



# KIRKWOOD INTERMEDIATE SCHOOL

## **Significance of our Logo**

The Kahikatea is the predominant native tree in Riccarton Bush and its use in the logo for our school shows the historic link with and the school's proximity to Riccarton Bush.

The Kahikatea is also a strong, upright tree and this well represents the aims we have for our students.

We would like to think that they leave us morally strong, upright in character and reaching for new challenges and horizons.

# **KIRKWOOD INTERMEDIATE SCHOOL**

**260 Riccarton Road  
CHRISTCHURCH**

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e-mail: [kirkwood@xtra.co.nz](mailto:kirkwood@xtra.co.nz)

Website: [www.kirkwood.school.nz](http://www.kirkwood.school.nz)

School Hours: 8:40 a.m. to 2:55 p.m.  
Monday to Friday

## **PRINCIPAL'S MESSAGE**

Welcome to our school. I hope that as you read through this Prospectus, you come to understand the values and beliefs that underpin Kirkwood Intermediate School.

I believe that Kirkwood Intermediate School is placed firmly at the forefront of education for the emerging adolescent. Our staff, our facilities and our programmes are aimed at encouraging and inspiring our students to do their very best and to grow educationally, socially and physically during their time with us.

Education for this age group—the “emerging adolescent” - involves key practices such as mixed class groupings, authentic learning experiences, integrated curricula, high expectations of all students and positive, supportive relationships throughout the school community. These are what we strive to achieve at Kirkwood, where everyone can achieve.

As a school we cater for the whole student, we act inclusively and we deliver the best educational practice we can. We are extremely fortunate in many ways—we have the best children in Christchurch come to our school, we have a very positive and supportive Board of Trustees, a hardworking and enthusiastic Parent Teacher Association and a wonderful blend of youth, experience and enthusiasm in our teaching and support staff.

We encourage open communication within our school community. Do not hesitate to contact me should you require any further information.

Phil Tappenden

## **Board Chairman's Message**

Our Kirkwood community is unique: we have one purpose – to meet the whole child's individual needs and wishes. Students are at the centre of everything we do. We believe you and your child know what you both want and we expect you to tell us. We listen.

Our students gain confidence by being part of the school. They are all given opportunities to try whatever area they wish, enabling them to ascertain where their talents lie, whether they are in academic subjects, music, drama, sport or art.

We think school should be fun, and the students should feel secure and safe in the relaxed environment we provide. This nourishes their confidence and independence. We do not require lots of rules and regulations because the Kirkwood Commitment Card and Community Code of Conduct underlie everything we do.

If you want to feel safe, if you want to feel valued, if you want to feel that your opinion is important, then Kirkwood is the school for you. We promise that you will enjoy life with us and that we will do everything we can to challenge and support you in the things that matter most to you. Welcome to our community.

Brian Li  
Chairman of the Board of Trustees  
brian@li-yao.net

## **2010 BOARD OF TRUSTEES**

Brian Li	Chairman
Kathryn Dalziel	Vice Chair
Victoria Sergel	
John Goddard	
Paul Lancaster	
Cissy Xie	
Chrissy McLean	Staff Representative
Phil Tappenden	Principal

Meetings of the Board of Trustees are held in the school staffroom monthly. Parents/caregivers are most welcome to attend. Board members are happy to receive comments from parents.

# **PARENT TEACHER ASSOCIATION**

All parents are invited to become members of this enthusiastic and supportive association.

As well as organizing the traditional fundraising activities, members of the P.T.A. Committee have a close association with the Board of Trustees and participate fully in the consultative process.

The association exists to promote closer liaison between home and school for the ultimate benefit of students.

