



*Junior Secondary*  
**Orientation Booklet**

KingsWay School 2025

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## *Executive Principal Introduction*

KingsWay is a diverse school that operates on two campuses. KingsWay is unique as we cater to students from Years 1-13, meaning we can offer seamless education for the duration of your child's compulsory education journey without the disruption of your child 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 seeking to encourage 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 update their policies or as directed by a change in the educational or legal landscape.

I want to commend Middle Years to you. I am confident that your child will prosper 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

## *Welcome to Junior Secondary*

We look forward to our year as a community in 2025 and extend a warm welcome to those joining KingsWay School for the first time.

The Junior Secondary School is a standalone year designed for our Year 10 students and sits within The Middle Years here at KingsWay School. Students will experience a Christ-centered education that caters for them as they are at the later stages of emerging adolescence. As students learn and grow, they will be prepared for their transition to Year 11 in Senior School.

We encourage all Junior Secondary 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 a few of the questions which you might have about Junior Secondary. More specific information will be provided by Head of Junior Secondary, Paul Miller, and Junior Secondary teachers through regular emails and website updates.

Sincerely,

**Vanessa Gatman**

Deputy Principal Middle Years

***“And Jesus grew in wisdom and stature, and in favour  
with God and men.”***

***Luke 2:52***

## *A Note from the Assistant Head of Middle Years - Junior Secondary*

It is with great excitement that we welcome your child to our Junior Secondary here at KingsWay School. Emerging adolescence is a time of intense change (physically, socially, emotionally, and spiritually) and our vision is to see our students engaged, motivated and challenged in both their learning and in life. We are deliberate about designing a holistic curriculum that is developmentally responsive, challenging, empowering, and equitable. Our approach is strongly supported by research. We see our students actively involved in their journey towards reaching their full potential. Our students are disciplined in their personal relationship with God and challenged to be outward focused as servant leaders in their spheres of influence.

Culture and community both play a significant role in supporting our students therefore the teacher-student relationship is vital. As well as physically being positioned together on the campus, a core team of teachers work with the students as both Homeroom teachers and subject teachers ensuring that all students achieve success through subject-based, student-centered learning. Our whānau programme along with camps and opportunities to serve, will be a visible part of school life. Features of our programme include academic tutoring, wider learning, LifeLab and regular physical activity.

Yours Sincerely,

*Paul Miller*

2024 Head of Junior Secondary

# 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.

### **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



**Deputy Principal Middle Years**  
Vanessa Gatman



*Senior Management Team (SMT)*  
Assistant Heads of Middle School

Madison Fernando  
Kristina Taylor  
Melanie van Rooyen

*Assistant Head of Middle Years - Junior Secondary*

Liezl Wienand

*Learning Team*  
Heads of Learning

Year 7: Philip Ploeg  
Year 8: Michael Ewing  
Year 9: Lindsay McPherson

Heads of Learning leaders lead each year

*Learning Team*  
Programme Leads

Robyn Wood  
Gary Schneider

Programme Leaders lead learning in Year 10

*Wellbeing Team*  
Deans

Bianca du Plessis, Lachelle Stacey  
Pierre Barnard, Steve Epsom

Deans support the wellbeing of our students

*Wellbeing Team*  
Deans

Jeong Min Choi  
Hannah Woolley

Deans support the wellbeing of our students



# *Junior Secondary Contact Information*

## **Deputy Principal Middle Years**

Mrs Vanessa Gatman

[vanessa.gatman@kingsway.school.nz](mailto:vanessa.gatman@kingsway.school.nz)

## **Assistant Head of Middle Years - Junior Secondary**

Mrs Liezl Wienand

[liezl.wienand@kingsway.school.nz](mailto:liezl.wienand@kingsway.school.nz)

## **Programme Leads**

Ms Robyn Wood

[robyn.wood@kingsway.school.nz](mailto:robyn.wood@kingsway.school.nz)

Mr Gary Schneider

[gary.schneider@kingsway.school.nz](mailto:gary.schneider@kingsway.school.nz)

