



Pānui 2025

Pānui = An informational piece sharing key topics and overviews



Welcome. Our Pānui has been created to support students and whānau to be ready to join us here at Kaipara College.



Navigate To Success.
Eke Panuku, Eke Tangaroa.

Pānui Contents

- | | | | |
|----|--|----|--|
| 1 | • Principal's Message | 20 | • Travelling to School |
| 2 | • Our Mission, Vision & Values | 21 | • School Bus Information |
| 3 | • Our Vision: Navigate to Success - Eke Panuku, Eke Tangaroa | 22 | • Additional School Bus Information |
| 4 | • Te Waka o Kaipara - WAKA Values | 23 | • Additional Transport Information |
| 5 | • Nga Tira o te WAKA o Kaipara (Our House System) - page 1 | 24 | • Student Stationery Requirements |
| 6 | • Nga Tira o te WAKA o Kaipara - page 2 | 25 | • Uniform - page 1 |
| 7 | • Nga Tira o te WAKA o Kaipara - page 3 | 26 | • Uniform - page 2 |
| 8 | • Our Curriculum | 27 | • Uniform - page 3 |
| 9 | • Te Waka Eke Panuku (Our Pastoral Curriculum) | 28 | • Mobile Learning Devices |
| 10 | • Key Start Dates 2025 | 29 | • Device Requirements for Juniors |
| 11 | • Year 9 Pōwhiri | 30 | • Device Requirements for Seniors |
| 12 | • New Student - Meet & Greet Evening | 31 | • Student Mobile Phones - Away for the Day |
| 13 | • Administration Matters | 32 | • Extra-curricular Activities |
| 14 | • Key Term Dates - an Overview | 33 | • Our Tuck Shop |
| 15 | • Our Team Supporting Your Student | 34 | • Staying in Touch |
| 16 | • Whānau/Visitors to the Student Centre | 35 | • Staying in Touch Continued |
| 17 | • The School Day | 36 | • Year 9 Camp November 2025 |
| 18 | • Fortnightly Reports | 37 | • Frequently Asked Questions |
| 19 | • IEMs & Subject Teacher Interviews | | |



Principal's Message

E te whānau ō Kaipara, tena koutou

A very warm welcome to all our Kaipara College whānau. Whether your child is beginning their journey with us or returning for another year, we are excited to continue working together in partnership to ensure their success and well-being. Kaipara College is more than just a school; it is a community where we support each other, encourage growth, and celebrate the unique talents and aspirations of every student inside the framework of our WAKA values introduced on pages 3-5.

This year, we are excited to introduce some significant changes and initiatives at Kaipara College—changes that will enrich the experience of your student, foster their leadership, and help them feel a deeper sense of connection to the school and their peers. We believe these initiatives will enhance not only their academic journey but also their personal growth and development.

Vertical Whānau Classes: Encouraging Mentorship and Leadership

One of the most exciting changes this year is the introduction of Vertical Whānau Classes. These classes will consist of students from all year levels, ranging from Year 9 to Year 13. The intention behind this is to foster organic mentoring relationships and provide leadership opportunities for our older students.

For your child, regardless of whether they are in Year 9 or Year 13, this new structure will create opportunities for meaningful connections and guidance. Older students will be able to mentor younger ones, offering advice, encouragement, and support in a way that builds confidence and leadership skills. For our younger students, these classes will provide a nurturing environment where they can learn from their more experienced peers, fostering a sense of belonging from the very start.

The TIRA System: Fostering Belonging and School Spirit

This year, we are also introducing our new TIRA (house) system, which is designed to deepen a sense of belonging and foster strong school spirit. In the TIRA system, students will be placed into one of four houses, or TIRAs, each representing a community within the school. The word TIRA comes from the Māori concept of a travelling party—a group that journeys together, and this is exactly what we hope for in our school culture.

The TIRA system is more than just a competition between houses; it's about building strong connections and lasting memories. Your child's TIRA will be their family within Kaipara College, a group they will journey with throughout the year. These TIRAs will participate in various events, ranging from sports days to fundraising initiatives, and even fun competitions designed to encourage collaboration, unity, and pride.

The TIRA system also aligns closely with our values and school ethos, encouraging students to work together, support each other, and build positive relationships across all year groups. It will provide your child with opportunities to engage, lead, and contribute to the school community in meaningful ways.

Our School Values: Whanaungatanga, Aroha, Kaitiakitanga, and Angitutanga

At Kaipara College, we are committed to nurturing a school culture that is built on strong values. Our core values—**Whanaungatanga (our people)**, **Aroha (our way)**, **Kaitiakitanga (our place)**, and **Angitutanga (our success)**—form the foundation of everything we do and guide our students towards becoming respectful, responsible, compassionate and resilient individuals. These values are captured in the acronym **WAKA**, which symbolizes the journey we take together as a school community.

Together, these values guide us on our collective journey as we strive to create an environment where your child can flourish both as a learner and as an individual.

Looking Ahead to a Promising Year

The year ahead is one filled with promise and potential. With the introduction of our new vertical whānau classes and TIRA system, as well as our ongoing commitment to our core values, and academic excellence, we believe that your child will have an enriching and fulfilling experience at Kaipara College in 2025.

To our new students and families, we welcome you with open arms to our Kaipara College whānau. To our returning students and families, we look forward to another year of continued growth and success. Together, we will create a school environment where every student feels supported, encouraged, and empowered to reach their full potential.

Let us work together to ensure that 2025 is a year of achievement, connection, and personal growth for every student in our care.

Haere mai ki te Kāreti o Kaipara, and let's make this year unforgettable.



Principal, Cindy Sullivan



Our Mission, Vision & Values

Our core purpose is to teach our rangatahi so they all reach their potential and are able to take their place as curious, connected, confident and contributing citizens in their community, Aotearoa New Zealand, and the world.



Navigate to success.
Eke panuku, eke Tangaroa.



Our Vision: Navigate to Success Eke Panuku, Eke Tangaroa



Kaipara College aims to equip students with the skills and values needed to thrive academically, culturally, socially, and emotionally grounded in our School Values, Te WAKA o Kaipara:

Whanaungatanga (Our People)

Aroha (Our Way)

Kaitiakitanga (Our Place)

Angitūtanga (Our Success)

Our commitment is for every student to be nurtured to achieve success and contribute meaningfully to our school, our community and wider society.

Te WAKA o Kaipara

WHANAUNGATANGA OUR PEOPLE



E whakapono ana mātou he mea whakahirahira te whanaungatanga ki ngā mahi ako. Ka whai hononga mātou ki ngā ākonga, ki ngā whānau, ki ngā kaiako, ki ngā kaimahi, ki te hāpori whānui. Ka whai pānga tātou ki a tātou anō kia whakanui ai i ō tātou rerekētanga, kia puāwai ai te wairua whānau. Ko Kaipara taku āhuru mōwai.

We believe that strong relationships are vital to learning. We develop genuine connections with students, whānau, staff, and our wider community. We come together and share experiences, celebrate diversity, and foster family-like bonds by being intentional and inclusive. These bonds of whanaungatanga create for us a sense of belonging at Kaipara College.

Whakataukī:
Whiria te tangata.
Weave people together.

AROHA OUR WAY



Ko te manaakitanga, ko te aroha te tūāpapa o ngā hononga katoa. E whakapono ana mātou, he mana tō ia tangata, a, ka taea e tātou katoa te eke i ō tātou tāpuhipuhi. Ka tū tātou i roto i te tika me te pono, a, ka noho tātou i roto i te hūmārie. Me whakamana i te tangata, ahakoa ko wai, ahakoa nō hea.

We approach all interactions with kindness, caring and empathy. We have high expectations of others, and ensure that their mana is maintained with each warm and demanding encounter. We are accountable and responsible for our actions. We show respect for others, their cultures, their beliefs, and we act with integrity and humility.

Whakataukī:
Aro ki te hā o te tangata.
Pay heed to the breath that is within us all.

KAITIAKITANGA OUR PLACE



Ka tiaki tātou i a tātou anō i te ao tūroa, i te ao ipurangi hoki. Nō tātou te whiwhi ina ka whai wāhi atu tātou ki ngā mātauranga o te ao Māori. Nā reira, me tiaki i ēnei akoranga, ka tika. Tiakina te wananga, tiakina a Papatūānuku, tiakina te whānau whānui o Kaipara.

We take care of our learning environments, and are considerate in both natural and virtual spaces. We protect people's right to education, while understanding that some knowledge is a privilege to have, that we must care for with respect and gratitude. We look after our school, we look after the environment, and we look after each other.

