

# KNIGHTON NORMAL SCHOOL

**Knighton Road**

**Phone**

**07 856 5399**

**Hamilton**

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Mobile (absences only) 027 352 2089

E.mail knighton@kns.ac.nz

Web Site: [www.kns.ac.nz](http://www.kns.ac.nz)

Knighton Normal School App.

To download our free school app on an iPhone or Android device search either the App Store or Play Store for **SchoolAppsNZ**; install; search for and select Knighton Normal School.

## **Principal**

Andrew Campbell

Deputy Principal

Barb Cowie

Deputy Principal

Materoa Collins

## **Administration**

Admin Support

Viv Ellis

Admin Support

Nell Harrison

Admin Support / Reception

Lorraine Hooper

Admin Support / Librarian

Chanae Tynan

## **Board of Trustees**

Maro Arcus – Presiding member

Jesse Brown

Sam Douglas

Sanjeev Kumar Arya

Tumai Tumutoa

Nicole Antoniadis – Staff Rep.

*Please refer to pages 26 and 27 of this booklet  
for a full list of staff at Knighton Normal School*





# KNIGHTON

## NORMAL SCHOOL

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### **Important points to note before starting at Knighton**

- Pg 5 Class starts at 9:00am and finishes at 3:00pm. Gates are unlocked at 8:30am pg 12
- Pg 6 Pre-school visits. Handout 'Your first day at school'
- Pg 7 Explanations needed for absences and lateness
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- Pg 15 We have children at school who have life threatening allergic reactions to nuts. We are a nut free school. No sweets. Water only.
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- Pg 17 All items of clothing, including footwear, underwear, togs and towels should also be named. Swimming is in terms 1 and 4
- Pg 17 Ensure your child has a spare set of clothes kept in their school bag at all times.

# INTRODUCTION

Greetings to you all / Kia ora koutou

This booklet is to inform you about some of the activities and requirements for children attending Knighton Normal School.

Knighton Normal is one of the largest contributing primary schools in Hamilton. The school starts the year with 28 classrooms.

It also has Before and After School, and Holiday Programmes. We contribute to Berkley Normal Middle School and Peachgrove Intermediate School.

Knighton Normal School offers

- a settled start to school in one of our New Entrant classes which slowly build from around 8 children in February to approximately 20 later in the year
- a highly qualified and experienced staff
- progressive teaching with child centred programmes
- special needs and special abilities programmes
- an environment geared to nurture the self esteem of students in a multi cultural setting
- a parent open door policy ensuring high level of parent participation and support
- The Knighton Way – our approach to the curriculum

The partnership between community and school is a feature of Knighton. The staff enjoy excellent support from the Board of Trustees, Te Whānau ō Knighton, and

parental involvement in the day-to-day activities of the school.

We work with the University of Waikato's Faculty of Education and Te Wānanga o Aotearoa for the purpose of teacher training. This means that we often have extra adults around the school who are keen to learn from the expertise of our teachers at work in their classrooms. These teacher trainees also work with small groups of children and assist with classroom programmes.

## ENROLMENT SCHEME

The popularity of the school is such that in order to avoid potential overcrowding, the Board of Trustees has adopted an enrolment scheme. This means that children living at a permanent residential address within a determined geographic zone have automatic entry.

Parents of children living outside the zone (OOZ) will have to make application for an out of zone enrolment. We currently only accept priority two OOZ applications i.e. siblings of current pupils.

Application forms, a map highlighting the school zone and full details about the enrolment scheme are available from the school office or on our website at [www.kns.ac.nz](http://www.kns.ac.nz)

### Note:

- *In this booklet the term 'parent' refers to all caregivers.*
- *We consider Year 0-3 classes to be in Phase 1 and Years 4-6 to be in the Phase 2 area of the school.*



The kaupapa of **Phase One** is, Te tupu pāhautea i te taiao ako e haumako ana i te reo matatini me te pāngarau / Thriving in environments rich in literacy and numeracy.

The kaupapa of **Phase Two** is, Te whakawhānau i ngā pae o te mātauranga me te mahi tahi / Expanding horizons of knowledge and collaborating.

# Ngā tikanga o Knighton

The Knighton Way is our key document.



