



Mingimangi Hautoa
**Knights Stream
School**

Information Booklet



WELCOME FROM THE PRINCIPAL

Dear Parents/Caregivers and Whānau

Nau mai haere mai ki tō tātou kura, Mingimingi Hautoa! Welcome to the Knights Stream School Whānau. We are a proud school with a vibrant, enthusiastic and caring family atmosphere. Our vision is to develop “Courageous learners who positively influence the world.”

At Knights Stream School | Mingimingi Hautoa we focus on the key learning areas of literacy and numeracy. We also provide a wide range of rich learning activities and experiences for our tamariki. We believe in teaching children strong moral values and how to be an upstanding citizen. We encourage responsibility and self-reflection, and we set and maintain high expectations for our learners. At Knights Stream our children have a true sense of belonging.



The first years at school are vital in setting up a successful future for your child. Instilling self-belief and a ‘can do’ attitude will help your child be a courageous learner, even when they find new challenges difficult. We also like to discover the children’s individual strengths and nurture these. You can expect to see the senior students interacting and helping the younger students around the school.

We are a modern school with fantastic facilities that enable teachers to work collaboratively to maximise learning whilst maintaining strong relationships. We have the most up to date technology to ensure our curriculum allows children to become digital learners and to be prepared to positively influence their world now, and in the future. As a school we believe learning is a partnership between the child, Whānau and the teacher. We all want the best for your child and we will work together to achieve this.

The best advice I can give you is to get involved in the school. The more you put in, the more you will get out of the Knights Stream experience!

Enjoy your time with us.

Ka kite ano

Mike Molloy

Principal | Tumuaki

ABOUT US

The school was gifted its Māori name by Te Taumutu Rūnanga, “Mingimingi Hautoa” - The Courageous Mingimingi. Knights Stream School | Mingimingi Hautoa is located close to the heart of Christchurch in the Knights Stream Park subdivision. The school caters for children from years 1 - 8 and opened in February 2019. The area has grown rapidly in recent years. We now have a thriving township centre close by. Knights Stream School is surrounded by fantastic community resources such as Knights Stream Park, a learn to ride track and skate park.

Knights Stream School places children at the centre of all learning and has strong foundational values and beliefs.

KNIGHTS STREAM LOGO

The brief for the school logo was to create a symbol that was significant to the area, easily recognisable and could be used as a tool to demonstrate the school beliefs to staff, Whānau, and especially the students. A waka was chosen as local Māori used the river system to explore, trade and catch food. In particular the Knights Stream (Ōpouira) area was known for waka being hauled from river to river. A local cultural narrative was developed by He Puna Kōrero mō ngā Kura and this has been incorporated into the design.

The school was gifted their Māori name by Te Taumutu Rūnanga, “Mingimingi Hautoa” - The Courageous Mingimingi. Mingimingi are very tough little shrubs, they can withstand horrendous winds, harsh coastal conditions, extreme cold alpine environments, very wet conditions and long droughts. In fact Mingimingi is one of the toughest New Zealand shrubs and will survive almost anything. As such it has been chosen as a metaphor for the Knights Stream School students. We want our students to be courageous and resilient and able to survive challenges that life brings.

The waka symbol has three parts - the Sail, the Waka and the Oars.



THE SAIL

The sail symbolises the school’s vision. The wind represents the NZ Curriculum. On the sail is a stylised Mingimingi branch. The sail captures this energy and transforms it into the School Curriculum which is then transformed into the Class Curriculum where students live the vision as courageous learners.

THE WAKA

The waka symbolises the school community (the vessel) comprising teachers, parents, Whānau (large koru at the back of the boat) and students (small koru at the front of the boat). Students guide their own learning with their parents/Whānau and teachers supporting from behind when required. The school desires that their students be independent motivated learners.

THE OARS

The oars symbolise the school values and are tools that help power and direct the school vision in the right direction. When we all paddle together we achieve our best.

