Kairanga School A to Z

For Life We Are Learning | Whaia te matauranga,kia ora ai tatou

1099 Kairanga-Bunnythorpe Road,R D 5,
Palmerston North, 4475
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E-mail: office@kairanga.school.nz
www.kairanga.school.nz

Kia ora and welcome to Kairanga School

Kairanga School is a co-educational, full primary school for Years 1 to 8, located just 10km from Palmerston North. Our rural setting gives us a unique flavour, with about a quarter of our students travelling daily from the city. We currently have 163 students. We proudly celebrate our diverse community, which includes 72% European, 18% Māori, and other ethnicities.

*At Kairanga School, we value **Whānaungatanga (Relationships)**, **Aumangea (Resilience)**, **Hiranga (Excellence)**, **Kaitiakitanga (Guardianship)**, and **Manawanui (Empathy)**. These values guide us as we nurture independent, caring and resilient learners in a safe and supportive environment.*

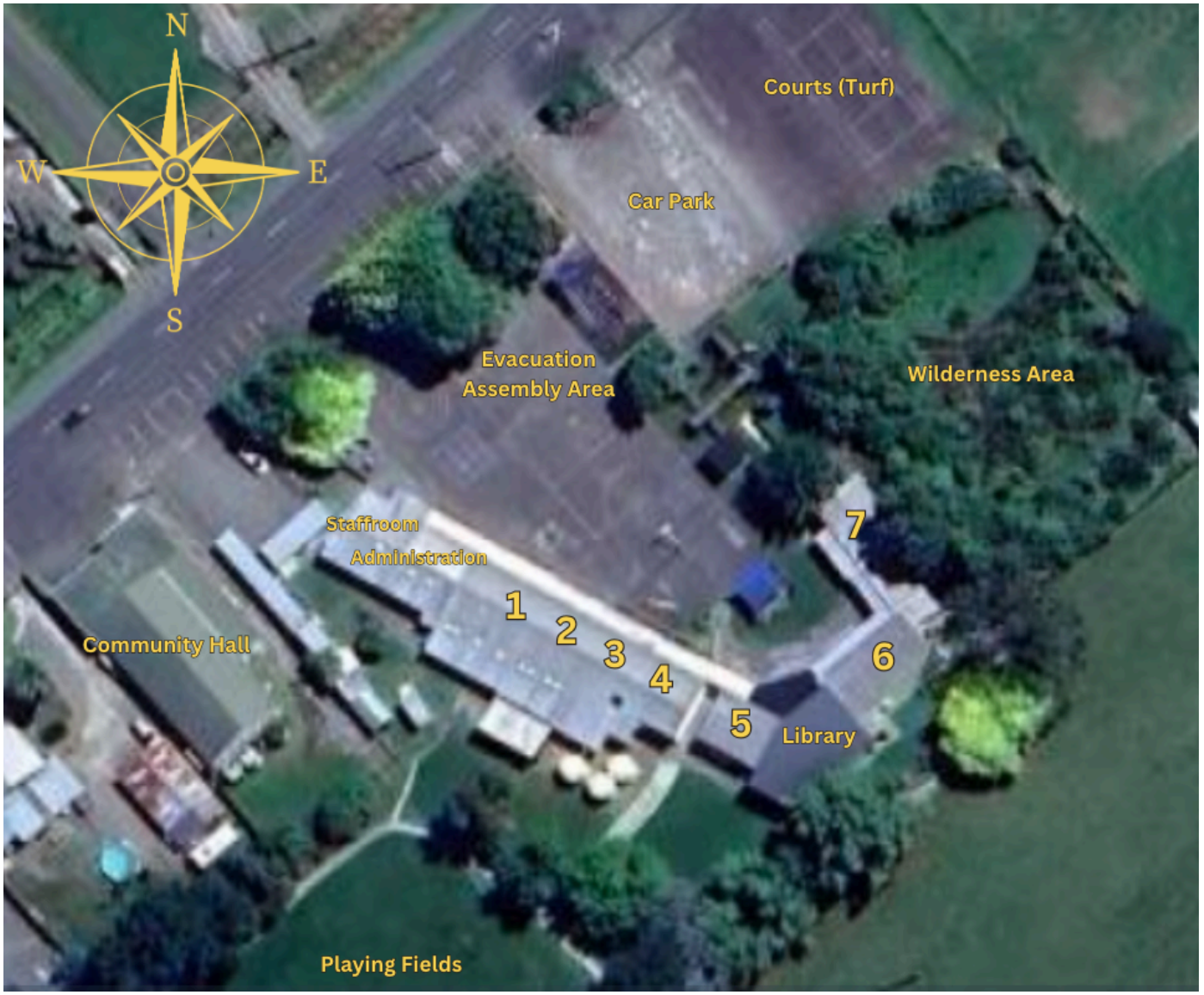
We emphasise excellence in literacy, numeracy, and key competencies to ensure our students are well-prepared for a rapidly changing future. Our dedicated staff work tirelessly to foster creativity, adaptability, and lifelong learning.