The philosophy of Knighton Normal school is to provide an inclusive and positive education which is fostered in a holistic manner. Appropriate student behaviour is viewed as a part of child development that will be modelled and encouraged within a partnership between home and the school. Inclusive practices and safe environments are of greatest importance to all students. We want school to be a place where students are able to:

- Learn and have fun
- Respect peers and teachers
- Do their best

We aim for all children to be responsible and respectful citizens who strive to be the best they can be. Our school's values, which are actively taught, discussed, modelled and displayed, reflect the values of the New Zealand curriculum and our community's aspirations which we have captured above.



# THE KNIGHTON WAY

## Dispositions For Learning

At Knighton Normal School, we promote our dispositions for learning which embed the Key Competencies from the New Zealand Curriculum. We believe our dispositions reflect what our students need know, do and be to be effective citizens of our society.



to

### GETTING ALONG

- Socially responsible
- Playing by the rules
- Thinking first
- Accepting others
- Valuing cultures



### ORGANISED

- Planning our time
- Setting goals
- Self motivation
- 'Can Do' attitude
- Make plans, and set high standards for oneself

### PERSISTENT

- Kia Kaha
- Trying our best
- Know what to do when things are hard
- Problem solver



### ARE CONFIDENT

- Accepting ourselves
- Being independent
- Taking risks



### INQUIRERS

- Think critically
- Make decisions
- Explore, understand and apply information

Our values and the KNS Way will be regularly focussed on and discussed in class, to build and sustain understanding and application. This will be built into daily planning and learning

# OUR VISION STATEMENT

Knighton a Great Place to Be – engaging, enriching, evolving



Belonging



Respect



Resilience



Success



Creativity



Hauora

## GENERAL

### School Times

School starts at 9.00 a.m. each week day morning and finishes at 3.00 p.m. We ask you to ensure that children are at school before 8:55 a.m. so they have time to put their things away, read, chat with friends and help with any tasks in the classroom. Unless children are involved in the Before School Programme we ask that they arrive at school after 8.30 a.m. Children are not supervised before 8:30 am unless enrolled at the Before School Programme. First break is 10:50 – 11:40am and the second break is 1:00pm to 1:40pm. The school *does not* close early on wet days.

## **Enrolments - New Entrants**

We have a cohort entry policy for our new entrant students at our school. We believe this brings numerous benefits to our students and their whānau / families. Cohort entry refers to the practice of having children of a similar age group start school together at set intervals throughout the year. In this regard, we offer two entry points per term, specifically during weeks 1 and 6. This means your child will start school on the first entry date after they have been enrolled and they have turned five.

New entrants have many adjustments to make in the transition from pre-school to school - the physical size of the school, the large number of people, a more structured day, eating and playing alongside others, and the increased level of effort expended in learning. Some children tire more readily than others. If your child tires easily and needs an earlier finishing time, this can be discussed with the teacher.

### **Enrolment**

Please see our office staff up to 5 weeks prior to your child's start date. A list of documentation required for enrolment can be found on our website; [www.kns.ac.nz](http://www.kns.ac.nz)



### **New Entrant visits**

Once your child has been enrolled, you will be given up to four dates for their new entrant visits. You are welcome to bring your child to all or some of these.



### **Beginning school**

We offer two cohort entry points per term for our new entrants in week 1 and week 6. This means your child will start school on the first entry date after they have turned five and they have been enrolled.

## Making sure your child attends school every day

Going to school every day is really important if children are to achieve and succeed. As parents and carers, it's up to you to make sure your child attends school on time every day, from when they first start school until they are 16.

### Does my child have to go to school every day?

Yes, your child must go to school every day.

### Why do they need to go every day?

Going to school every day is the key to getting the best out of school because:

- learning to read, write and do maths takes a lot of practice and is easier to master if your child goes to school regularly
- it sets up good habits for going to school right from day one
- each day is a chance to learn something new
- school offers your child regular, dedicated help to master the many skills they need
- it teaches your child life skills like commitment, being reliable, having a good work ethic and sticking with things when they get hard.

### What about my 5 year old?

Even though you don't legally have to enrol your child at school until they turn 6 most children in New Zealand start school when they are 5. Once your child has started school, whether at age 5 or 6 they must attend every day.

### What if my child needs to be away from school?

Occasionally your child might need to be away from school because they are too sick to attend, have an appointment or need to be at a tangi or funeral.

If your child is going to be away from school you must let the school office staff know before 9:00am.. You will need to let the school office staff know why and for how long your child will be away. See the end of this newsletter for ways you can let us know if your child won't be at school.

