on the bus to make things easier:

1. Talk only to those in your seat.
2. Sit on the seat in the correct manner.
3. Stay seated while the bus is in motion.

## Calf Club / Show Day / Ag Day

Held in October this day involves children making indoor exhibits and putting them on display in their classrooms to be judged. After judging the classrooms are open to the public. Animals, calves, lambs and goats the children have raised are brought along to school where they are paraded and judged. Emphasis is placed at all times on as many children as possible taking part, rather than winning and losing. This applies to both indoor exhibits and the raising of an animal. A list of categories each class can enter in the indoor exhibits is sent home about three weeks before the day so children can be sure of having the right materials to make their creations at school.



## Communications

Both staff and BOT members can be approached concerning school matters.

Parents are informed of the various school gatherings, PTA, concerts, sports days, fundraising events, projects coming up or completed, etc. several times a year as well as other relevant information concerning the school through:

**School App:** Skool Loop

**Facebook:** [facebook.com/kokopuschool/](https://facebook.com/kokopuschool/)

**Newsletters** are sent home via email or through the Skool Loop each fortnight on Monday and contain not only school information but also community notices.

## Computers

The school has enough laptops and ipads so each room can make use of them during lesson times. We have a well networked computing system. Each classroom has a smart board or TV which the teachers use extensively to deliver curriculum based activities.



## Dress code and appearance

At Kokopo School we do not have a formal uniform but ask families to make sure clothing is appropriate for a day of activity and learning. Being clean, tidy and having good personal hygiene helps build positive self-esteem and life skills.

We ask that students and families follow the below guidelines

- Clothes are to be practical and should be appropriate for learning, movement, sport, and weather conditions
- No overly short or skimpy clothing so students, and others around them, feel comfortable participating in activities e.g. sports, sitting on the mat...
- Hats are to be worn while outside during term 1 and 4.
- Only swimming clothing is to be worn in the pool.
- Students with hair past the shoulders should wear a swimming cap. This is to reduce the impact long hair has on the filter system.
- Pyjamas, onesies and dress-up clothing can be worn on special dress-up days but we discourage these on normal school days.
- Except for taonga, jewellery should be discreet and may need to be removed for activities. Please avoid dangly or large earrings.
- Logos and graphics must be appropriate i.e., not offensive or promoting alcohol, smoking or illegal substances

- When attending tech, our year 7-8 students need to wear a school t-shirt. This can be purchased through the office. Students may be required to wear certain kinds of clothing to meet safety requirements eg closed in shoes.
- Hair past the shoulders should be tied up to reduce the possibility of getting head lice and so it does not interfere with learning.
- No make-up
- Students may wear nail polish but no long fake nails.
- Extreme haircuts and colours are discouraged.
- On sports days, school t-shirts are given out to students. Please return these clean to school.

## Drinks

We encourage children to bring their own water to school in plastic, metal or cardboard containers, but under no circumstances in glass bottles. When finished with, all containers must be taken home. Drinking fountains are available around the school.

## Enrolment

Before enrolling a new entrant, they may have several visits at school to get used to routines, bells etc. The child is then enrolled after turning five. Enrolment can be completed online. <https://www.kokopo.school.nz/enrolments>. On enrolment a birth certificate or passport must be provided, along with immunisation status. Children entering from another school need to be accompanied by a parent/guardian to complete enrolment forms and provide other essential information.

## Extra Curricular Activities

These are encouraged at all times with the BOT consent, during lunchtime, after school, weekends and holidays, and in some cases during school time.



## Fundraising

Fundraising is carried out for specific projects requiring extra funds. Computers, sports equipment and school trips are examples of fundraising needs. Events are usually run by the PTA and include raffles, quiz night, sausage sizzles and discos.

## Resources Available

The school is able to call on the following services for help and advice if the need arises. RTLB, Reading Recovery, Health Nurse, Special Education, Vision / Hearing Nurse, Speech Clinic, Police Education, and Kiwi Sport Coaches.

## Homework

Years 5 - 8 have the opportunity to complete specifically set homework and separate from work not finished in class are expected to do half an hour of homework a night.

Years 1 - 4, much of this homework time should be taken up with reading their book to someone, practising sight words and spelling, along with verbal basic facts for maths.

*A lot of children are prepared to do extra work in the way of presentation of work. This is encouraged and appreciated by the teachers but not compulsory and left to the individual as to how much time is spent on it.*

## **Illness/Sickness**

If a child is ill at school or has a major accident, parents are notified as soon as possible and are asked to collect the child and seek further medical help if needed. If parents can't be contacted the child's emergency number is rung and once again the child is to be collected from school and medical help obtained if needed. If there is no reply from parents or an emergency number, as a last resort, the child is made comfortable and kept at school until someone is contacted. The family doctor or the hospital is rung by a staff member if they feel medical attention is needed and if required the child is taken into Whangarei for this attention.

