

# 2021

## PROSPECTUS



*Kirkwood*  
INTERMEDIATE SCHOOL





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.

Comments from Student Council Representatives:

***"Everyone is kind and friendly at Kirkwood. There are many opportunities available to us and they teach us spectacular technology skills."***

***"Everyone is welcoming and kind. We appreciate our teachers for creating a fun and interesting learning environment. We feel welcome and we enjoy learning in different ways."***

260 Riccarton Road, Christchurch  
PO Box 29242, Christchurch 8440

Telephone: (03) 348 7718  
Fax: (03) 348 1085

[school.information@kirkwood.school.nz](mailto:school.information@kirkwood.school.nz)

School Hours: 8:40am to 2:55pm Monday to Friday

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



## 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, emotionally 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 CHAIR'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 underpins 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.

Victoria Sergel  
Board of Trustees Chair  
[vsergel@outlook.com](mailto:vsergel@outlook.com)

## 2020 BOARD OF TRUSTEES

Victoria Sergel  
Amy Kennerley  
Rowan Smith  
Michelle Johansen

Rachel Clarke  
Blair McWhirter (Staff Representative)  
Phil Tappenden (Principal)

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

## PARENT TEACHER ASSOCIATION (PTA)

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

As well as organising the traditional fundraising activities, members of the PTA 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.

Please ring the school office if you would like to make contact with a PTA member.

## LEADERSHIP OPPORTUNITIES AND HOUSES

There are many opportunities for our students to develop their leadership skills such as: Student Council; House Captains; Librarians and Sports leadership roles.

At Kirkwood we have four house groups to which children are assigned in their first few weeks at school. These houses are Sheppard/Freyberg, Britten/Te Kanawa, Mansfield/Hillary and Rutherford/Batten.

Our students represent these houses at events such 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.

**Sheppard / Fryberg**  
**Britten / Te Kanawa**  
**Mansfield / Hillary**  
**Rutherford / Batten**

- Houses

## VALUES AND BELIEFS

### TIKANGA

At Kirkwood Intermediate School these are our tikanga, our values that we uphold:

<b>Manaakitanga</b>	- Respect and Caring
<b>Kaitiakitanga</b>	- Guardianship
<b>Whanaungatanga</b>	- Relationships
<b>Rangatiratanga</b>	- Leadership
<b>Tohungatanga</b>	- Pursuit of Knowledge

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:

### 1. OUR 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.

### 2. STUDENT BEHAVIOUR

We have very high expectations of behaviour at Kirkwood. These expectations 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.

All our teachers model excellent standards of behaviour for children.

### 3. 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.



## 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 this age group, 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 - everything we do at Kirkwood Intermediate is focused on this belief.

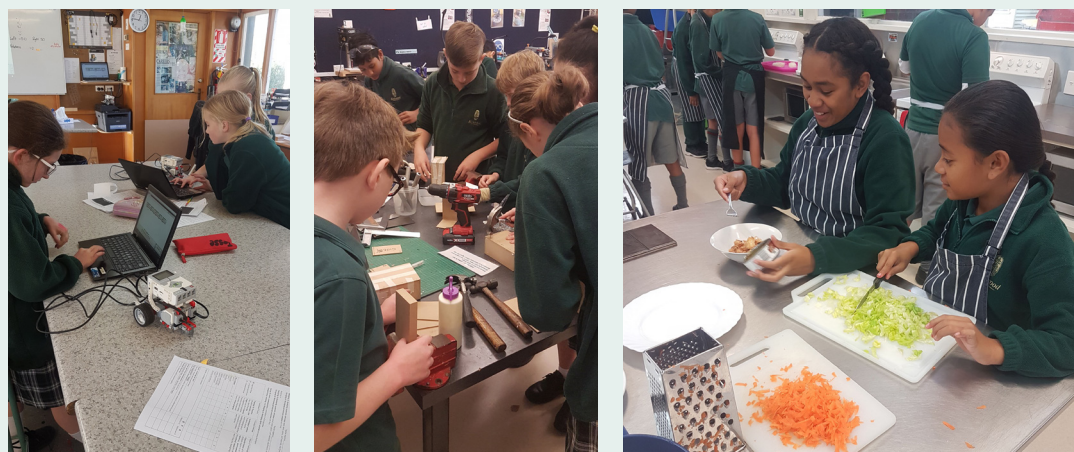
Some of our organisational features are detailed as follows:

### TECHNOLOGY

Technology education at Kirkwood presents students with a range of creative learning experiences in different areas: Foods, Electronics and Materials (metal, wood, fabric and plastic). 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 of work help develop the design process and allow students to make decisions.