Whakataukī:
Manaaki mātauranga, manaaki taiao, manaaki tāngata.
Care for knowledge, the environment, and people.

ANGITŪTANGA OUR SUCCESS



Ka tūwhitia e tātou te hopo kia mairangatia ai te angitu. Ka hapaitia ngā iho pumanawa o tēnā, o tēnā. Ka whakamaui e tātou te pae tata i ā tātou e anga pae tawhiti ana. Kei a tātou katoa te pitomata, ka taea e tātou ngā mea katoa.

We aspire to reach personal excellence in all we do. We value creative and innovative ideas, and solutions. We set challenging goals that motivate us as we strive toward success. We expect that our people will achieve, and we enjoy celebrating our accomplishments.

Whakataukī:
Ehara taku toa i te toa takitahi, engari kē he toa takitini.
My success is not mine alone, but that of the collective.

Our WAKA Values



Ngā Tira o te Waka o Kaipara (Our Tira System)

In 2025, Kaipara College proudly launches Ngā Tira, our revitalised house system designed to embody the spirit of Te WAKA o Kaipara - our school values.

Ngā Tira translates to 'the travelling parties' and reflects the waka (canoe) journey we all undertake together. Each Tira represents a significant part of a waka, connecting our school's vision of Eke Panuku, Eke Tangaroa (Navigate to Success) to our daily lives.

- **Taurapa (Red):** The stern of the waka, symbolises stability and resilience.
- **Tauihu (Green):** The bow of the waka, representing leadership and direction.
- **Te Rā (Yellow):** The sail, embodying energy and aspiration.
- **Takere (Blue):** The hull, signifying strength and unity.



Each student and staff member belongs to one of the four Tira, forming a lifelong connection to their house throughout their time at Kaipara College. Tira will provide a platform for collaboration, competition, and community, fostering a sense of belonging and school spirit across all of our year levels.

Key features of Ngā Tira include:

- Fortnightly Tira assemblies and celebrations where students gather within their Tira to celebrate achievements, share goals, and strengthen relationships
- Tuakana-Teina leadership where senior (or more experienced) students mentor juniors (or less experienced) students, fostering growth and support through peer relationships.
- Major Events Each Term including a Sports/Tabloids Day, Matariki Kapa Haka Day, Ag Day, and Charity Event are highlights of our calendar, with Tira competing for points to win the coveted Tira Trophy each term with one supreme winner at the end of the year.

Ngā Tira is more than a house system - it's a framework for belonging, leadership, and collective success. By embedding our waka-inspired structure into school life, Ngā Tira celebrates our shared journey and ensures every student and staff member is an integral part of Kaipara College's vibrant community and shared success.



Ngā Tira o te WAKA o Kaipara



Ngā Tira o te WAKA o Kaipara



Taurapa

This metaphor emphasises not only the importance of standing firm and confident but also the beauty and craftsmanship that come with it. Just as a finely carved sternpost enhances the aesthetics and strength of a waka, standing proudly embodies resilience, elegance, dignity and strength.

"The sternpost"

"E tū me he **taurapa** whakairoiro."

"Stand like an ornately carved **sternpost**."



Tauihu

As you navigate to success, may you look back at your life and reflect upon all of your achievements.

"The prow"

"Mā te **tauihu** o tōu waka e ū te waiora, kia mahue atu ngā mea whakahirahira i roto i te kōriporipo."

"May the **prow** of your canoe, cleave the waters of life and leave in its wake, mighty deeds."



Takere

This whakataukī signifies that the core or foundation of something significant will endure despite challenges. It's a reminder of resilience and the lasting strength of what's truly important.

"The hull"

"E kore e ngaro he **takere** waka nui."

"The **hull** of a great waka will not be lost."



Te Rā

This is a call to action, urging one to embark on a journey or venture forth. It encapsulates the idea of readiness and initiative, suggesting that it's time to set sail, leave behind constraints, and embrace new opportunities.

"The sail"

"Hūtia te punga, tākiritia hoki **te rā**."

"Raise the anchor and unfurl **the sail**."



Our Curriculum

At Kaipara College, we offer a rich and balanced curriculum tailored to all learners:

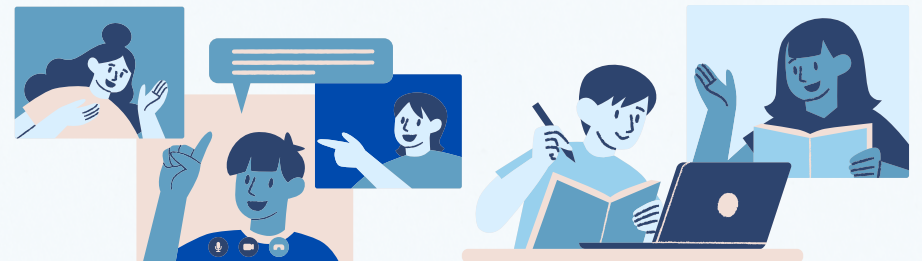
- English, Mathematics, Science, Social Sciences, and Health & Physical Education are central to our junior programme (Year 9 and Year 10).
- We have an emphasis on essential foundational literacy and numeracy skills through all courses.
- Junior students explore digital citizenship, financial literacy, and career pathways in one weekly 60-minute classes through their Year 9 and 10 years.
- Junior students have the opportunity to explore a range of subjects by rotation or choice. These include Te Reo Māori, Performing Arts, Music, Visual Art, Horticulture, Digital Technology, Materials Technology, Sports, Sports Academy, Enterprise, Digital and Visual Communication and Food Technology. These courses allow students to discover their passions and prepare for specialised studies in later years.
- Students enjoy a range of opportunities through their learning including year level and subject specific camps, trips, and performances and external organisations who visit and deliver workshops and expert experiences.
- Senior students (Year 11 - 13) tailor their learning pathways by selecting courses aligned with their aspirations, supported by our careers and guidance team and their kaitiaki (dean) and kaiārahi (whānau teacher). We offer a wide range of courses for students who need specific subjects for their pathways, we are able to support their application for courses through Kōtui Ako (The Online Learning School) - please note, application is not guaranteed entry. If you would like to know more about the curriculum, please contact Bernard Coleman DP Curriculum and Pedagogy at bcoleman@kaipara.school.nz



Te Waka Eke Panuku (Our Pastoral Curriculum)

Our pastoral curriculum, Te Waka Eke Panuku, lies at the heart of our school day through Whānau time. This is a time in our day where:

- Students join vertically structured whānau classes to cultivate tuakana-teina (peer mentoring) relationships.
- Students learn to live through the lens of our school values Te WAKA o Kaipara.
- Each whānau class belongs to one of four Tira (a travelling party - our version of the traditional House system), creating smaller communities within the wider school. This alignment deepens connections, strengthens ties, and provides opportunities for students to live and lead through our values.
- Through the Search Institute's Developmental Relationships Framework and their REACH strategies for academic motivation and success, students develop core skills in care, growth, support, and leadership.
- Academic mentoring and guidance, goal setting, NCEA tracking, social and emotional well-being activities, and sessions celebrating cultural diversity and school spirit occur frequently



Key Start Dates 2025

Thursday
23 January

- School office opens
- Peer Support Leaders Camp (DAY 1) - Year 13 students 2025
- Senior Course Confirmation (10am - 2pm)

Friday
24 January

- Peer Support Leaders Camp (DAY 2)
- Senior Course Confirmation (10am - 2pm)

Monday
27 January

- Auckland Anniversary Day (PUBLIC HOLIDAY) **School Closed**

Thursday
30 January

- **Year 9 Orientation (DAY 1) and Pōwhiri (SCHOOL BUSES WILL RUN AM & PM)**
Yr 9 students are required to bring their stationery, BYOD*, wear full school uniform & additionally bring PE clothes, togs, towel, hat and sunscreen for both orientation days.

Friday
31 January

- **Year 9 Orientation (DAY 2) (SCHOOL BUSES WILL RUN AM & PM)**
- New to Kaipara College Year 10 - 13 student orientation, from 9am - 10:30am. Please wear full school uniform.

Monday
3 February

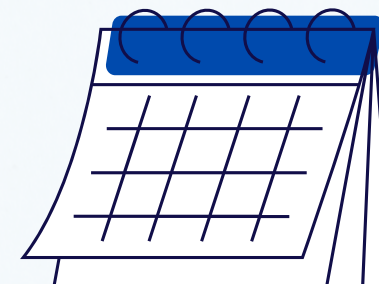
- **Whole School Attends** - All year levels welcomed back officially for 2025!
All students to attend in full school uniform. Bring all stationery and BYOD*

Tuesday
6 February

- **Waitangi Day (PUBLIC HOLIDAY) School Closed**

How do we
stay up to date
with all the key
events during
the year?

