

KAIWAKA

SCHOOL

TE MEA TUATAHI KŌ TE MATUA TAMA WAIRUA
TAPU, TĒNĀ KOUTOU, TĒNA TĀTOU,
KEI RARO I TE TUANUI O TĒNEI WHARE,
KŌ PUKEKARORO TE MAUNGA
KŌ MĀHUHU-KI-TE-RĀNGI TE WAKA
KŌ RONGOMAI TE TANGATA
KŌ NGĀTIWHĀTUA TE ĪWI
KŌ TE-URI-O-HAU TE HAPU
KŌ OTAMATEA TE MĀRAE
KŌ POKOPOKO TE TĀNIWHA
KŌ TE WAKA RĀNGIMĀRIE TE KAPAHAKA
KŌ KAIWAKA TE KURA TUATAHI

WHĀNAU HANDBOOK 2026



Ko **Sharlene McCormick** tōku ingoa.

On behalf of the Board of Trustees and Staff,
I would like to welcome all whānau to our school.

At Kaiwaka School, we use restorative practice guidelines to collaborate on any issues with tamariki, staff and whānau.

We have an open-door policy and encourage caregivers to communicate with us if you have any concerns regarding your child.

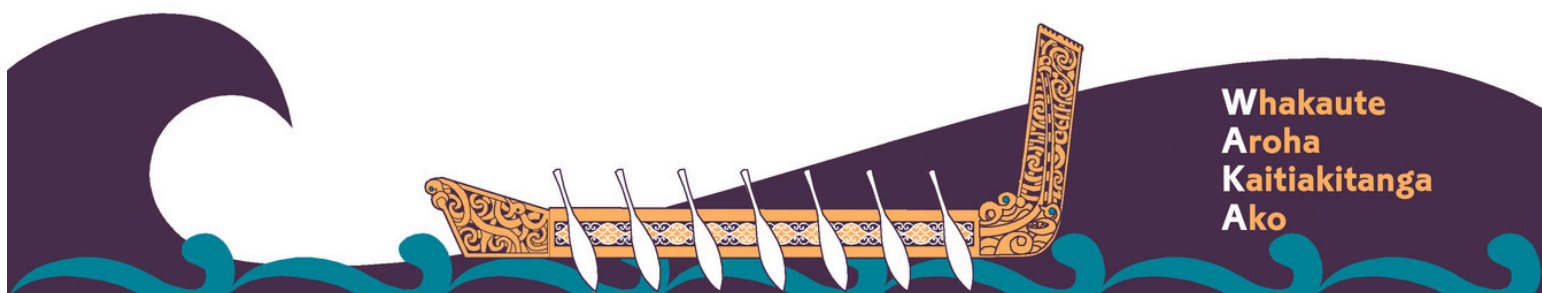
You can speak to your child's teacher directly or email them.
eTAP Caregiver App and emails are used to communicate with parents.

Parent / teacher interviews are in Term 1 and Term 3. These can be booked through eTAP Caregiver App or at the office.

Written reports are sent home in Term 2 and Term 4.

Our school newsletter is emailed every Wednesday.

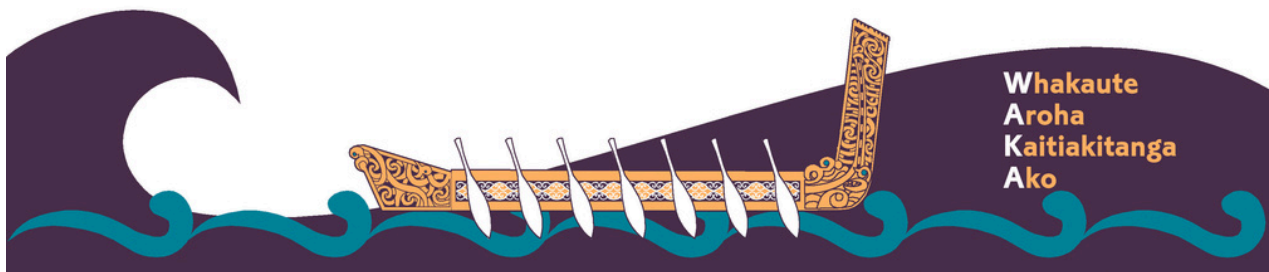
Classes are often made up of more than one year level. Classes may change throughout the year due to student numbers.



WAKA

OUR SCHOOL VALUES

We are a PB4L (Positive Behaviour for Learning) School and encourage this using our **WAKA** values. Tamariki earn tokens and certificates by demonstrating our **WAKA** values. An Appreciation Day for tamariki is organised when the whole school has worked together to earn enough **WAKA**'s to celebrate everyone's efforts.



