



Our School

Pito Mata Hub

Junior School Year 0-2

Parent Booklet



www.kawaha-point.school.nz

07 348 5864

Rhegan Reid Year 0-1 (Space 3)

Amira Bland Year 1-2 (Space 4)

Virginia Nicol. Year 0-1 (Space 5)

Lauren Martin Year 2 (Space 6) *Tuesday, Wednesday, Thursday*

Jess Coleman Year 2/3 (Space 6) *Monday, Thursday, Friday*

Emily Garner. Learning Assistant

Ashleigh Martin. Learning Assistant

Sommer Savil Learning Assistant



Welcome letter from the hub

Dear Whanau,

Welcome back to the 2023 school year. We are very excited about teaching your child/children this year.

We believe that by all of us working together we can make this year a very successful one, and we consider it of utmost importance that you be an active part of your child's education.

You are invited to phone, email or visit your child's space/teacher any time that you have a question concerning your child's progress.

If you have expertise in a specific field, an unusual hobby, or have a different culture that you would like to share, please let us know. We would be happy to meet with you about the possibility of you sharing with our team. We are always looking for new and exciting opportunities to offer to our students.

Some permission slips are attached to this booklet, please cut off and return the forms to the school office by the due dates.

We consider it a great privilege and responsibility to be your child's teacher this year and look forward to working with each of you.

