



Kahikatea Kirkwood
Intermediate School

2027

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, Upper Riccarton,
Christchurch 8041

Telephone: (03) 348 7718

school.information@kirkwood.school.nz

www.kirkwood.school.nz

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

"Kahikatea Kirkwood Intermediate School has a positive environment which makes it a great place to learn."

"I like the amount of sports Kahikatea has to offer, and I like that there are many different cultures we celebrate."

"I like the opportunities Kahikatea Kirkwood has to offer, in particular the technology area, sport and leadership roles. We are encouraged to try new things and do our best."

Comments from Student Council Representatives.

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 Kahikatea Kirkwood Intermediate School.

I believe that Kahikatea 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 Kahikatea 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.

Over the last three years our school has been extensively refurbished, including our new library, classroom upgrades, an upgraded hall and a welcoming entrance/administration area. These upgrades have made a really positive improvement to our school, and I know our students and staff are enjoying, and benefiting from, our enhanced school environment.

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 Kahikatea 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 Kahikatea 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 Kahikatea 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

2026 BOARD

Victoria Sergel (Presiding Member)
Kathryn Blankley (Staff Representative)
Phil Tappenden (Principal)
Amy Kennerley

Nick Ruscoe
Cam Wright
Richard Jackson

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 Kahikatea 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 Kahikatea 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. BEHAVIOUR AND EXPECTATIONS

We have a positive school culture at Kahikatea Kirkwood and maintain high expectations to keep everyone safe and allow for a focus on learning. As students come in from many different schools it can be an adjustment to reach these shared expectations and we work with students and families to support this. Our expectations have been created with our students and school community. There are opportunities for students to reflect on the expectations and share their ideas of how we can improve our culture through their classroom teacher or the school council. Expected behaviours are explained and taught to students so they feel confident in knowing what to do in different situations. Our students enjoy being part of a positive and productive school community.

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 Parent Teacher Association (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 Teacher-Parent-Child interviews and help focus on goal setting.

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

LEADERSHIP OPPORTUNITIES

We have many formal and informal leadership opportunities for students. Our formal roles include our House Captains, School Librarians, School Councillors, Sports Rangatira, and AV monitors. There are also many informal leadership roles and opportunities that students make and take throughout their time at Kahikatea Kirkwood.

HOUSES

Students are assigned to one of four houses when they begin at Kahikatea Kirkwood. These houses are Sheppard / Freyberg, Britten / Te Kanawa, Mansfield / Hillary, and Rutherford / Batten. These Houses give the students an opportunity to build whakawhanaunga (relationships) across the school and provide a different opportunity for students to feel included.

Sheppard / Freyberg

Britten / Te Kanawa

Mansfield / Hillary

Rutherford / Batten

FRIENDS OF THE SCHOOL - 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 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 Kahikatea 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, while still catering to a wide range of abilities. We believe strongly in the value of sound Mathematics 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 Kahikatea Kirkwood Intermediate is focused on this belief.

Some of our organisational features are detailed in the following pages.



PERFORMING ARTS / TOI WHAKAARI

Music, dance and drama are taught in all classrooms as part of the performing arts curriculum. We run optional paid and unpaid lessons for a wide range of instruments. Musical groups at Kahikatea Kirkwood include the School Choir, who perform at the Christchurch Schools' Music Festival each year, the School Orchestra and other music groups. We also run music extensions courses focusing on composition (Electronic Music Production and/or Western Stave Notation), depending on numbers.

SCHOOL PRODUCTION

Every second year we stage a school performance focusing on acting, drama, singing and dancing for any and all interested students. As with everything we do at Kahikatea Kirkwood, our aim is to include as many children as possible. Our next major school performance will be in 2027 which will be a great opportunity for our talented students to perform in front of large and supportive audiences.



TECHNOLOGY / PŪTAIAO

At Kahikatea Kirkwood, the Technology programme offers students a wide range of engaging, hands-on learning experiences across several areas, including Food Technology, Electronics, and both Soft Materials (textiles) and Hard Materials (wood, metal, plastics).

Learning is structured around key technological practices including Planning for Practice, Brief Development, and Outcome Evaluation. These are supported by the development of key competencies and are strongly aligned with the core values of Kahikatea Kirkwood.

Students build practical skills and essential knowledge that assist everyday life, while also preparing them for possible future pathways and careers. Students work independently and collaboratively to develop problem-solving skills, creativity, and resilience. The use of work portfolios strengthens the design process, allowing students to document, reflect on, and justify their own decision-making.

Technology is consistently a highly valued subject among students at Kahikatea Kirkwood, largely due to its engaging, hands-on approach to learning.

Throughout the year, selected students may also be offered extension opportunities, providing additional challenges and the opportunity to further develop their skills and creativity.





SPORT / HĀKINAKINA

Kahikatea 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 alternative programmes including sports, games and physical activity opportunities 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

As well as trips throughout the year, we offer camps at both year levels.

Our plan is for the Year 7 students for 2027 to attend a one night and two day camp at Ōnuku Marae on the banks of Akaroa harbour. This early camp fosters a positive class culture and supports learning about our local Canterbury history.