## **Wellbeing Team Members**

Mr Jeong Min Choi

[jeongmin.choi@kingsway.school.nz](mailto:jeongmin.choi@kingsway.school.nz)

Mrs Hannah Woolley

[hannah.woolley@kingsway.school.nz](mailto:hannah.woolley@kingsway.school.nz)

## **Administration**

Junior Secondary Administrator

Mrs Sarah Lynne (Mon, Tue, Thu)

[sarah.lynne@kingsway.school.nz](mailto:sarah.lynne@kingsway.school.nz)

09 200 1931 Ext: 359

Middle Years Administrator

Mrs Angela Andrew

[angela.andrew@kingsway.school.nz](mailto:angela.andrew@kingsway.school.nz)

09 200 1931 Ext: 319

## **School Website**

[www.kingsway.school.nz](http://www.kingsway.school.nz)

## 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 5:00pm.

- Every Friday, you will receive a Middle Years Newsletter by email. The newsletter includes a Junior Secondary link 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 Assistant Head of Junior Secondary, please make an appointment by emailing: [liezl.wienand@kingsway.school.nz](mailto:liezl.wienand@kingsway.school.nz)
- If you wish to meet with the Deputy Principal, please contact Mrs Andrew to make an appointment with Vanessa Gatman 09 200 1931 Ext: 319 or email: [angela.andrew@kingsway.school.nz](mailto:angela.andrew@kingsway.school.nz)
- If you wish to make an appointment with a school counselor, you can contact them by email.

# Junior Secondary Teaching and Learning

Our students will have a broad, varied curriculum that caters for this stage of their learning and development. Students will learn a range of compulsory subjects and four optional subjects they have chosen. Across these subjects, there is a key focus on literacy and numeracy skills to help equip them for their future learning. Teachers adopt a relevant, engaging and collaborative approach where students set goals and work to achieve these.

In our Core Subjects, teachers will work collaboratively in the Te Kainga flexible learning spaces to design a learning environment that caters for all student's needs. In our Year 10 Option subjects' students will learn in a Senior School class.

## Core Subjects:

|                     |                               |
|---------------------|-------------------------------|
| Biblical Studies    | Science                       |
| English             | Social Studies                |
| LifeLab – Devotions | Physical Education and Health |
| Mathematics         |                               |

## Option Subjects:

Junior Secondary 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.

| <i>Curriculum Area</i>               | <i>Option Subject</i>           |
|--------------------------------------|---------------------------------|
| <b>Arts</b>                          | Dance                           |
|                                      | Drama                           |
|                                      | Music                           |
|                                      | Visual Art                      |
| <b>Business</b>                      | Commerce                        |
| <b>English and Languages</b>         | Spanish                         |
| <b>Physical Education and Health</b> | Outdoor Pursuits                |
|                                      | Physical Education Studies      |
| <b>Technology</b>                    | Computational Thinking          |
|                                      | Design and Visual Communication |
|                                      | Digital Technology              |
|                                      | Hard Materials Technology       |
|                                      | Hospitality                     |

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.

## *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. Checkpoints are used throughout the year for students and their teachers to set goals and see progress.

## *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

**Term 3**

Parent/teacher conferences – progress focus

**End of Term 2**

Mid-Year Reports

**Term 4**

End of Year Reports

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

## *Home Learning*

Learning at home is a continuation of work set at school. Students manage their time to continue work not yet completed in class. This supports their development of study habits.