## **Lost Property**

**Please name your child's clothing.** Any clothing, shoes, bags, towels, toys or personal equipment left behind in the school buildings or grounds will be placed in the lost property box in the sheltered area. It is the child's or parents' responsibility to claim it from here. The lost property bin is cleared and donated to charity regularly.

## **Library**

We have an onsite school library which our classes visit regularly and children are able to check out books to bring home. The space is also excellent for rainy day breaks with a wide range of indoor games including jenga, chess, connect four, checkers, twister, monopoly, and cards.

## **Music Lessons**

Itinerant music teachers visit the school weekly to provide guitar, ukulele and piano lessons during class time for those students that are interested. Please contact the school for more information.

## **Parking**

There is a drop-off area next to the playground but this needs to be clear for the bus between 8:20am and 8:35am. **It is drop-off and run area only. It is not a pickup area.** It must be clear from 2:30pm to 3:15pm as the bus will be parked there. There are disabled parks in the middle area closest to the gate.

There is no parking along the road in front of school. Including the front gate.

Children are still to be supervised when crossing the car park. There are footpaths that go around the outside and through the middle. Please use these.

## **Production**

The whole school is involved in a theatrical production every second year in term 3. The junior school put on a performance, followed by the senior school. A matinee performance during the day is followed by an evening performance.

Whanau are invited to come along to enjoy this wonderful event.



## **Playground**

As we like to develop a family atmosphere around the school the need for rigid rulings around the playground is limited except in areas of general safety. The rules we have mainly concern the adventure playground area, the trampoline and the bike track.

1. One at a time on the flying fox, slide and bike track; two of a similar size at a time on the tramp.
2. No more than two on the playground bridge at once.
3. Wait until the previous rider is out of sight before going onto the bike track. Keep bikes away from the edges of the track.
4. Outside school hours the playground is used at your own risk.

## **Playgroup**

Kokopu School Community playgroup runs on a Tuesday from 9am - 11:30am in the school whanau room. Come along and enjoy mixing with other families and getting to know the school.

## Prize Giving

This is held in the last week of term 4. The children put on a Kapa Haka performance, after which a short speech on the year's events and handing out of sports and academic awards for the year happens. Leaving prizes for Year 8 children is followed by carol singing, Santa and supper. Parents are asked to give a small gift to the value of \$6 for Santa to hand out to the children. All families are asked to bring a plate for supper and Year 8 parents are responsible for serving supper and cleaning up afterwards.

## PTA

The school has an active PTA, which meets regularly, organising a variety of social activities for both adults and children. Everyone is welcome to attend these meetings. The PTA is also involved with fundraising.

## Religious Instruction

Parents have the choice to opt in to have their children receive Christian instruction before school for 30 minutes, Mrs Schraag takes these lessons between 8:30 - 9:00am every second Friday for two terms.



## School Donation

The school now belongs to the Ministry of Education donations scheme so no school donations are required to be paid by parents/whanau.

## Reporting to Parents

Parents are given full reports with grading and written comments on their child's progress two times a year (mid year and end of year).

Formal parent/teacher conferences are held at mid year

After receiving a written report, parents are most welcome to get in touch with the teachers and arrange a mutually suitable time to discuss the report or any other aspect about their child at school.

Teachers may also get in touch with parents and request them to come to school after the reports have gone home if they feel there is reason for concern on some matter.

*Communication between the school and home should not be limited to report times, as we are an informal school, staff can be approached at school concerning a child's progress, behaviour, attitude etc. We believe in early intervention at all times and getting help or advice from within the school or outside is so much easier if communication is set up.*

## Safety Precautions

**Fire:** On the continuous ringing of the bell children leave all equipment and belongings behind and move in a sensible manner to the turf court where they assemble in classes for a roll call. A talk to children by local fire officers on safety is done every so often. Periodically there will be fire drills held so the children know the procedure.

**Earthquake:** Children move as quickly as possible under desks, tables or doorways. If outside, move away from power lines and towards a fence or large object and hang onto it.

**Flood:** The problem with flooding is not with the school flooding, but roads leading to the school. In the event of this happening the school will be closed by the Principal in consultation with the BOT and children sent home by bus if possible or cars as soon as it can be arranged. Parents will be notified if this is the case.

**Road:** Children riding to and from school on bikes must wear an approved cyclist safety helmet at all times and obey road rules. Safety getting on and off the bus must be stressed to the children along with common sense and sitting correctly while on the bus. Use of resource people such as Police etc. are used on occasions.