Whakaute
Respect

For ourselves, others and the environment around us

Aroha
Love

Through whanaungatanga (relationship) with our tamariki, whānau and school community

Kaitiakitanga
Guardian

Protecting and enhancing all that surrounds us

Ako
Learner

Aiming high, sharing knowledge, learning together and supporting each other to be the best that we can be



Our Staff



Tumuaki (Principal)
Junior Leader (2026)
Sharlene McCormick
principal@kaiwaka.school.nz



Junior Leader (on leave 2026)
Katherine Brown
k.brown@kaiwaka.school.nz



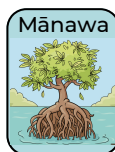
Pūriri - Rūma 1 - Year 2/3
Nik Massey
n.massey@kaiwaka.school.nz



Mānuka - Rūma 2 - Year 2/3
Joseph Moore
j.moore@kaiwaka.school.nz



Kōwhai - Rūma 4 - NE/Year 1
Ripeka Harris-Bencheikh
r.harris@kaiwaka.school.nz



Mānawa - Library
Sara McAulay
s.mcaulay@kaiwaka.school.nz



Tier 2 Literacy Intervention
Laura de Luen
l.deluen@kaiwaka.school.nz



Ngā Tumanako & Kapa Haka
Mina Paikea
m.paikea@kaiwaka.school.nz



Kapa Haka
Katarina Maxwell
k.maxwell@kaiwaka.school.nz



Adminisitation
Anna O'Malley
admin@kaiwaka.school.nz



Toe by Toe
Sara McAulay
s.mcaulay@kaiwaka.school.nz



Garden to Table (GTT)
Gill Wharfe
g.wharfe@kaiwaka.school.nz



Tier 2 Math Intervention
Rachael Kemball
r.kemball@kaiwaka.school.nz



Tumuaki Tuarua (Deputy Principal)
Senior Leader, SENCo
Michelle Dempsey
m.dempsey@kaiwaka.school.nz



Kauri - Rūma 5 - Year 5/6
Cathryn Stevens
c.stevens@kaiwaka.school.nz



Matai - Rūma 6 - Year 5/6
Michelle Dempsey
m.dempsey@kaiwaka.school.nz



Nīkau - Rūma 7 - Year 4/5
Karima Bencheikh
k.bencheikh@kaiwaka.school.nz



Koromiko - Special Needs
Michelle Dempsey
m.dempsey@kaiwaka.school.nz



Kaiawhina (Teacher Aide)
Laura Walstra
l.walstra@kaiwaka.school.nz



Kaiawhina (Teacher Aide)
Megan Ardern
m.ardern@kaiwaka.school.nz



Kaiawhina (Teacher Aide)
Danielle Adams
d.adams@kaiwaka.school.nz



Kaiawhina (Teacher Aide)
Renea Campbell
r.campbell@kaiwaka.school.nz



Learning Services Co-ordinator (LSC)
Kathy Menzies
kathy@maungaturoto.school.nz



Cleaner
Sam Whitelaw



Caretaker
Jim Buchanan

Timetable

8.00am	School open
8.30 - 10.00am	First block
10.00 - 10.20am	Morning tea (please provide water and a snack)
10.20 - 12.20pm	Second block
12.20 - 12.40pm	Lunch (play)
12.40 - 1.10pm	Lunch (eat - lunch provided)
1.10 - 2.20pm	Third block
2.20pm	End of day



Pōwhiri (Māori welcome)

Students and whānau that are new to our kura have the option to be welcomed onto the grounds on their first day. This happens straight after the 8.30am bell. New people are to wait outside the front gates. Please let the office know if you would like to take part.

Absences

If your tamariki are going to be absent from school, please let us know.

You can do this using

- eTAP Caregiver App
- email admin@kaiwaka.school.nz
- phone 09 431 2309
- txt 022 300 2655

Please let the office know if your tamariki are leaving the school early or arriving late.



eTAP Caregiver App can be used to report absences.

Getting to and from school

You must let the school know how you want your tamariki to get home in the afternoon. Please let the office know of any changes on the day by 1.00pm.

Drop off and Pick ups

Please drop your tamariki from 8.00am down by the swimming pool / KSA.

They can then walk up the hill to school.

This is also where you pick your tamariki up at the end of the day. Teachers will bring the tamariki down the hill and check that they are safely with an adult before leaving.

Please do not use the staff car park and bus bay area at the top of school.

This area is needed for staff, buses, our tamariki with accessibility needs and emergency vehicles.

Walkers

This group walks with a teacher down Kaiwaka-Mangawhai Road, stopping at the colourful playground. Tamariki can be picked up from here, or older tamariki can then walk home by themselves.

Buses

Leabourns Buses provides transport for students to and from school. Easybus creates the bus routes. Go to www.song.easybus.nz and use the Easybus contact form for your bus requirements. Once Easybus have informed you of what bus and bus stop your child will use, please inform the school. Tamariki can only have one bus that they are connected to and cannot change to another bus. If your tamariki is going to a friends house after school they need to be picked up. You can change from the one chosen bus to pick ups or walkers - but not to another bus.

