



Kaharoa School

Information Booklet (for 2026)



OUR MOTTO Tā Mātou Pai Ake - “OUR BEST ALWAYS”

MISSION KAHAROA SCHOOL: LEARNING, VALUES, COMMUNITY

VISION **Graduate Profile Statement:** Empowering students to take ownership, make impactful decisions, and create lasting legacies. Students are literate, numerate, critical thinkers, creative, agentic learners with a growth mindset, and environmentally engaged. They are active participants in the arts, sport, fitness and hauora, technology, and science. They are resilient, reflective and adaptive problem solvers.

Visit our website: www.kaharoa.school.nz

Welcome

Nau mai, haere mai ki kura o Kaharoa
Welcome to Kaharoa School

Anei nga akonga, nga kaiako, me nga whanau e tautoko ana
Here students, teachers, and families support each other

Anei mātau e mihi atu nei ki a koutou katoa
We look forward to meeting you

Tēnā koutou, tēnā koutou, tēnā koutou katoa.

Our Policies, Procedures, and Guidelines are all accessible at any time using our SchoolDocs website. This parent information booklet is to introduce you to some of these key items in summary form and some general information. Please log into School Docs to access the full detail.



Quick Guide to SchoolDocs for the School Community

Staff, students, parents, and whānau

Using SchoolDocs

Log in to your SchoolDocs site using these details:

Website	www.kaharoa.schooldocs.co.nz
Username	kaharoa
Password	bestalways

Principal's note:

Fill in this info for your school.

Related policies and procedures are grouped together on SchoolDocs, with links to supporting information.

- To find a policy or procedure, type a keyword into the search bar, or browse using the table of contents (click the black arrows to open each section).
- Search for **Quick Links for Staff** and **Quick Links for Parents and Whānau**, which provide links to useful policies and procedures.
- For more information about using SchoolDocs, click the **Help** tab at the top of the site.



Reviews and feedback

Start your review

All SchoolDocs schools follow a 3-year review schedule to keep information up to date. Each term, you can provide feedback on policies and procedures that are under review.

Use the **review tool** to provide feedback about policies and procedures that are under review.

- **Content feedback** is where you can suggest changes you'd like SchoolDocs to consider.
- **Implementation feedback** is where you can comment on policy implementation at your school.

If you'd like to send a message to your school about a particular topic, use the **feedback button**.

For more information about reviews, click the **Current Review** tab at the top of the site.



Term Dates 2025

Term 1, 2025:

Tuesday 28 January - First day of Term 1 for Year 8s
Wednesday 29 January - First day of Term 1 for Year 1-7s
6 February - Waitangi Day Holiday
7 February - Teacher only day (no school for students)
Friday 11 April - Last day of Term 1
Easter weekend and Anzac Day are both in the term holidays

Term 2:

Monday 28 April - First day of Term 2
2 June - King's Birthday Holiday
28 June - Matariki Holiday
Friday 27 June - Last day of Term 2

Term 3:

Monday 14 July - First day of Term 3
Friday 19 September - Last day of Term 3

Term 4:

Monday 6 October - First day of Term 4
24 October - Teacher only day (no school for students)
27 October - Labour Day Holiday
Thursday 11 December - Last full day of Term 4
Friday 12 December - Year 7 leadership focus.

School Hours

8.50am to 2.50pm Monday - Friday
Morning break 10.15-10.45am Lunch 12.15-1.15pm

First students arrive around 8.00am on the Jackson Road bus. Last students leave around 3.30pm on the Hamurana Road bus.

Arrival times for students on school grounds is after 8am and students must be picked up by 3:20pm.

Wet weather - students are in the bus duty teacher's classroom until their parents pick them up or until they catch the bus.

Office Hours

8.30am to 3.30pm
School Phone: 07-332 3444

Email: office@kaharoa.school.nz
principal@kaharoa.school.nz

Attendance: General

There's a clear connection between going to school regularly and doing well in the classroom. Higher levels of educational achievement can mean better health, higher incomes, better job stability, and more participation in communities. Students aged 6 to 16 years old are legally required to attend school every day.