Your child's safety and wellbeing is a priority for the school. If your child doesn't turn up to school and we haven't heard from you we will be concerned for their safety. We will get in touch with you to make sure your child is okay.

## Can I take my child out of school during term time to go on holiday?

No, a holiday is not a good enough reason to take your child out of school. Holidays should be planned outside of term time.

Events like a birthday or a special day's shopping aren't considered valid reasons for being away from school either.

In all instances of extended absences, you will need to advise the school at [knighton@kns.ac.nz](mailto:knighton@kns.ac.nz)

## What if my child is often off school sick?

If your child misses a lot of school because of a chronic illness you may be able to get help from the Waikato Unit of the Northern Health School.

## What might happen if my child continues to have unacceptable absences?

In line with the Government's focus on attendance, we will inform the NZ Police Bluelight Truancy Services of your child's absence if it is greater than 30% of the year to date or if your child has been away for three days in a row and we haven't been told why.

It is important to understand that the Ministry of Education may become involved when children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

## Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just ...	... they miss ...	... and
<b>1</b> day per <b>fortnight</b> =	<b>4</b> weeks per year =	<b>1</b> year over their school life
<b>1</b> day per <b>week</b> =	<b>8</b> weeks per year =	<b>2.5</b> years over their school life

## Minutes missed = days lost

A few minutes here and there doesn't seem like much, but...

When your child starts school late or leaves early just ...

... they miss

**10** minutes =

**3** days learning per year

**20** minutes =

**11** days learning per year

### Absence Notifications

If your child is to be away from school please notify the school office before 9:00am each day by using one of the following options, stating your child's name, room number and reason for their absence:



- Send a message via our free App (go to page 15 for instructions to download the App). This is our preferred method of communication or...



- Text **027 352 2089** or...



- Phone **856 5393** to leave a message

For your child's safety we endeavour to contact parents/caregivers if your child's absence is unexplained, however this is not always possible. It is vital that contact phone numbers are kept up to date.

All children arriving late **must** go to the 'Smiley Window' 😊 to have their attendance registered and to get a late slip, before going to class.

### Online Shop

Our online shop is open 24/7 and this is our preferred method to receive payments. You can use this service (at no extra cost) to pay for all students' stationery, trips, and activities throughout the year. Register your family at our Kindo online shop at [mykindo.co.nz](http://mykindo.co.nz) using your email address and listing your children's names, with their room numbers, as 'Members'. Your family login will be saved for any future payments. For more information see our website.

## **Stationery**

All stationery requirements are available at the school and through bulk purchase we manage to keep the prices competitive.

The class teachers will send home a stationery form for purchase of their stationery requirements. The stationery will only be issued following payment. Our preferred method to receive all money to school is via our online shop – see page 9. If you do not have internet access, payments can still be made by eftpos at the school office, or by enclosing cash in an old envelope with your return slip, marking it with your child's name, room number and activity and placing it in the Frog Box at the Smiley Window.

## **Ministry of Education Donations Scheme**

Our Board of Trustees has opted into this scheme, rather than request donations or payments for activities from parents/caregivers. This means the only costs we will be asking you to meet are for stationery or non - curricular events such as sports registration fees and show tickets. Of course, we are always happy to accept individual and business donations to help cover the cost of supplies for some students in need of support.

## **SAFETY**

### **Coming to School**

Knighton Normal School is situated in a very busy built-up area. Traffic is particularly heavy at the times when children are on their way to or from school. Every care is taken to promote road safety. We ask that you actively support the following school safety rules:

- *Before and after school please do not stop on the entrance way or on the pedestrian crossing, dotted yellow lines, or bus stops. The school reserves the right to note the registration plate numbers of vehicles illegally stopped.*
- *Please do not drive into the school grounds to collect or drop off children.*

- *Insist that your child uses the patrolled pedestrian crossings. The school has patrolled crossings in Knighton Road, in Clyde Street and at the back entrance to the school in Wairere Drive/Dey Street. There are traffic lights at the Wairere Drive crossing. Please set an example by using the crossings yourself.*

When children start at a new school it is important that they know the safest route to take and the proper places to cross roads. It is recommended that younger children take the route many times with an adult before completing it on their own.

Pedestrians who enter the school from Knighton Road should use the gateways to the north of the vehicle entrance.

