

GENERAL INFORMATION FOR PARENTS OF ENROLLING CHILDREN:

We are pleased to welcome you to our school and hope that the following information will prove helpful in getting to know the routines of Katikati Primary School. If there is anything else you wish to know about the school, please do not hesitate to contact the school office and make arrangements through the school secretary for an appointment with the Deputy Principals.

ATTENDANCE:

Attending school daily is essential for your child's success at school. Attendance is monitored by both the school and the Ministry of Education. The school asks that you notify us **with the reason your child is not going to attend school**. This is vitally important when coding your child's absence. Please advise before 9.00am. This can be done using one of the following methods:

1. Phone 07 549 0105 and leave a message on the absentee line.
2. Send an email to absence@katikati.school.nz
3. Text a message to 021 041 5234.
4. Call into the office from 8.00am onwards.

The school will follow up any cases of unexplained absence. Written or emailed notes are required following any absence.

BIRTH CERTIFICATES – Identification proof:

NZ Birth Certificates or passport must be produced when enrolling children for the first time. If not a New Zealand citizen or resident a student visa must be produced.

OVERSEAS CHILDREN:

Passport with appropriate documentation (i.e Residence Permit, Student Visa) is required to be sighted and copied for children enrolling from overseas.

BOARD OF TRUSTEES MEETINGS:

These are generally held in the last week of each month. Meetings take place in the school's Boardroom. Minutes of meetings are available on the school website.

BUSES:

These are under the control of Lynda Massey (Deputy Principal). Any information required should be addressed to her. The College and Primary School share this service. We take the view that behaviour on buses is a shared responsibility between the Bus Company, parents and the school. Misbehaviour which endangers other pupils is not acceptable. The school reserves the right to withhold permission to travel on school buses in these cases. The Bus Company is contracted by the Boards of the Primary School and College to provide this service. To register your child for this service, enter your details at www.katikati.easybus.nz as well as letting the office know so they can be put on the bus list. On the Katikati Easybus website you can also register for updates, view bus routes, start times and the roads travelled upon. Only children who are eligible to go on the bus can as they are funded for this.

COLLECTING CHILDREN:

Parents **MUST** call at the school office prior to collecting children during school hours. This includes lunch and interval times. Children will then be called for over the school intercom system. Parents must sign children out / in on the sheet outside the office. The school attendance register must be correct at all times, to ensure children’s safety.

COMMUNICATION:

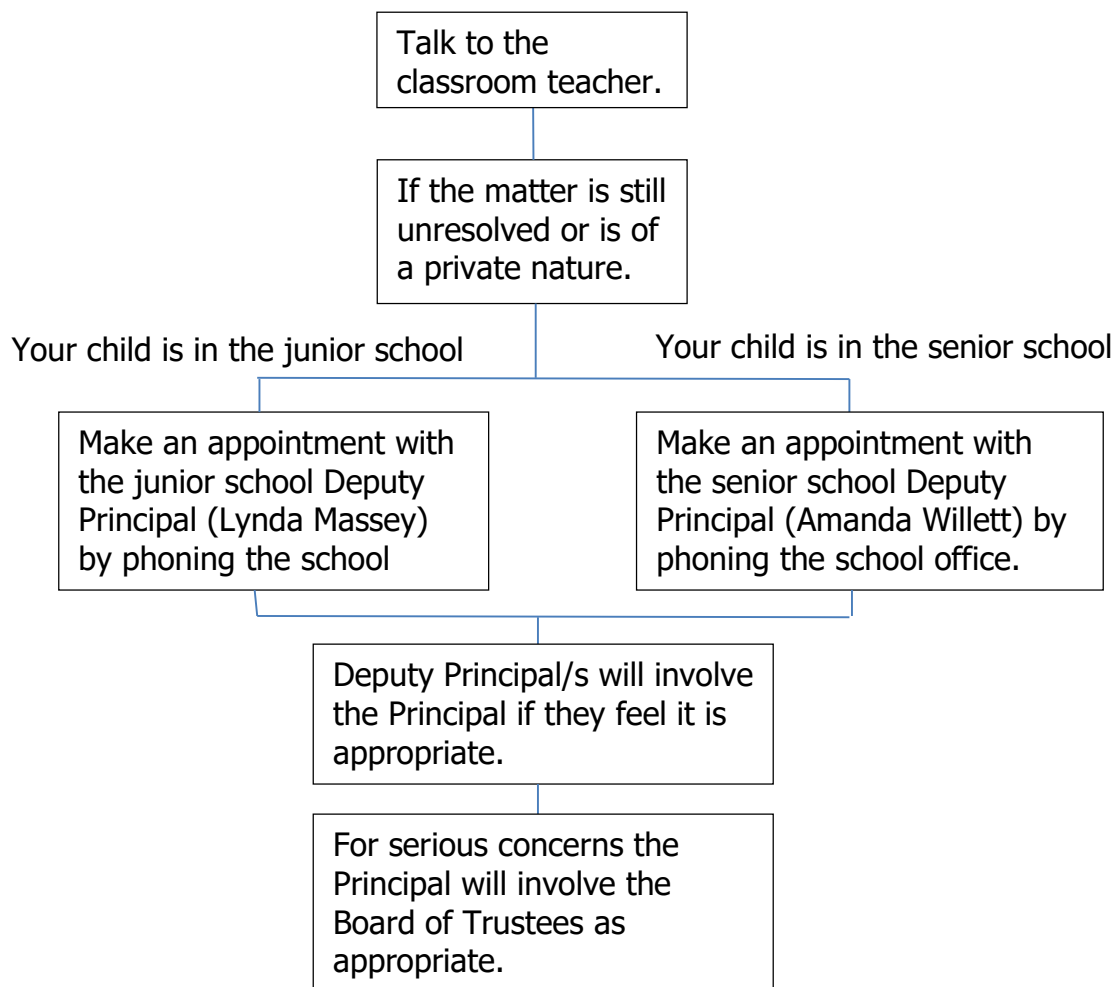
The school’s physical address: 28 Beach Road, Katikati 3129