## **2010 PARENT TEACHER ASSOCIATION MEMBERS**

Kim Berquist	Chairman
Jude Cheal	Deputy Chairman
Chris Philpott	Secretary
Sarah Hazelwood	Treasurer
Debby Taylor	
Dianne Downward	
Lea-Ann Dow	
Jude Cheal	
Melissa Garry	
Rachael Stott	
Lynne McKenzie	
Helen Evans	
Karen Anderson	
Sarah Campbell	
Fiona Barry	
Mary Botting	
Wayne Dixon	
Victoria Sergel	
Phil Tappenden	Principal
Kirsty Anderson	Staff Representative

## **Values and Beliefs**

At Kirkwood, we endeavour to work within a set of values that promote a child centred school. It is important to us that each and every child feels both welcome and valued, that they see their school as a positive and friendly place and where they can continue their emotional, physical and academic growth in a warm caring environment. To this end we have focused on three main strategies:

- Our Commitment card
- Student behaviour
- Parent involvement

## **Commitment Card**

At Kirkwood we promise that you will:

- Be treated as the unique person you are;
- Be treated with dignity and respect;
- Have your educational, social and physical needs met;
- Have equal access to all school opportunities;
- Be physically and emotionally safe while at school;
- Have a clear understanding of our expectations of you;
- Have help and assistance to achieve your best;
- Be able to contribute to our school's life;
- Be able to speak and be listened to;
- Enjoy yourself.

## **Parent Involvement**

To ensure that we work together to support your child's learning and growth, we provide many opportunities for parents to be involved in the life of our school.

Please consider being involved by:

- Being a member of our Board of Trustees;
- Joining the PTA;
- Attending camps, ski days and other Education Outside the Classroom opportunities;
- Help coach a sports team;
- Attend our school sports—swimming, cross country, tournaments, and athletics;
- Help in our library, our classrooms, our PTA working bees;
- Attend Parent Teacher Child interviews and help focus on goal setting.

You are always welcome at Kirkwood. Our school exists to do the best for your child, and your support makes for a positive, inclusive school environment

## **Student Behaviour**

At our school we have a set of "Expectations" for all students to follow. They are designed to help keep everyone and their property safe. We do not accept any behaviour that is offensive, demeaning or threatening.

Each class will develop its own set of expectations for behaviour inside the classroom in consultation with their homeroom teacher.

All expectations are clearly set out and explained to students. Any student is welcome to make submissions regarding our expectations through the Student Council.

## **Student Council**

The student council is a group of elected students from each class who meet weekly for half an hour with a teacher to discuss student ideas for improving the way we do things at Kirkwood.

The Student Council gives the students a 'voice' in the school. It organises multi-days and discos and suggests special events like sausage sizzles, competitions and fundraises for the puppy we sponsor through the RNZFB.

Comments from Student Council Representatives:

"Kirkwood has heaps of opportunities that you can get involved in. You will find something that interests you, from sport, to art, to academic competitions; and if you do really well, you might even be rewarded with a Blue which makes you feel extremely proud."

"You feel right at home when you walk through the gates of Kirkwood. Everyone's really approachable and it's easy to make friends."

"Learning is so much fun at Kirkwood. Students enjoy the lessons because the teachers go the extra mile to make it fun and they organise heaps of interesting field trips that link to our units."

"Kirkwood has encouraged our progress in leadership skills by giving us opportunities such as being house captain, librarian, student council representative, physical activity leader and sports monitor."

## **School Organisation**

At Kirkwood your child will have the opportunity to participate in a wide range of educational opportunities. As a state, co-educational intermediate school, we offer programmes based on the New Zealand Curriculum and established best practice. We are fortunate that we can target all of our resources at the emerging adolescent level, even though we cater for a wide range of abilities. We believe strongly in the value of sound Numeracy and Literacy programmes. We are then able to develop other curriculum areas, either as individual subjects or as part of our integrated curriculum approach.

We believe that children learn best when they are interested, motivated, challenged and enjoying school and everything we do at Kirkwood Intermediate is focused on this belief.

Some of our organizational features are detailed below:

## **Technology**

Technology education at Kirkwood, presents students with a range of creative experiences in different areas: Foods, Electronics, Materials (metal, wood, fabric, plastic) and Design and Graphics. Programmes link together in themes to focus on: Planning for Practice, Brief Development and Outcome Evaluation. Key competencies and values are also integrated within programmes.

Students gain knowledge and skills essential for their own lives and all kinds of careers by working in teams and individually. Portfolios communicate the design process and allow students to take responsibility for decisions. Extension opportunities enhance students' understanding of the technological process in depth for example the BP Challenge, design competitions.

