



Kirkwood

INTERMEDIATE SCHOOL

2024

PROSPECTUS



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.

260 Riccarton Road, Christchurch
PO Box 29242, Christchurch 8440

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

school.information@kirkwood.school.nz

www.kirkwood.school.nz

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

Comments from Student Council Representatives:

"I like the environment at Kirkwood. It offers various sporting opportunities, Blues awards and has a great learning environment."

"The teachers are kind and friendly. It's a great place to make friends."

"I like the structured learning system, it helps many students become the best person they can be."



PRINCIPAL'S MESSAGE

Kia ora koutou,

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, 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





PRESIDING MEMBER'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
Presiding Member
vsergel@outlook.com

2024 BOARD

Victoria Sergel (Presiding Member)
Micaela Brensell (Staff Representative)
Phil Tappenden (Principal)
Amy Kennerley

Rowan Smith
Nick Ruscoe
Cam Wright

Meetings of the Board 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.

VALUES AND BELIEFS

TIKANGA

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

Manaakitanga	- Respect and Caring
Kaitiakitanga	- Guardianship
Whanaungatanga	- Relationships
Rangatiratanga	- Leadership
Tōhungatanga	- 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

- 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 / WHĀNAU 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;
- 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.

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 / Freyberg

Britten / Te Kanawa

Mansfield / Hillary

Rutherford / Batten

PARENT TEACHER ASSOCIATION (PTA) - FRIENDS OF THE 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 and school staff.

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.

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 in the following pages.



MUSIC / PUORO

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.



TECHNOLOGY / PŪTAIAO

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.





SPORT / HĀKINAKINA

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 2024 will be at the Purau Bay camp site and will be three days/two night's duration. In Year 8 our students are offered a 4 day and three night camp. In the past we have undertaken a range of trips, including Wellington and Omaka. The location for 2025 will be advised at the beginning of the school year. 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 Year 8 camp 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 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.



ICT / BYOD

Our school has a mix of laptops, desktops, and Chromebooks for classroom use to enable students to develop their skills in using ICT as a tool to assist their learning. Students are welcome to bring their own devices, however, we do not require them to do so. There is a guest Wifi network students are able to access to connect their own devices. Should students choose to bring their own device to school we cannot accept any responsibility for its safety.

All students will be assigned their own network login username and password and a unique school Gmail account. They are taught safe internet protocols.

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 or additional 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 next year (2025) 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 tautoko them as they learn a range of waiata and haka.



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.



FINANCIAL MATTERS

We are part of the Government Donation Scheme and as a result we will not ask for costs associated with core-curriculum based activities. We have detailed below costs which you can expect during your child's time at Kirkwood Intermediate School.

STATIONERY

Stationery packs are available through Office Max via an online ordering system. These packs contain all of the books needed to start the school year. Details are in the orientation information.

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. The cost of approximately \$70 covers the cost for materials in this area for the whole year.

CAMP

We do ask that parents cover the cost of camp.

Year 7 classes go on camp early in the year and the approximate cost is \$200.

Our Year 8 classes usually experience a three night/four day camp. In the past we have undertaken a range of trips, including Wellington and the camp at Omaka. Usually the cost is between \$300 and \$600 depending on where we go. However, without parental financial support it will not be able to go ahead. We strongly recommend setting up regular automatic payments as we require a deposit of \$200 to be paid by the end of Term 1 with the balance due by 1 September.

FINANCIAL SUMMARY

Stationery	Approximately \$70
Technology Materials	Approximately \$70
Year 7 Camp cost	Approximately \$200
Year 8 Camp cost	Approximately \$300 - \$600

We recognise 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 issue or a query about a particular request for money.

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

At times in the past, parents and friends of our school have donated money or goods to support others. We appreciate any help or support our community gives us.



SCHOOL UNIFORMS

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

GIRLS UNIFORMS

Summer

- 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
- white ankle socks (optional for the summer)
- Black lace up school shoes.

Winter

- Same as for summer and/or bottle green pongee pants.

BOYS UNIFORMS

Summer

- Green polo with Kirkwood logo;
- Grey summer shorts, Style 110689;
- Knee high banded socks with stripes; Style 161125
- Grey ankle socks; 161257
- Bottle green polar fleece with Kirkwood logo; and/or bottle green woollen V neck jersey, Style 110427;
- Black lace up school shoes.

Winter

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

SHOES

- School shoes for all students are to be black, leather, lace-up style.

SPORTS UNIFORMS

General

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

The full 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, football, netball and hockey uniforms 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 & DIRECTOR OF CURRICULUM

Peter Aitken Adv DipTch

ASSISTANT PRINCIPAL

Kim Robertson BA, GradDipTchLn, MEd Leadership (Distinction)

DIRECTOR OF TECHNOLOGY

Ray Ingle Adv TC, NZ Dip Specialist Subjects (L7)

INTERNATIONAL COORDINATOR

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

SCHOOL COUNSELLOR

Andrea Knight MEd, PGDipEdPs; PGCertCounSt

ESOL / SENCO

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

CLASSROOM TEACHERS

Tamara Toaolamai	DipTchLn (Primary), Grad Cert TESOL
Stacey Timblick	BTchLn (Primary), ASLA Literacy Specialist
Hae Ran Eum	BEngineering, Grad DipTchLn, Grad Cert TESOL, ASLA Literacy Specialist
Kathryn Mason	BTchLn (Primary)
Martin Burke	BTchLn (Primary)
Micaela Brensell	GradDipTch (Primary), BHSc, ASLA Literacy Specialist
Yelin Yun	BTchLn (Primary)
Lawrence Botting	BA (Film), GradDipTch (Primary)
Sarah Cooper	Post GradDipTch (Primary)
Gemma Sherry	BTchLn (Primary)
Trevor Paterson	DipTchLn
Ashley Crouch	BTchLn (Primary)

TECHNOLOGY TEACHERS

Teri Johnson	GradDipTchLn (Secondary), DipFA (Hons)
Gordon Anderson	Adv TC TTC, NZ Dip Specialist Subjects, Grad Cert TESOL
Kelvin Erickson	Adv TC, TTC, NZ Dip Specialist Subjects
Eric Dirkze	AdvTC, NZ DipTch, Specialist Subjects HTTC
Vicky Rowe	BAppSC (Human Nutrition), GradDipTch (Secondary)
Fiona Buick	BTchLn (Primary), Dip Applied Practice (Digital and Collaborative Learning)
Mary Ross	DipHSc, DipEd, BEd
Alicia Street	BTchLn (Primary)
Katie Russell	GradDipTchLn (Primary) BPR +TM

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

LEARNING ASSISTANTS

Debbie Garland	
Wendy Bristow	Cert T/A
Grace Joo	
Rochelle Lindsay	
Tracey Corbishley	

CARETAKER

Peter Von Hagen

ENROLMENT PROCEDURES

Parents of all students are asked to complete an online enrolment application by the end of August.

All students who live in-zone will have their enrolment accepted. Parents of students out-of-zone will have their places confirmed in the first instance by 9 September. Please visit our website for more information on this process.

An orientation visit may be provided for new students and an evening welcome to families may also be available. You will be notified of these dates should we be able to hold them.

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

Over the Christmas holidays, all newly enrolled students will receive Orientation Information 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.





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