Health guidance has been released by Te Whatu Ora | Health New Zealand to help schools and parents to decide if a student is well enough to attend school. Visit Health New Zealand website topic: "Knowing if a child is well enough to be at school — guidance for schools"

Attendance: Holidays during term time

Our attendance guidelines highlight the importance of students being at school for learning. On rare occasions families may have a holiday booked in term time. This is recorded as an explained absence, but unjustified as per MOE attendance codes. Please notify the school a week in advance. For holidays of 1-3 days duration, please notify the office. For holidays longer than 3 days, please write to the school principal to keep the school informed. See School Docs for full details.

Attendance: Absences

Please notify us of any absences by 9am on the day of, or prior to the absence. The **@school app** is the best way to inform us of absences as your notification automatically transfers directly into our daily student roll system. If you are unable to access the app, please notify us of absences via phone (07) 332 3444, or email office@kaharoa.school.nz These alternatives require manual entry by office staff into the roll system.

Note: If you wish to inform your child's teacher of their absence, please remember to notify the office also, using the method(s) described above.

We ask that all absences be notified by 9am. If we have not received notification from you we will:

- Send a text message from the roll system around 9am stating: "At the time of the roll this morning your child was not marked present in class. Please reply to this message or contact Kaharoa School."
- If you receive this text message, you can reply directly with a text that explains your child's absence from school. The admin team will receive this directly into the roll system and update the roll. Alternatively, you can email or phone the office which requires a manual entry by office staff.
- If no reply to the text message has been received, a phone call will be made to check student safety.

- Please arrange appointments and trips outside school hours or during school holidays where possible.
- If your child arrives **late** to school they need to sign in at the office before going to class.
- Our roll is electronic and we are required to enter a code indicating the type of absence. If you do not advise us of an absence and we are unable to contact you, the Truancy code is an automatic entry.
- If your child is leaving school within school hours, please have an adult **sign out** the student, state their name and leave a reason for the absence at the office.
- Please advise the office if your contact details have changed.
- All these procedures are to ensure the safety of your child.

Additional Student Support

The needs of all students are assessed and supported by the classroom teacher and where necessary discussed with the Leader of Learning + LSC/SENCo (Special Needs Coordinator). Applications are submitted to the MOE for additional support for students and we advocate strongly for this. However, there is very limited funding available. We also receive a small grant annually from the MOE, and our school PTA to fund a few group learning supports led by a learning assistant. See School Docs for full details.

Ag Day / Pet Day

Ag day: Children raise a plant, lamb, calf, rescue chicken or kid and 'show' their animal/plant for judging.

Pet day: Alongside raising a calf or lamb, some years, students are able to bring certain pets based on strict criteria.

This event is usually held in October.

Assembly

Whole-school assemblies are usually held every second Friday in the Kōkako Centre. Dates of these assemblies will be advertised in our newsletter. At times, the time, date or venue may change. These assemblies are led by the Year 8 school leaders. We start with our Karakia and National Anthem. The assemblies are an excellent opportunity to celebrate students' work efforts, attitude, community contributions and outstanding achievements in a variety of endeavours by certificates and awards in a formal setting.

Buses

Eligibility: Please check when enrolling your child as to eligibility for the bus. Please inform the bus controller of any changes to your address by phone or note by emailing the office. This helps us to ensure that all pupils get to and from school safely.

Those parents who have to transport their children some distance to school by car on Kapukapu Road or Kaharoa Road may be eligible for a conveyancing allowance. If you would like to check eligibility please contact the school.

Bus Timetables can vary at times, we will advise via the school newsletter when any changes need to be made. It is essential that children are marked off the bus list located at the School Office if they are not going to travel home on it.

Changes to students' usual bus: Children are not able to change from one bus to another. Bus runs are not interchangeable in most circumstances (for consistency of numbers and so we can keep track of who is on what bus for safety reasons). Please liaise with the office around any proposed changes. In some circumstances the Bus Contractor may have allowed some discretion so that Kaharoa School can support families where space on the bus is available. Such requests are made to Kaharoa School via the office, with final discretion by the principal.