See all the information about how to stay up to date on all the school key events, activities and announcements on the Staying in Touch pages that we share a little later in this Pānui document.



Year 9 Pōwhiri

What to
expect at our
Year 9
Pōwhiri



Year 9 Pōwhiri

Date: 30 January

Time: 9.00am

Venue: Kaipara
College Hall

Notes for adults in attendance

- If there is an adult **kaikaranga** (caller) among the whānau of our Year 9 students, they should come to the front
- If there is an adult **kaikōrero** (speaker) who is able to speak on behalf of the Year 9 students and their whānau, they should make themselves known to *Whaea Bri* as they prepare the group for the pōwhiri process.
- The kawa of our school is **paeke**.

Before the pōwhiri

- Whaea Bri, or another member of staff will get your attention and explain the pōwhiri process to you.
- While you are gathering, this is a good opportunity to agree upon a *waiata* (song) to sing in support of your **kaikōrero**.
- We will select a group of students to acknowledge the **taumata** (speakers).

At the start of the pōwhiri

- You will gather at the entrance of the school. **Wāhine** (females) gather toward the front, **tāne** (males) behind and around the wāhine.
- You will be called into the hall by *Whaea Bri*. Our Tū Rangatira students will welcome you with a haka pōwhiri.
- Students will first acknowledge our **taumata** in accordance with the tikanga of our mana whenua. This is usually done through **hongī** (pressing of noses).
- Students will be guided to find their seats. The adult **kaikōrero** along with other **tāne** should occupy the front seats. The **wāhine** should occupy the seats behind them.
- A student will lead our school **karakia** (blessing).
- A **kaumātua** will speak on behalf of Kaipara College. The staff and students will sing to support our speaker.
- An adult **kaikōrero** will speak on behalf of the Year 9 students and whānau. Year 9 students and whānau will sing the song they agreed upon, to support that speaker.
- Final words will be given to our **taumata**.
- We will select a group of students to acknowledge the **taumata** (speakers).
- Our Principal, Cindy Sullivan will address everyone.



New Student Meet & Greet Evening

Whānau & Students are invited to join us.

On Tuesday 18 February we will be having our Year 9 and new Kaipara College students across other Year levels, Meet and Greet Evening and a BBQ following the formalities.

The purpose is for you to meet your child's Kaiārahi (Whānau teacher) and to be informed of general information related to school. Please bring your student/s with you. Other family members are more than welcome to join you and your student/s at this event.

Our Principal, Cindy Sullivan will speak, as will several other key staff members. You will then join your student's Kaiārahi group and enjoy a sausage sizzle. Sausages, bread, sauce and liquid refreshments will be provided.

Any questions you may have about the new year at Kaipara College can be answered at this time.

We are looking forward to seeing you all.



New students of all year levels are welcome to attend with their whānau

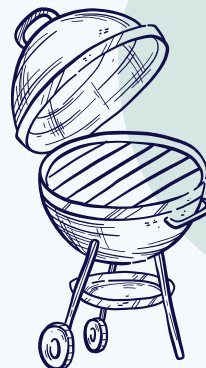
When:

Date: Tuesday
25 February

Time: 6.00 - 7.30pm

Venue: School Hall

- **Get to know Kaipara College**
- **Meet our staff**
- **Ask questions**
- **Get to know the school community**
- **Share in some kai**



Join us for a simple BBQ.
BBQ sausages in bread will be provided following the official introductions.



Administration Matters

School Fees

The Kaipara College School Board has opted into the Ministry of Education donation scheme for 2025. This means that instead of asking for a donation towards school fees in 2025, these will be covered by the Ministry of Education.

There are still some areas of learning that require some financial contribution due to the large components of the course(s) that have a 'take home' component to them. Any subject contributions will be invoiced to families towards the end of Term One. Payment of these invoices is necessary to ensure students can complete courses.

Parents will also be invoiced for the Year 9 Camp happening in November. To set up a payment plan for the camp contact accounts@kaipara.school.nz.

Methods of payment

There are several options for making payments to Kaipara College. If a payment is being made manually then this can be done by visiting the Student Centre between 8:00am-3.30pm, Monday to Friday. Cash, or eftpos. For electronic payments please use the following account:

Kaipara College Board 12 – 3139 – 0002717 – 00

Please include your student's name and the activity, event or purpose of payment, e.g. Hockey

Financial Assistance

If you require financial assistance from Work and Income for stationery requirements or uniform costs for the 2025 year, please make an appointment with Work and Income by calling 0800 559 009 prior to the start of Term 1, to avoid delays.

Where do I find more information?

kaipara.school.nz

Our website is being updated throughout the year with information. It is always the first place we recommend going to for more detail on an area of school life you wish to know more about.

Kaipara College

36 Rautawhiri Road, Helensville, 0800

Phone: 09 420 8640 | info@kaipara.school.nz | kaipara.school.nz



The school office will close midday on Tuesday 10 December 2024 and will reopen on Thursday 23 January 2025.



Key Term Dates – an Overview

TERM 1

JANUARY

- 23** - School Office Opens
Peer Support Camp (Day 1)
Senior Course Confirmation
- 24** - Senior Course Confirmation
Peer Support Camp (Day 2)
- 27** - Auckland Anniversary Day
PUBLIC HOLIDAY
- 28** - Teacher Only Day
- 29** - Staff Only Day
- 30** - Year 9 Orientation (DAY 1) & Pōwhiri
- 31** - Year 9 Orientation (DAY 2) &
New Yr 10-13 Student Orientation
(9am-10:30am)

FEBRUARY

- 3** - Whole School - All Year Levels
return for 1st official day of school
- 6** - Waitangi Day PUBLIC HOLIDAY
- 18** - Meet the New Parents Evening
- 21** - Year 9/10 Have a Go Day
- 24** - Whānau Class & Individual
School Photos
- 26** - TIRA (House) Event
Sports/Tabloids Day

TERM 1 & 2

MARCH

- 4** - NCEA Information Evening
- 7** - School Photo Catch up Day

APRIL

- 3** - Individual Education Meetings
(IEMs) with whānau (No classes)
- 14- 25** - Term Break School Holiday
- 25** - Anzac Day PUBLIC HOLIDAY
during school term break
- 28** - First Day of Term 2

JUNE

- 2** - King's Birthday PUBLIC HOLIDAY
- 18** - Senior Subject Meetings
- 20** - Matariki PUBLIC HOLIDAY
- 23** - TIRA (House) Event Matariki - TBC
- 24** - Team/Group Photos

TERM 2 & 3

30 June - 11 July Term Break School Holiday

JULY

- 14** - First Day of Term 3
- 17** - Open Evening for 2026 Enrolments

AUGUST

- 12** - Junior Subject Meetings

SEPTEMBER

- 1-5** - Senior Practice Exams Week
- 12** - TIRA (House) Event - Ag Day
- 15-19** - Te Wiki o Te Reo Māori (Māori
Language Week)

22 Sept - 3 Oct Term Break School Holiday

TERM 4

OCTOBER

- 6** - First Day of Term 4
- 15** - School Sports Prizegiving
- 24** - Year 12 &13 Study Leave
- 27** - Labour Day PUBLIC HOLIDAY
- 28** - Kāhui Ako Conference Day. School
closed
- 30** - Senior Prizegiving (Yr 12 & 13)
- 31** - Year 11 Study Leave

NOVEMBER

- 4 - 28** - NZQA Exams
- 17 - 21** - Year 9 Camp Week
- 4th TIRA Event** - Date/Event TBC

DECEMBER

- 1-4** - Junior Exams
- 11** - Junior Celebration of Learning
- 11** - Last Day for all Junior Students

Please Note: Dates are subject to change and will be confirmed closer to the time via our key communication channels



Our Team Supporting Your Student



Introducing our Year 9 Kaitiaki (Dean)

Susie Garlick will be our Year 9 Kaitiaki for 2025. Susie is now a Helensville local, but grew up in the UK. She is one of our most experienced deans - this will be her 11th year at Kaipara College and her 10th year as a Kaitiaki. Susie very much enjoyed meeting most of our new Year 9's at their primary schools in November, and is looking forward to seeing them again, and meeting their whānau, in 2025. If you have any questions, you can email Susie on sgarlick@kaipara.school.nz

Who do I go to with a question or when I need support?