Our strong sense of community partnership sets us apart. Teachers, parents, and whānau work together to create an inclusive and supportive environment where every child can thrive.

*This booklet is designed to provide essential information and strengthen the home-school partnership. For more details, please visit our website: **www.kairanga.school.nz***

Ngā mihi nui,
Richard Lawton
Principal
Kairanga School

Map of Kairanga School Buildings



We are fortunate to have an experienced and dedicated team of people who work together to create a dynamic and exciting school, full of opportunities and learning adventures for our students.

Kairanga School Staff 2026

	1 / Takahe	2 / Tui	3 / Kokako	4 / Kereru	5 / Korimako	6 / Karerea	7 / Ruru
M	Jo Lark	Lisa Stewart	Claire Audier	Michael Boddy	Andrew Turner	Duncan Haworth	Leonie Peters
	Robyn	*Christina*	*Renee & Christina*	*Kasey*	*Megan & Kasey*	*Nadine*	*Nadine*
T	Lisa Stewart	Tracey Galloway	Claire Audier	Michael Boddy	Donna Millin Andrew Turner (even wks)	Sonia Monk 9-11 Duncan Haworth	Duncan Haworth 9-11 Technology
	Robyn	*Christina*	*Renee & Christina*	*Kasey*	*Megan & Kasey*	*Nadine*	*Nadine*
W	Jo Lark	Tracey Galloway	Lisa Stewart	Andrew Turner	Donna Millin	Sonia Monk	Leonie Peters
	Robyn	*Christina*	*Renee & Christina*	*Kasey*	*Megan & Kasey*	*Nadine*	*Nadine*
Th	Jo Lark	Tracey Galloway	Claire Audier	Michael Boddy	Donna Millin	Sonia Monk	Leonie Peters
	Robyn	*Christina*	*Renee & Christina*	*Kasey*	*Megan & Kasey*	*Nadine*	*Nadine*
F	Jo Lark	Tracey Galloway	Claire Audier	Michael Boddy	Donna Millin	Sonia Monk	Leonie Peters
			Renee & Christina	*Kasey*	*Megan & Kasey*		

Principal	Richard Lawton. principal@kairanga.school.nz
Office Manager	Ann Waddell. office@kairanga.school.nz (Mon- Thurs)
Office Administrator	Helen Stratford office@kairanga.school.nz (Fri)
Caretaker	Robert Campbell
Gardner	Shelley Penny

A-Z Information Booklet for Kairanga School Parents

Absence from School

If your child is unable to attend school, please let us know as soon as possible. Ideally use the HERO app's absence feature. Alternatively call (06) 329 0824, text (027) 318 7666, or email office@kairanga.school.nz. Include your child's name and class in the message and explain why they are absent (eg sick, holiday etc).

Annual Sporting and Cultural Events

Our school hosts several annual sporting and cultural events, including Swimming Sports (Years 4-8), Athletics, Cross Country, and Speeches. Every second year we also hold a whole-school production. We participate in the Te Kawau Cluster Championships when we are competing against eight other schools in higher-level competitions.

Our community picnic, typically held on a Friday night, offers fun games, activities and a fundraising BBQ. Term 4 ends with a prize-giving evening celebrating students' successes.

Assembly

Full school assemblies are held every Friday at 2:30 pm in the school library. Certificates are awarded to celebrate achievements. Parents are encouraged to attend. Brief notices assemblies for students take place Mondays from 2:45 to 3:00 pm.

Behaviour Management

At Kairanga School, all children have the right to learn without being hurt or upset. We use positive approaches to affirm good behaviour, including class systems and a school-wide reflection system for negative behaviours. We take a firm but fair approach to bullying - guided by Ministry of Education protocols.

Board

Our Board meets twice a term to govern the school.Presiding Member: Anna McLachlan. bot-chair@kairanga.school.nz Our other board members are: Pauline Frings (Polly), Amy Fisher, Marc Booth,Tracey Galloway, Richard Lawton.