Technology is often a favourite area for many students because a 'hands on' approach is an enjoyable way to learn.



### ICT / BYOD

Our school has been re-cabled and the whole school has wifi coverage. We have laptops/desktops and Chromebooks for classroom use to enable students to develop their skills in using ICT as a tool to assist their learning. Whilst we allow students to bring their own device, and have a separate network for their use, we do not require them to do so. Our Library has desktop computers as well as access to laptops for research purposes.

All students have their own network logon username and password and a unique school Gmail account. They are taught safe internet protocols.

### MUSIC

Music is taught as part of the performing arts curriculum in all classrooms. 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.







## SPORT

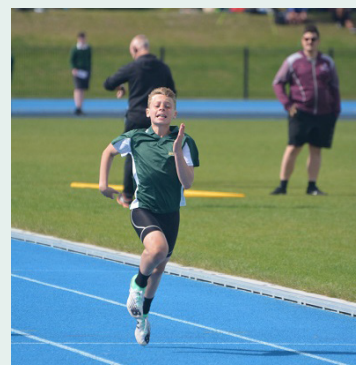
Kirkwood has developed a reputation around Christchurch for the amount and quality of our participation in sport.

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 interval, lunchtime and after school and is frequently used as part of fitness, sports development and physical education activities.

Our school swimming pool also helps develop pupils awareness in the water through confidence. The swimming pool is open during Terms 1 and 4.



## EDUCATION OUTSIDE THE CLASSROOM

We see great value in our students using the resources available in our local community and as a result we may visit places such as Canterbury Museum, Riccarton House 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 2021 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 if this continues to be a safe and desirable option. 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 our Year 7 year group 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 University of Canterbury Competitions for English, Mathematics and Science, Cantamath, the Canterbury-Westland Science Fair and the Kids' Lit Quiz. There may be a small charge for some of these competitions and we recommend interested parents discuss participation in these with the classroom teacher.

## NON-ENGLISH SPEAKING 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.

## SCHOOL PRODUCTION

Every second year we stage 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. Our next major school performance will be in 2021 which will be a great opportunity for our talented students to perform in front of large and supportive audiences.



## CULTURAL GROUPS/KAPA HAKA

Te Kaupeka is the name of our Kapa Haka roopu (group). They perform at several key school events and also support community events throughout the year. It is a strong roopu led by students with a tutor to guide them.



## 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 five or six classes at each level and in some of these classes we will establish cluster groups for particular purposes. Many schools use this kind of organisation 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 of Trustees supports our class programmes by keeping class sizes to a reasonable size, with an average class size of 27 students this year. We believe this helps create the very special learning atmosphere we have at our school.



## 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 \$95 per year or \$130 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.

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.

*Note: The Board is considering joining the Government Donation Scheme therefore the fees and donations may change.*

### Technology Materials

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 \$60 will cover the cost for materials in these areas for the whole year.

### Financial Summary

Stationery	Approximately \$25
Calculator	Approximately \$20
Technology Materials	Approximately \$60
Year 7 Camp Fee	Approximately \$175
Year 8 Wellington Trip	Approximately \$ 575
School Donation	\$95 to \$130 (Tax credit available)

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 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.



## SCHOOL UNIFORMS

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

### Summer Uniforms - Girls

- White short sleeved blouse, Style 110334; Green polo shirt with Kirkwood logo;
- Culottes in Kirkwood Tartan, Style 111171;
- Bottle green polar fleece with Kirkwood logo and/or Bottle green woollen V neck jersey, Style 110427;
- Knee high white socks or white ankle socks (optional for the summer)
- Black lace up school shoes.

### Winter Uniforms - Girls

- Same as for summer and/or bottle green pongee pants, Style 112422

### Summer Uniforms - Boys

- Green polo with Kirkwood logo;
- Grey summer shorts, Style 110689;
- Knee high banded socks with stripes; Style 112563
- Bottle green polar fleece with Kirkwood logo; and/or bottle green woollen V neck jersey, Style 110427;
- Black lace up school shoes.

### Winter Uniforms - Boys

- Same as for summer and/or grey lined winter shorts, grey lined winter zipped shorts, and/or bottle green pongee pants.