For example:

- Split families where students need to catch a different bus depending on who they are staying with each week, or weekend.
- Unforeseen situations where there is a sudden accident, or change in family circumstances.
- Work conditions involve using one route in the afternoon, and the other in the morning.
- Sport or cultural practices occurring on a regular basis for the term.
- Parent requests for a temporary pass received by the office in a timely manner.

In these circumstances an alternative bus pass may be issued at the discretion of Kaharoa School, so long as the bus company continues to allow this discretion.

Note: We do not allow students to come into the office wanting to organise a play date / hang out and swap buses.

'Courtesy' passengers: Courtesy passengers are those children who don't meet the eligibility criteria - these children are usually ABLE to travel on the bus if they are driven to the designated bus stop* with our existing routes. This is at the discretion of the bus company and is usually decided based on how full the bus is term by term.

*Note: the designated bus stop is currently the Jackson Road bus - picked up at Jackson Road / Central Road corner.

In the event of the bus exceeding the bus legal loading limit the courtesy passengers will be notified and asked to make their own way to school until such time as there is spare room on the bus. The last courtesy person on the bus list will be the first one asked to make his or her own way to school. This is irrespective of any other family member travelling on the bus.

Bus Agreement Form: If your child is new to our bus transport, please fill in the agreement form available from the school office or on our website (www.kaharoa.school.nz/handbook/buses). This is also included on enrolment. See School Docs for full details.

Bring Your Own Device

Students from Middle School upwards (usually Year 4 or 5) are encouraged to bring their own device (BYOD). The only device for BYOD at Kaharoa School is a chromebook. Students need to bring their device to school and bring it to our ICT leader, to gain access to the school network.

Device use declarations are included on enrolment. BYOD is an additional agreement and available in hard copy from the school, or on our school docs website.

Calendar

A calendar of term events is available on the school website for your convenience.

Cellphones

Cellphone use within schools is banned as per government policy. If students are using a cellphone at school it will be confiscated. If students wish to contact their parents, they check in with the teacher, or the office staff. If device use is important for student safety (e.g. medical) they can apply for an exemption by contacting the school leadership team (principal/deputy principal).

Chinese

Students in year 6-8 receive Chinese lessons each week for 30 minutes. This is taught by an outside tutor.

Class Placement

Class placement is a school decision. We will assess the information provided regarding the age, strengths, abilities, maturity and needs of prospective students in order to decide class placement. This will allow them to achieve the best possible educational outcomes. See School Docs for full details.

Communications

The Kaharoa School website www.kaharoa.school.nz is the best place to find information for parents. Our newsletter is emailed and sent home in hard copy every three weeks with the “Kaharoa Snapshot” (a short round-up of upcoming dates and events/information) emailed in the intervening weeks. We try to give advance warning of events that are occurring through these newsletters, but sometimes it is necessary to send home separate notices.

Class teachers will contact parents regarding class-specific events and the office and/or Principal will send emails when necessary, regarding specific events, notices or updates.

If you are interested in becoming one of our sponsors and having advertising displayed on our website, please contact the school office office@kaharoa.school.nz or phone 07 332 3444

Custody

It is important that the Principal be fully informed in writing of any legal custody matters relating to your child as this avoids problems of illegal access to children. Please provide copies of any court documentation or other supporting documents.

In the case of a child’s caregivers living separately, any information shared with the school is accessible by both parents and any other stakeholders (e.g. lawyer for the child). Reports are sent to both parents. Notes outlining discussion points from parent-teacher interviews, emails or meetings with either parent and any pastoral care issues will be made available to both parents. In essence, (in the absence of any legal direction to the otherwise), any information relating to a child is accessible by both parents. See School Docs for full details.

Dental Services

Dental services are available to all school children free of charge via Lakes Teeth - Community Oral Health Service. Please contact the service on 0800 525 378 to enquire about enrolment or to make an appointment. The Dental van no longer makes annual visits to Kaharoa School due to their own resourcing limitations.

Discipline

Kaharoa School believes in a positive approach to discipline. Our Values approach supports this and is used when addressing concerns with the students.

In both the classroom and playground, we have steps which are followed when children misbehave. Where behaviour becomes totally unacceptable, parents/caregivers will be involved and expected to support the school as we together resolve the problem. See School Docs for full details.