## **School Council**

The school council consists of 2 peer elected students from each class. They seek feedback from the students in their classes about what they would like to see in the school and organise fundraising days including dress ups and bbqs.

## **School Hours**

The school hours are from 9am to 3pm to work in with buses in the district. An exception to this is if flooding of the roads occurs and children need to go home early for safety reasons.

Morning breaks are 10.20am to 10.35am & 11.35am to 11.50am

Lunchtime is from 12.50pm to 1.30pm.



## **School Trips / Camps**

All classes have at least one away camp each year. Trips are approved by the BOT. Recent camps include Kawau Island, Auckland, and Marsden Point and Whananaki. Senior students travel further afield every second year e.g. Rotorua.

Wherever possible classes are encouraged to make shorter day trips around the area and Whangarei to tie in with topics being studied.



Transport for all trips can be provided by parents or a bus can be arranged. A parent/child ratio of 1 to 4 is needed for all overnight trips and major day visits, with written permission needed for all trips.

## **Smokefree and Vapefree Policy**

The school has a strict smokefree and vapefree policy, which applies to both buildings and grounds.

## **Sports and Cultural Visits**

A variety of inter-school sports and cultural fixtures take place within the group of rural schools in our area - Kokopu, Poroti, Pakotai, Te Horo, Purua, Matarau and Mangakahia Area School. Cultural events include visits to other schools to watch performances from visiting artists, city visits, plus visits to our school from artists. Transport is generally supplied by parents, but as more are now working, a bus may be hired to transport pupils at a cost.

## **Sports Uniforms**

The school has a set of sports uniforms that the School has purchased, which the children wear whenever we go to an inter-school sporting event. After use a child is expected to take the uniform home and wash it, then return it to school as soon as possible.

## **Stationery**

Each class has a specific list for the stationery the children need. This can be ordered through OfficeMax in preparation for the year. A small amount is kept at school for purchase in emergencies. For your child's classroom stationery list please ask at the office. A notice will be sent home by the classroom teacher if any further supplies are required during the year.

## **Swimming Pool**

The school has a pool approximately 16m long. This is open from around Labour Weekend until Easter, depending on the weather. The pool is used for teaching swimming and water safety during school time.

Pool keys are offered to the school community at a cost of \$50 with a \$50 bond which is refundable on return of the key at the end of the season.

At all times the following rules should be abided by while in the pool area:

1. There must be someone 16 years or over present while children younger than 15 are in the pool area.
2. Togs are to be worn at all times - no other clothing.

3. No food or drink in water.
4. Use the toilet before swimming.
5. No running around the pool or along the edge.
6. Leave the area as you found it.

## Te Reo

As part of our Ministry grant a Te Reo factor is included. As it is part of our heritage and history, some school time incorporates learning Te Reo and developing an understanding and appreciation of culture, art, protocol and general way of life. A Kapa Haka teacher comes in once a week to teach the children. Simple Maori language greetings are used within the school.



## Taking Material / Equipment Home

Children will be encouraged to take home school equipment such as library books, reading material, and reference material for use in their own time wherever possible. However, if the material/equipment is lost or damaged parents will be charged for replacement or repairs.

## Technology Training

Year 7 and 8 children attend Technology training for the first two terms of the year on Mondays at Manaia View School's Technology Centre. A wide range of activities are covered by the children including sewing, cooking, textiles and media studies. Transport is provided by Ritchies Buses and departs Kokopo School at 9am and returns around 2.30pm.



## Tuakuna teina

We have a buddy programme to encourage and support positive relationships between our junior and senior children. Twice weekly the children meet together and undertake activities relevant to the current curriculum this could be reading together or creating something etc.

## Tuckshop

On special occasions, for events and to fundraise, the PTA will sell food at school. This will be advertised in the school newsletter and facebook page along with prices.



## **Timetable**

This is the approximate timetable for the main events of the year:

**Term 1** School Swimming Sports  
Zone Swimming at Kokopu  
School Triathlon  
Community Picnic / BBQ  
E Pro Challenge  
Senior School Camps  
Tech Y7 & Y8

**Term 2** School Photos  
Mathex  
School Gymnastics Competition  
Winter Sports  
Country Study Meal  
Matariki Planting Day  
Tech Y7 & Y8



**Term 3** Reports  
Parent Interviews  
Tech Y7 & Y8  
High School Visits / Open days  
Te Horo Cross Country  
School Cross Country  
Production (every 2nd Year)  
Country Meal at the Mangakahia Sports Complex  
Grandparents Day  
Speech finals - School and Inter-school

**Term 4** Calf Club/Show/Ag Day  
School Athletics  
Poroti Inter-school athletics  
Junior School Camps  
Cultural Festival  
Y8 Graduation  
Prizegiving

