

MIDDLE SCHOOL

Orientation Booklet

KingsWay School 2027

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Executive Principal Introduction

KingsWay is a diverse school that operates on two campuses. KingsWay is unique in that we cater to students from Years 1-13, meaning we can offer a seamless education for the duration of your child's compulsory education journey without the disruption of having to leave. The aim of KingsWay School is captured by our mission statement, which states that we exist "To be a Christian community of learning that nurtures young people towards their full potential as servant leaders in the kingdom of God".

Developing Christian character and servant leadership are essential objectives for our students. Our staff are committed to encouraging young people to age appropriately, understand and articulate their Christian faith, serve within the community, and live their lives enthusiastically and with integrity. All areas of school life are viewed and taught from a biblical worldview. Experienced and professional staff are committed to partnering with parents to assist our students to thrive as transformational Christian leaders in the 21st Century.

This booklet provides general information and procedures related to KingsWay Middle Years (Years 7-10), and you should consider these against the backdrop of KingsWay's overarching policies and procedures. For KingsWay's procedures and policies, please refer to the KingsWay School website. We regularly update our procedures in response to parent feedback, when the board updates their policies, or as directed by changes in the educational or legal landscape.

I want to commend Middle Years to you. I am confident that your child will thrive in every way at KingsWay School, and I look forward to partnering with you so your child may flourish in faith, life, and learning.

Sincerely,

Graeme Budler

Executive Principal *(2026)*

Welcome to Middle School

We look forward to our year as a community in 2026 and extend a warm welcome to those joining KingsWay's Middle School for the first time.

KingsWay Middle School provides a Christ-centered education for students in Years 7 to 9, the emerging and early adolescent years. It is our belief that these are crucial years in a child's life; a time of rapid growth in their social, physical, emotional and spiritual development. This belief is supported by research that shows the different needs of students in their middle years compared to primary and secondary students.

Middle School allows students to continue their schooling with homeroom-based teaching where they are supported by one main teacher. The curriculum includes a range of subjects taught by specialist teachers. Students consolwwidate skills learnt in Primary and develop a greater level of competency in Middle School, preparing them for Junior Secondary. Our teaching programmes are designed with early adolescent students in mind while ensuring all students are catered for.

We encourage all Middle School students to engage fully with their learning, take opportunities, develop relationships, and grow as followers of Jesus Christ.

This booklet serves to provide general information and to answer some of the questions you might have about KingsWay Middle School. More specific information will be provided through email and website updates later in the year.

Sincerely,

Vanessa Gatman

Deputy Principal Middle Years



KingsWay School

Junior Years | **MIDDLE SCHOOL** | Junior Secondary | Senior Years

It is important for us all to understand and support our KingsWay School mission and vision. Full information about these and how they outwork are in the KingsWay School curriculum document on our school website.

MISSION STATEMENT

To be a Christian community of learning that

nurtures young people towards their full potential as servant leaders in the kingdom of God.

MOTTO: SERVANT LEADERS

Servant leaders are people of Godly character who are willing to act on what they believe.

SCHOOL VERSE

"And Jesus grew in wisdom and stature, and in favour

with God and men." Luke 2:52

SCHOOL VISION

The vision for KingsWay graduates is that they would be confident, connected, actively involved, lifelong learners who embody the Christian special character of the school.

Our vision for our students is for them to be:

CONFIDENT | Be able to:

- Demonstrate an ability to articulate and defend their faith and convictions
- Appreciate and accept their giftings and abilities and others as unique creations made in God's image
- Make decisions based on Biblical principles and the leading of the Holy Spirit
- Manage themselves and their learning
- Respond to a changing world

ACTIVELY INVOLVED | Be able to:

- Engage critically and strategically with culture
- Contribute to society through responsible citizenship, cultural, economic and environmental leadership

CONNECTED | Be able to:

- Develop a personal relationship with God
- Relate to others and communicate effectively
- Connect to the wider church and community
- Seek to impact and serve the wider community, locally, nationally and internationally
- Practice wise stewardship of their resources and environment

LIFELONG LEARNERS | Be able to:

- Be literate and numerate
- Be creative and critical thinkers
- Apply learning to real life contexts
- Reflect on their thinking
- Love learning and be committed to ongoing growth
- Demonstrate resilience

KingsWay School Values

Our values are based on our Christian faith. We aim for all of our decisions concerning Middle Years and the way we are as a community to reflect God's values.