Phone number: 07 549 0105

Email for general inquiries: kkpsadmin@katikati.school.nz

At Katikati Primary we are committed to working with parents to ensure children are successful at our school. Good communication is key to strong home/school partnerships, so parents are encouraged to keep in regular contact with the school. Teachers are available in their classrooms before school for a quick catch up or you are most welcome to book an appointment. To make an appointment you can: talk to the teacher directly; phone the school office or email the teacher. Teachers’ email addresses can be found on the staff page of our website. When booking an appointment please let the teacher know what you would like to discuss so that they can adequately prepare for the meeting.

From time-to-time concerns may arise and we encourage parents to air concerns, whether they be in regard to home or school, with their child’s teacher early on. This way matters can be resolved, and the home/school partnership can be strengthened. The flow chart below shows the best way to approach the school if you have a concern. Any concerns regarding the management or day-to-day operation of the school should be addressed directly with one of the Deputy Principals who will involve the Principal if they feel it is appropriate.



CYCLING TO SCHOOL:

It is a legal requirement that all cyclists must wear a cycle helmet. Parents should accompany children under the age of nine years.

DAMAGE TO SCHOOL PROPERTY:

Parents will be sent an account for any intentional damage to school and/or other pupils' property.

EFTPOS:

This is available in the school office for school related expenses. However, we cannot give cash out. EFTPOS can't be used for POTS fundraisers or when we collect payments on behalf of others e.g. sports clubs

GOING HOME FOR LUNCH:

Children are not permitted to go home for lunch unless there are exceptional circumstances. Permission would need to be sought from the Principal or the Deputy Principal as this is a pupil safety measure.

HOLIDAYS DURING TERM TIME:

This is discouraged as regular attendance is a key factor in children's success at school. In the case of taking a holiday during term time for longer than a week, a note to the Principal for permission must include the date departing and the date the children will be back at school. Please note that any child who is absent for more than 21 days will be removed off the roll. On their return you will need to complete the enrolment paperwork to re-enrol your child.

HOMEWORK:

At KKPS we are always looking for ways to encourage our children to be active learners and to develop a sense of responsibility for their own learning. The major focus of homework will be reading. If your child needs extra practice in a particular aspect of their learning (e.g. spelling) the teachers will let you know so that you can actively encourage your child to focus on this task throughout the week.