SUMMARY

The logo has a contemporary and family friendly feel to reflect the modern learning setting and welcoming school culture. The colours are vibrant and contrasting with the dark blue alluding to local waterways and the bright green representing the mingimingi plant and our environment. The school desires that their students grow to become good stewards of the land both locally and globally.

GENERAL INFORMATION

School Address	1 Killarney Ave, Halswell CHRISTCHURCH, 8025
Telephone	928 1050
E-mail	office@knightsstream.school.nz

SCHOOL HOURS

8.20am	Classes Open
8.50am	School Starts
8.50am - 9am	Whānau Time (Roll and messages) <ul style="list-style-type: none">- Relational time - check in with own teacher/group- Karakia and Waiata
9.00am - 10.00am	Learning Session 1
10.00am - 10.10am	Feed and Read <ul style="list-style-type: none">- Social team time- Fitness- Healthy snack break encouraged (karakia kai)
10.10am - 11.10am	Learning Session 2
11.10am - 11.35am	Interval
11.35am - 12.35pm	Learning Session 3
12.40pm - 1.10pm	Play
1.10pm - 1.25pm	Eating lunch
1.25pm - 2.40pm	Session 4 - Integrated / Conceptual Curriculum
2.40pm - 2.50pm	Relational time - check in with own teacher/group

Children are not to arrive at school before 8.20am (as there is no formal supervision) and should arrive no later than 8.45 am.

STAFF

All staff will be listed on our website: <https://www.knightsstream.school.nz/our-people/>

SCHOOL BOARD

The Board governs the school while the Principal's role is to manage the day to day aspects of pupil and staff development, carrying out Board policy, maintaining educational standards, catering for any special needs, upholding curriculum goals, and providing effective communication on school life to the community.

Board elections are held every three years and the monthly meeting (usually the 4th Monday of the month) is open to the public. The Board also has the power to co-opt members as the need arises.

Knights Stream School Board are:

Presiding Member	Tim Kennedy
Deputy Presiding Member	Jared Blyth
Board Members	Maggie Li, Haley Smith, Zelda Yates
Principal	Mike Molloy
Staff Representative	Leigh Hurford

School Board – Policies

To assist in the day to day running of the school, the Board approves various policies. Policies may be written by members of the community, but the Board has final approval. From time to time policies are sent out to the community for suggestions or changes.

These can be reviewed at [www.schooldocs.co.nz.Knights Stream](http://www.schooldocs.co.nz/Knights_Stream)

Login: Knights Stream

Password: waka

ENROLMENT ZONE

The Knights Stream Board of Trustees has adopted an updated Enrolment Zone effective from 17 October 2022. Please visit <http://nzschools.tki.org.nz/> for the latest Enrolment Zone information.

If you have a new entrant child starting school we have a Cohort Entry. **This means children must be 5 upon entering school in either week 1 or week 6 each term. We have 8 starting dates throughout the year. These dates can be found on our school [website](#).**

Children are able to start school once they turn 5 and no later than turning 7. Should you have any enquiries please contact the school office.

The A - Z of Knights Stream School | Mingimingi Hautoa

ABSENCE

It is a legal requirement that children attend school regularly and on time. We expect all children to be onsite and ready for the day at 8.45am.

If a child is to be absent for any reason could you please notify the school before 8.50am via: the HERO app or Phone 928 1050 or email: office@knightsstream.school.nz.



If a child is sick or has any contagious illness it is important that they do not attend school. Please follow medical advice of your medical professional to ensure children are past any incubation period.

If a child has an appointment during school hours please sign out from the office and sign back in on return. You can notify the teacher with an email or note.

If your child will be absent for 3 days or more for any reason, you will need to notify the office in writing to office@knightsstream.school.nz. Please include the dates and the reason for their absence.

BEFORE AND AFTER SCHOOL PROGRAMMES

Youthtown is a nationally operated, not for profit organisation delivering programmes that develop skills and knowledge. They operate separately to the school.