Your Student's Whānau Teacher or Subject Teacher is the best first point of call for support or if have questions at any stage.

Your Student's Kaitiaki (Dean) is a great point of contact for support and connection throughout the school year.

Our team in the Hauora Hub & the Student Centre can be a valuable support network for students and whānau.

Our Faculty Heads and Senior Leadership team can offer support alongside our teaching, and Kaitiaki team.



Where do I find contact details for staff?

The best places to find any contact details you may require are the following places.

- **On our Website**
 - Go to Our School
 - Select Contact Us/ Report Absence
- **On School Apps NZ**
- **On the Caregivers Portal**



Whānau / Visitors & the Student Centre

- ALL visitors including whānau and caregivers MUST report to the Front Office / Reception before entering school grounds. This includes when you are dropping items off or picking up your student early from school. These rules ensure safety for all.
- ALL visitors must sign in at the Front Office / Reception unless directed. We ask you also sign out as you leave school grounds for Health and Safety purposes
- Whānau, Caregivers and other Visitors are required to book appointments to meet with a staff member or one of our Support Team. Our staff are unfortunately not available at all times for unexpected one-on-one meetings, but we will connect you with the team to arrange a meeting & follow up as quickly as we can.
- Whānau/Caregivers are not allowed on school grounds to drop off or meet with your student during school hours. Please drop off items or report to the Front Office. Support us to support your student being in class - do not ask your student to meet you in the Front Office. We will send items to them on your behalf.
- The Student Centre assists with the following: Attendance, Late Arrivals/Early Pick-Ups, Lost Property, Student IDs, Payments, Health/Sick Bay, Support Services & general student support.

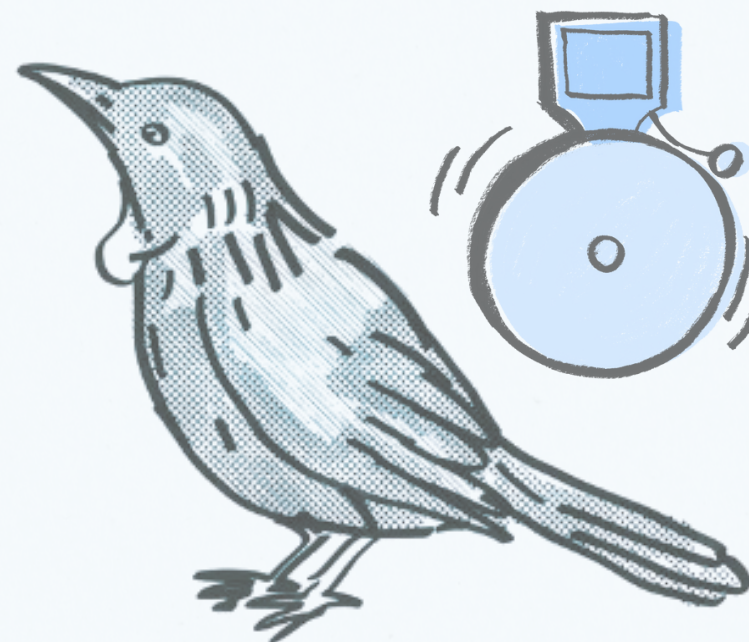
FYI: Students are not permitted to leave the school grounds before school finishes for any reason without the Student Centre receiving approval to sign the student out early from an official caregiver. Call 09 420 8640 ext 810.



The School Day

OUR DAILY TIMETABLE

Time	Juniors (Years 9 and 10)	Seniors (Yrs 11, 12 and 13)
8:45AM	Period 1A (45 mins)	Period 1 (90 mins)
9:30AM	Period 1B (45 mins)	
10:15AM	Whānau	
10:45AM	Interval	
11:15AM	Period 2 (60 mins)	Period 2 (60 mins)
12:15PM	Period 3 (60 mins)	Period 3 (60 mins)
1:15PM	Lunch	
2:00PM	Period 4 (60 mins)	Period 4 (60 mins)



Lessons begin at 8:45 AM and end at 3:00 PM, featuring 4-5 distinct learning periods, a morning whānau time, and breaks for interval and lunch. Uniquely, our junior (Years 9–10) and senior (Years 11–13) timetables differ slightly to optimise learning experiences and needs for these year levels.

Juniors: Two 45-minute blocks in the morning (Period 1A and 1B) followed by three 60-minute periods.

Seniors: One 90-minute block (Period 1A and 1B) and three 60-minute periods.

Our school bell, the iconic tui bird call, signals transitions between these sessions.

Fortnightly Reports

To help you stay up-to-date with how your student is tracking and to flag any concerns, you will be sent fortnightly reports on your student's progress grading them on both alignment with school values and academic achievement. You will also receive a written report just before the subject meetings. Here is a sample of page 1 of the fortnightly report.

Sample Report

All Subjects										
	T1	T2	T3	T4	Wk 21	Wk 23	Wk 25	Wk 27	Wk 29	Year
School Values	3.3	3.2	3.3		3.2	3.3	3.3	3.4	3.6	3.3
Academic Progress	3.4	3.2	3.3		3.2	3.3	3.3	3.4	3.4	3.3

Citizenship		Wk 21	Wk 23	Wk 25	Wk 27	Wk 29	Year
Year 9	Attendance	100%	100%	100%	100%	100%	89%
Teacher Name	School Values	n/a	3	3	3	3	3.0
	Academic Progress	n/a	3	3	3	3	3.0

English		Wk 21	Wk 23	Wk 25	Wk 27	Wk 29	Year
Year 9	Attendance	86%	100%	100%	100%	88%	93%
Teacher Name	School Values	3	4	4	4	4	3.4
	Academic Progress	3	4	4	4	4	3.4

Health & Physical Education		Wk 21	Wk 23	Wk 25	Wk 27	Wk 29	Year
Year 9	Attendance	100%	100%	100%	88%	88%	94%
Teacher Name	School Values	3	3	3	4	4	3.5
	Academic Progress	3	3	3	4	4	3.6

Mathematics		Wk 21	Wk 23	Wk 25	Wk 27	Wk 29	Year
Year 9	Attendance	100%	100%	100%	100%	88%	95%
Teacher Name	School Values	4	4	4	4	4	3.8
	Academic Progress	4	4	4	4	4	3.9

1 = Concerns 2 = Developing 3 = Meets Expectations 4 = Exceeds Expectations
No grade is shown if the teacher was away or the student is taking a Kotui Ako Class.
Kotui Ako students receive separate reports throughout the year.

Descriptors for each grade were provided in the grading rubric also attached to your first email about reports.

ANGITUTANGA
OUR SUCCESS



[Click this link for the criteria the teachers use when grading students.](#)



IEMS & Subject Teacher Interviews

Individual Education Meetings (IEMs) and Subject Teacher Interviews are both valuable opportunities for students, their whānau, and teachers to come together. During these meetings, we will share goals, track academic progress to date, discuss any difficulties or barriers to learning, identify any support that is needed, and co-construct next steps in learning.

IEMs are held early in the year with you, your student and their **whānau class teacher**.

These meetings are an opportunity to:

- Get to know your student's whānau teacher and give them a sense of who you are.
- Explore your student's goals for the year and identify potential learning/career pathways.
- Make a plan to ensure the goals are achieved and formulate next steps in learning.

In contrast, the **Subject Teacher Interviews** held later in the year are meetings with you, your student and their **subject teachers**. These meetings are held the week after the written reports are sent to families and are an opportunity to:

- Celebrate learning that has occurred and discuss any difficulties or barriers to learning.
- Discuss any support that is required in order to overcome any barriers.
- Review progress on goals set earlier in the year and set learning and wellbeing goals for the remainder of the year and beyond.
- Make a plan to ensure the goals are achieved and formulate next steps in learning.

Both IEMs and Subject Teacher Interviews provide an opportunity for information sharing and reciprocal learning and for whānau to share their expectations, their child's interests, strengths and learning needs and the knowledge that they value.

We encourage all parents/whānau/caregivers to attend both types of meetings, but particularly if you have concerns about your student's learning, or if something has been flagged in either the fortnightly or written reports.

See the Key Term Dates page of this Pānui for the timing of these meetings.

Instructions on how to book appointments for IEMs and Subject Interviews will be emailed out to students and whānau prior to these events.



Travelling to School

We know there will be many ways your student/s will travel to school. These might include: private vehicles, public or school bus/es, bikes or scooters, by foot, arranged private transport, with you, family, friend or on their own. We hope to cover all the key information about travel to Kaipara College in this section so all our students arrive at school and then home again safely.