WHY WE VALUE

- We honour God as we "…seek first His Kingdom and His righteousness..." Matthew 6:33 NIV
- We love God, others and ourselves in obedience to the greatest of all commandments:
- "Love the Lord your God with all your heart, with all your soul, and with all your mind." Matthew 22:37 NIV
- We embrace Biblically centred values which underpin all knowledge, understanding and learning

WHAT WE VALUE

ALL PEOPLE:

- Respect for diverse cultures, languages and heritages
- Integrity
- Honesty
- Acting ethically
- Respecting others
- Equity
- Participation and service for the common good
- The importance of living in community

TRUTH:

- Thinking critically, creatively and reflectively
- A Biblical worldview
- Sharing the gospel

GOD'S CREATION:

- Care for the environment
- Ecological sustainability
- Wise stewardship of resources

PERSONAL FAITH AND CHARACTER:

- A personal relationship with Jesus
- Respect for themselves
- Accountability
- Working towards achieving their full potential and demonstrating perseverance

HOW WE VALUE

Values are only significant if they are outworked practically. The KingsWay community is encouraged to practise these values:

IN RELATIONSHIP WITH OTHERS | The love of Christ compels us to love God and people.

WITH CREATIVITY | Our values are expressed in the way we reflect God's creative nature.

THROUGH SERVICE | In putting the needs of others before their own, the students are living in obedience to God. (1 Peter 2:13-21)

Through their learning experiences, students will learn about:

- Their own values and those of others
- Different kinds of values, such as moral, social and cultural values
- The values on which New Zealand's cultural and institutional traditions are based
- The values of other groups and cultures

Through their learning experiences, students will develop their ability to:

- Express their own values
- Explore, with empathy, the values of others
- Critically analyse values and actions based on them
- Discuss disagreements that arise from differences in values and negotiate solutions
- Make ethical decisions and act on them

Middle Years Leadership Team

THE MIDDLE YEARS

Deputy Principal Middle Years

Vanessa Gatman

MIDDLE SCHOOL

Years 7-9

JUNIOR SECONDARY

Year 10

Senior Management Team (SMT)*

ASSISTANT HEADS OF MIDDLE SCHOOL

Madison Fernando
Philip Ploeg
Melanie van Rooyen

ASSISTANT HEAD OF MIDDLE YEARS - JUNIOR SECONDARY

TBC

Learning Team

HEADS OF LEARNING

Year 7: Donne van den Berg
Year 8: Jenna Foat
Year 9: Lindsay McPherson
Heads of Learning lead each year level

Learning Team

PROGRAMME LEADS

Gary Schneider
Robyn Wood
Programme Leaders lead learning in Year 10

Wellbeing Team

DEANS

Bianca du Plessis, Lachelle Stacey
Paula Daniel, Gavin Daniel
Deans support the wellbeing of our students

Wellbeing Team

DEANS

Hannah Woolley
Gary Schneider
Deans support the wellbeing of our students

** The Senior Management Team (SMT) includes the Deputy Principal and Assistant Heads.*

Middle School Contact Information

Deputy Principal Middle Years

Mrs Vanessa Gatman
vanessa.gatman@kingsway.school.nz

Assistant Heads of Middle School

Mrs Madison Fernando
madison.fernando@kingsway.school.nz

Mrs Melanie van Rooyen
melanie.vanrooyen@kingsway.school.nz

Mr Philip Ploeg
philip.ploeg@kingsway.school.nz

Heads of Learning

Mrs Donne van den Berg - Year 7
donne.vandenberg@kingsway.school.nz

Mrs Jenna Foat - Year 8
jenna.foat@kingsway.school.nz

Miss Lindsay McPherson - Year 9
lindsay.mcpherson@kingsway.school.nz

Wellbeing Team Members

Mrs Bianca du Plessis
bianca.duplessis@kingsway.school.nz

Mrs Lachelle Stacey
lachelle.stacey@kingsway.school.nz

Mr Gavin Daniel
gavin.daniel@kingsway.school.nz

Mrs Paula Daniel
paula.daniel@kingsway.school.nz

Middle School Administrator

Mrs Angela Andrew
angela.andrew@kingsway.school.nz

Ph: 09 200 1931 Ext.319

School Website

www.kingsway.school.nz

School Office and Other Contacts

Office Hours

8:30am - 4:00pm during term time.

The office is closed during the Christmas holidays and re-opens on Monday, 20 January 2025.