*Children arriving at school late may not be able to enter due to closed or locked gates (see below), so they should be accompanied by an adult. They must come to the Smiley Window to get a late slip before they go to class.*

## **Leaving School**

Once children have arrived at school they are not permitted to leave the school grounds until dismissal time at the end of the day unless parental permission is given to a teacher. If they have to leave for some reason during the school day, you must collect your child from school. They cannot walk home or return to school unaccompanied during the school day.

***Before collecting your child, please call in at the school office, sign the children out on the electronic register and take the printed leave pass to the class teacher.***

Children must return a signed consent form prior to any class or group trips away from school.



## **Playing with Friends after School**

Children who wish to go and play with their friends after school must have arranged this activity with both sets of parents the day before. They may not ring their parents from school for this purpose.

### **Gates**

The Knighton Rd, Somme Cres and Wairere Drive gates are unlocked at 8:30am. All gates except the Knighton gate next to the carpark are locked at 9:05am, reopened at 2:50pm then relocked at 3:15pm. The main gate is locked at 6:00 pm.

**There is NO PARKING IN, OR ACCESS through, the school carpark.**

### **Bicycles**

At the suggestion of NZ Police we prefer children not to ride to school until they are at least in Year 4. The wearing of bicycle helmets is compulsory. We ask children cycling to school along Clyde Street or Cameron Road to dismount and walk across the Clyde St pedestrian crossing and walk their bicycles from there to school along the footpath. The roundabout is very dangerous for cyclists and the periods before and after school are the busiest times of all.

No bikes are to be ridden inside the school grounds or on pathways.

### **Skateboarding/Rollerblading/Scootering**

Skateboards, scooters and roller blades are not to be ridden in the grounds or on pathways at any time. Scooters and bikes are at school at the owner's risk.



## **Before, After School and Holiday Programmes**

**JOURNEY KIDS** offers a premium Before and After School Care, and Holiday Programme for your children [www.journeykids.co.nz](http://www.journeykids.co.nz).

Journey Kids are made up of ex teachers, professionals in the childcare industry and most importantly, parents. We assist schools with our extensive curriculum knowledge and childcare experience culminated to deliver the most diverse service offerings to the children in our care.

BEFORE SCHOOL CLUB operates in the school hall between 7:00am and 8:30 am \*A light breakfast will be served during a full session.

AFTER SCHOOL CLUB Operates between 3.00pm - 5.30 pm

Contact and website:

For bookings: [bookings@journeykids.co.nz](mailto:bookings@journeykids.co.nz)

For account and invoice queries: [accounts@journeykids.co.nz](mailto:accounts@journeykids.co.nz)

For general Enquiries: [admin@journeykids.co.nz](mailto:admin@journeykids.co.nz)

## **COMMUNICATION**

### **Open Door Policy**

We welcome parents at all times and plan for your active involvement in our programmes. If you would like to assist in classrooms please make arrangements through the class teachers.

You may prefer to help by doing tasks around the school or at home, or by providing transport for class trips etc. You may have special skills, hobbies, or experiences, which you would be happy to share with the school. Please let us know, and if we can incorporate you into the programme, we will contact you.

The Board of Trustees meetings are open to the school community.

Regular functions are organised where parents are invited to the school e.g. dance displays, book displays, operettas, sports days, fundraising ventures etc. Meetings are also held periodically on specific topics e.g. curriculum subjects and how they are taught. Meet the teacher evenings are held early in the year.

If you wish to discuss aspects of your child's progress with the teacher it is better to send a message via Class Dojo or Seesaw, email or phone to arrange a suitable time when they are free of classroom responsibilities.

**Any serious complaint about an aspect of school life should be made to the principal in terms of the Board of Trustees Complaints Policy.**

### **Behaviour Management**

We adopt a positive approach to behaviour management. There are a few rules children need to keep in mind. These relate to safety, making the best use of the opportunities offered at Knighton, interacting with others, not interfering with the learning of other students and aspects of basic courtesy. We have a policy of contacting parents at an early stage in our attempts to improve behaviour so that the approach is consistent at home and at school.

### **Reporting to Parents**

During the year we offer parent/teacher conversation times to discuss your child's progress. These conversations will be a sharing of information about learning, attitude, social, physical and emotional development, behaviour, relationships with others and progress in practical areas. Two written reports are given out each year.

### **Keeping Informed**

The school sends out newsletters fortnightly via email. Copies of all school newsletters, sports notices, class notices, forms and permission slips are available on our website [www.kns.ac.nz](http://www.kns.ac.nz) We also have a Community noticeboard in the hall foyer with notices relating to health, community events and out of school classes.