Bicycle Commuting

Children aged 10 and older may ride bicycles to school independently. Families are encouraged to practise routes together for safety. Helmets are compulsory by law. Wheels at School: Scooters, skateboards and bikes can be used on the back field during breaks and stored securely near the PE shed during class hours.

Book Clubs - Scholastic
Scholastic Book Club order forms offer great reading material at good value and help stimulate an interest in reading. This programme is managed by our Home and School Committee.

Boys and Girls Agricultural Club
Students can raise calves and lambs for Lamb & Calf Day near Labour Weekend. Indoor Exhibits which includes exhibits like sand saucers and decorated cakes are also prepared. This popular event showcases our country school heritage.

B.Y.O.D. (Bring Your Own Device)
We have plenty of devices available for student use, including chromebooks, ipads and macs. Students in any year group may bring a device to support their learning. Devices must adhere to strict guidelines and an agreement must be signed by both parents and students. Contact your child's teacher for details.

Camps
We hold major camps in odd years, and a whole school production in even years.
Major Camps are for Rooms 4 and 5 (approx Years 4-6), and Rooms 6-7 (approx Years 6-8).
Minor camps include an overnight bonding camp at the beginning of each even year (for Rooms 6 and 7), and an end of year Year 8 camp every year at Sixtus Lodge.

Change of Details
Please notify the school office promptly of any updates to personal information such as address, phone numbers, or medical details to ensure accurate records and safety for your child.

Communication

Weekly Newsletter: Delivered via HERO every Wednesday and posted on our website.
Facebook: Updates are available on the Kairanga School and Home and School Community pages.
Hero: Our main platform for communication with parents. Information about setting it up is on our school website. Please contact Richard if you need help setting this up on your phone.
SeeSaw: Used for sharing of class work.

Dental Treatment
Dental care is managed by Palmerston North Intermediate Normal School. Appointment details will be sent to parents. For emergencies, contact the nurse at (06) 358 0547.

Emergency Procedures
We practise emergency drills every term to ensure the safety of all staff, students and visitors. Please sign in at reception if visiting.

Enrollment of Pupils
We are zoned and you can check if you are in the zone on our website. To enrol your 5-year-old, contact the office early to ensure a smooth transition. Birth and immunisation certificates are required, along with proof of address.

First Aid / Accidents to Children
Many of our staff hold updated First Aid certifications. Minor injuries are managed at school. For serious injuries, emergency contacts will be called or medical advice sought directly. Please keep your contact details current.

Home and School Committee
Our Home and School Committee meet regularly and manage fundraising for our school. Chairperson: Amy Fisher. 4amyjean@gmail.com

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Lost Property
This is put into a container in the office foyer and is displayed at regular intervals. Named articles can be returned to their owners immediately, so **please name children's clothing**. Unclaimed articles are disposed of/donated at the end of each term.

Leaving the School Grounds during the day
Children who need to leave the grounds during the school day must be collected by a parent or caregiver and signed both out and in at the school office.

Library
Our library offers a wide range of books. Children may issue two books at a time for up to two weeks. Monthly visits from the Palmerston North Mobile Library allow students to explore public library resources.

Lunches (packed)
Students must bring food with them every day for morning tea and lunch. School lunch options are available for purchase on Fridays during Terms 2,3 and 4. A food warmer is available during Terms 2 and 3. More information is available through the school office. Students are to bring only water for drinking throughout the school day as this is the healthiest choice. If parents wish to occasionally provide other drinks for drinking outside (eg milk/yoghurt drinks), that is okay. Fizzy drinks are not allowed.

Medication at School
Parents must complete an authorisation form for staff to administer medication. All medications are logged in the school's register.

Newsletters
Newsletters are posted on the Hero App and website each Wednesday. School newsletters provide up-to-date information on school and community events. We encourage you to read and discuss the weekly newsletter to ensure that you are well-informed. Any notices you might have can be included, if appropriate. We would also love to celebrate student achievements outside of school. Please email any photos and information to Richard at principal@kairanga.school.nz

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Outdoor Education
School camps and Education Outside the Classroom (EOTC) are features of our school programme. Parent support is a very enjoyable and necessary part of these activities.

Parent Help
We encourage the help of our parents in the school. If you have a special interest or strength that you could share with the children, we would love to hear about it. As a country school, we greatly appreciate the help of those parents able to assist in transporting children on field trips or to sports events.

