



# Primary School

Orientation Booklet

KingsWay School 2026

# Contents

Executive Principal Introduction .....	3
Welcome to KingsWay's Primary School.....	4
KingsWay School.....	5
KingsWay School Values.....	6
Primary School Curriculum .....	7
Assessments.....	8
Reporting to Parents .....	8
Home Learning.....	8
General Communication.....	9
Communication Process .....	11
Year 5&6 BYOD Programme .....	13
Using Devices at Home (Years 1 – 6) .....	14
Wellbeing.....	15
Behaviour Management .....	16
Special Events to Look Forward to .....	17
Annual Activity Costs .....	16
Stationery.....	16
Year 6 Camp Costs.....	16
Student Absences .....	17
Uniform.....	18
Parking .....	20
Walking or Cycling to School .....	20
After-School Arrangements.....	20
Buses .....	21
Health and Safety .....	22
School Shop – My Kindo .....	23
Other Key Information.....	23
Primary School Contact Information.....	25
Teaching Staff.....	26
Junior Studio Layout (Years 0-2).....	28
Middle and Senior Studio Layout (Years 3-6).....	29
Junior Campus Site Map .....	30

## 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 Primary School, and you should consider these against the backdrop of KingsWay’s overarching policies and procedures. Fo 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 KingsWay Primary School 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 KingsWay's Primary School

We are delighted to partner with your whānau in educating your child during these formative years. As we look ahead to 2026, we warmly welcome both our returning families and those joining KingsWay Primary for the first time.

My name is Cristal McKoy, and I have the privilege of serving as the Deputy Principal of Primary. It is a joy to work alongside our dedicated teaching team and to support our learners as they grow in confidence, character, and capability.



At KingsWay Primary, we provide a Christ-centred education for students in Years 1-6. Our desire is that every child learns effectively, explores a wide range of opportunities to grow in their gifts, and thrives within a supportive school environment. These six years are a time of significant growth and development, filled with exciting challenges and opportunities for learning.

Central to all we do is our commitment to nurturing each child's relationship with God. We encourage students to develop a genuine love for His Word, to praise and worship Him because He is good, and to understand His great love for them. As children experience this, we believe they will also grow in their ability to love and serve others.

This booklet provides general information about KingsWay Primary School and aims to answer many of the questions you may have. More detailed updates will be shared with families throughout the year via email and the school website.

We look forward to partnering with you in the year ahead and supporting your child to flourish in both faith and learning.

Sincerely,

A handwritten signature in blue ink that reads "C. McKoy". The signature is stylized with a large, sweeping underline.

**Cristal McKoy**

*Deputy Principal of Primary School*

# KingsWay School

It is important for us all to understand and support our KingsWay School mission and vision. Full information about these and how they are outworked is 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 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

- 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

### Connected

- 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

### Actively Involved

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

### Lifelong Learners

- 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 our decisions concerning Primary Years, and the way we are as a community, to reflect God's values.

## 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 practice these:

**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

# Primary School Curriculum

KingsWay School is an integrated, non-denominational school of special Christian Character. Our KingsWay Curriculum reflects both our Special Character and unique context, and is aligned with the refreshed New Zealand Curriculum (Te Mātaiaho). It provides a clear statement of what we value in education at KingsWay and how this is lived out in our classrooms.

Our curriculum is designed to meet the developmental needs of students and to equip them with the knowledge, skills, and attitudes they need to flourish. Learning programmes are built on evidence-informed practice, with an emphasis on structured literacy, structured mathematics, and approaches grounded in the science of learning.

We seek to grow confident, active learners who think critically, solve problems, and engage fully in learning while remaining deeply rooted in their faith — growing in God, building strong relationships, and engaging thoughtfully with the world. Our curriculum nurtures personal and spiritual growth, shapes character, and develops values that reflect a Christ-centred worldview across all learning areas.

## Special Character

Our Special Character permeates all that we do. All teaching is designed to be implemented through a Biblical Worldview and is outworked through our principles, values, and key competencies.

## The New Zealand Curriculum consists of 8 Learning Areas

- Mathematics and Statistics
- English
- Social Sciences
- Technology
- Health and Physical Education
- The Arts
- Sciences
- Learning Languages

## Biculturalism

KingsWay recognises the significance of the foundational relationship between Māori and non-Māori in Aotearoa, New Zealand. We believe that we can grow and learn how to better honour this relationship through engagement with te ao Māori. We want to demonstrate authentic relationships flowing out of our special character to bring about positive outcomes for all members of the KingsWay community.

## Learning Support

Parents of students who require additional support will be contacted by the teacher to discuss their student's learning needs.

## Gifted and Talented Education

Parents of students who are gifted and talented in specific areas will be contacted by the teacher. Teachers plan in ways that develop these strengths as part of their class programme. We also cater for the student's strengths through elective programmes.

## Assessments

The primary purpose of assessment is to identify progress and next steps in learning. Teachers use a range of approaches and support students to interpret these, equipping them 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:

### Beginning of the Year

We encourage all new families to attend our New Family Induction morning on the day before school begins. We also offer an optional open hour for returning families, where students can meet their teacher and drop off their stationery ahead of the first day.

### End of Term 1

Parent - Teacher Conferences (Goals focus)

### Beginning of Term 3

Parent - Teacher Conferences (Progress focus)

### End of Term 2

Mid-Year Reports

### End of Term 4

End of Year Reports

## 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 classroom teacher know.

We encourage students to:

- Establish a regular place and time for Home Learning
- Ensure library bag or sports gear are packed as required
- Take responsibility to have a parent check and sign Home Learning each week

# General Communication

We value communication as this helps our community 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.

## KingsWay School App

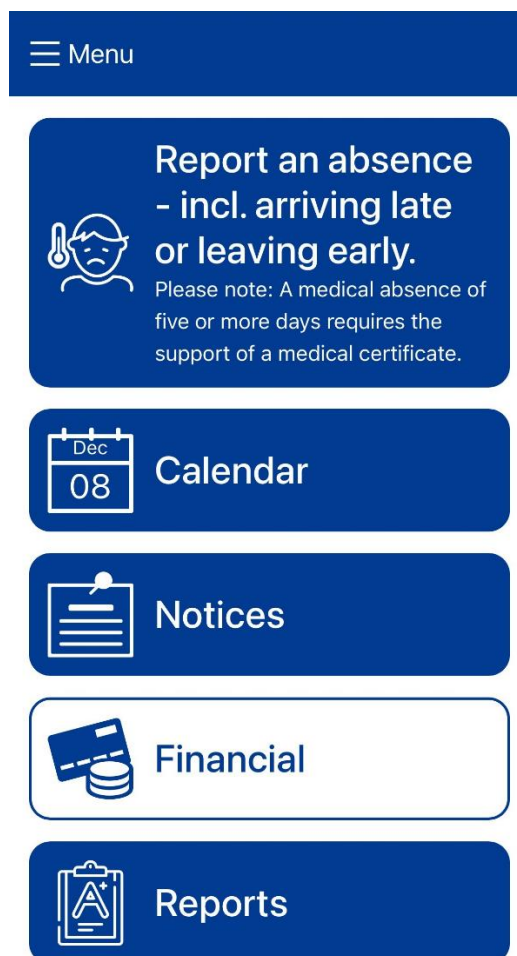
KingsWay School has a mobile app available to download from your phone's app store. This is the easiest way to access key information from KWS.