Donations

Kaharoa School is now part of the MOE ‘donations scheme’ This means the MOE pays the school \$154 per child instead of the school asking parents for donations as in previous years. This is a \$250+ saving per child.

School camps and overnight stays will occur a donation request. We budget for 85% of families to be able to pay the camp donation. If you have difficulty with this, please contact the school principal. As we have reduced the overall donation requests, we urge each family to consider paying camp donations as without this, we will be unable to continue with these high-quality experiences planned in future.

What does it mean if camp fees are now a donation?

We hope there will be very little difference in the amounts we receive by changing them from fees to donations or else we would have to discontinue some of our camps. Your contribution is a major support for what we can provide for students.

How will the school continue with high quality resources, grounds, and the pool?

We will use the \$154 from the MOE to cover what donations used to cover, but there will be a shortfall. The PTA will continue raising funds to support the school including asking for a \$100 donation from each family to support the costs of running the pool for students to learn to swim with their class.

Payments: These can be paid online: **ASB 12 3155 0189083 000**

It is imperative when you make a payment to us:

- You make it easy to identify who the payment is from
- You state who it is for
- You state what it is for

If a full reference cannot be entered, please email the office with the above information supplied, office@kaharoa.school.nz

Cash: If you are sending money to school please make sure it is sealed in an envelope with your child's name, room number, amount and what the payment is for written clearly on the envelope.

This saves a lot of confusion.

In general, we try to discourage children from having money at school.

Educational Trips, Visits and Camps

Trips, visits and camps are for the following purposes:

- To provide learners with relevant and enjoyable experiences which enrich and link all learning areas.
- To promote appreciation of our heritages - local, national and global.
- To increase awareness and understanding of the traditions and values of their own, the tangata whenua (Māori, original inhabitants of New Zealand) and of other cultural groups.
- To increase understanding of different perspectives on land, natural resources, and the environment, and of the need for conservation management.
- To provide opportunities for enjoyment, adventure, and challenge, both close to home and further away.
- To develop the skills to move with confidence and safety in urban, rural and wilderness settings.
- To help learners develop a respect for themselves and others, by providing them with opportunities i.e. personal and social development and independence.
- To enable learners to take increased responsibility for their own development and to regard education as enjoyable, continuous and lifelong.
- To provide opportunities for the community to participate in the education of the children through sharing knowledge and experience.

For the safety of the students, any parents/caregivers assisting on the trip must have been police vetted in the last three years by the school. If parents are providing transport they must additionally have a current full drivers licence and car Warrant of Fitness.

Enrolment

All enquiries regarding enrolment are welcomed and encouraged. We will ask for our simple expressions of interest form to be completed in the first instance which is on our School Website.

School tours are encouraged and can be booked through the office. A link to our enrolment form can be located digitally on our website www.kaharoa.school.nz
In 2022, our enrolment scheme was abandoned. That is, families can now enrol their children at the school regardless of their home address.

Illness or Injury at School

If a child feels unwell or is hurt at school, they will go or be taken to the sick bay. Our sick bay is located next to the office. A record of all injuries and the attention given is kept.

We will endeavour to keep all parents/guardians fully informed should any significant injury occur, providing we have up to date telephone numbers. If the illness or injury is serious and you cannot be contacted then medical help will be sought for your child. All head and spinal injuries are regarded as serious in the first instance.

Medical Conditions Children with identified health risks have an up to date medical profile (providing caregivers have informed us) that includes a procedure and photograph of the student. All staff will be made aware of these students.

It is important that we are fully informed of any medical conditions, special medication, allergies etc affecting your child.

Medication at School Office staff are able to administer first aid medication (e.g. bee sting cream/antiseptic spray/arnica cream). We do not supply or administer prescription type medication for short term illnesses (e.g. sore throats) unless specifically requested by a parent who has supplied the necessary medication and instructions. Pain relief (e.g. panadol) and antihistamine is only given with parental permission.

If your child has been unwell, please follow MOH advice and keep them home for 48 hours after their last episode of vomiting or diarrhoea.

See School Docs for full details.