## Knighton Normal School **FREE** App

Simply download 'SchoolappsNZ' from the Google Play or App Store and search Knighton Normal School once installed.

### App Features:

- To advise student absences.
- Subscribe to and receive timely alerts from different school groups, including sport practice and game changes.
- View and add school events to your phones calendar.
- Links to school newsletters.
- Links to Sports Notices



## OTHER

### Medical Information and Family Matters

Please notify us if your child has a health condition or if there is a family situation we should know about. Confidentiality is maintained at all times.

***Please note that medication will not be administered to children unless we hold a signed consent form. These are available from the school office or can be downloaded from our website [www.kns.ac.nz](http://www.kns.ac.nz)***

### Allergies

We have children at school who will have ***a life threatening anaphylactic reaction*** if they eat or touch nuts. Any nut oils left on your child's skin may be transferred to others at any time, causing a reaction. Please keep these allergies in mind when providing food for your child.

### Healthy Food & Drink

Our school food and nutrition policy promotes a healthy food and drink environment for our children. We ask that no sweets, fizzy drink or juice be sent to school in your child's lunchbox. Knighton is a 'Water Only' school.

### Headlice

It is recommended that you check the hair of all members of your household for headlice regularly. Headlice can be controlled or eradicated by families. We have free nit combs and information about a chemical free treatment available at the school office.



### **Free Period Products**

Knighton School has joined the government's Free Period Products in Schools programme. We are able to give free sanitary pads to the Knighton students who need them. Please contact your child's class teacher, the office staff or another staff member if you would like your Knighton student to be issued with free sanitary pads.

Sanitary bins are provided in three girl's toilets.

### **Sunhats**

We are a Sunsmart school and our Sunsmart policy has been accredited by the NZ Cancer Society. As part of this policy children must wear the Knighton school sunhat during Terms 1 and 4 of each year when outside. Where possible P.E. and sports events are scheduled for the morning during these terms. The hats can be purchased from our online shop or at the school office for \$10.00.



### **Dogs**

It is our school policy that no dogs are allowed within the school grounds. Please support our decision and do not bring your dog into the school grounds. We also ask that dogs are not left tied up next to the school entranceways.

### **Breakfast Club**

The Kickstart Breakfast Club runs daily from 8:30 am to 8:50 am. This is a Fonterra and Sanitarium initiative providing Weetbix and milk to children. It is open to all families, particularly those who are struggling to make ends meet. Parent volunteers run the programme. If you would like to volunteer at the Breakfast Club please speak to one of the office staff or you can get a volunteer form from our website to complete and return to the school.

## Library

We have a wide selection of books in our library. Each child is allowed two books out for two weeks. Parents are encouraged to also join children up at the Hamilton Public Library. If books are lost a charge will be made so that replacement books can be bought.



## Book Bags

Children are taught about the care and use of library books and readers. We expect the same care to be taken of books at home. Each junior school child is expected to have a named book bag, which can be purchased from our online shop or at the school office.

## Personal Property

The Board of Trustees and staff accept no responsibility in the case of loss or damage to valuables or articles brought to school. While all reasonable care is taken and efforts made to find owners of lost property, the responsibility rests with the owner.

Children are not to bring small toys and playthings from home as they are difficult to name, can be easily lost, and may be a distraction to others.

## Naming Articles

Please put your child's name on all belongings and all items of clothing, including footwear. In the swimming season ( terms 1 and 4 ) underwear, togs and towels should also be named.

## Spare Clothes

Our playground can get very muddy and slippery. Please ensure your child has a spare set of clothes kept in their school bag **at all times** so if accidents happen, they can easily get changed.

## Lost Property

Lost property is situated on display in front of Mrs Cowie's office each school day. Once a fortnight we give all unnamed items that have not been claimed to charity. Please encourage your children to look for their lost property promptly and ensure it is named so it can be returned if found.

## Artworks

Some acrylic paints stain material. A smock or old shirt to cover clothing may be useful so that everyone can really relax in these sessions.

The quality of curriculum delivery is a feature of Knighton Normal School. We are regularly visited by educators from within New Zealand and from overseas.

Class programmes follow the guidelines contained in the N.Z. Curriculum Framework.

A feature of the school is that all programmes are child/learner-centred and are arranged so that there is a balance in terms of coverage of the essential learning areas, independent and group work, and class and field-based experiences. This includes play-based learning for year one children.