Telephone
09 200 1931

Postal Address
PO Box 54, Red Beach 0945

Physical Address
100 Jelas Road, Red Beach

Executive Lead Team

Executive Principal

Mr Shaun Brooker *(starting 2027)*

Associate Principals:

Mr Gavin Clark *(starting 2027)*

Mrs Lisa Lambert

Mr Chris Martin

Support Staff

Receptionist

09 200 1931
reception@kingsway.school.nz

Principal's Executive Assistant

Mrs Cynthia Venter
09 200 1931 Ext.302
Cynthia.Venter@kingsway.school.nz

School Nurse

Mrs Claire Pearce
09 200 1931 Ext.304
healthcentre@kingsway.school.nz

Learning Support

Mrs Valerie Severin - SENCO
09 200 1931 Ext.328
Valerie.Severin@kingsway.school.nz

Counselling

TBC - Head of Counselling

Communication

We value communication as this helps our community to work well together. Parent partnership is one of the foundation stones of KingsWay School. Keeping open and honest communication lines is paramount to achieving this goal. As staff we endeavour to return correspondence within 24 hours between 8:30 am and 5:00 pm.

- Every Friday, you will receive the Middle Years Newsletter by email. The newsletter includes year level links for information specific to your child's year level. You can also access these newsletters on the school app.
- All permission forms will be included in the weekly newsletters. Please complete these promptly.
- The homeroom teacher is the first port of call. Wherever possible, use email to correspond with the homeroom teacher.
- If the issue is more serious or confidential the homeroom teacher can arrange a meeting with the person most appropriate to the context.
- Please make an appointment if you wish to see a teacher. This can be done by emailing the teacher involved and agreeing on a mutually acceptable time. Unfortunately, we cannot do impromptu meetings before or after school.
- If you wish to make an appointment with a Dean, please contact the relevant Dean by email.
- If you wish to meet with the Deputy Principal, please contact Mrs Andrew to make an appointment with Vanessa Gatman on 09 200 1940 or by email: angela.andrew@kingsway.school.nz
- If you wish to make an appointment with a school counselor, you can contact them by email.



Middle School Curriculum

Our philosophy is that students in Middle School will be provided with a wide range of subjects. This develops our young people in a holistic and broad way and enables them to ascertain which subjects they would like to choose in later years.

YEAR 7 & 8

Whole Year Subjects

- LifeLab
- Biblical Studies
- English
- Mathematics
- Physical Education
- Science
- Social Studies
- Sport

Rotational Subjects

- Art
- Culture
- Dance
- Digital Technology
- Drama
- Hard Materials Technology (Year 8)
- Hospitality (Year 7)
- Health
- Music
- Project Based Learning
- Spanish

YEAR 9

Whole Year Subjects

- LifeLab
- Biblical Studies
- English
- Health
- Mathematics
- Physical Education
- Science
- Social Studies
- Sport

Optional Subjects

- Art
- Computational Thinking
- Dance
- Design and Visual Communication
- Digital Technology
- Drama
- Future Focus
- Hard Materials Technology
- Hospitality
- Music
- Outdoor Pursuits
- Physical Education Studies
- Spanish

Year 9 students take four option subjects. Each subject area is offered on a semester basis. Students complete two options in Semester One and two in Semester Two.

Please note: Every effort will be made to ensure as many as possible of the students' option subject preferences are met. Due to restrictions on class sizes, students may not necessarily be placed into all their top four option preferences. Not taking an option subject in Year 9 does not exclude your child from taking it in the future.

Assessments

The primary purpose of assessment is to identify progress and next learning steps. Teachers use a range of assessment types and equip students to interpret these for goal setting and reflection.

Reporting to Parents

We want you to know how your child is achieving at school. Teachers communicate with parents when needed throughout the year.

Formal reporting processes include:

End of Term 1
Parent/Teacher Conferences – goals focus

End of Term 2
Mid-Year Reports

Term 3
Parent/Teacher Conferences – progress focus

Term 4
End of Year Reports

Parents are required to attend the Full School Parent Meeting in Term 1 and the Middle Years Parent Meeting in Term 4.

Home Learning

We provide Home Learning to reinforce concepts being learnt at school and to support student development of study habits.