Internet Use

The use of the Internet at Kaharoa School is a privilege. The internet is made available to staff, students and community members. Internet users will always consider and work under the expectations and standards of our digital devices policy and in line with our school values. See School Docs for full details.

Kaharoa School Board (formerly the Board of Trustees)

The School Board normally consists of five elected parents, plus the Principal and Teacher representative. There is provision to co-opt up to three people where necessary when specific skills are needed. If you wish to contact the School Board contact the school office and you will be given the appropriate information.

The School Board meetings are held twice a term in the Boardroom and parents are welcome to attend as onlookers to the meeting. The next Board Elections will be held in 2025, and 2028. See School Docs for full details.

Lost Property

Please name your child's clothing. We do our best to find owners, but this can be a time consuming process.

Children are expected to be responsible for their belongings.

Lost property is displayed near the Kokako centre. Parents are welcome to come and look.

Other lost property or money handed in can be claimed from the school office. Money or small items that are handed in to the office are given back to the finder to keep after a period of time if not claimed.

We donate items in our lost property to charity at the end of each term.

Parent Teacher Association (PTA)

This association acts as another link between parents and school and initiates many social events as well as fundraising activities. This fundraising is for school-based resources from which children will benefit. These activities and funds are an important and integral part of the school community. The PTA group is a voluntary group made up of parents and a staff representative. Parents are strongly encouraged to become involved in this group to share the load and add to the community spirit of the school. We have a core PTA group, and then a volunteer group that helps out at events. We encourage all families to consider at least one event over the year to make a contribution. The PTA holds regular meetings during the year. New members are always welcome. Please email pta@kaharoa.school.nz to contact the PTA.

Personal Appearance & Uniform

Personal appearance:

Our dress expectations, found on school docs, outline what students can and cannot wear at school and while representing the school. If students do not meet the expectations, we follow school processes for managing issues in this area, which may include contacting parents/caregivers and involving senior staff.

- Kaharoa School expects students to dress appropriately for the school learning environment. Students require tidy, clean and appropriate clothing, suitable to the season and safe for the activity such as:
 - Term 1 / Term 4 bucket hat and covered shoulders when outside (sun safety)
 - Hats removed when asked e.g. assemblies, karakia, during lessons.
 - Physical education gear like shin pads and mouth guards when required.
 - Sports uniforms and events uniforms worn respectfully to represent the school.
 - Suitable footwear (note: footwear is required for all trips including manual).
 - Jewelry and earrings worn in a safe way and at your own risk (e.g. stud or sleeper earrings that pose low risk of injury during the day's activities).
 - Hair of a natural colour(s).
 - Prominent makeup will not be worn.
 - At times children may be asked to tie back their hair in the interests of safety or to support teaching and learning e.g. swimming instruction, sport, or when hair is interfering with classroom work.

Uniform:

- Events uniform: Navy blue shorts (to be purchased independently) and monogrammed navy blue and gold polo shirt which is loaned out by the school. These shirts are also available for purchase from the school office.
- Kaharoa Representative Teams: Navy tracksuit with monogrammed top which is loaned out by the school.

Children will be asked to wear their events/representative uniform for specified sports events at school and at inter-school games or representative events or functions. If damaged or lost the replacement cost will become payable and charged to your child's account.

See School Docs for full details.

Parents-Teacher Communication

We see contact as a vital component of our partnership with you. Therefore, our school operates in an environment where teachers are accessible to parents - if you have any concerns, comments or feedback regarding the student's learning and progress, please feel free to email or talk to the classroom teacher. Written reports are issued twice a year. Formal interviews usually take place twice a year but teachers can make themselves available for discussion during non-teaching times. Please understand that staff are unable to respond to email quickly as they focus on teaching their class. Please allow up to 24-48 hours for an email response. If urgent please phone the school office. See School Docs for full details.

Problem Solving: General

Should you or your child have any concerns, we encourage them to seek to resolve the issue as soon as possible, it is much easier to solve problems before they get bigger with time.

If your child has any problems with school friends that they have been unable to resolve, they are asked to talk it over with their teacher or a teacher they feel they can confide in.

Parents/caregivers are asked to communicate with teachers or the staff member concerned in the first instance regarding any concern or complaint they may have.