## **I.C.T.**

Our school is well equipped for Information and Communication Technology with a suite of computers as part of our information literacy programme in our library area. Our network allows access to this technology from each classroom. This allows our students to develop their skills in using I.C.T. as a tool to assist their learning.

## **Music**

Music is taught as part of the performing arts curriculum in all classrooms but extra opportunities exist for your child to learn music at Kirkwood and to participate in our choir, orchestra and other music groups. We are also able to arrange lessons for interested students.

## **School Production**

Every second year we produce a school performance for any and all interested students. As with everything we do at Kirkwood, our aim is to include as many children as possible. In 2011 we will present our major school performance which will be a great opportunity for our talented students to perform in front of large and supportive audiences.

## **NESB Students**

Students who have English as their second language will have extra assistance in English; either withdrawn in small groups with our ESOL teacher or supported in their own classroom by both their classroom teacher and the ESOL teacher.

## **Houses**

At Kirkwood we have four house groups to which children are assigned in their first few weeks at school. These houses are Sheppard/Freyberg, Wakefield/Te Kanawa, Mansfield/Hillary and Rutherford/Batten. Our students represent these houses at such events as athletic sports and compete for house points in and out of class activities. We believe belonging to a house gives our students the opportunity to feel included at a level other than class or school wide.

## **Sport**

Kirkwood has developed a reputation around Christchurch for the amount and quality of our participation in sport.

We always participate in the Inter-Intermediate competitions, covering a wide range of sporting activities. Even though we are one of the smaller Intermediate schools in Christchurch, we have one of the highest participation rates. As a school we are well known for the courtesy, co-operation and sportsmanship of our teams and we value this highly.

For children who do not get into our school representative teams, we provide a sporting programme at school and all children are expected to participate.

One of our best physical assets is our challenge course. This course has been specifically designed to provide challenges for intermediate age students. It focuses on risk taking and upper body strength development; areas that have become less developed in recent times. The course is available for all students to use at playtime, lunchtime and after school and is frequently used as part of fitness, sports development and physical education activities.

## **Interchange**

It is common practice for Intermediate Schools to offer a range of interchange programmes where children are taught by teachers with a particular interest and skill in curriculum areas such as Science, Performing Arts, Foreign Languages and Visual Arts.

We see the opportunity that is provided to our students by this kind of programme as an invaluable step towards the kinds of programmes run at Secondary School. The experience gained by working with a range of teachers who have particular skills and knowledge can add much to a child's understanding and appreciation of these areas.

## **EOTC**

We see great value in our children using the resources available in our local community and as a result we may visit places such as Ferrymead, the Museum and the Art Gallery as a part of our classroom programme. You will always be notified in advance of any visit your child may make outside of the school.

As well as this, we offer class camps at both year levels. It is envisaged that the Year 7 Camp in 2011 will be at the Purau Bay camp site and will be three days/two night's duration. In Year 8, it is our intention that our students will visit Wellington for four days and three nights. These camps have proven extremely successful (and popular) with our students over the past years and provide great opportunities

for both learning and personal development. The Wellington trip, in particular, does have a significant financial cost so we encourage students to begin saving as early as possible.

We also offer an optional ski day for any interested students during the third term. These days are very popular and provide a low cost introduction to skiing for some students and a low cost day skiing for the more experienced.

## **Outside Competitions**

All students are welcome to participate in a range of outside competitions including the New South Wales competitions, the Primary Research Competition, Cantamath and the Canterbury-Westland Science Fair. There may be a small charge for some of these competitions and we recommend interested parents discuss participation in these with the classroom teacher.

## **Cultural Groups**

A Culture Group usually operates with membership open to all students. This group is sometimes requested to perform at special occasions in the city.

## **Class Organisation**

We believe that the best way to cater for all of our students is in a system of parallel classes with groups of children who have identified needs and talents coming together for specific purposes. We believe that if we structure our school in this way, continually strive to treat each child as the unique individual they are, and continually work towards providing each and every child with the educational programme appropriate to him or her, then we can, as a school, make a significant contribution to the educational opportunities and outcomes for each and every one of our students.