School Entrances

We have two key school entrances here at Kaipara College.

Our Main Gate/Entrance is at:

36 Rautawhiri Road.

This gate is always available as a pedestrian entrance for students. This gate is an entrance only for staff, visitors and registered student vehicles who are parking in our upper carpark zones. **Important Note:** This gate is a **No Drop Off Area** for safety.

See Recommended Drop of Zones

Our secondary entrance is **113 Awaroa Road**. This entrance is open to pedestrians between 7:30am and 9am and again between 3pm and 5:30pm. Parking & vehicle access is restricted and requires a gate access code. This parking and access is used for Staff and Contractors and is not available to students and whānau for general vehicle access without prior approval.

Recommended Drop off Zones

There are limited drop-off points near the main entrance, particularly with vehicles parking on the roads. The closest pull-in drop-off location is the Helensville Rugby Club car park on the corner of **Rautawhiri & Awaroa Roads**.

We understand this is not ideal in wet weather, however the Ministry of Education has identified the turn-around area in our school grounds as unsafe for pedestrians when used as a drop-off point.

This is why you will see signage instructing a **no-drop-off zone at our main Rautawhiri Gate**.

We recommend planning and discussing in advance your safe drop off / pick up locations with your student/s so you are prepared for all weather and scenarios each day.



Buses

The **eligibility criteria** for school bus transport is **very strict**. Please read the eligibility criteria on the following page and on our website. A student **who is not eligible upon enrolment will not be assigned to a school bus**. It is important to note the eligibility criteria changes between primary school and high school, and is based on distance from school, so your child who was eligible for a school bus at primary school may not be eligible for school bus transport at high school.

In the afternoon, our students are checked onto buses by teachers/staff, and only students whose names are on the bus route roll will be able to board the bus.

Review the bus Information on the website which details the school bus routes. In our additional bus transport section we will also cover the public bus services in the area.



School Bus Information



School Buses – Eligibility Applies

Students must meet all three eligibility criteria below in order to access school transport assistance. Eligibility applies from the first day of attendance. Having met the Ministry's eligibility criteria, students are eligible for one school bus route only, that which directly services the student's residential address. Students are not able to swap between school bus routes based on convenience or to travel to alternative locations to their home address, including places of work.

Criteria 1

The school must be the closest state or state integrated school the student can enrol at.

Criteria 2

Students in years 9-13 must live at least 4.8kms from the school, over the shortest public road or pedestrian route from home roadside gate to the school's front gate.

Criteria 3

There must be no suitable public transport options. More detail on eligibility can be found on the school's website under the Administration Matters section.

Kaipara College School Bus Routes

Route Number	Route Name	AM Departs	Commences
5551 AM/PM	Shelly Beach	Shelly Beach	7:50am
5552 AM ONLY	Crossland-Fordyce	Crossland Road	7:30am
5553 AM/PM	South Head	Te Kawau Gate	7:25am
5554 AM/PM	Muriwai	Muriwai Valley Rd Cnr	7:35am
5556 AM ONLY	Peak Road	Stockyards, Peak Rd	7:45am
5557 AM/PM	State Highway 16	Cnr Foster & School Rd	7:45am
5558 AM/PM	Ararimu Valley	Zanders Road	7:35am
5559 AM ONLY	Makarau Valley	Makarau & Kanohi Rds	7:25am
5560 AM/PM	Gibbs Farm	Gibbs Farm Gate	7:45am
5561 AM ONLY	McLachlan/Waitoki	Jordans Road	7:30am
5562 AM/PM	Peak/Inland Roads	Cnr Sheffield & Inlands Rds	7:30am

It is important to note that you must keep us updated with your current residential address. If you move or your living situation changes in some way please get in touch so we can support you with updating the system and any related bus requirements your student may have.



Additional School Bus Information

School Bus Routes

In 2025, it is expected that nearly 500 students will travel to and from Kaipara College with our school bus transport partners, Ritchies Transport. On enrolment, students will be automatically assigned bus routes, based on eligibility and their primary residential address. If you have any questions at all about school bus services or eligibility please contact the school office. Ph: 420 8640 (ext 800) or email us at: info@kaipara.school.nz. See the following page for details regarding the Auckland Transport School Bus option available along one route.

Key Bus Information for all our Students & Whānau

- Students are unable to access any other school bus route other than the one they are eligible for based on their primary residential address. If your student has dual households please ensure we have this information and with proof of address we can assign a secondary bus route where needed. Contact us by phone 09 420 8640 (ext 800) or email info@kaipara.schol.nz
- **Important** to be aware that friends can not travel (even one off) on a school bus with a friend if they are not eligible for the bus. Where a friend needs to travel with your student, alternative transport plans will need to be made.
- **Late or Delayed Buses:** Please make sure you are at your bus stop at least 5 - 10 minutes before the expected arrival time of your bus. Breakdowns and delays are rare, but they can happen. Ritchie's Transport advise the College as soon as they can and we will alert the school community via the SchoolAppsNZ app, email and our Kaipara College Website or social media (Facebook & Instagram) depending on the information to be shared.

Enrolment Bus Contract



The purpose of the contract is to keep our students safe and to facilitate an efficient School bus service by Kaipara Transport Network. Parents/Caregivers and students should ensure they have read and understood this document, which is to be adhered to for the safety of the bus driver, all students travelling on the bus and other road users.

All Student School Bus Users & their whānau must agree to this contract before catching a bus. You completed this at the time of your enrolment online.



Additional Transport Information

Auckland Transport (AT) Bus Service

AT060 user-pays student bus service from/to:
Kumeu/Huapai/Parakai

For those students who reside in the Parakai/Kumeu/Huapai area and are not eligible for the school bus, there is an Auckland Transport dedicated public bus for Kaipara College students. This route runs between Kumeu and Helensville via Parakai. Students require an AT Hop card to use this bus. The route is the AT060 bus and full detail can be found on the AT website: <https://at.govt.nz/bus-train-ferry/timetables/school-timetables/kaipara-college/>

Please note that the AT060 is not a Ministry School Bus and therefore we have no control over its timetable or operation. When Kaipara College has half days, students will need to catch the 125 public bus or make other arrangements to travel home, as the AT 060 does not adjust its timetable.

Auckland Transport HOP Cards Locally

In Helensville pre-paid AT Hop Cards can be purchased at the dairy in the block of shops on the corner of Bridge Street and Awaroa Road. Note: the Top Up service for HOP cards is not available at this location. You can find retailers & Top Up Locations on the [AT Hop Retailer Map](#) online. The closest top-up location is in Westgate, but you can top up online at this [link](#). Please note it can take up to an hour for funds to be loaded to the card.



Bus Assembly: Part of Year 9 Orientation Day 1.



We strongly recommend all new Year 9 students who will utilise school bus transport catch the bus home from school on their first day. On the first day an assembly is held at the end of the day for all bus students where they are allocated to their buses, given guidelines and shown where their bus will be in the bus bay. This helps to relieve student's worries about finding their correct bus, as students are all doing it together, with teacher assistance.

Kaipara College Student Parking

Information about senior student parking will be shared in the new year once we have an accurate picture of how much staff and visitor parking is required.

If your student drives to school, please let them know they need to be prepared to park on the road for the first couple of weeks. We ask students to use *aro*ha when parking and leave a space of -

- one metre either side of a driveway,
- and six metres either side of a pedestrian crossing or intersection

These are legal requirements for roadside parking.



Student Stationery Requirements

What do I Need to Bring on the Orientation Days?

Year 9 students and new Kaipara College students are required to bring the following items for the two Orientation Days:

- **Stationery**
- **BYOD**
- **Wear full school uniform**
- **PE gear**
- **Togs and towel**
- **Hat and sunscreen**

What does BYOD mean?
(BYOD)
Bring Your
Own
Device

Stationery

Kaipara College Year 9 & 10 stationery packs are available for purchase at the **Helensville Paper Plus**, 64 Commercial Road, Helensville.

Paper Plus is also offering base stationery packs for senior levels this year (core subject stationery only). The school holds a small supply of stationery, such as pens and pencils, that can be purchased at Student Services. Helensville Paper Plus stocks a good range of school stationery requirements.

2025 Stationery Requirements

To review the full stationery list head to our website. We have shared this in full for you to prepare for the start of the school year.
<https://sites.google.com/kaipara.school.nz/kaiparacollege/stationery>

paperplus

The Paperplus team in Helensville have shared the following regarding indicative stationery pack pricing:

Year 9 & 10 with Calculator is \$79.99

Year 9 & 10 \$45.99

Year 11 – 13 \$39.99 (this is a basic pack)



School Uniform

Our school is a uniform school.