- Home Learning is generally given on a Monday and expected to be completed by Friday of the same week.
- Students are expected to complete 45-60 minutes of Home Learning each week. If your child struggles to complete Home Learning in the allotted time, let the teacher know.
- Specialist subject teachers may also issue Home Learning at times.
- Please check that your child completes their Home Learning each week.

Digital Devices at KingsWay School

BYOD (Bring Your Own Device)

Middle School students have the option to bring their own digital device.

Our aim is for our students to be educated using a blended approach with digital technologies being an integrated part of their learning. Through having access to their own device, students will experience new learning opportunities that are more relevant, collaborative and personalised. 21st century learning aims to prepare our students to be servant leaders in this age by providing them with a range of knowledge and skills which are enabled by the use of digital technologies.

Please read our BYOD brochure on our school website for further details, including benefits, care of devices and FAQS.

https://kingsway.school.nz/our-schools/digital-innovation/



Safety

It is important to us that our students use devices safely for the protection of our student body. For this reason, we have set measures in place.

All students and parents are required to read and sign the KingsWay School Cyber Safety Agreement. Students sign a Student Use Agreement in order to have permission to bring your own device.

All internet access must go through the school Wi-Fi. This will be monitored for inappropriate or excessive use.

No VPNs are allowed to bypass the firewall.

Students are issued with a personal wireless access key whereby their activity is visible and tracked.

All students will take part in a digital citizenship programme to make them aware of digital etiquette and the dangers of inappropriate use of digital information and social networking. Monitoring software will be used at school.

KingsWay School believes open communication between parents, teachers and students is the best way to keep students safe.

If you have any concerns about internet safety, contact the school or visit: https://netsafe.org.nz/. Experience has taught us that the best protection against inappropriate behaviour is to provide students with the skills and heart attitude to self-regulate.

Cell phones are not permitted to be used within school hours. On rare occasions teachers may allow their use in class for learning.

Digital Device Specifications

BYOD devices used at school need to adhere to the specifications below:
Tablets, iPads and cellphones are not suitable devices for BYOD at KingsWay School.

Mac laptops are acceptable. For Year 9-13 these need to be the latest MacOS to support and work with Office 365 Apps and subject dependent software like Creative Cloud.

If prices is prohibitive, parents are encouraged to consider refurbished or ex-lease laptops that meet the specifications.

Permitted Device		Minimum Specifications	High Performance Use *(High-end demand subjects such as Art, Digital Technology. Digital Visual Communication, Music, Media Studies)*
Year 5 - 8	**Chromebook**	• Screen: 11.6" or bigger • 6GB RAM or more • Fixed keyboard • Must support latest ChromeOS version (Currently 142)	• 8GB RAM or more • Other specs as per minimum
Year 5-13	**Laptop (Windows)**	**Processor:** • Intel - Core i5 (4+ Cores / 2.5GHz or higher) • AMD - Ryzen 3 (4+ Cores / 2.5GHZ or higher) • Wifi6 (802.11ax) or better • Windows 11 25H2 • 16GB RAM or more • SSD 256GB or bigger • Windows Defender or paid antivirus • Fixed Keyboard • Minimum 6 hours battery life	**Processor:** • Intel - Core i7 (8+ Cores / 3.0GHz or higher) • AMD - Ryzen 5 (8+ Cores / 3.0GHZ or higher) • Dedicated Graphics with 4GB Memory or more • Recommend Wifi7 (802.11be) or better • Windows 11 25H2 • 16GB RAM or more • SSD 512GB or bigger • Windows Defender or paid antivirus • Minimum 8 hours battery life
	Laptop (MacOS)	• Macbook Air M3 or later • MacOS Sonoma or later • 256GB Sorage or bigger	• Macbook Pro M2 or later • MacOS Sonma or later • 515GB Storage or bigger

Wellbeing

Our Wellbeing Team's role is to proactively support our young people. This team works alongside students who need support with decision making as well as being involved in discipling and mentoring.

Restorative Practice

At KingsWay School relationship is at the heart of everything we do, therefore we have a Restorative Practice discipline system. The Restorative Practice model focuses on building and maintaining positive, respectful relationships across the school community and uses tools and techniques that aim to restore relationships when things go wrong. These tools can include boundaries and consequences. The biblical foundation for this is that God restores and redeems.

We Aim For:

- Improvement in relationships (student/God, student/student, student/teacher, student/community) and attitudes
- Personal responsibility and accountability for behaviour
- An awareness of the impact of actions on others and the need to put things right
- Personal growth and heart change
- High expectations for learning and behaviour
- A consistent approach across the school community

REFLECT / REPAIR / RESTORE

What Happened?