Concerns raised with the Principal or Senior Leaders will be encouraged back to the teacher or staff member involved in most instances to be resolved with the persons concerned.

If you have any questions, please do not hesitate to contact us and we will do our best to assist you.

Our full concerns and complaints policy is available on the school docs website for reference.

See School Docs for full details.

Problem Solving: Bullying

Most student misbehaviour is identified as unhelpful, or inappropriate, and we respond to this with our behaviour management approach within school guidelines that can be found on school docs.

However, from time to time a pattern of behaviour can form which is identified as bullying and will be investigated and worked through according to our bullying procedure found on school docs. Use of the term 'bullying' is based on the widely-accepted definitions of bullying behaviour that emphasise the following four characteristics.

› Bullying is **deliberate** – there is an intention to cause physical and / or psychological pain or discomfort to another person.

› Bullying involves a **power imbalance** – there is an actual or perceived unequal relationship between the target and the initiator that may be based on physical size, age, gender, social status or digital capability and access.

› Bullying has an element of **repetition** – bullying behaviour is usually not one-off. It is repeated over time, with the threat of further incidents leading to fear and anxiety. Repeated acts of bullying may involve single acts with different targets, as well as multiple acts with the same target.

› Bullying is **harmful** – there is short or long-term physical or psychological harm to the target (eg, as a result of coercion or intimidation).

See School Docs for full details.

Reporting

Formal interviews will be held between the teacher and parents/caregivers usually early in term two to discuss each child's progress to date and future direction and again at the beginning of term three to discuss progress against the mid-year report.

An effort and attitude report is sent towards the end of term 1. A brief written report will be sent out at the end of the second term, with a follow-up written report at the end of the year.

See School Docs for full details.

School Crest & Motto

The school crest shows a native Kōkako sitting on a branch inside a circle which represents unity. The Kōkako is representative of a group which still exists in the local native bush and reminds us of the depth of history which is an important part of our school's past.

The motto "Tā Mātou Pai Ake" or "Our Best Always" indicates the attitude we seek for all students as they practice being a 'Can Do Kid'.

School Facilities

The Kaharoa School Board is prepared to allow the use of our facilities outside school hours wherever possible, subject to certain conditions. Pool keys are hired each year, and must be returned at the end of the season. The tennis court is available for use. We would ask that at all times you respect the school and its grounds/buildings. Please don't be offended if members of our community approach you and introduce themselves. This is a community initiative to ensure school security and a sense of community involvement. Contact the school office for more information. The school BBQ may also be hired.

Social Media

We use facebook to promote our school by sharing photos from school events, and individual or group learning successes. Permissions are sought regarding this on enrolment.

See School Docs for full details.

Sport

A range of winter and summer sport options are available to children depending on interest. They usually include touch rugby, netball, cricket, water-polo, hockey and basketball. Football is available through the Ngongotaha Football Club.

The COACH'S role is to work on skills and team play associated with the game. This usually involves one practice during the week (lunchtimes or after school), and supporting the team at most games.

- The MANAGER'S role is to make sure everyone has the information they need like when and where games are played and practices held, or if a game is cancelled. This is the person to communicate with if you are away.

The fee per player varies depending on how many registrations we receive. Once the team is formed, you will be notified of the exact cost for each player. Payment for the season is anticipated before the first game.

Note: sports clothing is usually supplied by the school. Children will require their own navy blue shorts for most sports.

- Our two SPORT COORDINATOR roles are:

Firstly, SUSANNE in the office will send out initial information, form teams with a coach and manager, and collect payments.

Secondly, SHINADE (teacher in Y7/8) is available to support coaches and managers with any issues with students at practices or games, and ramp up support around the school for sports teams e.g. in assemblies and running once-off fun sport lunchtime opportunities.

A note about costs:

The fees invoiced to you are the costs charged to the school, plus \$12 per player per sport which contributes to additional expenses relating to team sports (e.g. first aid, practice equipment, and a contribution towards sports prize-giving trophies).

- First aid kits are available for the coach or manager to collect from the office for the season and then return to the office. These include basic supplies for injuries related to the game, but not ice or medications.