All students have very pleasant classroom working conditions. Junior classes have access to iPads and the Middle and Senior classes have access to Chromebooks, laptops and iPads.

## Special Programmes

We have an extensive special needs programme in place which includes individual and small group programmes for reading, written and oral language, and mathematics. We have a Literacy Centre targeted for groups of children needing assistance.

Children identified as being gifted and talented are catered for in each teacher's classroom programme.

We also offer extensive programmes for children from Non-English Speaking backgrounds.

## Hauora Hub

In 2024 Knighton Normal School opened our Hauora Hub situated in the old Whaihanga pre-school building.

The Hauora Hub will offer both a **responsive**, i.e. providing a space to 'be' for a child who is in a dysregulated state of being, and **proactive** programme - providing intentional teaching around social and emotional skills.

## **Māori**

About 40% of our children have a Māori heritage. We incorporate te āo Māori in the teaching and learning of our tamariki. Our school wide approach is:

- incorporating te reo Māori in the curriculum and developing normalisation of Māori values and tikanga (customs). This allows all children to learn some Māori language and culture
- having 13 classes teaching te reo Māori up to 3 hours a week
- having three partial immersion classes (Te Hihiri), one at each level of the school. 50 - 80% of instruction is in Māori in these classes
- exposing students and staff to the critical histories of Aotearoa
- having school kapa haka groups
- having waiata in the junior school
- having the majority of our teachers participating in Te Ahu o te reo Māori course.

We have 3 focus events added to the calendar to promote and sustain the normalisation of te reo Māori at KNS.

- Matariki -Term 2
- Mahuru Māori - all of September, Term 3
- Wiki o te reo Māori - normally during September, Term 3

## **Performance Groups**

The school offers a range of performance opportunities for children. Each area of the school has a production in alternate years. We also offer kapa haka, cultural groups, drama, musical groups and choirs.

## **Sport, Phys-ed and Swimming**

Sport and games are a regular part of the school programme. A range of after school Kiwisport activities has also been introduced. Parental assistance allows sports teams to be organised for cricket, soccer, rugby, hockey, inline hockey and netball. Tennis, badminton, athletics, league, rugby and swimming are available through nearby clubs.



Please notify the school if your child needs to be excused from phys-ed. or sport for health reasons. During the swimming season, all children are expected to swim on every day assigned for their class, unless you have notified the school that your child is medically unfit to participate.

*Sports Cancellations* – Sometimes, if we have had a lot of rain, our school grounds are closed even if the weather is fine. Coaches also cancel practices from time to time. We leave a message on our answer phone - 856 5393 - by 2:00 pm, and tell the children if sports practices are cancelled or our grounds are closed. Cancellation messages are also sent out via our school app – see page 12 for more information about our app.

### **Education Outside the Classroom (EOTC)**

Neighbourhood walks, local day trips and museum visits are a regular part of our school programme. The Year 5/6 class E.O.T.C. programme may include a three day residential camp and a beach education programme, each held on alternate years.

### **Visiting Performers**

From time to time visiting performers with quality acts are invited to the school. There may be a small charge for these performances.

### **Homework**

The aim of homework is to provide further opportunities to consolidate skills and understandings already initiated in classroom programmes. Each teacher can tell you about the requirements for their class.

Generally though in the Year 1 – 4 classes, each child will bring home a reading book daily which, on most occasions will have been read at school. Some children like to take home favourite and familiar books, so do not be concerned if the same books come home several times. Encourage your child to talk about the story and read to you every night - the more practice the better.

As children get older, tasks will be included to ensure that they extend their word knowledge; reinforce their understanding and manipulation of maths basic facts; develop an awareness of current issues and events, and use simple research procedures and improve their presentation skills.

### **Private Tutoring**

The Board of Trustees does not encourage children attending sessions from private teachers during school hours. If you wish your child to be tutored in a subject not catered for by the school please approach the Principal.

We do however have outside providers offering music and gymnastic lessons in school time, booked and paid privately by parents.

## **COMMUNITY INVOLVEMENT**

### **The Role of the Board of Trustees**

The Board of Trustees (B.O.T.) has the responsibility of governing the school. The Principal is the school's leader in professional matters and in its day to day running. The Board of Trustees consists of elected and co-opted parents, staff representative, and the Principal.