We are planning on visiting Te Whanganui-a-Tara Wellington with our Year 8 students in Term 4. This camp gives us the opportunity to take advantage of the educational opportunities Wellington offers as our capital city and enables us to tie together two years worth of topics across drama, science, and social science. We intend to visit Te Papa, Wellington Museum, Zealandia Nature Reserve, Government House, Te Tiriti o Waitangi at the National Library, the film studio at Capital E, Pukeahu National War Memorial Park, and the Police Museum. We travel one way to Wellington by plane and the other by ferry and train to make the most of the experience. This Year 8 camp, in particular, has a significant financial cost attached. We therefore encourage students to set up an automatic payment plan as early as possible. The office is able to help families set up automatic payment plans.



ICT / BYOD

Our school has pods of 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. 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 OPPORTUNITIES

We support a range of opportunities for students to compete in outside of school competitions including, the University of Canterbury Competitions in English, Maths, Science, and Spelling. We also enter students for Cantamath, Kids' Lit, Science Badges, Epro8 and many more. There can be changes to the competitions offered each year, so it is worth discussing options with your child's teacher.

ENGLISH LANGUAGE LEARNERS

Students who have English as their second or additional language may 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 and/or learning assistant.



CULTURAL GROUPS / KAPA HAKA

At Kahikatea Kirkwood Intermediate School, we are proud of our 70-strong Kapa Haka. They are tutored weekly by Whaea Tania and Matua Willy. We privilege this group by having them practice from 2pm-2.55pm each Wednesday. This year, for the first time, our rōpu are working towards performing in the Tūhono Festival later in the year - our rangatahi are excited for this opportunity.

We have four student rangatira in our rōpu. They work hard in Year 7 as part of the wider group and are then selected to lead the Kapa Haka based on their leadership, talent and commitment. These rangatira lead haka and waiata, and act as kaitiaki (guardians) of the other students in the rōpu. We rely on these students to lead in other areas of our kura as well - when we have guests, for hāngī and for whānau hui, etc.

Being part of Kapa Haka connects our rangitahi māori to their whakapapa and provides all students, no matter their ethnicity, with a genuine connection to te ao Māori and allows them opportunities within the performing arts. Rangitahi gain confidence and connection to others within the group, and we encourage all students to give Kapa Haka a go.



CLASS ORGANISATION

We believe that mixed classes of diverse students offer our students a great opportunity to challenge their own experiences with the knowledge and experiences of others, to build understanding and foster innovation. To support learning and meet the individual strengths of students, classes also often use flexible small groups. We believe this combination offers the best of small group learning and diverse collaboration.

To this end, we will have five or six classes at each year level and where appropriate, flexible groups will be used to support learning.

This kind of organisation successfully caters 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 Kahikatea 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 \$80 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 \$280.

Our Year 8 classes usually experience a three night/four day camp. In the past we have undertaken a range of trips including Wellington. Usually, the cost is approximately \$800. 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 \$300 to be paid by the end of Term 1 with the balance due by 1 September.

FINANCIAL SUMMARY

Stationery	\$70 Approximately
Technology Materials	\$80 Approximately
Year 7 Camp cost	\$280 Approximately
Year 8 Camp cost	\$800 Approximately

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 are available via the Hero App. Alternatively, you may contact the office if you require a copy emailed to you.

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. We have families setting up smaller weekly payments from when their child starts in Year 7 to be used towards the more expensive Year 8 camp.

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:

School uniforms are currently being redesigned for 2027. We will update online once the design has been confirmed.

Our current school uniform is able to be worn throughout 2027 while we are in the transition stage.

SHOES

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

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 for Technology classes and sports.



STAFF

SENIOR STAFF

Phil Tappenden	Principal
Kim Robertson	Deputy Principal
Stacey Timblick	Assistant Principal, SENCo, Team Leader
Hae Ran Eum	Team Leader
Katie Russell	Head of Technology

CLASSROOM TEACHERS

Stacey Timblick
Hae Ran Eum
Kathryn Mason
Martin Burke
Micaela Brenssell
Lawrence Botting
Ashley Crouch
Elle Honig
Sam Ermerins
Blair McWhirter
Felicity Mills

TECHNOLOGY TEACHERS

Katie Russell
Ray Ingle
Teri Johnson
Gordon Anderson
Kelvin Erickson
Vicky Rowe
Fiona Buick
Colin Powick
Ann Paterson
Brigid Gilmore
Ann Lane
Clive Blackett
Gaby Montejo

INTERNATIONAL DIRECTOR

Alison Xie

SCHOOL COUNSELLOR

Andrea Knight

ESOL

Janine Climo

SUPPORT STAFF

Lea-Ann Dow	Principal's Secretary
Geraline McCormick	Bursar
Tracey Purdie	Administration/Finance Assistant
Tracey Corbishley	Librarian/Teacher Aide
Peter Von Hagen	Caretaker

TEACHER AIDES

Ben Abe
Grace Joo
Jo Sem

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 when they are confirmed.

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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