Through the app, you can log your child's **absences**, view school **newsletters**, and keep track of important **calendar** dates. You can also opt in to receive urgent **alerts**, such as notifications about trip cancellations or lockdown procedures.

## KAMAR Parent Portal

Through the school app you can also easily access to the KAMAR Parent Portal. Here, you can view your child's academic and attendance **reports**, results, check their school account, and pay any outstanding costs in just a few easy steps.

The school app and the KAMAR Parent Portal are essential tools for keeping you connected and informed



- Every Friday you will receive the Primary School Newsletter by email that includes year-level specific information and is our main form of communication, so please ensure you read it each week.
- All permission forms for trips and activities are shared through the weekly newsletter. Please complete these promptly.
- KingsWay School has an official Facebook page, as well as a KingsWay Parent Connect page, which you are welcome to join.
- Each class has a Parent Representative who shares general reminders on behalf of the classroom teacher via TeamReach. You will be invited to join your class group at the beginning of the year.
- Further information about our communication process and our 'Parents' Concerns and Complaints Process' is included below.

## Communication Process

### Class Teacher

- The first point of contact should always be the class teacher on matters of curriculum, behaviour and pastoral care.
- Teachers are always happy to connect with you. Quick, informal chats before school are welcome for everyday updates or minor questions. If you need a longer or more detailed conversation, we ask that you make an appointment. This ensures the teacher has the time and space to prepare and can give your concerns their full attention.

### Head of Learning

- If further discussion is required, parents are to make an appointment to speak with the Head of Learning for your child's year level:  
**Year 1** : Ms Tanya Combrinck  
**Year 2** : Mrs Katherine Claydon  
**Year 3** : Mr Minsoo Lee  
**Year 4** : Mrs Marion Santos  
**Year 5** : Mrs Donne van den Berg  
**Year 6** : Mr Ben Coenradi

### Assistant Head of School

- If you have spoken with the Head of Learning and still feel there is an unresolved issue, you are welcome to make an appointment to see the appropriate Assistant Head.

**Year 1/2** Lisa Lin    **Year 3/4** Pamela Birley    **Year 5/6** Jennifer Peters

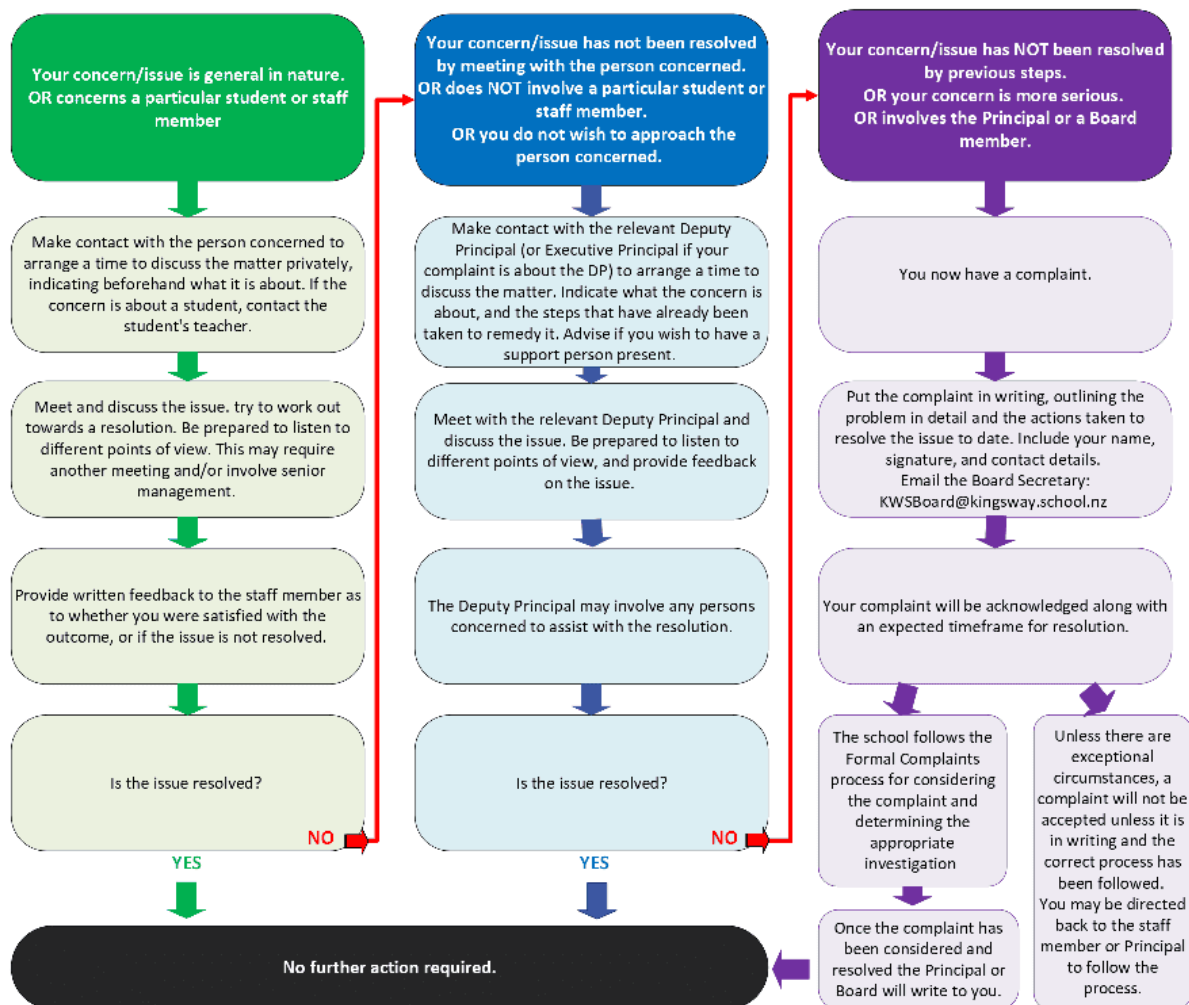
### Deputy Principal of Primary

- If you have met with the class teacher, Head of Learning and relevant Assistant Head of School and would like to discuss matters further, an appointment can be made through our Primary Administrator, Karen Barr, to see the Deputy Prinicipal of Primary, Cristal McKoy.



## Parent Concerns and Complaints Process

Please note that KingsWay School operates a Matthew 18 principle when dealing with complaints of a less serious nature. This process means there is an expectation that there is a willingness and effort to resolve with the respondents first, before escalating the complaint. Most concerns can be resolved informally by discussions with the people concerned.



This flowchart aligns with the school's Concerns and Complaints policy and procedures

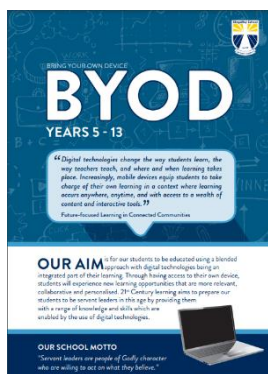
# Year 5&6 BYOD Programme

## BYOD (Bring Your Own Device)

Primary School students in Years 5 and 6 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.



## BYOD Information Evening

At the beginning of each year, we run a BYOD information evening.

All parents must attend this meeting before their child can bring a device to school.

In this meeting, we explain our BYOD programme, the platforms we use and the measures we as a school and family can put in place to keep children safe.