Students are required to wear correct school uniform at all times.

In rare circumstances, where students may not be able to wear a uniform item, whānau must write a note to the school explaining the circumstances and the school will issue a permit which is only available from the Kaitiaki/Deans office. The school reserves the right to require students not in correct uniform to wear loan items of uniform while at school. The school will not grant permission for students to wear non-uniform items on an extended basis, unless approval has been given by the Deputy Principal in charge of uniform or the Principal. Permission will only be granted in medical circumstances where there is appropriate medical documentation provided.

Kaipara College Uniform Code

Guidelines on our uniform and personal grooming:

- Only school sanctioned items are to be worn as part of the uniform. List on following page.
- Year 13 students are permitted to wear 'Number Ones'.
i.e. a matching navy coloured suit set (pants/skirt) with white blouse/shirt.
- Extremes in personal presentation or adornment that might be considered incompatible with our uniform standards, or is considered a safety issue, is at the discretion of the principal.
- Undergarments (eg. thermals) are allowed to be worn, but must not be visible.
- When wearing the school hoodies the 'hood' must be down at all times. The school shirt or blouse must be worn under the hoodie. Students can wear either the school hoodie or one of the school sanctioned sports' hoodies.
- Students may wear either plain navy blue or plain black waterproof jackets to and from school.
- Skirts (knee length) are to be worn at knee length.
- One small nose stud or one small nose ring is permitted.
- Make-up is not to be worn.



NOTE: We share more uniform information on the following pages.



Kaipara College

Uniform Item List

- Kaipara Trousers (2 styles)
- Kaipara Shorts
- Kaipara Skirt (long and knee length)
- Kaipara Lavalava (wrap around)
- Kaipara Shirt (long and short sleeve)
- Kaipara Blouse (long and short sleeve)
- Kaipara Ribbed Jersey
- Kaipara Fleece Top
- Kaipara Blazers
- Kaipara Jackets
(Fleece lined and a lighter supporters' jacket)
- Kaipara Cap (not to be worn in class)
- Kaipara Bucket Hat (not to be worn in class)
- Kaipara Beanie (not to be worn in class)
- Black Socks or Black Tights
- Kaipara Tie
- Plain flat-soled, totally black LACE UP Shoes or high tops (no ankle boots)
- Kaipara College Junior PE Uniform:
Blue shorts and navy/red top. Compulsory for Yr 9 & 10
- Kaipara Scarf
- Kaipara Umbrella



The above list is all of the 2025 official sanctioned uniform items. This can always be found on our website along with additional uniform information.

Where to Buy:

The School Uniform Shoppe has a store onsite at Kaipara College where uniform items can be purchased or ordered. The uniform shop is located near the school front office/reception.

Purchasing Online: Uniform items can be purchased online at www.theuniformshoppe.co.nz and collected from the onsite store, although visiting the onsite uniform store for a fitting of an item first is always recommended.

Monday: CLOSED

Tuesday:
1.15pm - 2.00pm
(during lunch time)

Wednesday:
3.00pm - 4.30pm

Thursday:
1.15pm - 2.00pm
(during lunch time)

Friday:
8.00am - 9.00am

ABOVE - Uniform Shoppe Hours effective 10 March 2025

Uniform Onsite Store Methods of Payment:

Eftpos, Creditcard, WINZ card and layby with a small deposit, are available at the shop. Quotes for Income Support can be given. Please note, The Uniform Shoppe is an independent supplier, separate to Kaipara College so payment is made directly to The Uniform Shoppe and not to the school.



SUMMER UNIFORM STORE HOURS



SPECIAL SUMMER OPENING HOURS

Wed 15 Jan: 10am - 3pm

Thu 16 Jan: 10am - 3pm

Fri 19 Jan: Closed

CLOSED SATURDAY & SUNDAY

Mon 20 Jan: 10am - 2pm

Tue 21 Jan: 12pm - 4pm

Wed 22 Jan: 10am - 2pm

Thu 23 Jan: 12pm - 6pm

Fri 24 Jan: Closed

Sat 25 Jan: 10am - 2.00pm

CLOSED SUNDAY

Mon 27 Jan: Closed (PUBLIC HOLIDAY)

Tue 28 Jan: 12pm - 4pm

Wed 29 Jan: 10am - 2pm

Thu 30 Jan: 8am - 2pm

Fri 31 Jan: 8am - 12pm

Frequently Asked Uniform Questions:

- **Can the sole of my student's school shoes be a different colour?**
No, the upper and sole of the shoe must both be black to comply with the uniform code.
- **I cannot find the KC Hoodie uniform item for my student. Where do I buy one of these?**
The hoodie is no longer an item you can purchase and is being phased out of uniform across the school. Our Kaipara fleece top replaces this uniform item. Students with existing Hoodies will be allowed to wear these.
- **Is there anywhere else I can go to try on the uniform items as I can't make it to The Uniform Shoppe at Kaipara College?**
No - The Uniform Shoppe at Kaipara College is the only place you can try on & see uniform items.
- **Is it possible to get a quote for the uniform?**
Yes - the team in The Uniform Shoppe can prepare any quotes you may need for uniform items. The recommendation is to stop in to see the team or email kaiparashop@sas.co.nz.

For any other query please email:
kaiparashop@sas.co.nz



Mobile Learning Devices



Bring Your Own Device (BYOD) General Information

Years 9 and 10: A Chromebook device is perfectly adequate, moderately priced, easy to use and has very few software costs. It has no on-board software and will have limited use if WiFi is not available. Everything is stored in the cloud.

Years 11, 12 and 13: Any device that meets the specifications on the following page will suffice. Senior students doing computer-intensive subjects such as DVC or Art and Design are recommended to upgrade to a Laptop. This is also the case for students wanting to go on to University or further study after secondary school.



Personal Device Security

The school will NOT accept any liability for the security of devices at school. Devices are at school entirely at the student's risk. There are device lockers available for students to rent at \$10 per term (or \$30 per year). Payment and keys are available from the Student Centre. **Also see our student Device User Agreement.**



Seizure of Devices

Under the Education Act, the College has the power to seize and search any device if the school suspects there is material that is inappropriate, dangerous or harmful to any student or the learning environment.



Device User Agreements For All Students

Each student who wishes to have a device at school will sign a Digital Citizenship Agreement during Year 9 Orientation. Enforcement of the rules of Digital Citizenship will be strict.

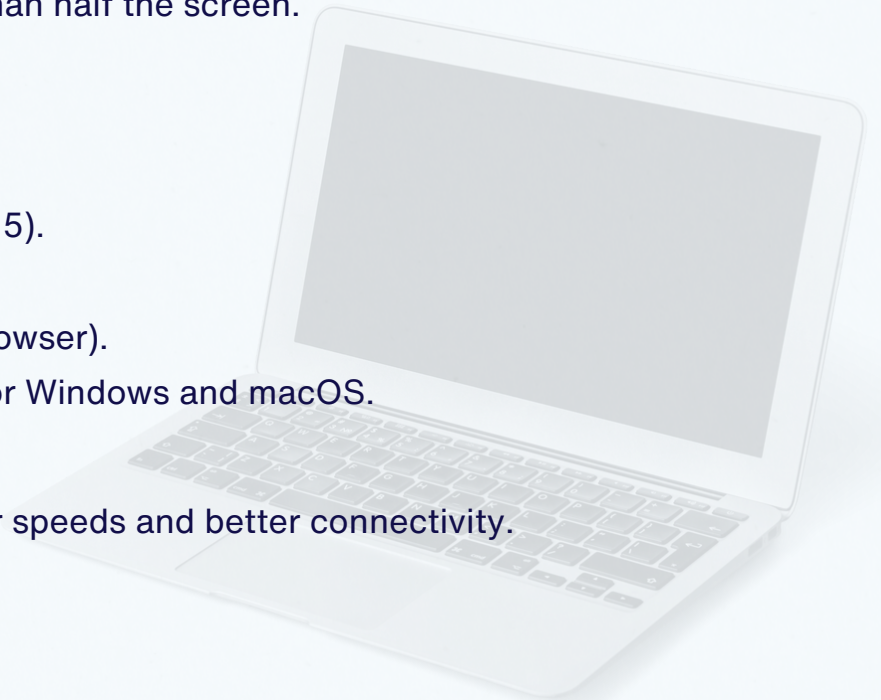
On the following pages we detail more specifications on the type of devices that your student will need across the year levels. Please ensure you review this specification summary before buying or hiring a device for your student to ensure what you get is fit for purpose.