Rhegan Reid rhegan.reid@kps.school.nz

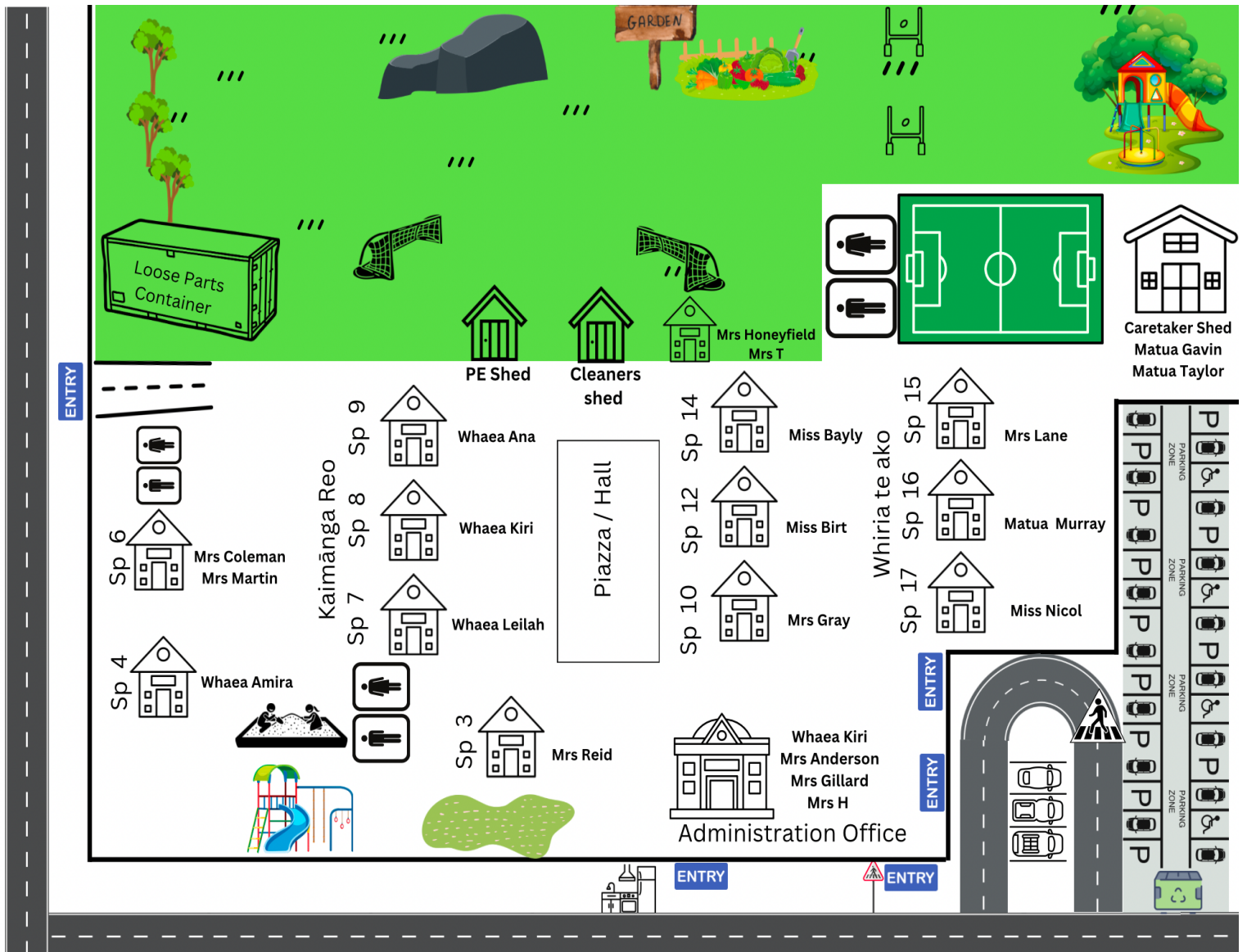
Amira Bland amira.bland@kps.school.nz

Lauren Martin lauren.martin@kps.school.nz

Jess Coleman Jessie.coleman@kps.school.nz

Virginia Nicol. Virginia.nicol@kps.school.nz

Kawaha Point School Map





Introducing our Teaching Team

Space 3: Mrs Reid



Kia ora! My name is Rhegan Reid. I am very excited to be teaching year 0/1 in Space 3 again this year! I live with my husband and 1 year old daughter, Keira. We also have 2 dogs- Milo and Skye, and a cat called Simba. I have been teaching at Kawaha Point School since 2019. I am especially passionate about teaching literacy. I love the outdoors, physical education and music, and often use these to support my teaching and have some fun! I aspire to foster a love for learning in my students. I want them to feel happy and safe at school, and develop resilience to try things they hadn't dreamt of being able to do before!

Space 4: Whaea Amira



Kia ora, my name is Amira Bland, and I am the kaiako in Space 4. I am really excited to be a part of Kawaha Point School this year. I was born and raised in Rotorua and returned here a few years ago after a long time away! I taught for a number of years in the Waikato, Queensland and the Coromandel Peninsula. I have two children; my son is in Year 13 and my daughter is in Year 11, both at JPC. I enjoy spending time with family and friends, gardening (when our dog Bea listens!) and enjoying a quiet life. I love teaching and consider it both a privilege and a pleasure to be a part of your children's learning journey this year.

Space 6: Mrs Martin



Kia ora, my name is Lauren Martin, and I am really excited to be joining Kawaha Point School. I was born and raised in Rotorua. Most of my family live here and in Papamoa. We have recently moved back to Rotorua after living in Hamilton for several years. We also lived in England for two years and explored the world which was a lot of fun. My husband and I have a dog and two young daughters. In my spare time you will find me reading a good book, spending quality time with family and friends and any adventure that is outdoors. I've been teaching for 8 years now, and I am extremely passionate about being in the classroom and learning alongside our tamariki. It's going to be an amazing year full of learning and fun.

Space 6: Mrs Coleman



Kia ora, my name is Jessie Coleman, and I am excited to be back teaching part time in Space 6 again this year. I am an ex Kawaha Point School pupil, and I also started my teaching journey at Kawaha Point in the senior school in 2009, so Kawaha Point is home for me. I have recently spent 3 years living in Dubai teaching in an international school and was lucky enough to visit many countries and experience their cultures during my time overseas. My husband and I are very blessed to have 2 amazing young boys aged 6 and 16 months. In my spare time I love being outdoors doing something active, reading and spending time with my family. I love teaching and feel so fortunate to be able to have a job where I am excited to go to each day! I am looking forward to spending another year with our incredible tamariki and helping them to learn and grow to be the best that they can be!



Our Inquiry Topic

Our inquiry topic for the year is Ngā Taonga: a treasured belonging. Each term we will have a specific focus for our learning.

Term One: Me and My Whanau.

Some areas of focus: Pepeha, family tree, what’s behind a name, what makes me special, my family history, cultural celebrations, being a leader, my body/bones.

Term Two: My School and Community.

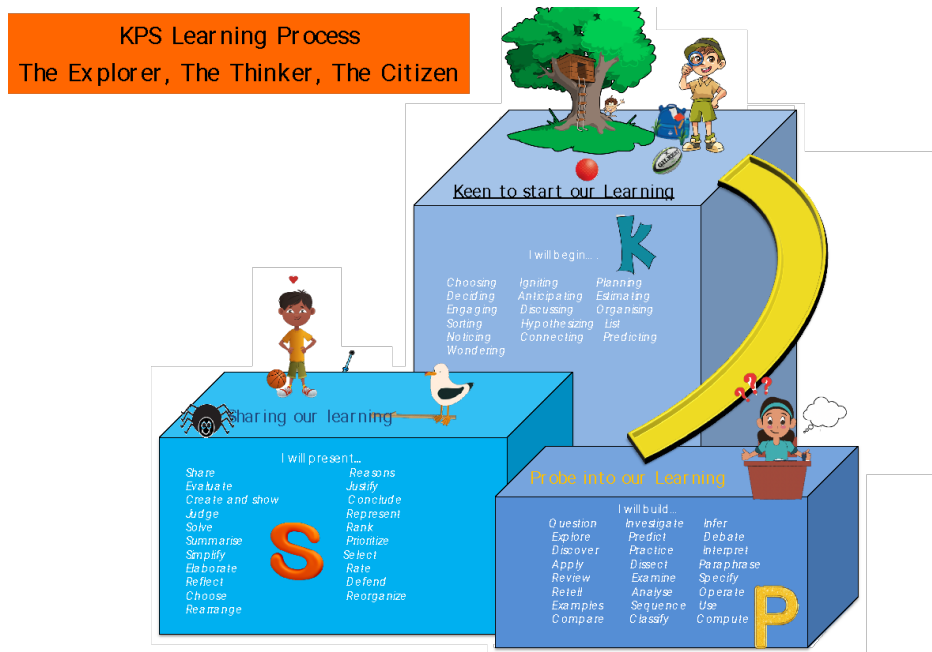
Some areas of focus: People in our school, people in our community, careers, important Rotorua landmarks, people who make a difference, Matariki, different cultures in our community.