## Safety at School

It is important to us that our students use devices safely for their protection. 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. Students sign a Student Use Agreement in order to have permission to bring your own device. This is handed out at school
- 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.
- 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 and smart watches are not permitted to be used within school hours.

## Using Devices at Home (Years 1 – 6)

Responsible computer usage is as much learned at home as it is at school. KingsWay School supports the use of safe computing practices both at school and at home.

- Make sure the device is used in a public area of the home (not in bedrooms) and charged in a safe place at night
- Use **Internet filters** to add a layer of protection
- Check your child's **browsing history** regularly (do not rely on this though as many children learn how to delete this)
- **Read about** the potential online risks, challenges, and sometimes illegal behaviour young people face to understand what may happen
- **Ask your child** about what they do, how they use devices, and who they talk to learn about their activities. Check-in regularly to see what has changed
- Take the time yourself to **explore** the sites, apps, and technologies your child uses to improve your knowledge and understand their experience
- **Create a family code** with your child to agree on what they can do online including sites to visit, appropriate behaviours, privacy settings, and limits
- Be a good example to your child. Make sure you **role model** the sort of behaviours you want to see your child use online and offline
- **Make a plan** so everybody knows what to do if something goes wrong and where you will be able to get advice and support in challenging times



# Wellbeing

KingsWay School promotes connectedness among students, families, and the wider community by fostering a welcoming and friendly environment. We are committed to providing opportunities for students to grow in all areas of life - academic, spiritual, relational, sporting, creative, and in leadership. We warmly invite parents to partner with our staff as we work together to provide a supportive, safe, and enriching learning environment

## Growing a Safe School

KingsWay School is committed to promote a healthy school which is characterised by the interrelationship of three key areas:

- Curriculum, teaching and learning practices
- School organisation, policy, ethos
- School-home community links

## Sport

A wide range of sporting codes are offered after school which include: basketball, hockey, touch rugby, football and netball. Practices are held both at the Junior and Senior campuses. Registration is done online via the KingsWay School website and Managers will advise regarding practice and game times. The Primary Sport Co-ordinator is Jaimee Bond [jaimee.bond@kingsway.school.nz](mailto:jaimee.bond@kingsway.school.nz)

## Extra-Curricular Acknowledgement

Students at KingsWay are encouraged to participate in a variety of extracurricular activities. The school promotes involvement in these activities as they are important for building and promoting talents in the students in areas outside of formal academic study. The Primary acknowledges these through awards presented at assemblies.

## Leadership Programme - Councils

We have a special focus in Year 6 on Leadership developed around KingsWay School's motto: "*Servant Leaders*". The greatest Leader of all time was also the greatest Servant - Jesus Christ. We base our learning and understanding on Biblical principles of serving and loving others.

Through the Leadership Programme, we desire our students to develop a sense of care and concern towards others. Acting in service to a community provides students with a sense of responsibility, purpose, and achievement. Servant Leadership aims to provide opportunities for Year 6 students to develop leadership skills and to act as role models to younger students. Such qualities will equip our students to take on exciting possibilities in the community as they progress through school and eventually graduate from Year 13.

## Recognition

We recognise students in various ways:

- Ōwhanga (Year Level) Assembly Certificates
- Principal awards at Assemblies
- Individual class reward systems
- Prizegiving ceremonies at the end of each year

# Behaviour Management

## Restorative Practice

At KingsWay School relationships are 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.

The following is our Restorative Practice model that encourages self-reflection to identify issues contributing to the situation and possible solutions.

### 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 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 over their time at Primary.

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 wellbeing, the wellbeing of others and the wellbeing of the community, the classroom teacher will address, monitor, and record the incident. The level of impact of the behaviour determines if it is a teacher, Head of Learning, Senior Management Team member 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 complete a think sheet that enables 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

## Special Events to Look Forward to

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. You can view the [KingsWay School Event Calendar](#) on our website or School App.

### First Day of School 2026

Thursday, 29 January 2026

### Class Day Trips

During most terms, excursions are arranged to complement the class programme. These can be found on the school website calendar.



### Primary School Athletics Days

A day of skill and healthy competition

Who: Year 1-2 (Run, Jump Throw)

When: Term 1, Tuesday 31<sup>st</sup> March 2026

Where: KingsWay Primary Field

Who: Year 3-4

When: Term 4, Tuesday 17<sup>th</sup> November 2026

Where: Metro Park

Who: Year 5-6

When: Term 1, Friday 6<sup>th</sup> March 2026

Where: Metro Park



### Primary School Cross Country Days

Students train hard and enjoy these days out.

Who: Year 1-2

When: Term 3, Tuesday 15<sup>th</sup> September 2026

Where: KingsWay Primary Field

Who: Year 3-4

When: Term 3, Wednesday 27<sup>th</sup> Sep 2026

Where: Metro Park

Who: Year 5-6

When: Term 2, Wednesday 13<sup>th</sup> May 2026

Where: Shakespear Regional Park



### International Week

A wonderful week where we celebrate the different cultures in our school

Who: Years 1-6

When: Term 2, Thursday 4<sup>th</sup> June 2026

## Swimming Lessons

Throughout the year all students have the opportunity to participate in swimming lessons at Northern Arena. Below are the weeks this happens for each year level across the year.

**Year 1:** Week 1 & 2, Term 2

**Year 2:** Week 8 & 9, Term 1

**Year 3:** Week 3 & 4, Term 4

**Year 4:** Week 9 & 10 Term 3

**Year 5:** Week 1 & 2, Term 4

**Year 6:** Week 7 & 8, Term 3



## Book Week

Book Week is a special time dedicated to fostering a love of reading. Throughout the week, students explore authors, stories, and characters during their library sessions. We conclude with our much-loved Book Character Parade.

**Who:** Years 1-6

**Book Week:** Term 4, Week 5

**Book Character Parade:** Term 4, Friday 13<sup>th</sup> November 2026



## Grandparents Day

These mornings are a wonderful opportunity for Grandparents and Special Guests to visit our school, engage with our learning programme, and watch a short performance. Morning tea will be provided.

**Who:** Years 1-6

**When:** Term 4, Tuesday 10<sup>th</sup> & Wednesday 11<sup>th</sup> Nov 2026



## Year 6 Camp

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

**Who:** Year 6 and parent volunteers

**Where:** Finlay Park

**When:** Term 4, Wednesday 18<sup>th</sup> - Friday 20<sup>th</sup> 22<sup>nd</sup> November 2026

## Annual Activity Costs

The activity costs that parents incur for the year are collated into a single document detailing the costs. These costs cover class trips, transport to sporting events, swimming lessons and other special events.

Details of these costs will be emailed out and made available on the [Life at Primary School page](#) of the school website before the end of Term 4 for the next year

We would appreciate payment by: **Friday 27th February 2026**

Payment methods available:

- Kamar Portal <https://kingsway.school.kiwi/> (preferred payment method)
- Direct Payment
  - Account Name: KingsWay School Board
  - Account Number: **12-3084-0192348-53** (Primary School Account)
  - Reference format: **Students Name** (Surname, First Name) **Student ID Number, ACTCOST**

## Stationery

For your convenience, KingsWay has partnered with OfficeMax MySchool—an easy-to-use website where you can view the Primary stationery lists and order all required items online.

OfficeMax offers competitive pricing, and orders over \$70 qualify for free delivery straight to your home. To ensure your stationery arrives before school begins, we recommend placing orders before mid-January 2026. The service will be available from early December 2025.