The monthly B.O.T. meetings are open to the public and speaking rights on a particular matter may be arranged in advance with the Chairperson. Meeting dates are advised in our weekly newsletter and on our school website [www.kns.ac.nz](http://www.kns.ac.nz) . Past minutes are also available on the website.

### **Friends of Knighton**

Knighton Normal School has a 'Friends of the School' approach to encouraging parental participation in the life of the school. We recognise that in this busy world it is difficult to always attend evening meetings - but that doesn't stop you being able to support the school and your children! During the year Knighton holds a number of community events that need support - we simply ask that you indicate to us when and how you are able to assist!

Do you have a skill or time up your sleeve? Email the school and we will be in contact! [knighton@kns.ac.nz](mailto:knighton@kns.ac.nz)

## **Te Whānau ō Knighton**

This group has been formed by the Māori families on the roll. They meet to give each other support; to discuss school matters of concern; to support our Māori language and Kapa Haka class tutors; and to ensure that the Treaty of Waitangi Charter requirements are being met and supported by the community.

New members are welcome. They meet monthly, and reminders are given in the newsletter prior to Whānau meetings.

## **SERVICES AVAILABLE THROUGH THE SCHOOL**

### **Dental Clinic**

Ministry of Health provides a free dental service for all New Zealand pre-school and school age children. The dental clinic operates for part of each year in a caravan at our school with the dental therapist in attendance from 8.30 a.m. - 3.45 p.m. daily. The clinic offers regular check-ups, treatment and dental health and hygiene education for children. When the service is not based at Knighton School, appointments can be arranged for urgent treatment. Please contact the Peachgrove Community Dental Clinic on 021 347 866.

### **Public Health Nurse**

The Public Health Nurse calls into our school in a liaison capacity - by networking with social and health agencies in the school community; working with individual children with known health problems; making assessments of health concerns from teacher referrals; referrals to other agencies e.g. Child Development Centre, Health Camp; identifying children with new health problems; checking on immunisations and working with teachers to assist with the school health programme.

Please contact the school office if you have concerns you would like their assistance with.

## **Vision and Hearing Testing**

All children have their hearing and distance vision tested in their first year at school if not done at preschool. When the testers visit, opportunities are given for teachers and parents to refer older children whose hearing or vision is of concern. You will be contacted if your child does not pass the checks.

## **Speech and Language Therapist**

The speech/language therapist regularly visits Knighton Normal. Children are referred by the teacher or parents. If help is to be given, programmes and home help guidelines are set up. For private help contact: District Speech Language Therapist, Special Education Service, Box 774, Hamilton. Telephone 850 8880.

## **SUPPORTING OUR SCHOOL**

### **Yummy Stickers**

Help our school get free sports gear by collecting Yummy Fruit stickers or Yummy Apple bag labels. Sticker and label collection sheets are available at the school office.



# SCHOOL FACILITIES

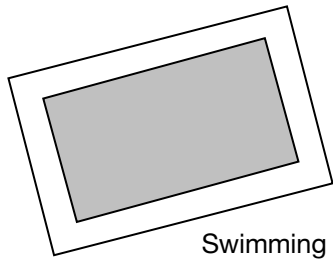
## Grounds

The 'Journey Kids' after school programme and school sports teams have priority between 3.00 p.m. and 6.00 p.m. The grounds are locked after 6:00 pm each evening and in weekends and school holidays although access to the holiday programme and preschool is always available.

## Security

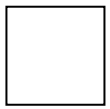
The Board of Trustees has installed an alarm system, security cameras and have employed a security company to make random patrols. Your assistance in reporting any unusual activity around the school at night, weekends or holidays is welcome. Please contact: Steve Townley 0274 455 354



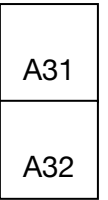
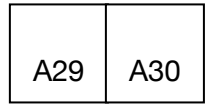
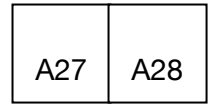
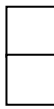