# Digital Devices at KingsWay School

## BYOD (Bring Your Own Device)

Junior Secondary 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 Years 5 – 10 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: <http://www.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 brought to 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   | Additional Specifications for High Performance Use<br><small>(High-end demand subjects such as Art, Digital Technology, Digital Visual Communication, Music, Media Studies – please discuss with teacher)</small>   |
|------------------|------------|--|---|
| Year 5 - 9       | Chromebook | <ul style="list-style-type: none"> <li>• Screen: 11.6" or bigger</li> <li>• 4GB RAM</li> <li>• Wifi5 (802.11ac) or better</li> <li>• Fixed or detachable keyboard (no tablets/external keyboards)</li> </ul>   | <ul style="list-style-type: none"> <li>• 8GB RAM</li> </ul>   |
|                  | Laptop     | <ul style="list-style-type: none"> <li>• i3 processor (2.2GHz or higher)</li> <li>• Wifi5 (802.11ac) or better</li> <li>• Windows 10</li> <li>• 8GB RAM</li> <li>• SSD 256GB / M.2</li> <li>• Antivirus with current subscription</li> <li>• Fixed keyboard (laptop not tablet)</li> <li>• Battery: 5 hours +</li> </ul> | <ul style="list-style-type: none"> <li>• i5 processor</li> <li>• Dedicated Graphics (1920x1080p resolution or better)</li> <li>• 16GB RAM</li> <li>• SSD 256GB +</li> </ul>   |
| Year 9 - 13      | Laptop     | <ul style="list-style-type: none"> <li>• i3 processor (2.2GHz or higher)</li> <li>• Wifi5 (802.11ac) or better</li> <li>• Windows 10</li> <li>• 8GB RAM</li> <li>• SSD 256GB / M.2</li> <li>• Antivirus with current subscription</li> <li>• Fixed keyboard (laptop not tablet)</li> <li>• Battery: 5 hours +</li> </ul> | <ul style="list-style-type: none"> <li>• i5 processor</li> <li>• Dedicated Graphics (1920x1080p resolution or better)</li> <li>• 16GB RAM</li> <li>• SSD 256GB +</li> <li>• A mouse is highly recommended for design subjects such as DVC or Art</li> </ul> |

# Wellbeing

Our Wellbeing Team works to proactively support our young people. An example of this is our mentoring programme. This team also works alongside students who need support with decision making.

## 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 their maximum learning potential. Students are responsible for obeying the school policies, procedures, and rules.

## Student Decision Making

Key to the development of students is their ability to make good decisions. Students are expected to grow and develop in their ability to make positive choices which includes how they present themselves and participate in learning.

Students 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, Dean, Head of Junior Secondary 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 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.

- **Heart:** Students will participate in activities that enable them to restore relationships. Here the Restorative Practice norms of the school may be used.
- **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 take responsibility for their own learning and for contributing to a 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, PFA and Dance classes and use the toilet during the breaks.
- 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, Dance and the PE uniform for the required class or class activity will be required to change into uniform during morning tea and lunch.
- Students arriving to school are to present themselves in school day uniform.
- Tidy and correct uniform presentation is required for all assemblies.
- Mufti days allow students to present in 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 day uniform is required for all activities based outside the school.
- Activity specific presentation is allowable if approved (for example: sport events, zone days, service days).
- Where a sport uniform is required to participate in a school event, it is not to be modified or mixed without permission.

## Recognition

We recognise students in various ways:

- Certificates acknowledging a range of attitudes and achievements
- Rewards
- Freedoms due to being trustworthy

## *Special Events to Look Forward To*

### **First Day of School for Year 10 2025**

**Thursday, 30 January 2025**

### **Junior Secondary 'Uncharted' Day**

**Friday, 31 January 2025**

Starting the year with 'Uncharted' Day serves to establish the culture and shared vision for the year.

### **Cross Country**

Our Junior Secondary students will be joining the Senior School in the annual Cross-Country event. This usually takes place in the environment surrounding KingsWay School.

### **Mathex/Biblex Evening**

A fun night for students to compete and problem solve in teams within their year group and alongside Years 7, 8, 9 and 10.

### **Whānau Events**

Whānau culture is a priority for our Junior Secondary community. 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 fun events.

### **Day Trips**

Junior Secondary students will be involved in camps, and subject related trips throughout the year.