Stationery lists will also be available on the school website under [Life at Primary School page](#).

## Year 6 Camp Costs

Year 6 camp costs are in addition to the year's Activity Costs and are due prior to camp. The cost is approximately \$400 (TBC). Costs for the camp will be confirmed closer to the time of camp.

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

# Student Absences

## Reporting a student's absence for sickness

It is a Ministry of Education requirement to have a written **explanation** of a student's absence. When your child is absent from School the School must be notified. You can do this by:

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

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

## Students arriving late to school

Students who arrive late must be signed in by an adult using the Vistab electronic tablet, located either at Reception or in the Junior Studio (lower level). Once signed in, the adult must complete a late slip for the student to take to their teacher.

Please note that students are expected to be at school by 8:55am each morning.

## Signing your child out early or for an appointment

If you need to collect your child early, please go to the school office to sign them out. Do not collect your child directly from the classroom. This process helps us maintain accurate attendance records and ensures the safety of all students.

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

Students will be sent to the Health Centre and a parent/caregiver will be notified if the child needs to go home. Students are NOT to text parents/caregivers to collect them from school.

## Extra family holidays or other absences that are not sickness related

Parents are asked to try and plan their family holidays during the set school holidays. Requests for special leave that is 4 or more days and during the school term should be directed to the Head of Primary School by emailing the Primary School Administrator:

[karen.barr@kingsway.school.nz](mailto:karen.barr@kingsway.school.nz).

to ensure extended leave from School can be coded immediately.

If it is less than 3 days it can be directed to [absences@kingsway.school.nz](mailto:absences@kingsway.school.nz).

## 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.

## Attendance Requirements from the Ministry of Education

Schools are required by the Ministry of Education to keep an accurate record of student attendance and to follow up on all student absences and lateness with parents and caregivers. Regular attendance means the student is present for more than 90% of the term. Absences are then classified as "Justified" or "Unjustified". All "Unjustified" explanations count towards truancy. If no reason is provided for a student's absence, it is coded as "Unjustified" and counts towards truancy.

# Uniform

Students are expected to wear the correct uniform to school every day. If there is some valid reason why a student is not in full uniform, please inform the Teacher via a written note or email. If there is an ongoing problem that could last several days, your note should explain this and state when the situation will be remedied. Persistent disregard for our school uniform policy will be referred to the Head of School.

The uniform can be purchased from the Uniform Shop via appointment. For up-to-date opening hours and pricing information please go to our [website](#).

## Girls' Uniform

- Regulation culottes
- Regulation polo shirt
- Regulation long-sleeved polar fleece OR regulation polar fleece vest OR regulation navy/gold jacket
- Regulation cap or hat
- Regulation beanie
- Black closed school shoes – must be formal style. lace-up, T Bar or buckle and strap.
- Black closed school shoes must be accompanied with white knee-high socks OR navy or black tights. No black socks.
- Black sandals – must be completely black, open-toed, with heel strap and flat sole, e.g., Roman sandals
- Year 0, Year 1 and Year 2 students may wear black shoes with velcro straps
- White knee-high socks (not sports socks) OR navy or black tights. No black socks
- **Jewellery:** Students may wear a watch and one pair of plain gold or silver stud/sleeper earrings may be worn.
- **Hair:** Collar length or longer hair must be kept tied back. Hair-ties, ribbons and clips should be either navy, black or white. Natural colour only
- Nail polish or make-up is not a part of the school uniform and may not be worn to school

## Boys' Uniform

- Regulation navy shorts (knee length)
- Regulation short-sleeved polo shirt
- Regulation long-sleeved polar fleece OR regulation polar fleece vest
- Regulation cap or hat
- Regulation beanie
- Black closed school shoes – must be formal style. Lace-up only
- Year 0, Year 1 and Year 2 students may wear black shoes with velcro straps
- Black closed school shoes must be accompanied with regulation navy/gold socks
- Black sandals – must be completely black, open-toed, with heel strap and flat sole, e.g., Roman sandals
- **Jewellery:** Only a watch may be worn.
- **Hair:** Should be off the collar and not below eyebrows. No zigs or lines to be cut into the hair, no mullets or extreme styles allowed. Clipper haircuts are to be no shorter than number 2
- Nail polish or make-up is not a part of the school uniform and may not be worn to school



### PE Uniform (Boys and Girls)

PE uniform is compulsory for Years 3-6. It is to be worn during PE and Sports lessons only or as directed by the classroom teacher. Appropriate sporting footwear to be worn.

#### Items required:

- School PE t-shirt
- School PE shorts
- School cap/hat
- Sports 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

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

Any lost property can be located at the Junior Campus office

### Swimming

**Girls:** wear a one-piece swimming costume (alternatively a rash shirt can be worn)

**Boys:** swimming trunks or board shorts – no day wear shorts

### School Sports Days' Expectations

Kingsway School PE shirt OR whanau coloured t-shirt and school PE shorts for competing.

#### Whanau Colours:

- Braddock – Blue
- Cook – Red
- Darby – Green
- Youngman – Yellow

## Parking

Parents using the car park and surrounds are reminded to please drive slowly and not speed in or out of the car park areas. Please hold your child's hand to ensure their safety when arriving and leaving the school grounds. When possible, reverse into car parks to ensure greater visibility of pedestrians when exiting the car park at peak times.

### **Morning Drop Off Zone**

To support parents in the morning with drop off we have two designated drop off zones:

- Top carpark
- Lower carpark located at the bottom of the Junior Studio

### **Top car park**

The drop off zone in the top car park is for use in the **mornings only** and is **NOT a pickup zone after school**. The bus that shuttles primary students after school to their connecting bus in Longmore Lane is under tight time constraints and cannot afford to be delayed by cars exiting the carpark.

### **Bottom car park**

Please use the bottom carpark in the mornings if you would like to drop off your child and walk them to their class **or** in the afternoons when picking up your child. It is important that you only use the designated carpark spaces and not park over any yellow lines.

### **Pram carparks**

Pram parks are only to be used if you have a baby. These are identified by the pram picture on the carpark.

### **Disabled carparks**

Please do not use these designated carparks at any time, unless you have a Disabled Parking Permit clearly displayed.

## Walking or Cycling to School

Please be aware that students walking or cycling to school will need to cross a very busy road. We recommend that you walk or cycle this route several times with your child to ensure they know to cross at the traffic lights and how to do so safely. Please encourage your children to walk in public places not in secluded side streets.

When your child arrives at school with a bike/scooter they may store it in a bike rack. These are located by the Middle Studio sandpit and on the upper level outside the Junior Studio. These are stored at the owner's risk.

## After-School Arrangements

Please ensure your children know what form of transportation or what arrangement has been made for them at the end of the day. If your child has difficulty remembering what the arrangement is, we recommend you put a note in their lunch box to remind them. Please let them know to always go to the office if they are unsure of their arrangement.

## Buses

The bus that shuttles primary students after school to their connecting bus in Longmore Lane is under tight time constraints and cannot afford to be delayed by cars exiting the car park. Children taking the bus home must ride on the shuttle bus from the Junior Campus to Longmore Lane and not walk over to their connecting bus. Students coming from the Junior Studio will be accompanied by a duty teacher each afternoon to walk together to the bus. Our students are always supervised by a staff member to ensure their safety when boarding the buses to go home.