Term Three: My Global Community.

Some areas of focus: Famous world icons, people making a difference in the world, innovation, traditions around the world, ‘A Night at the Museum’ showcase.

Term Four: WOW Weeks

This includes Pet day/Spring show, grandparents day, Christmas, market day.





Important dates

Please note: Other important dates may arise over the year and there may be changes where required.

Term One:

Week 2

- Year 6 speeches for leadership positions Thurs 9/2
- School assembly at 12pm Fri 10/2

Week 3

- Special Assembly- leaders announced followed by Morning tea Fri-17/2
- BBQ- sausage sizzle \$2 and Juices Friday 17/2

Week 4

- BOT hui Tues 21/2 6pm in the staffroom
- School Assembly at 12pm Fri 24/2

Week 5

- Year 6 leadership day at Waimarino Mon 27/2
- School Triathlon 1pm-3pm Wed 1/3
- Whanau Picnic and Tug of War Comp Fri 3/3

Week 6

- Top school competition Thurs 9/3
- Year 3-4 camp overnight in tents Thurs/ Fri 9-10/3
- School assembly 12pm Fri 10/3
- Sausage Sizzle \$2 and Juicee- Fri 10/3

Week 7

- Swimming week at Aquatics centre Year 2-4 Monday to Friday 13/3-17/3
- Interschool Duathlon Tues 14/3
- Friday café- parents drop in and chat – Fri 17/3

Week 8

- Monday to Friday swimming continues year 2-4
- BOT hui 21/3 6pm in the staffroom
- Wed 22/3 and Thurs 23/3 Learning conferences- 2.30-7.30pm
- Fri 24/3- School assembly at 12pm

Week 9

- Thurs 30/3- Whanau Afternoon- share the learning and BBQ and Juices 1-4pm

Week 10

- MAD week – house fun activity each day
- Principal dance party and ice cream sundaes for all children over 90% attendance- Tues 4/4
- Formal assembly – Awarding ETC badges followed by morning tea for whanau- Wed 5/4-
- Last day of term 1- Wed 5/4 last
- Staff Only day- Thurs 6/4
- EASTER- Fri 7/4



Other dates over the year

Please Note: Other important dates may arise over the year and there may be some changes where required

Term 2 2023

24/4- Staff only day
25/4- ANZAC day
26/4 -School term begins
5/5 -School assembly
5/5 -Rotorua mini marathon
6/5 -Kings coronation
12/5 -Celebrating KPS special ladies- in lieu of Mother's Day
16/5 -BOT hui 6pm
19/5 -School assembly
5/6 -Kings birthday- no school
8/6 -School cross country
13/6 -BOT hui 6pm
13/6 -CBOP cross country
16/6 -School assembly
19/6 -Golf fun day
20-21/6 -Learning conferences and reports given out
27/6 -Share the learning- whanau afternoon and BBQ
29/6 -Principal dance party – celebrating those with 90% attendance
30/6 -Last day of term/ formal assembly and morning tea.

Term 3 2023

17/7 – Term 3 begins
19/7 – School celebration Matariki
28/7- School assembly
3/8- Amazing race -CBOP
8/8 -BOT hui 6pm
11/8 – School assembly
17/8- Rugby 7s CBOP
18/8 -Friday cafe for parents 2.30-4pm
21st-25/8- BOOK week
24/8- Milo and marshmallows- in the library 5-6pm
25/8- School assembly
25/8- Book Character dress up day
29/8- Fluro golf day
31/8- KPS Tough Kids Challenge
1/9- Celebrating KPS Special Men- in lieu of Fathers day
5/9- BOT hui 6pm
6-7-8/9 – Mi Camp Taupo Year 5s
6/9- Rugby league CBOP
8/9 – School assembly
11/9 -Te Wiki oTe Reo week
12/9 –Winters sport field day
19/9- Share the learning, whanau BBQ 1-4pm

20/9- KPS Speech night competition
21/9- Year 6 vs Staff and parents netball
22/9 -formal assembly and end of term

Term 4 2023

9/10- Term 4 Begins
20/10- School assembly 12pm
23/10 -Labour day/ no school
27/10 -Spring show and pet day/ digital photo comp
31/10- BOT hui 6pm
3/11 -School athletics- all year groups
8/11- CBOP orienteering
10/11- Market day
13/11- Swimming week for year 0/1/5/6
24/11-Grandparents day,concert and afternoon tea
28/11 -Bot Hui 6pm
29-30/11 -Learning conferences and reports
1/12 – School assembly 12pm
8/12 -Christmas in the Park and batons up
4-8/12 -TBC Year 6 camp
12/12 -Year 6 Formal dinner 6-8pm
13/12- School end of year prize giving and sports awards
14/12- Whanau lake day
15/12 – last day of the year!