Parking
Parking areas at school are limited therefore it can become very congested at drop off and pick up times. It is important to allow plenty of time when dropping off or collecting children. Please use the parks available. Do not double park or park on yellow lines or bus stops outside the school as this can cause a major safety problem. **The emergency car parks at the front gate are for emergencies only.**

Photocopying

We have excellent photocopiers at our school and we are able to copy colour as well as black & white. The cost for using this is priced per copy and is: -

A4 (Black & White) 15 cents	A4 (Colour) $1.00
A3 (Black & White) 30 cents	A3 (Colour) $2.00

Please come to the office if you would like any photocopying done. Laminating is available too.

Reporting to Parents

Parent-teacher interviews are held in Term 2 and written reports are sent home mid-year and at the end of Term 4. Informal communication is encouraged outside class hours.

School Fees

In 2023 the BOT opted into the Ministry of Education School Donation scheme. This means we do not ask for donations or most school activities.
We will require fees for stationery, classroom resources, camps and opt-in music and after school sports.

School Hours

School Starts Teaching and Learning 9.00am – 11am
Morning Break 11.00am – 11.20am
Teaching and Learning 11.20am – 12.30pm
Lunch 12.30pm – 1.30pm
Teaching and Learning 1.30pm – 3.00pm
Children must not be dropped off at school before 8.15am. They must be collected by 3.30pm

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School Sports Teams

Organisation of sports teams is coordinated by Claire Audier. Currently we have teams representing Hockey, Touch, Rugby, Basketball, Netball and Tee ball and Volleyball. In order for our pupils to be involved, we need parent coaches and managers. ***Can you help?*** Fees should be paid to the Kairanga School account – we also have Eftpos available.

A large number of our students also play in outside clubs for Soccer, Rugby and Cricket. We try to advise you (when we know) of any upcoming club enrolment dates via Hero and facebook.

School Transport

There are no school buses operating at Kairanga School.
Some rural children may qualify for School Transport Assistance through the Ministry of Education. To qualify, a pupil under ten years of age must live more than 2.4 km from their nearest school, and pupils ten years and over must live more than 4.8 km from their nearest school. The actual dollar amount of assistance depends on the distance travelled to school. Application forms are available from the office.

Smoke/ Vape Free Policy

By law all schools are a smoke/ vape free area and Kairanga School does not allow this within the school buildings at any time or in the school grounds. This extends to school trips where supporting adults are in sight of children. Your cooperation is appreciated.

Stationery

We provide each child with stationery packs on the first day of school. All packs are priced at the most reasonable price per child that we can barter. A price list is available from the office. During the year some stationery items may be purchased from the office on a cash basis. A slip may be sent home outlining the necessary items and cost.
Please advise the office if you wish to purchase your own and we will issue you with a stationery list.

Sun-Smart Procedures

Our Sun-Smart Policy during Terms 1 & 4 requires children to wear a wide-brimmed hat to wear when outside. All children are provided with a Kairanga School branded navy bucket hat. These are compulsory 2026. All children are provided with their first hat free. If it is damaged or lost, another needs to be purchased from the office for $15. Children must also have their shoulders covered (i.e. no singlets). On High UV days, we recommend the first application of sunscreen should be done at home before coming to school. Sunblock (SPF30+) is available in all classrooms and also in the playground.

Telephones

Permission for a child to use the school telephone must be obtained from a staff member.
No Mobile Phones are allowed for students. If a student require a phone at school, it must be handed in to their teacher for safekeeping.

Uniform

Kairanga School does not have a compulsory uniform. Students may wear any suitable clothing, as long as it aligns with our school values and does not feature inappropriate slogans or images. Jewellery and makeup are not suitable for school and should not be worn.

For inter-school events, students representing Kairanga School must wear a sports/event shirt. These can be purchased from the office.

Values:

We have five school values that are woven throughout our school. We use these to celebrate positive behaviour, and to help support children showing inappropriate behaviour.

Valuables

Money should not be brought to school except for specific purposes such as Book Club, Lunches, School Trips, Fees and that they are in a sealed envelope with the student's name on the outside.

The school accepts no responsibility for valuable items, such as toys, brought to school.

Whanāu Hui

We meet with parents and their children once a term for a korero, and a close look at what we do for our Māori learners and what other things we could do to help Māori succeed.

Website

Kairanga School has a website which is: www.kairanga.school.nz – we regularly update this with newsletters and photographs pertaining to school events and happenings. A calendar of events is also on this site.

Year 8 Leadership Programme

This group also has a wide range of responsibilities in our school, giving them respectful status amongst our pupils. Our Year 8's are young leaders in our school and we guide them on how to do it. As part of this Programme sour Year 8s visit wellington to see Pariliament and Government House, hold an end of year Year 8 camp.