To this end, we will be having four or five classes at each level and in some of these classes we will establish cluster groups for particular purposes. Many schools use this kind of organization to successfully cater for the needs of a diverse student population and we believe that with the skill and commitment of our staff we can not only meet the needs of our students, but also provide challenging and exciting opportunities.

Our Board supports our class programmes by keeping class sizes as small as possible—in 2010 our average Year 7 class was 27 students. We believe this helps create the very special learning atmosphere we have at our school.

## **Student and Community Surveys**

We believe it is important to regularly gather information from our students and our community to ensure that the programmes, resources and facilities we have at Kirkwood Intermediate meet the needs of all who attend our school.

We welcome any suggestions regarding the operation of our school either through the office or through our school Board of Trustees.

## **Financial Matters**

### **Stationery**

At the beginning of the school year we sell a complete stationery pack and calculator at a very reasonable price. This pack contains all of the books needed to start the year.

### **School Donation**

The Board of Trustees seeks the support of parents in the payment of a voluntary donation of \$85 per year or \$120 for two children in the one family. This subscription is deliberately kept as low as possible and parents are invited to pay more if circumstances allow. The amount is reduced to \$80 and \$115 if paid by 31 March 2011.

These funds are used to offset some of the difference between government grants and the cost of offering a wide and stimulating programme suited to the needs of our students. The amount is requested early in the year so that educational, cultural and sporting equipment may be purchased and used.

### **Material Fees**

All students will be involved in Technology. In all these areas there are additional costs involved for materials and, of course, the student owns all objects made. At this stage it is not possible to give you a precise amount but approximately \$48 will cover the cost for materials in these areas for the whole year.

### **Financial Summary**

Stationery	Approximately \$20
Calculator *	Approximately \$20
Material Fees	Approximately \$48
Year 7 Camp Fee	Approximately \$120
School donation	\$80 to \$120
Year 8 Wellington Trip	Approximately \$400

\*The Sharp EL 531LH Scientific Calculator has been chosen because all our local Secondary Schools say it will be useful until at least Year 13.

We recognize that for many parents this represents a considerable outlay over a short period of time. We work on an invoicing system and statements will be issued at regular intervals beginning in March.

Parents should not hesitate to make contact with the Principal where there is a financial problem or a query about a particular request for money.

Payments by direct credit or time payments of an amount each week/fortnight are very acceptable.

On the other hand there are many parents whose lives are extremely busy and who are unable to help the school in fundraising activities. Such parents might wish to make a greater monetary contribution in lieu of the labour required to fundraise. Such realistic gestures are welcome.

## **Enrolment Procedures**

Parents of all students are asked to complete the enrolment form which is included with the Prospectus and return it to Kirkwood by **Friday 24 September**, when enrolments close.

During Term 4 the Principal and Deputy Principal will gather information to help with class placement.

An orientation visit is provided for new students and an evening meeting is arranged for parents. You will be notified of these dates.

On the first day of the new year (**Wednesday 2 February 2011**) parents are invited to bring their child for a brief interview with his/her new teacher. Further details of this day will be given in our Orientation Pack.

Over the Christmas holidays, all newly enrolled students will receive an orientation pack explaining more about our school, the people they will meet and the organization of the first week. We aim to make our students feel safe, welcome and part of our school by having a series of orientation activities in the first week of school.

## **School Uniform**

All students are required to wear correct school uniform while at school and while traveling to and from school:

**Girls Summer:** White "C school over blouse" Style S6092  
or  
Green Polo Shirt with Kirkwood Logo  
Culottes in Kirkwood Tartan  
Bottle Green Polar fleece with Kirkwood logo and/or  
Bottle Green woollen V neck jumper  
Knee high white socks  
Black lace up school shoes

**Boys Summer:** Green Polo with Kirkwood Logo  
Grey Summer shorts  
Knee high banded socks  
Bottle Green Polar fleece with Kirkwood logo and/or  
Bottle Green woollen V neck jumper  
Black lace up school shoes

In Terms 1 and 4 children are expected to wear a bottle green bucket or wide brimmed sunhat

**Girls Winter:** Same as for summer and/or  
Bottle green Lined Taslon track pants

**Boys Winter:** Same as for summer and/or  
Grey lined winter shorts and/or  
Bottle green lined Taslon track pants

**Girls and Boys Sports Uniform:**  
White Polo shirt with Kirkwood logo  
Bottle green knit shorts  
White ankle socks

The Kirkwood logo may be monogrammed or embroidered.