PTA (Parent Teachers Association)

The PTA aims to benefit all students by fostering a partnership between parents/caregivers and the school.

Becoming involved is a great way to get to know the school community.

The PTA welcomes new members and their ideas.

Contact Renee on reneel.allen@gmail.com for more information.

Dental Clinic

The mobile dental clinic visits the school each year.

Call 0800 MYTEETH (0800 6983384) for more information.

Stationery

Stationery lists are available online through Qizzle at www.schoolpacks.co.nz

'The Nook' bookstore in Wellsford also has stationery packs ready made. You will need to know your child's classroom.

Lunches

Our school is strictly a **nut free** school. Please provide your tamariki with a healthy morning tea and water. Lunches are provided for free. Let the office know of any dietary requirements.



Sunsmart

Sunhats and sunscreen are compulsory in Term 1 and Term 4.

Medicines

Please notify the school of any medicines your tamariki may need and when they may need them. Medicines need to be kept in our First Aid room. Please bring them to the office and fill out the Medicine Authority Form.

School Policies

These are available to read online. Please go to www.schooldocs.co.nz and find Kaiwaka School.

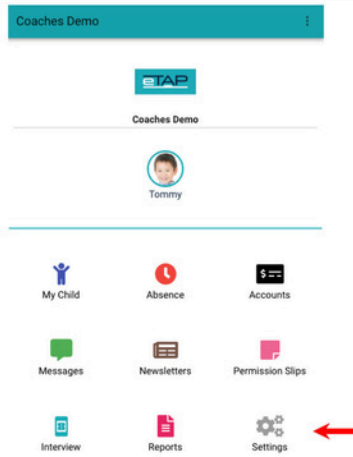
Username: kaiwaka

Password: mangawhai

This will open the app in your web browser.

4. Click on Settings to change your password

You are able to change your password but not your User ID.

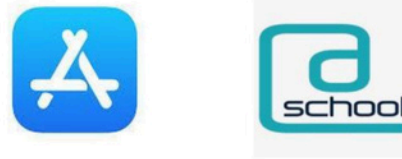


5. Change your password



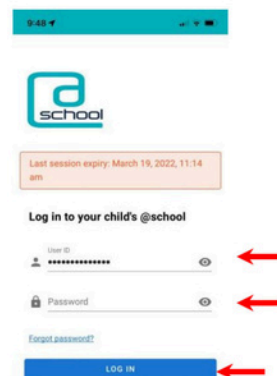
Part 2: On Your Mobile

1. Use your respective APP store - Google PLAY or Apple App Store and search for 'ETAP'. Then click on the @school APP option.

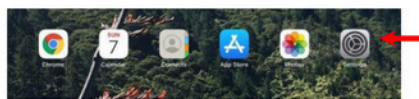


2. Enter your User ID and the new password you just created.

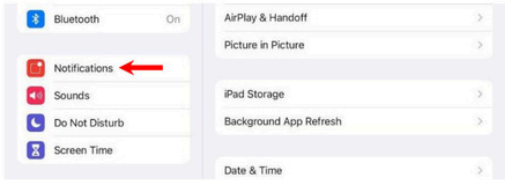
Log In




3. IN YOUR PHONE open Settings.



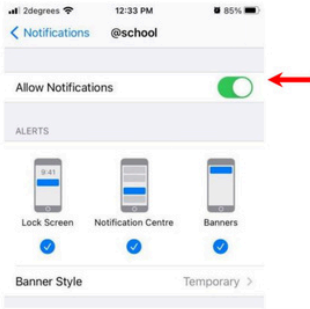
4. Click on Notifications



5. Find the @school app

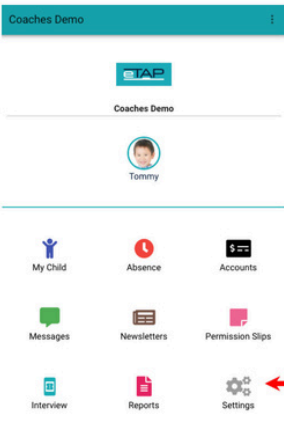
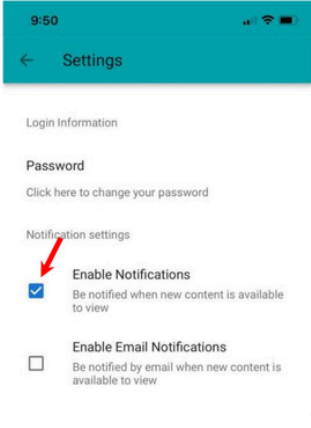


6. Turn on "Allow Notifications"



7. IN THE APP click on Settings

Tick Enable Notifications

If you have more than one child you will receive another user name and log in. You only need to use one log in to access siblings. You can swap children's records by just clicking on their picture on the APP.