Device Requirements for Juniors

(Year 9 - 10: Basic Device Needs)

- **Device Type:**
 - A basic laptop or Chromebook.
 - Chromebooks are suitable for general tasks like browsing, note-taking, and running web-based educational apps.
- **Screen Size:** At least 25 cm / 9.5 inches.
- **Keyboard:**
 - Onscreen keyboard acceptable but should not occupy more than half the screen.
 - Physical keyboard preferred for ease of typing.
- **Ports:** At least one USB or USB-C port.
- **Operating System:**
 - Chromebook with ChromeOS.
 - Windows 11 recommended (Windows 10 support ends Oct 2025).
 - Apple macOS 13.6 or newer.
 - Android 11 or newer.
 - Avoid Windows 10S & 11S (they do not support the Chrome browser).
- **Anti-Virus Software:** Not required for ChromeOS but mandatory for Windows and macOS.
- **WiFi:**
 - 802.11ac (WiFi 5) or 802.11ax (WiFi 6) preferred.
 - School supports older WiFi, but newer standards ensure faster speeds and better connectivity.
- **Battery Life:** Minimum 6 hours to last a school day.
- **Browser:** Must support the latest version of Chrome.
- **Protection:** Protective case or cover is mandatory.
- **Charging:** USB-C charging is recommended for universal compatibility.



Device Requirements for Seniors

Year 11 - 13:

Advanced Features as Subjects Progress

- **Screen Size:**
At least 30 cm / 12 inches for multitasking and subject-specific applications.
- **Keyboard:**
Physical keyboard strongly recommended for writing essays and reports.
- **Ports:**
 - At least two USB or USB-C ports for peripherals
 - HDMI or adapter for presentations may be helpful.
- **Operating System:**
Windows 11 or macOS 13.6 or newer
Avoid Windows 10S & 11S versions
- **Anti-Virus Software:** Required.
- **WiFi:**
802.11ac (WiFi 5) or 802.11ax (WiFi 6).
- **Battery Life:**
Minimum 8 hours for full-day use with extended periods of note-taking or research.
- **Browser:**
Latest Chrome version support required.
- **Storage:**
Minimum 128GB for general use; 256GB+ preferred for students managing multimedia files.

Year 11 - 13:

Recommendations for students taking courses involving digital creation

- **Screen Size:**
Recommended 35 cm / 14 inches (good for design and editing)
- **Keyboard & Input Devices:**
 - Physical keyboard.
 - Touchscreen/Stylus support for creative subjects (optional but beneficial).
- **Ports:**
 - Multiple USB/USB-C ports.
 - HDMI or display adapter for external monitors.
- **Operating System:**
 - Windows 11 or macOS 13.6 recommended for compatibility with professional software.
- **Performance:**
 - Processor: i5 or equivalent (minimum). i7 or equivalent recommended.
 - RAM: 16GB minimum, more recommended
 - Storage: Minimum 512GB SSD for project files and media storage.
 - Graphics: Dedicated graphics card or high-performance integrated graphics for editing/rendering (e.g., Adobe Creative Cloud, CAD).
- **WiFi:** 802.11ac or 802.11ax for high-speed uploads/downloads.
- **Charging:** consider purchasing a spare charger so there can be one at home setup for overnight charging and this is not left behind on a high use day as there is a charger permanently in the student's bag to top up the charge.
- **Software:** latest version of the chrome browser is required at school.

This might apply for courses such as DVC, Design, Photography, Digital Technology, and Media Studies. Please confirm with your subject teacher.



Student Mobile Phones – Away for the Day

As per legislation introduced in 2024, students may bring mobile phones to school but they must be off and in the student's bag throughout the day, unless the teacher requires students to use phones for a specific educational purpose. This rule applies at interval and lunchtime too; however, we do grant students a 10-minute window to check their phones at the start of lunchtime but they must go to the Quad to check.

What happens if students are caught using their phone?

If a student is caught using their phone they are sent to the Dean who impounds the phone.

1st incident per term: the phone is impounded and the student collects it after 3pm from the Student Centre Office.

2nd & 3rd incidents onward: caregivers/emergency contacts must pick up the phone from the Front Office. A whānau meeting may be requested.

To ensure the phone goes to the correct individual the following process will be followed:

- **IMPORTANT:** Only caregivers/emergency contacts registered with the school will be able to pick up the impounded phone.
- Persons collecting the phone must show ID
- Caregivers/emergency contacts collecting phones will be asked to sign to confirm collection on the phone impound ticket.

Timing for Collecting Phones: 8am - 3:30pm on weekdays.

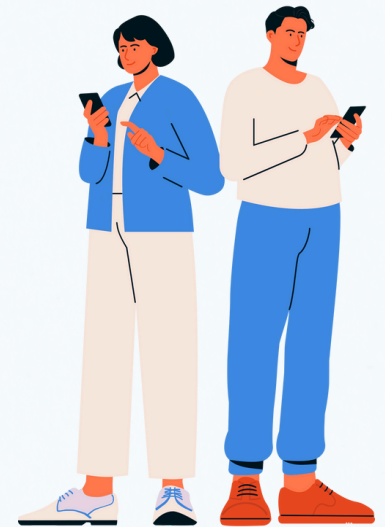
Collection is not possible on weekends.

Can I get an exemption for my student?

There are certain exemptions available on the grounds of health or learning support needs; however applicants must meet very strict criteria and provide robust proof of requirement. To request an exemption, please contact principal@kaipara.school.nz

How can I get in touch with my student in an emergency?

Parents and whānau can support the school by not calling or messaging the students during the school day. If you need an URGENT message given to a student, you can contact the school Student Centre on 09 420 8640 ext 810.



Please note: students are not permitted to wear earbuds or headphones unless given permission by a staff member.

Extra-Curricular Activities

There are many opportunities to be involved in our school & our wider community through extra curricular activities. Students will learn more about these as the year begins. The key place to watch for information about what your student can be part of is in the Student Notices. It's here as well as in whānau class and subject classes that options to join trips, teams, exchanges and more will be shared. Listed below is a taster of what may be on offer. We also encourage students/whānau to champion new opportunities and activities that they wish to be involved in. Bring these ideas to whānau teachers, related subject teachers or our sports coordinator team. **The list evolves annually so plenty of options for all!**

- PSSP
 - Writers Club
 - Choir
 - Band Factory
 - School Drama Production
 - Kapa Haka
 - Pink Shirt Day
 - PRIDE Week
 - Māori Language Week
 - Market Day
 - Ag Day
 - Science Mentoring
 - Maths Mentoring
 - Peer Support
 - Gateway Program
 - Career Expos
 - Sports Exchanges
 - Librarians
 - International Students
 - Poutama Reo
 - Young Queens
 - Journey
 - Sports International Tours
 - Smokefree Rockquest
 - Itinerant Music Lessons
 - Year 12 & 13 School Ball
 - Student Leadership
 - Duke of Edinburgh
 - Table Top Club
 - Athletics
 - Badminton
 - Basketball (+ 3x3)
 - Equestrian
 - Trail Running
 - Cross Country
 - Football
 - Hockey
 - Motocross
 - Mountain Biking
 - Netball
 - Device Free Fridays
 - Rock Climbing
 - Rugby (15s, 7s & Rip)
 - Skiing & Snowboarding
 - Triathlon
 - Special Olympics
 - Surfing
 - Tag & Touch
 - Whisper Wednesdays
 - Scholarship Programs
 - Turbo Touch
 - Volleyball
 - Waka Ama
 - RYDA Program
 - Drivers Education
 - CAP Days in community
 - Art Exhibitions
 - Assemblies
 - Field Trips
 - Trees For Survival
 - Volunteering opportunities
 - Mathex
 - Science Fair
 - Polyfest
 - Year 12 PE Camp
 - Open Evening Ambassadors
 - Breakfast Club
 - Showquest
 - Tetrathlon
 - E TŪ Recycling Day
 - Language Club
 - Play It Strange
 - Bokashi Project
 - Fundraising Projects
 - Year 9 Camp

For sports teams, events and activities to happen we often need the support of whānau and our community for coaches, managers and other support people who can work alongside our school staff. If you'd like to be involved in some way please reach out to info@kaipara.school.nz or sports@kaipara.school.nz



Our Tuck Shop (Run by Snack Shack)

**BROOKE & JENNY'S
SNACK SHACK**



IMPORTANT!

Students and /or whānau on behalf of a student/s are not permitted to order from any (external) takeaway outlets for food deliveries to school. Students are to use our Tuck Shop or bring their own food with them to school.