Target Students

If your child is a target student this year in Reading, Writing and Maths, teachers will be making contact with parents in early term 1 and will also be working hard with your child in this/these areas to ensure that they make accelerated progress this year. Accelerated progress is making 1 and a half year's progress in their target area. Your child will have extra work to complete at home in their target area. Please work with your child to complete the tasks.

Homework

Homework will differ slightly across classrooms, your child's teacher will provide detailed information about the homework expectations in each space, however, we do ask that all children bring their book bags to school each day. There will be weekly poems across all spaces, along with letter/sight word practise and suggested maths activities. We appreciate your support with your child's learning and we are happy to discuss ways you can further support your child in developing their literacy and maths skills.

Seesaw Learning Journal

All students at Kawaha Point Primary School have a Seesaw Journal. Your child will be using their own Seesaw journal to show their thinking, explain their work, share their ideas, answer questions and to watch their own progress throughout the year. In the next few weeks, we will work through setting up your child's seesaw journal with them. Students will post work across all curriculum areas consistently with specific classroom time to do this. You will be sent an email or letter home inviting you to join your child's Seesaw journal. Seesaw is a great tool for you to see, hear and collaborate with your child through their learning. Having our whanau involved in their child's learning is an awesome tool and we look forward to working with you and your child to make 2023 an awesome year.

Swimming and other interschool sports

All year 2-4 will be swimming at the Aquatic centre in Term 1. Year 0-1 and year 5-6 are booked to swim in term 4

A Separate notice will go home with the children

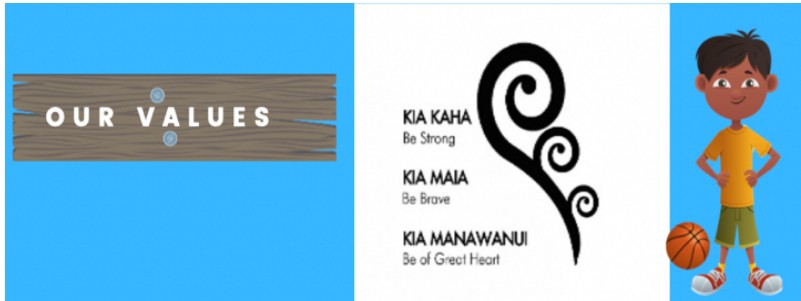
If an interschool event is happening, we will also notify you with notices to see if you wish your child to compete. We will pop these through the eTap app/ Facebook page/ seesaw.



The Kawaha Way

Our school values are.....

Kia Kaha, Kia Maia and Kia Manawanui



Our school competencies are.....

KPS Explorer/ KPS Thinker/ KPS Citizen

Our Competencies | Pillars

KPS EXPLORER
We believe a Kawaha Explorer is self motivated and able to monitor their own learning, taking risks through investigation and discovery

KPS THINKER
We believe that a Kawaha Thinker is someone who can actively seek knowledge, asks questions and think critically, creatively and in a caring manner

KPS Citizen
We believe a Kawaha Citizen is able to interact effectively with thought and care for themselves, each other, their environment and the wider community both local and global

Some reminders for the beginning of the



year....

- All students must wear their sunhats outside in term 1. In term 4 we will be expecting children to have a school sunhat and wear that.

- iPads, laptops and chrome books are used at school for learning and all students must follow our Kawaha Point School Digital Device Agreement

- Please ensure all non-uniform items are left at home. A signed note from home must be given if a student is out of school uniform

- **Our Kawaha Point School Behaviour Management Plan is attached.** Please note that there are some things that are not always on our 'list' and some incidents have to be discussed with our Senior Leadership Team before a consequence is given.

The school uses a dojo reward system along with house points to encourage positive behaviour and learning.


Rewards include, lunch with the teacher, family reward, etc

House points are up for grabs also in the playground to encourage behaviour- with a house shield to be awarded to the winning house at the end of year prize giving.

Winning house each term- with the most points- win hot chips the following term.