- Sports uniforms are issued to students by the school and need to be kept in reasonable condition, any damages will need to be paid for. We aim to save up and fundraise towards long-term renewal of shirts every 7-8 years.

- We thank coaches and managers with a little token of appreciation at sports prize giving at the end of the year. Players may wish to organise a gift for their coach/manager at the conclusion of the season which is left up to individual teams.

Sports Shed / Play Hub

During lunchtime a wide selection of sporting equipment is available for children to issue out and play with.

Stationery

Purchases of stationery can be made online and delivered to your door from Office Max. It is a loyalty system with small benefits coming back to our school.

<https://www.myschool.co.nz> During the year, top up stationery can be purchased at the school office. Where a student needs a small item of stationery (e.g. a new writing book) these are given out from the office and added to student accounts at prices as discounted to schools. You may request at the office for this not to occur for your family and instead provide needed stationery purchased elsewhere in a timely manner.

Note: Stationery lists for the following year will be emailed home to new and existing families by mid to late December.

Swimming

The school swimming pool is open from early December until late in Term One (weather dependant) for instruction as part of the school curriculum. If your child is not able to swim for medical reasons, please send a note to the teacher.

The pool is available to the wider community after school hours and keys can be hired from the school office. Parents are required to sign a pool usage agreement and adhere to the conditions outlined.

Rural Environment

Kaharoa School is a rural environment with several identified risks such as tree climbing, use of sticks and wood to build huts and other outdoor play, loose parts play with old equipment, old plastic barrels used for a range of play including rolling inside down the hill, feeding the calves and chickens, and the use of metal spades in the sandpits and vege garden. While we seek to minimise the risks associated with these activities through supervision and safety talks with students, there may be minor accidents from time to time. We suggest you talk with your child or child's teacher if you wish them not to be involved in some of these activities.

CCTV

The school has recently invested in upgrading our CCTV system for the safety of our students, staff and property. Control and/or monitoring of CCTV footage is only accessible by authorised staff and

will be used for the purposes of identifying culprits (safety, security and monitoring reports of negative behavior). See School Docs for full details.

Values

We use a **positive values-based approach** to grow character and encourage students to be their best and take action. We encourage both teachers and students to “Make their MARK” through modelling our values:

- Manaaki – Caring
- Ako – Learning
- Rangatira – Leadership
- Kaitiaki – Guardianship

We encourage the whole school to “Give it a Go!” Our aim is to build a positive attitude of cooperation and involvement in our numerous school wide activities.

Vaping

Kaharoa School is smokefree and vapefree, as required by the Smokefree Environments and Regulated Products Act 1990 (s.7A).

A student identified to be vaping at school due to addiction or misbehaviour may be offered appropriate counselling and education, and we will contact parents/caregivers. Repeat offences or instances of offering vapes to other students for sale or use are likely to result in a serious result due to the unsafe situation it puts other students in. This may result in a stand down or suspension process.

Year 7 & 8 Tech Art aka “Manual”

Our Year 7/8 pupils travel to Western Heights High School (WHHS) in Rotorua each Thursday, leaving school at 8:45am and returning at 12.30pm, for Tech Art courses at WHHS discretion such as Woodwork, cooking, music, digital design, dance.

Whilst at WHHS they are under proper school supervision and are not permitted to leave the school grounds.

A fee of \$35.00 is charged each year which covers the costs of take home materials.

No electronic devices are to be taken to WHHS and while off Kaharoa School grounds the children must adhere to the rules pertinent to the bus and WHHS. Kaharoa School students are not permitted to purchase food from the tuck shop nor have older brothers or sisters purchase food for them. They are also not able to receive food from the Lunches in Schools programme.

Note: *If you choose to drop your child straight to WHHS please organise this with the Kaharoa School office as a weekly occurrence, or as a once off. Students that don't board the bus at Kaharoa are presumed absent and require follow up from admin staff. Informing us in advance is appreciated.*

**Once again, welcome to Kaharoa School and our Community.
Please don't hesitate to ask if there is something you are unsure about.**

**We extend a very warm welcome to you and your family and
we look forward to having you as part of our school community.**

Nau mai, haere mai ki kura o Kaharoa.