Youthtown offers a breakfast club and an after school programme exclusively for students attending Knights Stream School. Breakfast club runs from 7am until the start of school and the after school programme is from the end of school until 6pm.

If you would like to enrol please visit the Youthtown website youthtown.org.nz or call **0800 004 566 for assistance**.

CALENDAR

Upcoming events at school can be found here: <https://www.knightsstream.school.nz/calendar/>

CAR PARKING / DROP and GO

Parents can enter the car park off Richmond Avenue and exit onto Killarney Avenue. This is a one way system. You can park in a space at the east end of the car park or use the **'Kiss and Go' area (no parking - this is a drop and go system only)**. Children should always depart a car on the left hand (footpath) side of a car.

Vehicles parked in the three mobility parking spaces must be displaying their mobility parking permit.

Extra parking is available across the road at the park. **If using this park please use the kea crossing provided at all times.**

CELEBRATION ASSEMBLY

Full school assemblies are held on even weeks on a Friday afternoon. These start at 2pm. We encourage parents to attend if possible. If your child is receiving an award their teacher will make contact with you. Please also refer to the school calendar online.

COMMUNICATION

The school communicates through Hero App, email, Seesaw App, our school website:

www.knightsstream.school.nz and Facebook Page: <https://www.facebook.com/KnightsStreamSchool>

CONCERNS AND COMPLAINTS PROCESS

At Knights Stream School, we encourage open and honest communication with our parent community. If you have any concerns regarding your child and/or practices at our school please follow the Knights Stream School Concerns and Complaints process here

<https://www.knightsstream.school.nz/concerns-complaints/>

Teachers also value feedback when things are going well.

CHANGE OF CONTACT DETAILS

In case of an emergency, it is vital that the school is able to reach parents. Please notify the school immediately of any change of address, phone number, email address, including emergency contact numbers.

Changes can be emailed to office@knightsstream.school.nz

CYBERSAFETY

Technology when used in a positive and creative way can be very beneficial for education and a number of other instances. When used without parental guidance and support it can be used inappropriately and be detrimental. Children are risk takers and are curious to learn. Without the correct guidance and support this can lead to poor decision making.

Please make sure you are aware of what your child/ren is doing online. Please also be aware of their devices capability e.g. its ability to connect to others and the outside world. As parents you need to have control over its use and measures in place to check what your child is up to. Prepare your home internet with the appropriate filters and safety precautions. Have access to their passwords, use devices in open

spaces and discuss what they are doing. I would recommend that internet capable devices should be left on the dinner table at night. A great site to look at is: <http://www.netsafe.org.nz/>

Facebook, Instagram, Snapchat, Kick and Twitter are common Sites and Apps that enable people to share content online. Facebook and Twitter have an age restriction of 13+ for good reasons. Even children at and above this age do not have the knowledge and decision making maturity to make sensible and safe choices on their own. New Sites and Apps are being created all of the time so please be vigilant.

If children are misusing technology outside of the school environment it is very likely that these issues will come into school. Issues such as privacy, inappropriate language and bullying are common.

If you have any questions or concerns please make time to talk to your child's teacher.

FRIENDS OF THE SCHOOL - FUNDRAISING

Locally raised funds provide a necessary boost to school budgeting. Our parent group "Friends of the School" (FoS) have several ongoing fundraising projects throughout the year which you will be invited to contribute to in various ways. Joining FoS is a great way to become involved in school life.

You can contact them by email: fos@knightsstream.school.nz

HEALTH

Dental: The Mobile Dental Services van provides a free service for eligible students at the school when it is based at the school. At other times phone 0800 846 983.

Hearing and Vision: These specialists generally visit school at least once a year to conduct hearing and vision tests in certain age groups of the school. Pupils found lacking in either of these two areas will have their difficulties documents and parents will be advised of remedial action necessary.

Health Nurse: The Public Health Nurse visits the school regularly. If a parent or teacher requests it, the nurse will follow up any matter needing attention.