### KingsWay School Bus Information

- Know which bus your child will travel on. There are two providers: **Bayes Coachlines** or **GoBus Kinetic**. Visit the KingsWay school website: [KingsWay Bus Services](#) to check which school bus number and route your child needs to catch
- GoBus Kinetic is a ministry-provided service that is free. For Bayes, your child will need an ATHOP card (purchased from selected dairies and supermarkets). Register your child's card on the Auckland Transport website and load funds onto the card. Your child must scan their ATHOP card when getting on the bus, and again when getting off the bus
- We recommend you attach a tag on to your child's school bag including - child's name, KingsWay School, bus number/bus stop your child gets on/off, home address, your mobile number, in case needed

#### Catching the bus to school:

- The school bus will drop your child at the Junior Campus. Please ask your child to wait quietly in the Junior Campus foyer, with the other bus children, if they arrive at school before 8.30am. The 8.30am bell releases students and they are then free to put their bags in their locker and enter their studio

#### Catching the bus home:

- Please inform Karen Barr (Office Manager): [karen.barr@kingsway.school.nz](mailto:karen.barr@kingsway.school.nz) and your child's teacher when your child will start taking the bus home. Please fill out the Parent Bus Information Form. The duty teacher will assist your child until s/he is familiar with this process. For younger students (Y1-2), an older Primary school student will buddy with your child initially, until they are confident
- Bus students are released 5 minutes before the bell to line up at the top of the stairs by the top car park (outside the Year 3-4 Studio). Our Year 0-2 students are walked from their studio to the bus line with a teacher
- A shuttle bus takes students from the Junior Campus to Longmore Lane, where they will transfer onto their bus to travel home. For younger students, it is a good idea that you meet them at Longmore Lane on the first day. When they get off the shuttle bus you can walk them to their connecting school bus, meet the bus driver and ensure s/he knows which stop your child needs to get off. If your child is feeling a bit anxious, we suggest they sit at the front of the bus close to the driver, where other younger students often sit. You can follow the bus home in your car and meet your child when they exit the bus

# Health and Safety

## Health Centre

At KingsWay Primary, we have a Health Centre staffed by a qualified nurse who can make the right decisions concerning the well-being of students in their care.

If your child becomes unwell whilst at school, a teacher will send them to our nurse who will assess them and decide whether they can be treated and return to class or need to be collected and recover at home. In the case of a severe injury or medical emergency, an ambulance may be called, and we will notify parents immediately. Please provide the office with a doctor's certificate if your child has been off school or sick for three or more consecutive days.

Parents are responsible for providing the office with updated contact details and health-related information concerning their children, e.g., asthma, allergies, and medical conditions. This procedure includes Health Action Plans provided by your family doctor.

### Gastro Bugs

It is school policy to keep a child off school for at least 48hrs after the last episode of vomiting/diarrhoea.

### Cold/Flu Bugs

Children suffering from fevers and flu-like symptoms should remain at home for at least 24hrs after the last fever. If your child has COVID, please follow the national guidelines around this. Please be mindful of other students and teachers when assessing the right time for your child to return to school after an infectious illness.

### Sharing Food/Drink

Please remind your child/ren to never share food or drink and the importance of careful handwashing and drying, especially before eating and after a bathroom visit.

## Children On-Site

Children should not be onsite at the Junior Campus before 8.30 am or after 3.15 pm unless participating in the sKids programme. Children still on campus outside of school hours will be placed into the Skids programme at parents' expense. For more information, please pick up a flyer from the foyer or their website: <http://www.skids.co.nz/locations/kingsway/>

## Emergency drills

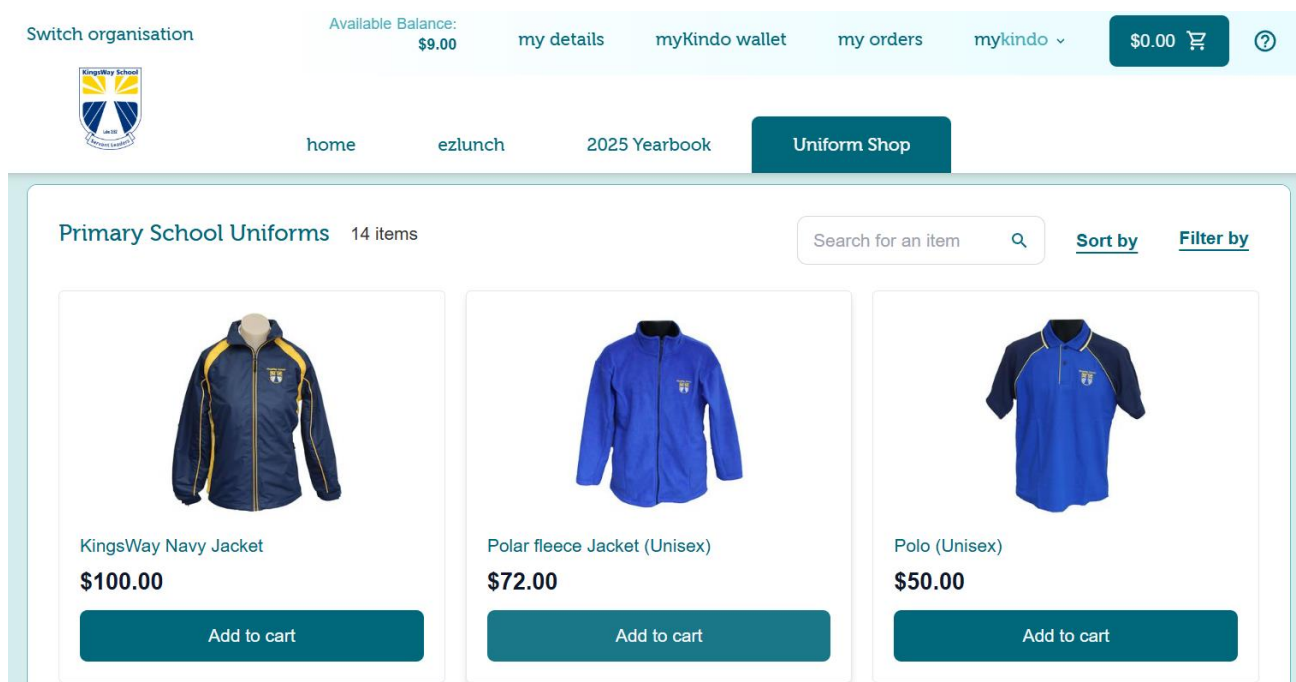
These form a part of our regular school procedures. We post any emergency notifications via the KingsWay School app.

## Dogs on School Grounds

In the interest of students and staff, health and safety, animals are not permitted on campus during school hours, including drop-off and pickup. As always and following the relevant legislation, guide dogs and other assistance animals are welcome on campus as needed.

# School Shop – My Kindo

Kindo is our online school shop. You can use it to pay for uniforms, lunches, sports fees, trips, and other school costs quickly and easily. Payments can be made by card or online banking, and it helps you keep track of what you've paid for.



## Other Key Information

### Rubbish Free School

We appreciate your support as we endeavour to maintain our rubbish-free policy. All rubbish that comes on site returns home, including lunch order packaging. Lunch box item wrappers are an example of this.

### Primary Studio and Whole School Assemblies

The times of our studio and whole school assemblies will be shared in our Year Level newsletters. Parents are welcome to attend.

### Brain food

This is a healthy snack children eat, in class, between the start of the day and morning tea. Please place it in a separate container that can sit on their desk at the start of the day.