(Tell the story)

Who do you think has been affected?

(Explore the harm)

What do you need to do to put things right?

(Repair the harm)

How can we make sure this doesn't happen again?

(Move forward)

Student Responsibilities

Students are expected to do their best and are responsible for achieving to their maximum learning potential. Students are responsible for obeying the school policies, procedures, and rules.

Student Decision Making

Students are expected to grow and develop in their ability to make positive choices, this includes how they present themselves and participate in their learning.

Students are encouraged and expected to make choices that consistently ensure:

- the safety, respect, and care (physically, emotionally, spiritually, and intellectually) of themselves and others
- respect for personal property and the property of others
- a peaceful learning environment

Where student decision making negatively impacts personal well-being, the well-being of the others and the well-being of the community the observing teacher will address, monitor, and record the incident. The level of impact of the behaviour determines if it is a teacher, Head of Learning, Dean, Assistant Head of School or Associate Principal who follows the Restorative Practice process.

The Head, Heart and Hands framework is used to support students in making good decisions and is in response to negative, undesirable, and/or unacceptable behaviour.

- **Head:** Students will participate in activities that enable them to reflect and learn from the decisions they have made based on the school values. Resorative Practice will be implemented.
- **Heart:** Students will participate in activities that enable them to restore relationships. Restorative Practice will be implemented.
- **Hands:** Students will participate in activities that are supportive of the school community in a positive way. Students will engage in community service.

Student Learning

Students are encouraged and expected to take responsibility for their own learning and for contributing to support a positive learning environment. Basic expectations include being organised for learning, being punctual, completing learning tasks on time and being a positive influence in all learning environments.

Expectations for Student Learning:

Being positive requires the student to be a positive influence in class so they and all students are able to learn without distraction and disturbance.

Organisation requires the student to: set and meet realistic personal goals; have all required subject materials before each class starts; be changed in time for PE, Sports and Performing Arts classes, and manage toilet visits to during morning tea and lunch time.

Punctuality requires the student to be present: by the second bell for the start of school, at the end of interval and lunch; and/or for line up. Where a student is not on time this is reflected as 'late' on the roll. Meeting time expectations for Home Learning and set tasks is an expectation for all students to manage and meet.

Student Presentation

Students will be expected to present themselves appropriately in a range of situations and community environments that depict maturity, self-control and respect for themselves, others and the school.

Expectations for Uniform Presentation During the School Day:

Tidy and correct uniform for the school activity and time of the year according to school definitions and expectations.

Students wearing specific clothing for Performing Arts and PE will be required to change into uniform during morning tea and lunch. Period 4 students may leave school in subject specific clothing and shoes. Students may not leave school barefoot.

Students arriving to school are to present themselves in the correct school uniform unless they have PE before morning tea. They may then arrive in correct PE uniform.

Tidy and correct uniform presentation is required for all assemblies.

Mufti days allow students to wear clothing that supports modesty as well as non-offensive language and symbols, without restricting participation in everyday school activities (for example PE).

Expectations for Uniform Presentation Outside the School:

Tidy and correct school uniform is required for all activities based outside of school.

Activity specific presentation is allowable if approved (for example: sport events, zone days, service days).

Where a sport uniform is required for participation in a school event, the sport uniform is not to be modified or mixed without permission.

Recognition

We recognize students in various ways:

- A Student of the Week Certificate (for every class) - for the student who displays Christian character/ servanthood or generally, adds to the positive atmosphere of the class
- Year level assembly certificates
- Class Bottle Top jar rewards - classes choose what they spend their bottle tops on
- Prizegiving cermemonies at the end of each year

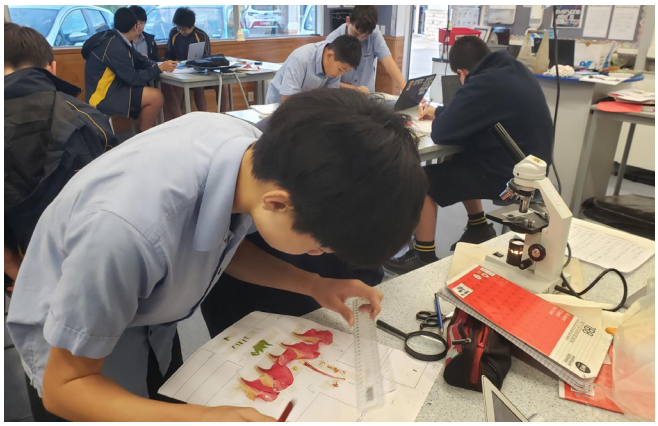



DOUGH $1
COOKIES $2
CUP &ICE-CREAM $3


KARORI PK
257











Special Events to Look Forward To

First Day of School 2026

Thursday, 28 January 2026

On Purpose Days

Year 8: Friday, 29 January (Week 1)