IMMUNISATION RECORD:

The Aotearoa Immunisation Register (AIR), introduced in 2023, is the national register of vaccines administered. AIR enables authorised healthcare providers to access immunisation records. **The local medical centre will issue your child's immunisation certificate showing details.**

In the event of an outbreak of one of the following nine diseases: **Diphtheria, Pertusis (Whooping Cough), Tetanus, Hepatitis, Poliomyelitis, Rubella, Measles (Morbilli) and Mumps**, the children with the illness will be asked to remain at home. The Medical Officer of Health can view the immunisation register and any children who are not immunised or have no certificate, can then be identified and their parents / caregivers contacted to further discuss the options to protect their children. **Unimmunised children, may be asked to remain at home during any outbreaks.**

Parents remain free to choose whether or not to immunise their child. Those who choose immunisation need to ensure that their child is **fully immunised to ensure protection.**

JEWELLERY and ear-rings are not to be worn (sleeper studs only are acceptable). Smart watches are not acceptable at school.

LOST PROPERTY:

Lost property is placed in the area opposite the Library where named items are returned to the owners. Parents can look for lost property in this room before or after school. Each term Lost Property will be displayed for students and parents. Any remaining, unnamed lost property will be donated to a charity organisation or the second-hand uniform store, at the end of each year.

MEDICAL ROOM:

During school hours the First Aid Officers (office administrators) assume responsibility for the care of pupils in the sick bay. A sick child is accompanied from his or her classroom to the sickbay with a note from the teacher, located in the administration block by the office. The First Aid Officer monitors them regularly and contacts parents or emergency caregivers if necessary. In the event of an injury occurring that necessitates medical attention, immediate contact with parent or emergency caregiver is established. If contact cannot be made, emergency services will be contacted.

MEDICATION:

Children who need to receive medication on a regular basis (excluding antibiotics) must take them to the office, and these will be stored and administered from the office by the school First Aid Officers (office administrators). Parents / Caregivers will need to sign a form acknowledging the provision of these medication/s and accepting responsibility for the medication regularly administered.

MONEY:

When sending money to school for whatever reason, please place it in an envelope with your child's name, room number, amount and what it is for, clearly marked on the front.

Name..... Room No...
Amount.....
What it's for.....?

NEWSLETTERS:

The school emails out a newsletter link twice a month on a Wednesday during term time, to keep parents informed on school matters. Click on the link and read in a choice of 33 languages. Newsletters are also available on our website www.katikati.school.nz The Parents of the School (P.O.T.S) Group and Board of Trustees also send home notices and newsletters for specific events. Teaching team notices are issued periodically.

NOTES FROM HOME:

Notes from parents or medical certificates (after three days absence) are required for any absence from school. We require phone calls notifying us that a child will be absent, but this should be followed up with a note upon the child's return. If parents require children to leave school for any reason, written permission is requested - e.g. medical or dental treatment. This should be addressed to the class teacher.

PARENT/ COMMUNITY MEMBERS' HELP:

We appreciate this at all times. Early in the year the Parents of the School group sends home a questionnaire suggesting and asking for voluntary help in various school tasks. Teaching teams and/or individual teachers arrange for voluntary classroom help at the commencement of each school term.

Below is a list of some of the ways in which you could assist with the successful operation of our school. Please remember to feel free to come forward and offer your assistance or suggest some other ideas.

- Working in rooms the with class programme
- Helping with class excursions and field trips
- Making apparatus and teaching equipment
- Assisting staff on sports days and exchanges
- Tutoring within special programmes
- Maintenance, repairing and cataloguing of resource materials
- Library help
- Sports team coaching
- Helping with 'Special Event' days
- Helping on 'Working Bee' days
- Assisting with fundraising
- Member of Parents Of The School group P.O.T's

POSITIVE BEHAVIOUR FOR LEARNING:

We are a PB4L school, which means that we encourage our children to show a high standard of behaviour and to follow our school values. We focus on the positives as much as possible. Your child's class teacher will make contact if we have any concerns. Please be aware that sweets, toys and electronic devices are not allowed at school.

P.O.T.S. PARENTS OF THE SCHOOL SUPPORT GROUP:

This group of parents meet at least twice a term. They are responsible for assisting the school in various school/community events, promoting fund raising activities. It is a great way for new parents to the school to make connections with other parents and to get involved with our school. If you don't want to be on the committee but could help out with one or two tasks throughout the year POTS would love to still hear from you. Contact details can be found on the back page of the newsletters or from the school office.