### **Birthday Treats**

No party bags. A single treat may be sent to school. E.g. 1 mini chocolate bar, a pencil, a sticker, or a mini cupcake etc. **No peanuts or tree nuts at all.**

### **Nut Free**

There is a blanket ban on peanuts due to the severe allergies of some children in our school.

### **Delivering a message to your child during school hours**

Office staff are not permitted to leave the office unattended. If you do have an urgent message for your child, please endeavour to phone the school office before 1 pm so the message can be passed on to their teacher at lunchtime.

### **Collecting your child after school**

If you are collecting your child/ren in the afternoon, please wait outside their studio/classroom and have your child meet you there. While we're happy for you to enter after the bell, waiting until 3:05 pm makes it much easier for teachers to manage the children's afternoon routines.

### **Foyer After School**

Please keep the library and office foyer area as free as possible in the afternoon.

### **Tuck Shop**

Tuck shop items can be purchased online through your [KingsWay Tuckshop](#) account in MyKindo. Please set this up before purchasing.

# Primary School Contact Information

## Primary School Administrator

Mrs Karen Barr

[karen.barr@kingsway.school.nz](mailto:karen.barr@kingsway.school.nz)

Ph: 09 200 1931

## School Office Receptionists

Mrs Rachael Terry (Mon- Fri)

Mrs Nicole Flint (Mon-Thu)

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

## Office Hours

8.30 am – 3:30pm during term time

The office is closed during the Christmas holidays and re-opens on Monday, 19 January 2026.

- Reception Telephone  
09 200 1931
- Postal Address  
PO Box 54, Red Beach 0945
- Physical Address  
2 Bonair Crescent, Silverdale, 0992

## Junior Campus School Nurse

Amy Peterson and Nolleen Miller

Mon-Fri 8.30am - 3.30 pm

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

## Deputy Principal of Primary School

Mrs Cristal McKoy

[cristal.mckoy@kingsway.school.nz](mailto:cristal.mckoy@kingsway.school.nz)

## Assistant Heads of Primary School

Ms Lisa Lin (Years 1 and 2)

[lisa.lin@kingsway.school.nz](mailto:lisa.lin@kingsway.school.nz)

Mrs Pamela Birley (Years 3 and 4)

[pamela.birley@kingsway.school.nz](mailto:pamela.birley@kingsway.school.nz)

Mrs Jennifer Peters (Years 5 and 6)

[jennifer.peters@kingsway.school.nz](mailto:jennifer.peters@kingsway.school.nz)

## Primary Associate SENCO

Mrs De Gibson

[de.gibson@kingsway.school.nz](mailto:de.gibson@kingsway.school.nz)

## ESOL Co-ordinator

Mrs Tania Hollier

[Tania.Schollum-Hollier@kingsway.school.nz](mailto:Tania.Schollum-Hollier@kingsway.school.nz)

## Counselling

Briarley Coppens

[briarley.coppens@kingsway.school.nz](mailto:briarley.coppens@kingsway.school.nz)

Head of Counselling

## International Department

Aidan Richards

[aidan.richards@kingsway.school.nz](mailto:aidan.richards@kingsway.school.nz)

# Teaching Staff

## Year 1

Mrs Tanya Combrinck (Head of Learning)

[tanya.combrinck@kingsway.school.nz](mailto:tanya.combrinck@kingsway.school.nz)

Mrs Amanda Haley

[amanda.haley@kingsway.school.nz](mailto:amanda.haley@kingsway.school.nz)

Mrs Marietjie Lind

[Marietjie.lind@kingsway.school.nz](mailto:Marietjie.lind@kingsway.school.nz)

Mrs Lucinda Bossert

[Lucinda.bossert@kingsway.school.nz](mailto:Lucinda.bossert@kingsway.school.nz)

Mrs Claire Sheppard

[claire.sheppard@kingsway.school.nz](mailto:claire.sheppard@kingsway.school.nz)

Mrs Nina Rautenbach

[Nina.rautenbach@kingsway.school.nz](mailto:Nina.rautenbach@kingsway.school.nz)

Mrs Carmen Humphry (Term 2-4)

[carmen.humphry@kingsway.school.nz](mailto:carmen.humphry@kingsway.school.nz)

## Year 2

Mrs Katherine Claydon (Head of Learning)

[katherine.claydon@kingsway.school.nz](mailto:katherine.claydon@kingsway.school.nz)

Mrs Kerry McNair

[kerry.mcnair@kingsway.school.nz](mailto:kerry.mcnair@kingsway.school.nz)

Miss Robyn Human

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

Mrs Anna Hetrick

[anna.hetrick@kingsway.school.nz](mailto:anna.hetrick@kingsway.school.nz)

Mrs Annemarie Everiss

[annemarie.everiss@kingsway.school.nz](mailto:annemarie.everiss@kingsway.school.nz)

## Year 3

Mr Minsoo Lee (Head of Learning)

[minsoo.lee@kingsway.school.nz](mailto:minsoo.lee@kingsway.school.nz)

Ms Karen Pretorius (Ms Kay)

[karen.pretorius@kingsway.school.nz](mailto:karen.pretorius@kingsway.school.nz)

Mrs Fiona Brown

[fiona.brown@kingsway.school.nz](mailto:fiona.brown@kingsway.school.nz)

Mrs Joelline Speirs

[joelline.speirs@kingsway.school.nz](mailto:joelline.speirs@kingsway.school.nz)

Mrs Deidre Pruis

[deidre.pruis@kingsway.school.nz](mailto:deidre.pruis@kingsway.school.nz)

## Year 4

Mrs Marion Santos (Head of Learning)

[marion.santos@kingsway.school.nz](mailto:marion.santos@kingsway.school.nz)

Mrs Laura Weston

[laura.weston@kingsway.school.nz](mailto:laura.weston@kingsway.school.nz)

Mrs Nikki Buys

[nikki.buys@kingsway.school.nz](mailto:nikki.buys@kingsway.school.nz)

Mrs Amanda Bailey

[amanda.bailey@kingsway.school.nz](mailto:amanda.bailey@kingsway.school.nz)

Miss Aimee Bates

[Aimee.bates@kingsway.school.nz](mailto:Aimee.bates@kingsway.school.nz)

## Year 5

Mrs Donne van den Berg (Head of Learning)  
[donne.vandenberg@kingsway.school.nz](mailto:donne.vandenberg@kingsway.school.nz)

Mrs Michelle Geldenhuys  
[michelle.geldenhuys@kingsway.school.nz](mailto:michelle.geldenhuys@kingsway.school.nz)

Miss Lydia Kumar  
[lydia.kumar@kingsway.school.nz](mailto:lydia.kumar@kingsway.school.nz)

Miss Min Park  
[min.park@kingsway.school.nz](mailto:min.park@kingsway.school.nz)

Mrs Katherine Kruger  
[katherine.kruger@kingsway.school.nz](mailto:katherine.kruger@kingsway.school.nz)

Miss Maryke Strydom  
[maryke.strydom@kingsway.school.nz](mailto:maryke.strydom@kingsway.school.nz)

## Year 6

Mr Ben Coenradi (Head of Learning)  
[ben.coenradi@kingsway.school.nz](mailto:ben.coenradi@kingsway.school.nz)

Mrs Jemma Dinnen  
[jemma.dinnen@kingsway.school.nz](mailto:jemma.dinnen@kingsway.school.nz)