KPS Behaviour Management Plan

 KPS Behaviour Stages Kia Kaha - Be strong, Kia Maia- Be Brave- Kia Manawanui- Be of great heart.					
Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Verbal reminder	Thinking time	Time out	Hui/Conference	Leadership intervention	Suspension
<p>1. Teacher identifies the inappropriate behaviour- verbal reminder, Tch states expected behaviour.</p> <p>2. If the behaviour continues the teacher will repeat 1. But will inform the child that this is their second reminder and their name will go in the record of incidents.</p>	<p>1. The student is moved to a quiet space within the class to have some thinking time to reflect on their behaviour and to continue working there independently until such time they can return to join the rest of the class.</p> <p>2. Name is put in the record of incidents.</p> <p>3. A school/classwide focus on one of the step 1 behaviours can happen.</p> <p>Reflective question - Have you thought about contacting whanau? This could help establish the function behind the behaviours.</p>	<p>1. The student is removed from their classroom as they have not managed to correct their behaviours at step 1 and 2.</p> <p>2. The student works in another class (buddy class) until the next break.</p> <p>3. The student and the Tch who asked them to leave the class meet at the next break to discuss why they were removed, the function of behaviour and to teach or reinforce our expectations (mini chat).</p> <p>4. If the behaviour continues the teacher will escort the child to the CC room and return later to hear the story/consequence.</p> <p>5. Parents/caregivers will be text/messaged by either lead team or teacher about the incident.</p> <p>Please note the step three will be unpacked - and a decision will be made if it is step 3, 4, or 5.</p>	<p>1. Parents are informed and a family conference/hui is held between the Tch, student, and parents if required to discuss the behaviour issues and establish a behaviour plan if necessary.</p> <p>2. If needed a Restorative Circle in class (if class related) and a restorative conference will be held.</p> <p>3. Missing the next school event will be part of the consequence (context) and conditions (parent to assist at event/tp).</p> <p>4. Time out for 1 day, isolated play and lunch. This can be extended to 2 days (stage 4.5), Buddy class and picking up rubbish in breaks.</p> <p>5. Check in and check out for a week at every lunch. With leadership.</p> <p>6. If plan maybe needed.</p> <p>7. Need to have 5 days of positive behaviour.</p>	<p>1. Immediate 3 day stand down with paperwork or 3 day internal (in context). If at school no play or lunch, isolated play outside the office where they can be seen.</p> <p>2. The principal meets with the parent, child, Tch (and DP) to discuss a behaviour plan if one in place and to teach and/or reinforce expectations.</p> <p>3. If there is no behaviour plan in place, a decision with partnership with whanau, student and school as to whether one is now needed and what supports can be put in place to help the student make good choices and experience success, e.g. USC.</p> <p>4. If needed a restorative circle can be held with the class. Also, if needed a restorative conference.</p> <p>5. Missing a school event/sport for the coming week will be part of the consequence.</p> <p>6. BOT and staff will be informed about the incident.</p> <p>7. Stand down from a leadership role as deemed appropriate.</p> <p>8. Math at play and lunch e.g rubbish, sandpit sweeping for lunchtime period for the whole week.</p> <p>9. Check in and check out for the coming week once off 3 days stand down.</p>	<p>1. The principal or DP makes a decision to suspend a child following the MOE guidelines, based on the seriousness of their actions.</p> <p>2. BOT chair to be informed.</p> <p>3. Whanau hui to arrange what happens next.</p>
<p>Staff member deals with the behaviour in context at the time.</p> <p>Minors Disruption, disrespect, late to class, dishonesty, unfinished work, inappropriate language, running away, running inside the class, play fighting, rude or cheeky, being out of bounds, back chat/rolling eyes, name calling, attention seeking, talking over top of others, avoiding work, littering, throwing things over fence/disrespecting neighbours, inappropriate use of sports equipment, e.g. kicking balls in piazza.</p>	<p>Staff member deals with the behaviour in context at the time.</p> <p>Repeated Minors Defiance</p>	<p>Record in Etap *Can be upgraded</p> <p>Repeated continuous Minors....Plus... Deliberately swearing, continuous sabotaging of learning/teaching, leaving school boundaries, misuse /breaking of property, aggressive push/shove/pinch/biting/kick/spitting, violence, threatening or intimidating behaviour. Continuous teasing and name calling, stealing, misuse of ICT, lying (blatant).</p>	<p>Record in Etap</p> <p>Aggressive verbal response, throwing objects with the intent to harm, deliberate damage of property including tagging, physical and it's intentional push/punch/shove/kick, yelling abuse at staff, adults or children, prolonged incidents involving name calling and teasing (targeted), racial comments/filming and sharing images, deliberate lying, indecent exposure (sexualised behaviour), inappropriate touching (harassment).</p> <p>(MAJORS)</p>	<p>Record in Etap *Can be upgraded</p> <p>Bringing/using weapons, intentionally verbal harm, intentional physical abuse with a teacher, child or adult, vandalism, vaping, huffing, smoking, alcohol, inappropriate use of solvents, extortion (intimidation) sexualised behaviour (assault).</p> <p>(MAJORS)</p>	<p>Record in Etap</p> <p>Any step 5 behaviour put into context and its prolonged, continuous and recurring, use of drugs.</p> <p>(MAJORS)</p>



School Hats.

Term 4 will be compulsory school hats, and these will be sold at the office. It will be a bucket hat. No other hats are to be worn and will be removed.

Camps and EOTC 2023

Year 1-2	Overnight stay- class	Term 4	
Year 3-4 camp	Overnight camp at KPS	Term 1	Tenting
Year 5	3-day camp- Mission Bay Christian Camp, Tāupo	Term3	Leadership camp
Year 6	4-day camp TBC	Term 4	Celebration camp
Marae Noho	Each hub to go together	Term 2	
Year 6	Leadership days	Term 1- Waimarino Term 2- Term 3	Build leadership skills and teamwork for all year 6s.
Ski trip	Year 1-6 – optional/ day	Term 3	

Music, Sports and Lunchtime clubs

This year we are offering lunchtime clubs- we will advertise the club and your child is most welcomed to join. The lunchtime clubs are- coding/ chess/ jump jam/ selective sports

We have a music teacher- Mrs Pooley who works every Friday. Term 1, she is focused on starting school choirs with year 1-2/ Year 3-4/ year 5-6 and one specialist year 5-6 group who will need to audition to be part of the choir.

We have Heidi, who is an art specialist working with small groups from every age group. With a year 5-6 extension programme for those who show a flair in art!