**Please note that school shoes for both boys and girls are to be of the black, leather, lace-up style.**

**Uniforms are available from:**

**Postie Plus:** Tower Junction (off Blenheim Road)

## **Physical Education Uniform**

The full, correct Kirkwood Sports uniform is essential for the Tuesday Sports programme. For PE lessons the emphasis is on changing so other than official but appropriate shorts and T-shirts are acceptable. The change is essential—including socks.

### **Winter Sports Teams**

Rugby and soccer jerseys, socks, netball and hockey skirts are provided by the school. The onus is on the borrower for the care and prompt return of these articles.

### **Kirkwood Track Suits**

The PTA has purchased a large number of very attractive tracksuits for wear by teams representing the school at tournaments and events. These are borrowed by the students for the occasion and are expected to be washed and returned as soon as possible after the event.

### **Jewellery and Hair:**

Students are permitted to wear a watch and one stud in each ear should they choose.

Hairstyles are expected to be neat and tidy with the minimal use of hair products. Hair touching the shoulders must be tied back.

It is important for the health and safety of our students that all comply with these requests.

**Staff as at May 2010**

<b>Principal</b>	Phil Tappenden	BTchLn., DipEdMan., Higher DipTch, Grad Cert TESOL
<b>Deputy Principal and Director of Curriculum</b>	Peter Aitken	Adv DipTch,
<b>Assistant Principal</b>	Chrissy McLean	BEd, DipTch, Grad Cert TESOL
<b>Director of Technology</b>	Julie Anderson-Hema	BTchLn, Higher DipTchg, NZ Dip Specialist Subjects
<b>International Co-ordinator</b>	Amelia Jang	GrdDipTch, MKoreanLit.
<b>Staff</b>	Christina Just	BA, GradDipTch
	Emma Murcott	BTchLn
	Hae Ran Eum	BEngineering, GradDipTchLn, Grad Cert TESOL
	Hilary Hughes	BTchLn
	Paula Campbell	BTchLn
	Jo Wang	BA, Grad Dip Arts, Grad DipTchLn, CELTA
	Kirsty Anderson	BTchLn
	Megan Freeman	BTchLn
	Mike Smith	BSc, GradDipTch
	Trevor Paterson	DipTch
<b>ESOL Teacher</b>	Janine Climo	BSc, Tch with P.E. Health & ESOL Cert.
<b>School Counsellor</b>	Chrystal Witte	DipTch, BEd, MEd with Cert Counselling, MNLP
<b>Part Time Teachers</b>	Anna Mary Anderson	DipTch, DipHSci, Dip Grad Sci (Community Nutrition)
	Jacqueline Hobbs	DipTch, DipHSc, PG Dip Sci (Community Nutrition)
<b>Technology Staff</b>	Anthea Preston	B Ed(Primary), Major in Nutrition, Health & Technology
	Clive Blackett	Higher Dip Tch, Dip Wkshp Craft, Art Specialist
	Gordon Anderson	Adv TC TTC, NZ DipSpecialist Subjects Grad Cert TESOL,

Kelvin Erickson	Adv TC, TTC, NZ Dip. Specialist Subjects
Ray Ingle	DipTch, NZ Dip Specialist Subjects (Sec), Adv.TC
Ian Jackson	Grad Dip Sec Teaching & Learning, Adv. TC

**Support Staff**

School Secretary	Kerian Gill	CPIT Sec Dip Pitman's Cert S/hand, Typing
Bursar	Deb Rowley	BCom, CA
Admin/Finance Assistant	Lea-Ann Dow	
Librarian/Teacher Aide	Sally Dobbs	Cert T/A
Caretaker	Peter Von Hagen	