Year 9: Friday, 29 January (Week 1)

Year 7: Friday, 5 February (Week 2)

A day event designed to provide an opportunity for building friendships, meeting teachers and having fun.

Day Trips

During most terms, excursions are arranged to complement the class programme with the Middle Schooler in mind.

Mathex/Biblex Evening

A fun night for students to compete and problem solve in teams.

Who: Year 7, 8, 9 and 10 Class Teams

Middle School Cross Country

Students train hard and enjoy this day out at Shakespear Regional Park.

Middle School Athletics Day

A day of skill and healthy competition.

Arts Week

A week celebrating student learning and growth in the Arts curriculum.

Whānau Events

Throughout the year a variety of whānau competitions and events are held during the school day. Students wear their 'whānau colours' and PE uniform for a variety of fun events such as Top House.

Year 8 Sports Camp

A five-day camp which involves coaching, competition and relationship building for students who show a particular skill in a range of sports.

Who: Selected Year 8 students

When: Term 2

Year 9 Camp

Year 9 camp serves as a time to celebrate the conclusion of Middle School, take risks, consolidate friendships and grow in relationship with God. Camp includes outdoor adventures.

Who: Year 9 students and parent volunteers

When: Term 4

Dates and details for all our events are provided at the beginning of each year.
You will be kept informed of any new initiatives and changes.

Annual Activity, Subject & Subscription Costs

The activity, subject and subscription costs that parents incur for the year are collated into a single document detailing the costs.

These costs are specific to your child's year group and option subjects. They cover class trips, the cost of materials in practical subjects, learning programme subscriptions, transport to sporting events, water safety programmes and other special events.

Details of these costs will be made available on the 'Life at Middle School' page of the school website before the end of Term 4 for the next year: https://kingsway.school.nz/our-schools/middle-years/life-at-middle-school-2/middle-school-activity-stationery-costs/

We would appreciate payment by the end of February

Payment methods available:

- **Kamar Portal**
  https://kingsway.school.kiwi/
- **Direct Payment**
  Account Name: KinsWay School Board
  Account Number: 12-3084-0192348-54
  (Middle Years Account number)
  Please reference payments with:
  Student ID number
  Student's name (SURNAME Firstname)
  MSCOSTS
- **EFTPOS** at the main reception
- **OfficeMax MySchool**
  https://www.myschool.co.nz/Kingswaymiddle
  (only available until mid-Feb)

If you would prefer to spread payment for these costs over the year, options available will be included in the Activity & Subject Costs documents on the school website.

Camp Fees

Camp fees are in addition to the year's Activity Costs and are due prior to each camp. Below are the camps we run in Middle School. Costs for the camps will be confirmed closer to the time of each camp.

** Costs shown below are an indication only and are likely to change when camp details are confirmed.*

Year 8 Sports Camp (Term 3)	Approx $650 TBC* **Optional with limited spaces:** Students apply and go through a selection process to qualify for this camp
Year 9 Camp (Term 4)	Approx $575 TBC* **Optional Camp**

Please note:

The costs described on this page are additional to the Attendance Dues and Special Character Donations that are published on the KingsWay School Website.

Student Absences

** Please refer to our school website for the most up to date information*

Regular attendance at school is a key indicator of success for student learning and social development. As such students are expected to attend school when required, stay at school for the whole day, and to be on time for classes. This applies to off-site activities as well, such as STAR and Gateway Courses and education outside the classroom (EOTC) activities.

To support parents/caregivers in fulfilling their legal obligations for having children attend school, we request parents/caregivers:

- notify the school as soon as possible if their child is going to be late or absent
- arrange appointments and trips outside school hours or during school holidays where possible
- work with the school to manage attendance concerns.

REPORTING AN ABSENCE

Parents/caregivers must notify the school in advance if their child is absent (including arriving late/leaving early).