And Renz, our Sports Co Ordinator has a sports extension group of year 5-6 who are our top sports people to train and specialize in the events coming up. They will also be picked by the staff.



Communication at KPS

The following ways you can keep up with what's on at KPS..

1. **Seesaw posts-**
2. **Etap app-** this is our school app more information will be sent in the coming weeks- but notices/ absences/ newsletter/ first aide incidents will all be posted via our app.
3. **School Facebook Page-** this has photos/ videos and other notices
4. **School text-** have we got your cellphone number? This way you can be sent reminders and updates in a short text.
5. **School website-** we have a brand new website – www.kawahapoint.school.nz check it out!
6. **Weekly Digital newsletters-** make sure we have your email address...or ask at the office for a paper copy
7. **Drop ins!** Our beautiful office staff are always happy to help- or come and see us in the class.
8. **Maria, our principal, and Jenny our DP** are on duty in the morning at the road patrol or breakfast club- stop and have a word with them. Or in the afternoon you will find them on road patrol or car park pick up!
9. **Maria's cell is 0272330476** if you need to text or chat to her.
10. **Whanau events- come along and chat** – we are happy to catch up and help or just talk.

Download Our Apps

Seesaw Learning
Families & classroom

Access Codes will be sent via hardcopy print out by class teachers

eTAP App

Access Codes will be sent via email for etap App

Download Now

The graphic features a hand holding a smartphone displaying a stylized logo, with a 'Download Now' button below it. To the left, there's a 'Seesaw Learning' logo and text about access codes. To the right, there's an 'eTAP App' logo and text about access codes being sent via email.

Any first aide incidents- especially head knocks we will ring your cell and let you know. So please make sure we have your updated phone number!
If your child visits the first aide room – we will let you know via the etap app- so make sure you download it! Its free!



Food- Lunches/ breakfast

Our Breakfast club is from 8.30-8.50am every morning in the kitchen.

The children can come and eat here- we offer toast, spreads, milo and weetbixs.

Our school lunches are supplied by FAT DOG

They are made to Ministry of Education Guidelines. (eg salt, fat and sugar content is controlled)

If your child has any allergies, please contact Kiri in the office and she will let the caterers know.

BBQ Fridays are week 3-6-9 we offer a BBQ sausage (\$2)- sometimes hamburgers and juicees. Keep an eye out to place an order.



PRE SCHOOL-Buddies

We have a pre-school buddy programme every TUESDAY

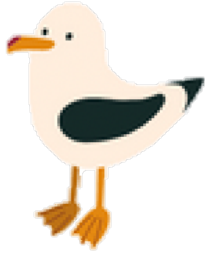
This is for any preschooler wishing to attend our school.

They can come along and join in one of our 5-year-old classes for the afternoon.

Mrs. Hermansson, our DP, will be there to answer any questions at the start followed by a tour from our year 6 school captains, and then each week we will base the children in one of the 3 options we have for 5 year old's until you decide which class you would like your child to start in.

We will then talk about visits- at least 6 before they start school. If a Tuesday isn't an option for visits – that's ok. We will fit in with you. Just chat to Mrs H!





All the following pages have permission slips or notices that need to be returned to the school office.

Please detach the notices that need to be returned.

GENERAL PERMISSION SLIP - One per child

If the opportunity arises, I / we, (as parents / caregivers) give permission and support for my child;
 (please insert name of your child)

<ul style="list-style-type: none"> • To be referred to the Health Services for any or all of the following: <ul style="list-style-type: none"> ▪ Speech Language Therapy involvement ▪ Social Workers in Schools (SWiS) involvement ▪ Public Health Nurse / Public Health Team ▪ Hearing and vision assessments ▪ Resource teacher: Learning and Behaviour (RTLb) ▪ Resource teacher: Literacy (RT:Lit) <p>Parents / caregivers will be notified if their child is referred for Health Services.</p>	<p>YES / NO YES / NO YES / NO YES / NO YES / NO YES / NO</p>
<ul style="list-style-type: none"> • To be involved in class trips within the general Rotorua area and during school hours <p>(Separate permission slips will be required for all trips either outside the Rotorua area or outside school hours eg camps)</p>	<p>YES / NO</p>
<ul style="list-style-type: none"> • To attend Pubertal Change Instruction (Year 5 & 6 ONLY- life education) • To attend Keeping Ourselves Safe and other New Zealand Police programmes. 	<p>YES / NO YES / NO</p>
<ul style="list-style-type: none"> • I / We understand that I / we may be responsible for any medical costs in relation to my child(ren), should the need arise, while on school excursions. 	<p>YES / NO</p>
<ul style="list-style-type: none"> • I / We fully support the Classroom / School KAWAHA POINT WAY Plan. 	<p>YES / NO</p>
<ul style="list-style-type: none"> • I / We give permission for our child(ren), if selected, to represent the school in sporting and/or academic events in which the school is competing. <p><i>These events may be held outside the Rotorua area and outside school hours - e.g. inter-school cross-country, Netball tournaments, school quiz, choir, productions, etc.</i></p>	<p>YES / NO</p>
<ul style="list-style-type: none"> • I / We understand that if it is noticed that our child has Head Lice we will be informed and will collect our child from school. We agree to keep them at home until they have been treated. 	<p>YES / NO</p>
<ul style="list-style-type: none"> • I / We agree to the publication of my / our child's photograph in the; <ul style="list-style-type: none"> ○ school newsletter ○ local paper (with regard to the school) ○ classroom blogs /seesaw ○ Kawaha Point School Facebook page • I / We also agree to the videoing of my / our child for evidence of student learning, staff appraisal or as part of school activities or events. 	<p>YES / NO YES / NO YES / NO YES / NO</p> <p>YES / NO</p>
<ul style="list-style-type: none"> • I would like to be a Guardian of the School (parent helper). I am prepared to be police vetted. 	<p>YES / NO</p>