**Please note that school shoes for all students are to be of the black, leather, lace-up style.**



- **Uniforms are available from: The Warehouse, Blenheim Rd**
- **Shoes are available from: Hannahs and The Athlete's Foot.**

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



### Sports Uniform - Boys & Girls

- Green/white Kirkwood sports shirt with logo, Style 110224; Green PE shorts, Style 112517
- White ankle socks.

**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 sporting events, appropriate shorts and T-shirts are acceptable. The change is essential – including socks.

### Winter Sports Teams

Rugby and football 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

The wearing of jewellery, make up or coloured nail polish is not allowed. One stud in each ear is the only piercing permitted other than for cultural reasons.

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





## STAFF

### Principal

Phil Tappenden	BTchLn., DipEdMan., Higher DipTch, Grad Cert TESOL
----------------	--

### Deputy Principal and Director of Curriculum

Peter Aitken	Adv DipTch
--------------	------------

### Assistant Principal

Kim Robertson	BA, GradDipTchLn
---------------	------------------

### Director of Technology

Julie Anderson	BTchLn, Higher DipTchg, NZ Dip Specialist Subjects
----------------	--

### International Coordinator

Alison Xie	BA in English Teaching, MEd. GradDipTchLn (ECE)
------------	---

### Classroom Teachers

Hae Ran Eum	BEngineering, Grad DipTchLn, Grad Cert TESOL
Kathryn Mason	BTchLn (Primary)
Blair McWhirter	BTchLn (Primary)
Paul Williamson	BEd, Dip Ed Man, DipTch, Cert Mid Man
Mike Smith	BSc, Grad DipTch, MSc
Stacey Timblich	BTchLn (Primary)
Trevor Paterson	DipTch
Tamara Toaolamai	BTchLn (Primary)
Steven Moseley	BTchLn (Primary)
Ellis van der Fits	BTchLn (Primary)
Micaela Brensell	GradDipTch (Primary), BHSc

### ESOL / SENCō

Janine Climo	BSc, Tch with P.E. Health & ESOL Cert.
--------------	--

### Part Time Teachers

Marilyn van Eysden	DipTech, TTCL, LTCL
Fiona Buick	BTchLn (Primary), Dip Applied Practice (Digital and Collaborative Learning)

### School Counsellor

Sue Molloy	BEd., H. DipTchg, MEd. (Counselling), MNZAC
------------	---

### Technology Staff

Ray Ingle	DipTch, NZ Dip. Adv TC Specialist Subjects (L7)
Gordon Anderson	Adv TC TTC, NZ Dip Specialist Subjects, Grad Cert TESOL
Kelvin Erickson	Adv TC, TTC, NZ Dip Specialist Subjects
Sarah Waters	BTchLn, Certificate in Culinary Arts and Professional Cookery
Teri Johnson	GradDipTchLn (Secondary), DipFA (Hons)
Eric Dirkze	AdvTC, NZ DipTch
Vicki Rowe	BAppSC (Human Nutrition), GradDipTch (Secondary)

## SUPPORT STAFF

### Principal's Secretary

Lea-Ann Dow
-------------

### Bursar

Geraldine McCormick	BCom
---------------------	------

### Admin / Finance Assistant

Tracey Purdie
---------------

### Librarian / Teacher Aide

Sally Dobbs	Cert T/A
-------------	----------

### IT / Assessment

Deb Rowley	BCom
------------	------

### Learning Assistants

Debbie Garland	
Judy Erasmus	CertMedSc
Samantha Key	BA (Psychology)
Wendy Bristow	Cert T/A
Grace Joo	
Rodolfo Lopez	

### Caretaker

Peter Von Hagen
-----------------

## ENROLMENT PROCEDURES

Parents of all students are asked to complete the enrolment form and return it to Kirkwood by the end of Term 3. During Term 4 the Principal, Deputy and Assistant Principals will gather information to help with class placement.

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

Before the first school day of the new year parents are invited to bring their child for a brief interview with his/her new teacher. Further details of this day will be detailed in our Orientation Booklet.

Over the Christmas holidays, all newly enrolled students will receive an Orientation Booklet explaining more about our school, the people they will meet and the organisation 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.





260 Riccarton Road, Christchurch  
PO Box 29242, Christchurch 8440

Telephone: (03) 348 7718  
Fax: (03) 348 1085

[school.information@kirkwood.school.nz](mailto:school.information@kirkwood.school.nz)

School Hours: 8:40am to 2:55pm  
Monday to Friday

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