Ms Tina Tsui  
[tina.tsui@kingsway.school.nz](mailto:tina.tsui@kingsway.school.nz)

Mr Harry Yeh-Grut  
[harry.yeh-grut@kingsway.school.nz](mailto:harry.yeh-grut@kingsway.school.nz)

Miss Susan Han  
[susan.han@kingsway.school.nz](mailto:susan.han@kingsway.school.nz)

Mrs Tayla-Jay Bassett  
[tayla-jay.bassett@kingsway.school.nz](mailto:tayla-jay.bassett@kingsway.school.nz)

## Classroom Release Teachers (CRT)

Mrs Lorraine Henry (Y1-5 Spanish Specialist)  
[lorraine.henry@kingsway.school.nz](mailto:lorraine.henry@kingsway.school.nz)

Mr Benji Fourie (Y1-5 Physical Education Specialist)  
[benji.fourie@kingsway.school.nz](mailto:benji.fourie@kingsway.school.nz)

Mrs Meghan Jeppe (Y3-6 Science & Technology Specialist)  
[meghan.jeppe@kingsway.school.nz](mailto:meghan.jeppe@kingsway.school.nz)

Mrs Deborah Harris (Library)  
[deborah.harris@kingsway.school.nz](mailto:deborah.harris@kingsway.school.nz)

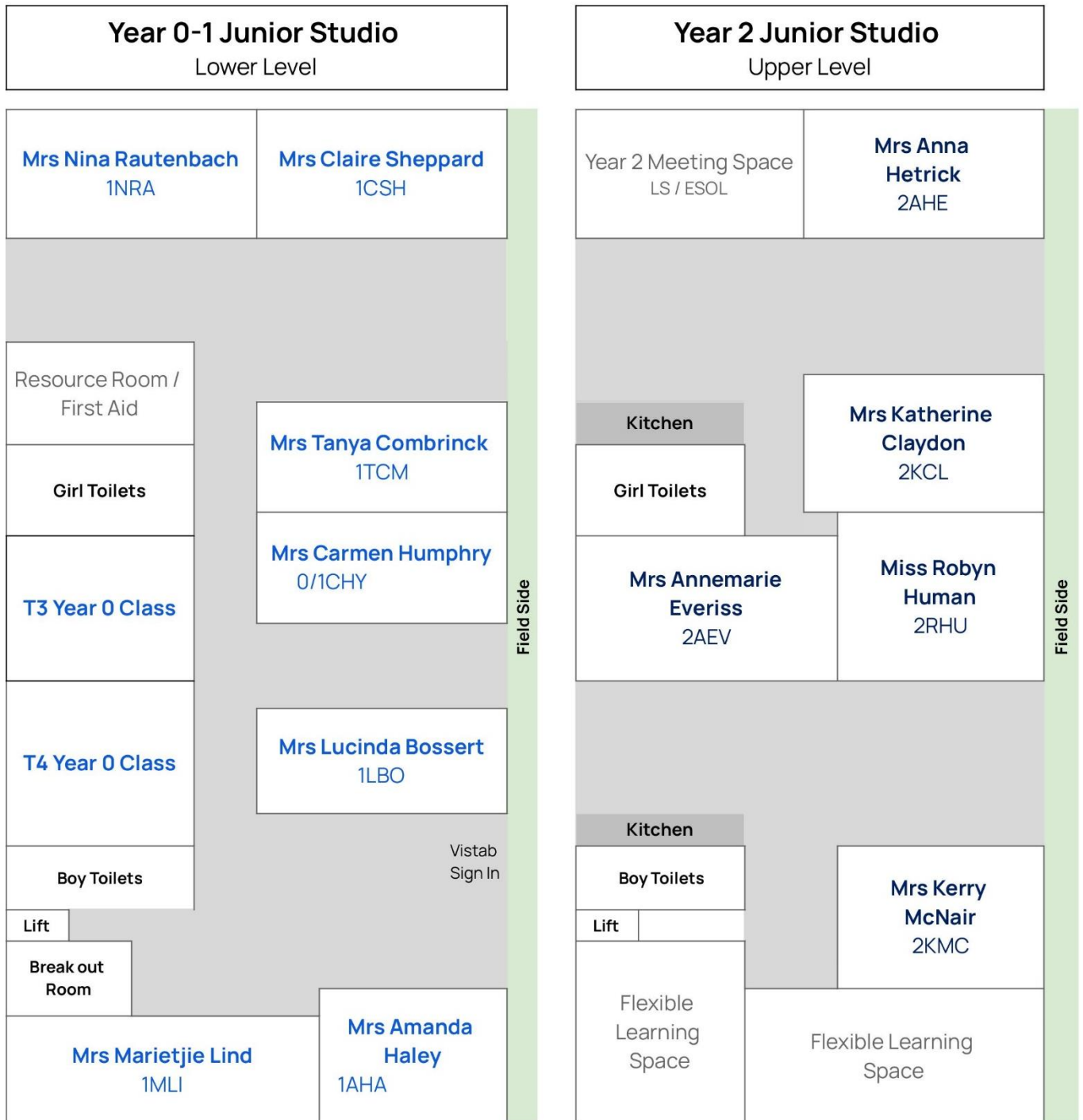
Mrs Charlene van Vuuren (Y1 PMP)  
[charlene.vanvuuren@kingsway.school.nz](mailto:charlene.vanvuuren@kingsway.school.nz)

Mrs Jaimee Bond (Sports Coordinator)  
[jaimee.bond@kingsway.school.nz](mailto:jaimee.bond@kingsway.school.nz)