HEALTH INFORMATION

Please note any health problem(s) and the appropriate medication, which may affect your child.

Condition	Medication

Food Allergies-**Contact Details**

Name(s)

Home Phone Cell Phone

Work Phone Email (send notices to)

Emergency Contact (not the same as above)

Name

Number

ACKNOWLEDGEMENT OF PERMISSION SLIP

Unless otherwise notified, this Permission Slip will remain current until Term 2 of the 2024 school year.

To ensure your child's involvement, please sign below and return to school. (A copy will be returned to you).

Parent / Caregiver Date

VOLUNTEERS – WE NEED YOU!

Our school docs policy says we need to police vet anyone wanting to stay overnight with our children.

If you are keen to help out at camp or our Marae noho and stay overnight we need you to organise a police vet through the school. Do this NOW so we are organised for you to stay with us.

Please come to the office with 2 forms of ID- one must be photo eg license or pass port/ then a card with your name on it eg a debit car- that Our office staff just look at-/ sight.

-Deb and Kiri will help fill in the paperwork and send it off.

If you are worried you have a police record- the school just needs to be satisfied that you do not pose a risk to student safety, and we may seek further information as needed.

Please DETACH and RETURN to the school office

Kawaha Point School Digital Device Responsible Use Agreement One form to be completed PER STUDENT

STUDENT USER AGREEMENT - Years 0-6

KAWAHA POINT SCHOOL STUDENT USER AGREEMENT OVERVIEW

Digital technologies are tools that can help us learn at school in all sorts of ways. Some of these ways include looking at interesting things online, talking to people, creating music and media, gathering new ideas, and learning how to use tools.

When we use digital technologies and online spaces it's important that we learn ways to keep ourselves safe, and that we make positive choices in ways we behave when we are online. At Kawaha Point School we call this being a 'digital citizen' and good digital citizens help to make our school a safe and positive place for everyone.

This agreement shares what Kawaha Point School does to help make learning online safe, and what we need to do. We know it is not always easy to understand everything about online spaces. It can be complicated at times, and some things can go wrong. This is why it's important that we commit to making it as safe as possible to use digital tools and online spaces for learning.

KAWAHA POINT SCHOOL ROLE

Kawaha Point School supports you by helping you learn in the best ways we can.

We will do this by:

- * offering access to the internet and online platforms
- * using filtering software to protect everybody
- * helping students who need support to deal with online problems that happen during school hours
- * protecting your rights to a safe and positive online environment
- * providing opportunities to use digital technologies in the learning at school

YOUR RESPONSIBILITIES

As a student of Kawaha Point School and also part of our community, we ask you to help make our school a place that is safe, friendly, and fair. This means taking our school values and acting on these whether you're online, or offline, and help to make our school a positive place to learn, connect and play. This is being a 'digital citizen'.

As a digital citizen, you will:

***Keep it kind.** Think about others online and talk or share in respectful ways.

***Keep it to yourself.** Keep passwords and information about yourself and other people private and offline as it can be easily shared, viewed, screenshot, or changed by others to mean different things. Nothing is private online.

***Keep it careful.** Because things you do or say online can be seen by others, be careful to share the things you can feel proud of, or would be happy sharing with someone face to face.

***Keep it positive.** Always respect others online and communicate in a positive, respectful way.

***Post with caution.** Anything you post or do online can influence what people think of you. Put your best foot forward online.

***Don't believe everything you see.** Always think carefully about the information you see online – not everything is true. If you are unsure of something talk to a teacher.

***Avoid online bullying.** Creating or forwarding content that is harmful or hurtful towards someone else is not okay at any time. Sending multiple messages to somebody who doesn't want them is also considered online bullying and is never okay.

*** Be security smart.** Keep personal information secure by using strong passwords and not sharing them with other students. Always log out of a site, or device. Get permission before downloading software to the school network or connecting new devices.

***Respect others' rights.** Always ask first if you need to use someone else's device, online sites, and their image, ideas, creations or work that's stored online.

***Recognise other's work.** When we use or take others' work or ideas from the internet, we need to make sure we copy or use these in ways that are okay because there are rules about this. Your teacher will help you to use things you find online in the right ways.

***Use personal devices sensibly.** Keep your device(s) on silent during school hours and only use it outside of class time unless you have been given permission to use it during lessons.