REPORTING TO PARENTS:

Close communication between home and school is very important for children's success.

Parents are very welcome to make an appointment to see their child's class teacher at any time during the year. This can be done by emailing the class teacher for an appointment time (staff emails are available on our website) or by ringing the school office. Appointments are welcome if you would like to talk about your child's progress or about anything that is happening outside of school that you think might impact your child. We are always here to help if we can. If you would like to talk to the teacher at any point during the year you are very welcome to make an appointment, you don't have to wait for a specific date.

Your child's teacher will contact you if they think your child is not making expected progress or has any concerns. They will let you know some ways you can help at home so that together we can accelerate your child's progress.

ROAD CROSSING PATROL:

The crossing on Beach Road is manned between 8.10am to 8.35am and 2.50pm to 3.15pm. The Kea Crossing in Park Road is manned between 2.50pm to 3.10pm daily.

SCHOOL DAY:

No child should be at school prior to 8.00am

School starts **promptly at 8.45am** for all children. Children are expected to be at school on time.

Learning Time	8.45am - 11.00am
Morning Tea	11.00am - 11.40am
Learning Time	11.40am - 1.00pm
Lunch	1.00pm - 1.40pm
Learning Time	1.40pm - 2.50pm

Children who walk home are expected to leave the grounds straight after school unless involved in sports or other school activities. **Children are not to use the adventure playgrounds before and after school as they are unsupervised at these times.**

SCHOOL DONATIONS SCHEME:

The Board has opted into the Donations Scheme and complies with the MOE requirements. Parents will be not asked for donations except for school trips and camps. A school camp is any curriculum related activity where students are expected to stay overnight as part of that activity. <https://www.education.govt.nz/school/funding-and-financials/fees-charges-and-donations/>

SCHOOL STRATEGIC PLAN:

This outlines our vision, values, targets and expectations for the pupils' education and is available at the office and on our website.

SCHOOL UNIFORM:

The compulsory items of uniform are:

1. Polo shirt with Katikati Primary School logo on left hand side.
2. Sweatshirt and/or polar fleece jacket – bottle green with Katikati Primary School on left hand side.
3. Bottom garment must be plain black or navy blue – **not denim**. We recommend the Schooltex range which can be sourced from The Warehouse at Fraser Cove.
4. Wide brimmed sunhats in the first and fourth term.
5. Jewellery – **Acceptable sleeper studs and/or a watch (no smartwatches) ONLY**. Caps, beanies and hoodies are not acceptable clothing.
6. Shoes – style and colour are your choice.

Purchase of the uniform can be made from The Warehouse at Fraser Cove in Tauranga or online <https://www.thewarehouse.co.nz/c/schools/katikati-primary-school>

We have a limited range of second-hand uniforms at school available for purchase on Mondays from 8.15am – 8.30am from the school hall. If you have any difficulty purchasing uniform for your child, please speak with your child's class teacher.

TERMS AND HOLIDAY DATES FOR 2026

TERM 1	Monday 9th February	to	Thursday 2nd April
TERM 2	Tuesday 21st April	to	Friday 3 rd July
TERM 3	Tuesday 21 st July	to	Friday 25 th September
TERM 4	Monday 6 th October	to	Friday 18 th December

Teacher Only days

Monday 20th April

Monday 20th July

Public Holidays

Good Friday:	3 rd April (school holidays)
Easter Monday:	6 th April (school holidays)
Easter Tuesday:	7 th April (a school holiday)
Anzac Day:	Saturday 25 th April – observed Monday 27 th April
King's Birthday:	Monday 1 st June
Matariki:	Friday 10 th July
Labour Day:	Monday 26 th October

THE BOARD 2026

PRESIDING MEMBER:	Anita Rapson
TREASURER:	Loren Hunter
PERSONEL:	Jenner Ballinger-Judd
PROPERTY:	Valarie Uilou
POLICY REPRESENTATIVE:	Anita Rapson
PRIVACY REPRESENTATIVE:	Anita Rapson
HAPU REPRESENTATIVE:	Lillian Mafi
COMMITTEE MEMBER:	Candice Thomas
PRINCIPAL:	Andrea Nicholson
STAFF REP:	Ashleigh Oliver