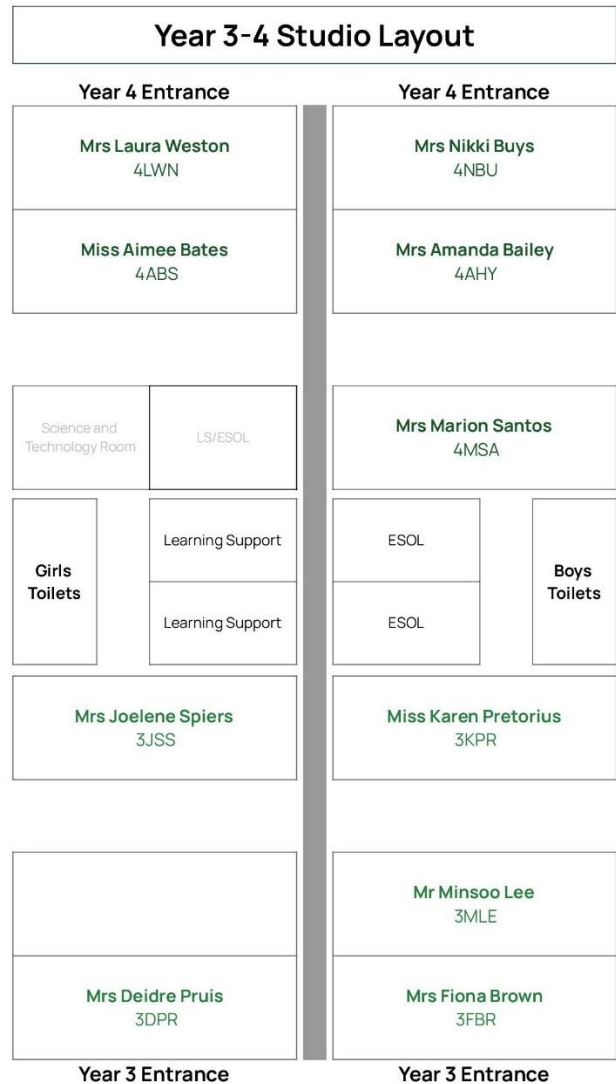
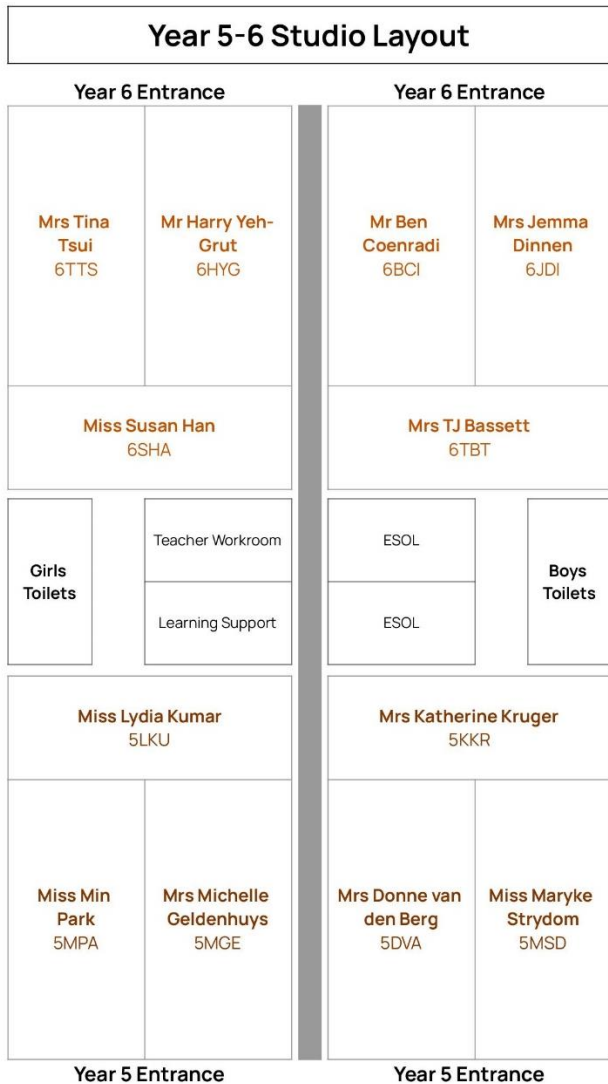
Mrs Raelene Beguely (PE Wednesday)  
[raelene.beguely@kingsway.school.nz](mailto:raelene.beguely@kingsway.school.nz)

Mrs Rachel Greening (Release Teacher)  
[rachel.greening@kingsway.school.nz](mailto:rachel.greening@kingsway.school.nz)

# Junior Studio Layout (Years 0-2)



# Middle and Senior Studio Layout (Years 3-6)



# Junior Campus Site Map





# Junior Campus Travel Plan

A new and comprehensive travel plan is in process with Auckland Transport. This is our interim travel plan which is important to read and follow for the safety of our children and community. We understand the current congestion issues and recognise the high need for patience and safety.

## GATE A / TOP CARPARK

Supervised morning drop off zone operates as normal. No parking

Year 1&2 children to walk from drop off zone, past studios and along the field path to access Year 1&2 studio. Children **must** walk within the school grounds and are not to exit via Bonair Crescent to access studio

Disabled carparking

No parking for unauthorised vehicles

Afternoon bus collection

Year 1 and 2 will be escorted from their studio to join the bus line

## GATE B

No Entry except for authorised vehicles

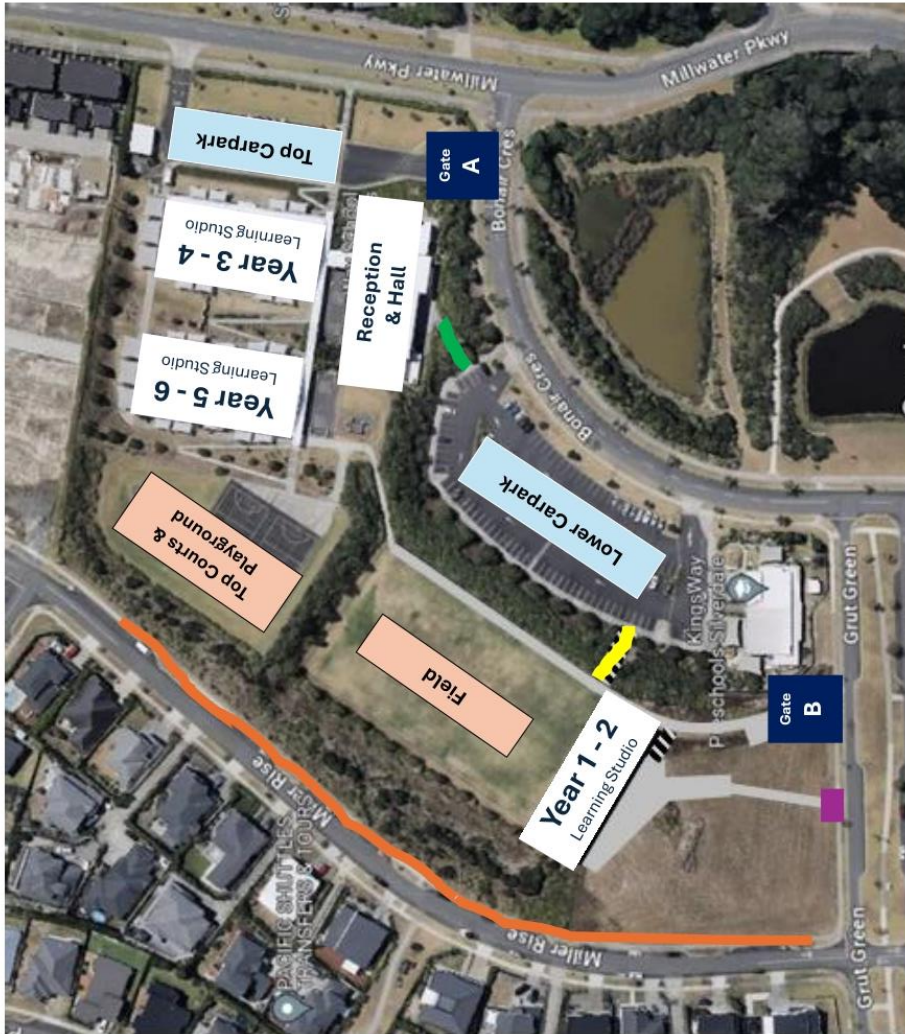
Disabled carparking only with ramp to Y1&2 Studio

## GRUT GREENS PEDESTRIAN ENTRY

Pedestrian entry only

No school supervision at this entrance

Parents must physically cross their child/ren across Grut Greens



## LOWER CARPARK

Parking available for all KWS families in marked carparks

Students to only use footpath and pedestrian crossing to safely access vehicles

## MILLER RISE

Parking is available along Miller Rise.

Children are not monitored walking to and from these carparks.

No roads need crossing and this is easy access particularly for our Year 2's

## STAIRCASE TO YEAR 1&2 STUDIO

Please don't access studio before 8.30am

## STAIRCASE TO YEAR 3-6 STUDIO

This entrance is unmonitored in the morning. Please don't access entrance before 8.30am

We have a teacher stationed at the exit to the carpark each afternoon to help cross students