The preferred method for notifying the school of daily absences is by using the "Report an Absence" feature on the KAMAR Parent Portal (also known as the Parent Portal).

Parent Portal (Kamar)

***NOTE:** For absences ahead of time (eg. the following day), or for more than one day, the following methods need to be used:*

Alternative methods include:

- **School App**: This can be downloaded from the Google Play Store or the Apple App Store.
- **Email**: absences@kingsway.school.nz

Not reporting your child's absence either before or on the morning of their absence/lateness will result in an email being sent via our student early notification system (Senior Campus) or a phone call (Junior Campus). If the absence remains unexplained, the absence is recorded as 'unjustified' in the student's attendance record.

ARRIVING LATE/LEAVING EARLY

Students arriving late or leaving early must sign in or out using Vistab. Parents must contact the school granting permission.

If students return to school after an appointment, they must sign in again at the same location.

Illness or Injury

Students who become sick, or injured during school hours, must report to the Health Centre. The nurse will assess the student and decide whether they can be treated and return to class, or if they need to be collected to recover at home. The student will be released from school only when the Nurse or office staff has contacted a parent/caregiver. Students are NOT to text, phone or email parents/caregivers asking them to come and collect them from school.

LONG-TERM LEAVE *(5+ DAYS)*

Long-Term MEDICAL ABSENCE

If an absence for sickness is five (5) or more days, a medical certificate is required. An absence of more than five (5) days for sickness without a medical certificate will be recorded as Explained, Unjustified. The school can also request a medical certificate where there is consistent and/or intermittent illness.

Long-Term Absence – OTHER REASONS

Long-leave is any absence that is five or more days.

Under Section 36 of the Education Act, 2020, a student is required to attend a registered school whenever it is open. Parents are expected to ensure that students attend school during term-time. Accordingly, under Section 45 of the Education Act 2020, leave taken during term time is considered unjustified unless the leave qualifies for principal's discretion. Principal's discretion is limited and can only be applied for a maximum of five days. That means in most cases, all absences (or part thereof) of five days or more will be considered unjustified.

For planned absences exceeding four days, a notification of this absence should be made **at least one month** before the planned event by completing the ***Long-leave form*** on the school website.

Uniform

The uniform can be purchased from the Uniform Shop. For up to date opening hours and pricing information please go to our website:

https://kingsway.school.nz/school-services/uniform-shop/

Please ensure your child has correct uniform at all times. If there is a non-regulation item of uniform worn on any day, for a valid reason, then a note of explanation is required from a parent/caregiver addressed to the Dean for approval.

GIRLS UNIFORM

- Navy knee-length school skirt or school trousers
- Blue school blouse
- Middle Years fleece and/or school jacket
- Black Birkenstock or Roman Sandal style sandals can be worn
  OR black polishable shoes with white knee-high socks, black opaque tights/stockings or visable plain white ankle socks (no boots, high-tops, sports shoes or casual shoes)
  Closed shoes with socks must be worn with school trousers
- Plain scarf: Black, white, or navy

BOYS UNIFORM

- Navy school shorts or school trousers
- Blue school shirt
- Middle Years fleece and/or school jacket
- Black Birkenstock or Roman Sandal style sandals can be worn
  OR black polishable shoes with white knee-high socks, black opaque tights/stockings or visable plain white ankle socks (no boots, high-tops, sports shoes or casual shoes)
  Closed shoes with socks must be worn with school trousers
- Plain scarf: Black, White, or navy

Girls: Hair and Jewellery

- Hair styles for girls need to be neat and tidy and off the face
- Hair ties and bands: Black, white, or navy blue (no patterns)
- Only natural hair colours are permitted
- Girls may wear one small **plain** gold, silver or clear diamond stud or small slim sleeper in the lobe of each ear
- Girls may wear one plain, flat ring
- Girls may wear a watch
- No other jewellery may be worn unless approved by Dean
- No makeup may be worn
- No nail polish may be worn

NOTE: Tattoos must not be visible when wearing school uniform including sporting/PE uniform.

Boys: Hair and Jewellery

- Hair styles for boys need to be neat and tidy and off the face
- Only natural hair colours are permitted
- No piercings
- Boys may wear one plain, flat ring
- Boys may wear a watch
- No other jewellery may be worn unless approved by Dean

NOTE: Tattoos must not be visible when wearing school uniform including sporting/PE uniform.