#### **Term 1**

Auckland City Trip - Social Studies

#### **Term 2**

Rangitoto Trip - Science

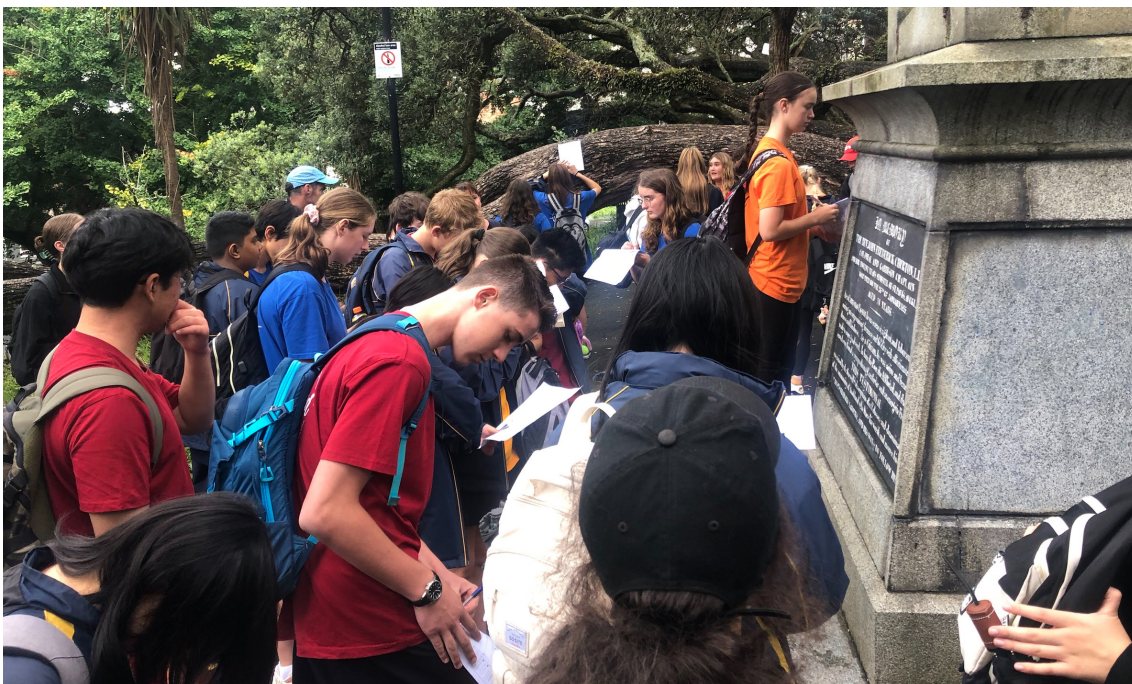
#### **Term 3**

GRIT Days

### **Term 4 Camp**

Junior Secondary will have their camp in Term 4. It is an opportunity to celebrate the personal and social individual accomplishments and success of our students.

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.



Each term you will receive details of the learning and events for that term.

## *Annual Activity & Subject Costs and Camp Fees*

The activity & subject costs and camp fees that parents incur for the year are collated into a single document detailing the costs.

These costs cover class trips, the cost of materials in practical subjects, transport to sporting events, a water safety programme and other special events.

Details of these costs will be made available on the Junior Secondary page of the school website before the end of Term 4 for the next year: <https://kingsway.school.nz/our-schools/middle-years/junior-secondary/>

### **Please note:**

*The costs described on this page are specific to your child's year group and option subjects. They are additional to the Attendance Dues and Special Character Donations that are published on the [KingsWay School Website](#).*

We would appreciate payment by:

**Friday, 28 February 2025**

### **Payment methods available:**

- Direct Payment:  
Kingsway Middle Years Account:  
12-3084-0192348-54  
Please reference payments with:  
**Student ID number,**  
**Student's name** (SURNAME Firstname)  
& '**ACTCOST**'
- EFTPOS at the main reception

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.



## Student Absences

Every day, KingsWay School has a legal responsibility to account for all students who are enrolled. In a large school, this is a huge task and we ask students and parents to support us in achieving this, preferably before attendance checks.

### Reporting a student's absence for sickness

The Ministry of Education requires us to code all absences from school, so we need to know the reason for your child's absence in detail. This includes arriving late and leaving early. This allows for the correct attendance code to be assigned.