Allergies/Special Conditions: We appreciate knowing about any allergies for special medical conditions such as bee stings, hay fever, hearing loss, asthma, etc so that consideration can be given to the child. We do keep a register of reactions for allergies and ***if medication is required we need to know about it.***

Special Advisers: We are able to use the services of various specialist advisers if there is a need. Requests can be made for speech therapy, reading recovery, psychologist, visiting teachers.

Illnesses and Accidents: Accidents and illness at school are attended to in the sickbay by designated trained first aid staff. Parents are contacted, except in the case of minor injuries or illness.

Parents should inform the school of any health or associated problems affecting their child. Arrangements must be made through the school office for children needing medication during school hours.

Children who have coughs and colds or tummy bugs that result in vomiting or diarrhea should remain off school for the first 24 hours after their symptoms end.

HOME LEARNING

Home learning at primary school is not designed to burden children with very large amounts of extra school work to be done in what should be family time.

Home learning aims to be: meaningful, reinforcing core knowledge (especially reading, spelling, tables and basic facts learning where applicable).

Any learning which causes frustration or is not understood should be left and referred back to the teacher.

Each teacher will inform you of the routines and requirements.

HOUSES

Every child in the school is placed in a house. Family members are in the same house.

We have four houses at Knights Stream, Kōtare, Korimaki, Kereru and Pukeko

There will be lots of different activities and events held for the house groups.

KARAKIA / WHAKATAUKI

As a learning community we will participate in a karakia/whakatauki at the beginning and end of the day.

This may initially start with the whakatauki (proverb) for each learning landscape.

LATENESS AND LEAVING SCHOOL DURING THE DAY

If your child is late, they need to come to the office and sign in. If a student leaves during the day they must come to the office to sign out. This process will operate in reverse should they return to school.

LOST PROPERTY – VALUABLES

At Knights Stream we encourage children to take responsibility for all belongings. **Items which are CLEARLY NAMED are easily returned to the owner.**

The school cannot be held responsible for valuables brought to school. **Toys, electronic games, jewellery, birthday presents and so on are not to be brought to school.** This avoids potential issues.

LIBRARY - WHAREPUKAPUKA

All Whānau groups will have access to the school library on a weekly basis. The Library is also open during lunchtimes.

MORNING TEA and LUNCHESES

Healthy food is encouraged. Children are strongly encouraged to bring a litter free lunch. Children eat together at 'Feed and Read' and at lunch time. Lollies are not to be sent to school.

There are some online ordering options available: **Sushi on Thursday and Subway on Friday.** This can be ordered through your HERO App.

Food is to be prepared by parents and is not to be shared with other children. Please refer to the school policies about food allergies.

MUFTI DAYS

During the year we will have mufti/non-uniform days for specific reasons. Sometimes students will also be asked to bring a donation or perhaps a can of food, if for example, we are fundraising for a charity. We would really like it if you supported these events as it contributes to our school culture however, mufti days are not compulsory.

MUSIC

We are building a selection of itinerant music teachers that can provide private lessons during the school day. Please contact the following tutors directly to discuss tuition opportunities, costs and times.

Drums

Kat Wall kit_drummer@hotmail.com

Guitar/Ukulele

Ewen Glasgow ewenglasgow89@gmail.com

Singing - Wednesday

Nicole Taylor nctaylor@outlook.co.nz

Lessons will take place during the school day on the school grounds by vetted tutors.

NEWSLETTER

These are completed fortnightly on a Thursday via Hail (website), email and Facebook. Please make a point of reading this and keep an eye on the school calendar for upcoming events.

PARENT INVOLVEMENT

At Knights Stream parent participation is actively encouraged. There is plenty of evidence to show that when parents and schools work together, children learn successfully.

There are many ways parents can be involved:

- Sports coaching
- Library, book repair, covering, stamping etc
- School camps and trips
- Road Patrol
- Joining the Friends of School

Please let us know if you would like to contribute in any way!