We are excited to have appointed a new tuck shop provider the “Snack Shack” following the unexpected end of service by our provider Libelle during Term 1 of 2025.

We are happy to have familiar faces back in our tuck shop. Jenny & Brooke who are both former staff from the Libelle tuck shop team for Kaipara College have gone and started their own business to provide our kura with tuck shop food & beverages. We think it is wonderful to have locals running the Snack Shack who know our students so well.

The menu has stayed largely the same but may evolve as they settle into service. Cash and eftpos available. Open for both interval and lunchtime up until the 1st bell everyday.

NOTE: Currently there is no pre-order lunch service (this was a service that was formally offered by Libelle).

INFORMATION FOR CAREGIVERS

- Dropping off lunch for my student
- Dropping off money for my student
- Dropping off a device, sports gear, jacket, or anything else

ALL ITEMS MUST BE DROPPED TO THE FRONT OFFICE.

WE WILL MAKE YOUR STUDENT AWARE WHEN SOMETHING HAS BEEN DROPPED OFF FOR THEM. YOU DON'T NEED TO SEND A MESSAGE TO THEIR DEVICE. WE WILL MANAGE THIS SO THEY CAN STAY FOCUSED IN CLASS & ON THEIR LEARNING. OUR ADMIN TEAM WILL ENSURE WE GET ITEMS / MESSAGES TO STUDENTS DURING SCHOOL HOURS.

Please do not arrange to meet your student in the Front Office or carpark or at a school gate/fence to collect or drop off an item. Students are not permitted to go out of the school to meet anyone without officially being signed out by a caregiver. No items are to be passed to students via other means.



Staying In Touch

Keeping parents, caregivers and our wider school community up to date is extremely important to us and there are a number of ways we do that, in addition to direct contact via email and phone.

Our website is our key hub for all updates and communications. Review our News & Events Page and explore the various detailed sections to learn more about a specific information area.

We highly recommend you become familiar with the Caregiver Portal which is a critical tool for you to use to stay across information about your student/s at Kaipara College. As part of the enrolment process you will have been sent a user name and password to access the portal.

Access or launch the portal either via the website as shown below or via School Apps NZ which we detail on the following page.

Caregiver Portal

Real time information about the college, your child's progress and the school's daily notices as well as electronic permission slips can all be located through the parent portal, accessed via the school website. It is our way to communicate immediate and accurate information home. Every family will have been issued with a parent portal login for each child on enrolment. If you have misplaced your login please email info@kaipara.school.nz or phone the school office.

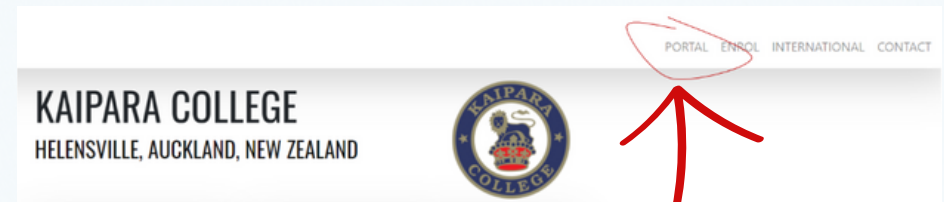
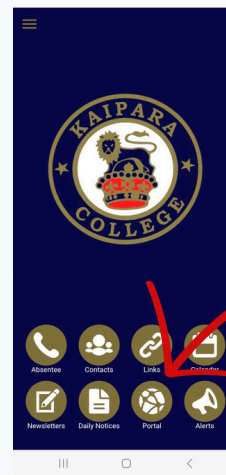
http://



www.kaipara.school.nz

The website is home to all our key school information. We update this throughout the year. All Facebook & Instagram posts are also loaded to the news & events page of our website to ensure those not engaged in social media do not miss out on these mini updates.

<https://www.kaipara.school.nz/news/news-events>



**Portal
Access**
School App & Website

Note: The
Caregiver
Portal access is
different to a
Student's.



Staying In Touch Continued

Below is additional information on the communication channels we use to stay in touch with you. Make sure you are familiar with these. We highly recommend you stay engaged via email, School Apps and our website. Our social media supports these but is not critical for communications.

We also send out regularly our Community News “Newsletter” to students & whānau via email in PDF format. This newsletter aims to celebrate recent highlights and inform about key information for whānau & students to be aware of. We hope you enjoy these regular updates from us.



Email

Important information is always sent via email! We recommend you always review our school emails to stay up to date on the latest school news and information specific to your student/s.

Email is our key communication channel for direct communications regarding school activity and your student.

Please ensure we always have your current email address linked to your student/s contact records so you do not miss out on important information.



School Apps

On School Apps you can receive school notifications directly to your phone, let us know if your child is going to be absent, access the parent portal, daily notices and the school calendar, as well as contact staff directly. We use School Apps for instant and emergency messages to the whole school community when needed. There are three easy steps to access School Apps:

- Download the **free** app **SchoolAppsNZ** from your Play Store or from the Apple Store
- Select Kaipara College as your school for the app
- Choose the alerts you would like to receive



Social Media

We utilise Facebook extensively as well as Instagram to communicate with our school community about events, successes and important details about day-to-day school life. There are a number of Kaipara College sports, cultural and other extra-curricular activities that communicate through social media and have specific social media pages. Here are the links to our primary pages: the [Kaipara College Helensville Facebook](#) page and [Kaipara College Instagram](#) page.



FOLLOW US



Year 9 Camp, November 2025



Photos from the
2023 Year 9 Camp

Kaipara College will be running a Year 9 camp in week 7 of Term 4 2025.

The camp is situated in Mangawhai at Moirs Point. moirspointmangawhai.co.nz
The camp not only provides the usual benefits of an EOTC (Education Outside the Classroom) experience such as developing self-awareness and confidence, increasing personal fitness levels and developing and practising a diverse range of skills, it is located in an environment that provides motivating and enriching experiences for students including water based activities, science studies and unique local geology. This camp provides an opportunity for students to establish and strengthen healthy relationships with each other, learn valuable social skills and develop a greater sense of belonging.

The camp is 2 nights (3 days).

The cost is \$370 per student.

This covers accommodation, access to all the camp resources and activities, meals and transport (bus).

This needs to be paid to the school in full by Friday, 10 October 2025.

We know there are a lot of costs involved when a student starts college. For this reason we have the facility for you to be able to pay off the camp fee in part payments if that is more convenient.

We are asking that a non-refundable deposit of \$150.00 per student be paid by Friday, 18 July 2025. Please pay online directly into the school bank account:

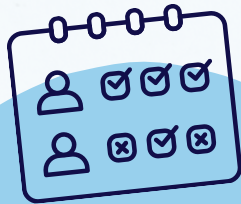
Kaipara College Board 12 – 3139 – 0002717 – 00

Banking details: Particulars - CAMP2025, Code - Yr 9, Reference - Student Name.
Payments can be made by EFTPOS at the Student Centre during school hours.

We will share more information and reminders as we get closer to this activity.



Frequently Asked Questions & Things To Know



How do I report a student absence?

Phone +64 9 420 8640 ext 810

Phone or text +64 27 420 8642

Email attendance@kaipara.school.nz

or use the absentee function on the **SchoolAppsNZ** app.



We've Moved!

Remember to update us when you have a change of address. Email us to confirm a new or change to residence or to add an additional residence for you and your student.

info@kaipara.school.nz

Please include your proof of new address.

Can We Get a Bus Pass?

I need my student to catch a bus home that they do not normally ride, so they can:
eg: go to a friends house or to meet me at my work etc. It is not possible to get a one-off bus pass or an exception bus pass at any stage sorry. Please arrange your own transport in these scenarios.

Can I pay for my student to ride the school bus if we are not eligible at our address?

No - unfortunately it is not an option to do user pays on our school buses.



Caregiver Portal:

What do I do if I can not access the Portal?

If you can't log in to the Portal OR have forgotten your Portal Username &/or Password either call 09 420 8640 (ext 800) or email info@kaipara.school.nz



Login

Prohibited Items:

The following prohibited items **must not** be brought to school:

- Knives, other weapons, and weapon parts (including replica firearms)
- Alcohol, drugs, and other substances
- Cigarettes, cigarette lighters, and matches
- Vaporisers (vapes) and vaping products
- Pornographic or offensive material.
- Aerosols (deodorants)

Additional items may also be prohibited if the school has reasonable grounds to believe:

- they will endanger safety
- detrimentally affect the learning environment
- or be harmful.

Please ensure you and your students are fully aware of all prohibited items.