Swimming Pool

Literacy Centre



Hauora Hub



PE Shed

Library

A24

A5

A4

A3

A2

A1

M R 3

Staffroom

MR 2

EO

MR 1

P

Med Rm

Office

ELL Hub

Enviro Garden

A17

A18

A16

A15

A14

Jnr Bookroom

A21

A22

MR 4

9A

A13

A9

A12

A8

A11

A7

A10

A6

A25

A26

A P

D P

DP

MR 5

Hall

ELL A23

Knighton Road

## TEACHING STAFF

P	Andrew Campbell	Principal	
DP	Barb Cowie	Deputy Principal	
DP	Materoa Collins	Deputy Principal / I.C.T.	
A1	Jackie Simpson	Assoc.P. / Teacher	Y4
A2	Pauline Gardener Ward	Teacher	Y4
A3	Katie McLean	Teacher	Y4
A4	Danielle Brydon	Teacher	Y4
A5	Nicole Antoniadis	Teacher	Y5/6
A6	Karen Walshe	Teacher	Y2/3
A7	Jacki Paea	Teacher	Y2/3
A8	Angie Newman	Teacher	Y2/3
A9	Jo Lelieveld	Assoc.P. / Teacher	Y2/3
A10	Janine Hawkins	Teacher	Y2/3
A11	Keirryn Hintz	Teacher	Y2/3
A12	Georgia Clansey	Teacher	Y2/3
A13	Kyunghee Jeon	Teacher	Y2/3
A14	Renee Downey	Assoc.P. / Teacher	NE
A15	Charlotte Sanko	Teacher	NE
A16	Nicky Edwards	Teacher	NE
A17	Kim Sargent	Teacher	Y1
A18	Chiara Kurnaz / Tere Chesham	Teachers	Y1
A21	Waitaarere Sa	Teacher	Y3/4 Partial Immersion
A22	Mihi Waaka	Teacher	Y5/Y6 Partial Immersion
A24	Vicki Bigham	Teacher	NE - Y2 Partial Immersion
A25	Catherine Daniels	Teacher	Y1
A27	Grant Miller	Teacher	Y5/6
A28	David Hannah	Teacher	Y5/6
A29	Deborah Forrester	Teacher	Y5/6
A30	Whakarongo Tauranga	Assoc.P. / Teacher	Y5/6
A31	Kylie McMullan	Teacher	Y5/6
A32	James Penman	Teacher	Y5/6

Briar Lynch	Part-time Teacher
Cam Harker-Fergusson/Chrissy Cottingham	Teachers Hauora Hub
Diane Cooper	Teacher E.S.O.L. Team Leader
Jocelyn Broom	Literacy Centre Team Leader / Special Programmes
Lyndal Roche	Part-time Teacher / Special Programmes
Carol Morris	Part-time Teacher
Delphine Franklin	Part-time Teacher
Katrina Bankier	Part-time Teacher
Kylie Te Arihi	Part-time Teacher
Manaia Canterbury	Part-time Teacher
Marissa Stapleton	Part-time Teacher - ESOL
Megan Bevan	Literacy Centre / Maths
Peter Robinson	Part-time Teacher Literacy Centre
Sarah Parkes	Part-time Teacher
Terry Cameron	Part-time Teacher
Trish O'Neill	Part-time Teacher

## SUPPORT STAFF

Viv Ellis	Admin. Support
Nell Harrison	Admin. Support
Lorraine Hooper	Admin. Support / Reception
Chanae Tynan	Admin. Support / Librarian
Abby Benge	Learning Assistant
Ally Lamb	Learning Assistant
Bao Hoang	Learning Assistant ESOL
Barb O'Reilly	Learning Assistant
Candace Andrew	Learning Assistant
Deb Porter	Learning Assistant
Emily Jamieson	Learning Assistant
Gaye Chesham	Learning Assistant
Hannah Walshe	Learning Assistant
Harmony Tuhou	Learning Assistant
James Collins	Learning Assistant
Jan Monds	Learning Assistant
Jane Carson	Learning Assistant
Julie Lane	Learning Assistant ESOL
Laura Garcia de Mora	Learning Assistant ESOL
Lauren Bain	Learning Assistant
Munera Guled	Learning Assistant ESOL
Naseema Maahir	Learning Assistant ESOL
Rui Paki	Learning Assistant
Shai Ravi Kumar	Learning Assistant
Shelley Morris	Learning Assistant
Stacey Marwood	Learning Assistant
Ulaine Simpson	Learning Assistant
Vicki Wallace	Learning Assistant
Walla' Altounesi	Learning Assistant ESOL
Te Aomarama Smith	Kaiāwhina
Amber Daniels	Kaiāwhina
Vahnz Walker	Kaiāwhina
Ruby Paul	Kaiāwhina
Steve Townley	Property Manager
Matiu Bigham	Property Assistant

April 2025