*** Seek help.** Sometimes you or someone you know will feel unsafe or come across bad or hurtful content online. If this happens talk to a trusted adult about what can be done.

ONLINE INCIDENTS

Despite the good things technology offers and people's best intentions, sometimes things will go wrong. Sometimes these things are on purpose, and sometimes they are accidents. Kawaha Point School will support you if something goes wrong online.

Online bullying. Online bullying is not accepted at our school. If you or somebody else is being bullied or criticised online, report it. Keep the content so we can investigate it. Stop any further contact with the person who is bullying. You should contact a teacher for help immediately. It's important to think about sharing what's happened with a trusted adult like a parent, a member of your whānau, or someone else who looks after you.

Report a problem. We need your help to keep our school safe. If you see something on the school systems that you don't think should be there, we need you to report it as soon as you can to a teacher. This is really helpful and important, so that the school can find out what the problem is and fix it as soon as possible, and help those who might need it.

Online safety support. Netsafe is our New Zealand online safety organisation that is able to help when things go wrong online, when we have problems with content or negative things that others are doing online. They provide free, private advice for you and your family seven days a week for all online safety challenges. They can be contacted on 0508 638723 or online at netsafe.org.nz

STUDENT STATEMENT

I know about the ways I should use digital devices and online spaces at school for learning. I know that I should be kind, careful and responsible when I use devices, and when I go online, and this is the same for the devices that school owns, or if it is my own device that I bring to school.

I know that if I behave in ways that are not safe online, or kind or responsible, that this is not okay at Kawaha Point School. There may be some actions that my school might have to take, such as not being able to use the school device or a device I have brought from home. I know and understand that if I bring a cell phone into school that it is my responsibility to hand this into the Office upon arrival at school. I also know and understand that I am not permitted to use a cell phone during school hours.

I understand that only the internet gateway provided by Kawaha Point School may be accessed while at school. Personal internet connected devices including cell phones, cell network adapters, t-stick, vodem stick, are not permitted to be used to access outside internet sources at any time at school.

I understand and agree to use digital technology and the internet at school safely and for learning, whether it is on a school device or one I have brought from home.

Signed (Student) _____ Name _____ Date _

Please DETACH and RETURN to the school office

Kawaha Point School Digital Device Responsible Use Agreement

PARENT/ WHĀNAU/ GUARDIAN DECLARATION

I understand that our school is supporting students as they learn the skills required to become successful digital citizens. Our school defines a digital citizen as someone who;

- will follow the Kawaha Point School values of Kia Kaha, Kia Maia, Kia Manawanui along with our competencies of being a great Explorer, Thinker and Citizen when working with digital devices
- is a confident and capable user of digital devices
- uses digital devices to participate in educational, cultural, and economic activities
- uses and develops critical thinking skills in cyberspace
- is aware of digital device challenges and can manage them effectively
- uses digital devices to relate to others in positive, meaningful ways
- demonstrates honesty and integrity in their use of digital devices
- respects the concepts of privacy and freedom of speech in a digital world
- requests permission from others (staff or students) before taking their photograph or using a photograph of them
- contributes and actively promotes the values of digital citizenship

I understand that the school provides access to the internet and other communications technologies because it believes that they enhance the teaching and learning process.

I understand that the school encourages responsible behaviour by students when using digital devices to help protect themselves and each other from experiencing harm online. I am aware that this "Agreement" is part of that, and that it encourages students to consider how their actions can affect themselves and those around them.

I have read this Agreement and have talked with my child/ren about what it means to them. I am happy that my child understands what this means, and that they are capable of working within the guidelines. I am aware that if my child does not act responsibly or in a positive manner, or that their behaviour may lead to themselves and/or other people being harmed, then Kawaha Point School may stop them from using the internet or other technology at school.

I understand that it is the parents' responsibility to monitor their child's use of digital devices out of school hours. This is not Kawaha Point School responsibility.

I am aware that students can experience challenges when using digital devices, but that the school makes every effort to support students to manage those challenges effectively. I understand that by learning to deal with them in a safe environment, with the appropriate support, they will be better prepared to deal with those challenges in the future.

If I have questions or concerns about the way in which digital devices are being used by my child at school, I know the school is happy to discuss this with me, and I am aware that I am welcome to do this at any time.

I am aware that my child does not require a cellphone at school as part of their digital learning. I am aware that it is my child's responsibility to hand a cellphone they may have at school into the Office upon arrival at school. I am also aware that my child is not permitted to use a cell phone during school hours. I am happy for my child to be on a school register for bringing a cellphone to school.

I understand that this register will be checked each day and if the cell phone has not been handed in I give my permission for a member of the school's senior leadership team to ask for the phone and if necessary to search my child's clothing and/or their possessions if the school believes there is an immediate threat to the physical or emotional safety of a person.

I am aware that only the internet gateway provided by Kawaha Point School may be accessed by my child/dren while at school. Personal internet connected devices including cell phones, cell network adapters, t-stick, vodem stick, are not permitted to be used to access outside internet sources at any time at school.

I know that if my child makes choices or behaves in ways that don't align with this Agreement there may be consequences or outcomes that the school will talk about with me.

Signed (Guardian) _____ Name _____ Date _____