PE UNIFORM (BOYS AND GIRLS)

PE Uniform is worn during PE periods only or as directed by school staff. Appropriate sporting footwear to be worn.

- School PE t-shirt
- School PE shorts
- School cap
- Sport shoes and white ankle socks
- Girls are permitted to wear exercise tights as part of the PE uniform. These are to be below the knee and a solid colour in black or navy blue.

Lost Property

Middle School students are expected to take care of their own property. Please ensure items are clearly named/labelled.

Mufti Day Expectations

Please refer to "Student Presentation" on page 17

- Mufti days are often fundraising opportunity for Senior School mission trips. Students are to present in clothing that supports modesty, non-offensive language and symbols, without restricting participation in everyday school activities (example PE)
- Low cut tops, shoestring singlets and indiscreet shorts and trousers are inappropriate clothing for school
- Only natural hair colours are permitted

Whānau Day Expectations

- Students come to school in their whānau colours
- ALL whānau colours only: T-shirt and or dress up items in whānau colours otherwise PE gear if competing (no jeans or other mufti)

Whānau Colours:

Braddock - Blue

Cook - Red

Darby - Green

Youngman - Yellow

School Sports Days' Expectations

- KingsWay School PE shirt OR whānau coloured t-shirt and school PE shorts for competing

**Dress up in whānau colours also permitted (e.g. tutu, socks, capes, wings)*

Swimming

- Girls: wear one-piece swimming costume (alternatively a rash shirt can be worn)
- Boys: swimming trunks or board shorts – no day wear shorts (e.g. PE shorts or cut-off jeans)

Transport Regulations

** Please refer to our school website for the most up to date information*

TRAVEL PLAN

Please familiarlise yourself with the KingsWay School Travel Plan - HERE on the school website

PARKING - SENIOR CAMPUS

Longmore Lane is for buses and Silverdale School community ONLY. Plese DO NOT drive into this road for any reason.

MORNINGS

The drop-off zone in the front car park is for use in the mornings only. Parents are encouraged to avoid Jelas Road and to drop off students in Saltwood Street, Totara Views or near the Millwater shops.

If using the drop-off zone:

- Cars must move as far forward as possible to allow other cars to come in from behind.
- Students must alight quickly so the traffic keeps moving.
- There is no parking in the drop-off zone in the mornings.

AFTERNOONS

Students must be picked up outside the grounds in the adjacent Totora View streets or in Millwater. This involves your child taking a short walk to Saltwood Street – please see the map in our Travel Plan.

- Please do not use Jelas Rd, as this creates a potential health and safety risk.
- The drop-off zone is closed each afternoon and is not available as a pick up location.

Parents are requested not to drive into the school grounds unless absolutely necessary. Only parents accessing the uniform shop or accompanying a school trip are permitted to park on the school site.

BUS SERVICES

A list of school bus services is published on the school website - KingsWay Bus Services

BIKES AND SCOOTERS

Maps and full information about bikes and scooters are on the school website.

- Students riding bikes or scooters to the Senior Campus must enter through the front gate or the gate beside the COLA. They are not permitted to enter the school grounds through the back gate.
- Bikes and scooters must NOT be riden inside the school grounds.
- All bikes and scooters must be parked in the bike and scooter shelter.

All bikes and scooters must be locked when left in the shelter.

Other

School Based Immunisation Programme

As a part of the Te Whatu Ora – Health New Zealand school based immunisation programme, Year 7 and 8 students are offered the following vaccines.

Tdap (Boostrix) Vaccine

Year 7 students (boys and girls) are offered the booster tetanus, diptheria and whooping cough (pertussis) vaccine.

All Year 7 students will be given a form to take home. This form needs to be completed and signed by a parent or caregiver and returned to school whether **consenting** or **non-consenting** to the immunisation.

Year 8 students who missed out on receiving their immunistaions in Year 7 will be offered these again.

HPV Vaccine

Year 7 students (boys and girls) are offered the Human Papillomaviruses Vaccine (HPV).

All Year 7 students will be given a form to take home. This form needs to be completed and signed by a parent or caregiver and returned to school whether **consenting** or **non-consenting** to the immunisation.

Year 8 students who missed out on receiving their immunistaions in Year 7 will be offered these again.

The links below may assist you in your decision process. Also speaking with your child's doctor or practice nurse may be helpful.

Health New Zealand: https://tinyurl.com/yxpn4cbw

Immunisation Advisory Centre: http://www.immune.org.nz/