When your child is absent from school the school must be notified. You can do this by:

- **Email:** [absences@kingsway.school.nz](mailto:absences@kingsway.school.nz)
- **Leave a message on the absentee line:** 09 200 1931 and enter 1 to leave your absentee message. Please state your name, your child's name and class and reason for absence.
- **School App:** To download the app, go to the App Store on your Apple or Android device and search SchoolAppsNZ. After downloading, open the app and search for KingsWay School. Once KingsWay School has been selected, your app will automatically open to the KingsWay School platform from now on. Select the 'Absentee' icon on the app. Select email and type in the details for your child. Click send.

If the absence is for more than one day, please advise this in your message. If your child is absent from school for 5 days or more due to ill health, a medical certificate is required.

### Students leaving early or arriving late to school

Students leaving early or arriving late\* must sign in/out using the Vistab electronic tablet in the library and bring a note/appointment card explaining the absence if an email has not already been sent to the school ahead of the absence.

\*Students are required to be at school by 8:40am each morning

### Students who become sick, or injured during school hours

Students must report to the Health Centre. Only when a parent or caregiver has been contacted by the Nurse or office staff will the student be released. Students are NOT to text/phone parents/caregivers to collect them from school.

### Holidays during term time or other absences that are not sickness related

The Ministry of Education does not condone holidays to be taken during term time. The MOE regard such leave as parent-condoned truancy. The school strongly encourages parents to take holidays during the regular term breaks.

Application for leave for planned absences must be received prior to the start date unless under urgent circumstances (e.g. bereavement).

#### **1-3 days of absence is to be emailed to:**

[absences@kingsway.school.nz](mailto:absences@kingsway.school.nz)

#### **4 or more days of absence is to be emailed to:**

the Deputy Principal of Middle Years by emailing: [angela.andrew@kingsway.school.nz](mailto:angela.andrew@kingsway.school.nz)

### Where attendance is below desired threshold

You will be notified by the homeroom teacher if your child's attendance is under 90% and the absences are for any non-schooling matter. There are often circumstances that are known to the school, however, you will receive communication to inform you of your child's attendance rate if it is not at the desired threshold. Regular attendance is important for academic achievement and student wellbeing; therefore, it is closely monitored.

### Home Schooling

We cannot support regular days at home from school for the purposes of 'Home School'. The Ministry of Education has specific processes and requirements around home schooling.

# Uniform

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

<http://www.kingsway.school.nz/at-kingsway/school-shop/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
- School jumper or school jacket
- Black flat sandals (back strap compulsory) or black polishable shoes with white knee-high socks, black opaque tights/stockings or plain white ankle socks (no boots, sports shoes or casual shoes)
- 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 ear stud in the bottom of each ear lobe gold or silver only
- 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 Uniform*

- Navy school shorts or school trousers
- Blue school shirt
- School jumper or school jacket
- Black flat sandals (back strap compulsory) or black polishable shoes with school socks (no boots, sports shoes, or casual shoes)
- Plain scarf: Black, White, or navy

## **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**

Junior Secondary 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)

## *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 Graeme Budler

#### **Associate Principals:**

Mrs Colette Budler

Mrs Lisa Lambert

Mr Chris Martin

### **Support Staff**

#### **Receptionist**

09 200 1931

[reception@kingsway.school.nz](mailto:reception@kingsway.school.nz)

#### **Principal's Executive Assistant**

Mrs Cynthia Venter

09 200 1931 Ext.302

[Cynthia.Venter@kingsway.school.nz](mailto:Cynthia.Venter@kingsway.school.nz)

#### **School Nurse**

Mrs Claire Pearce

09 200 1931 Ext.304

[healthcentre@kingsway.school.nz](mailto:healthcentre@kingsway.school.nz)

### **Learning Support**

#### **Mrs Valerie Severin - SENCO**

09 200 1931 Ext.328

[Valerie.Severin@kingsway.school.nz](mailto:Valerie.Severin@kingsway.school.nz)

#### **Ms Chantal Swanepoel**

- Associate SENCO Middle Years

[Chantal.Swanepoel@kingsway.school.nz](mailto:Chantal.Swanepoel@kingsway.school.nz)

### **Counselling**

#### **Miss Briarley Coppens - Head of Counselling**

[Briarley.Coppens@kingsway.school.nz](mailto:Briarley.Coppens@kingsway.school.nz)