PLACE NAMES and STAFF TITLES

Staff Names

Whaea - female [first name]

Matua - male [first name]

Building Names

Our buildings reflect our cultural narrative:

Kūkūwai (Wetlands) Greens Learning Spaces - Pūrekireki and Raupō	Y0-1
Ōpouira (Knights Stream - River) Blues Learning Spaces - Hawai and Paretai	Y2
Ōtūmatua (Mountain behind the quarry) Grey/Charcoal/Black Learning Spaces - Tōtara and Matai	Y3-4
Ōwaka (Waka transport route) Learning Spaces - Tuna, Patiki, Hīrau and Mōkiki	Y5-8

Other Space Names

Te Tupu Harakeke (Waitaha Special School Satellite)

Whare Pukapuka (Library)

Tari (Office)

Rūma Tūoro (Healthroom)

Rūma Kaimahi (Staffroom)

Wharepaku (Toilet)

Wharehui (Hall)
Tumuaki (Principal)
Tumuaki Tuarua (Associate Principal)
Rāpoi (Large gather space in each room)
Kāpeka (Small breakout spaces)
Waihanga (Makerspace)
Paranga (Courtyard)

Tikanga (culturally respectful customs)

At KSS we...

- do not sit on tables
- wash hands before we eat food
- karakia before kai
- demonstrate inclusive practice for all
- do not place hats or food on chairs
- do not expect eye contact when disciplining a student if it is not culturally sensitive
- Say a karakia with our Whānau group to start the day or a staff meeting

POLICIES AND PROCEDURES

These can be reviewed at <https://knightsstream.schooldocs.co.nz/>

Login: Knights Stream

Password: waka

PLAY AT SCHOOL

There are no set play areas for any age children. Children are encouraged to mix and play together. Scooters and bikes are allowed at school. Bikes and scooters are not to be shared. Children must wear shoes and a helmet.

REPORTING PROGRESS TO PARENTS

We encourage parents to make regular contact with teachers. At Knights Stream we have an “open door” policy where the informal communications and information flow between parent and school are valued. Each day teachers are in their spaces from 8.20am - 8.50am and outside daily from 2.50pm - 3.10pm.

Through the year, however there will be formal reporting sessions:

February	Whānau Connection Hui (Parent and Teacher Meetings)
July	Progress Reports and Whānau Connection Hui
December	Progress Reports

Assessments will be loaded online via our School Management System called **Hero**. Parents will have an individual login to access this live information. Email notifications will let you know when new information is available to view - even from your smartphone!

The Hero app is available to be downloaded from the app store.



Throughout the year, data is collected to aid the assessment of each child's development. This is why teachers prefer you to make an appointment to see them, rather than you expecting an "on the spot" meeting, which doesn't lend itself to a reasoned, factual analysis.

SCHOLASTIC BOOK CLUB

Scholastic Book Club collections (Lucky, Arrow, Star) are available twice per term. There is no obligation to purchase. Scholastic gives the school reward points based on the number of books ordered. We are able to use these to buy books for the library.

SCHOOL DONATION AND ACTIVITY FEES

Schools often need to ask parents for a **voluntary donation** as the funding we receive from the Ministry of Education is not enough to cover what is required to deliver quality learning programmes.

\$60 per child or

\$140 for a family with 3 or more children

Please note this is a voluntary, tax-deductible donation. If you request, we can send you a receipt to enable you to claim this on your next tax return.

All activity expenses will be added to your account each term to cover planned activities and programmes in which your child will be participating.

Payment plans can be arranged to help support families with costs throughout the year. Please enquire at the office about this. We have options for **online banking** and **EFTPOS and paying directly via the HERO app**. We do not accept cash payments.

We have a dedicated bank account and system for payments.

ASB: 12-3441-0086851-01

Reference - SURNAME_Initial

SCHOOL DAMAGE

If any school equipment or buildings are damaged from misuse or carelessness, these costs will be passed onto families. Accidents are just accidents!

SCHOOL GROUNDS

Knights Stream School is totally Smoke and Vape Free.



Smoking is not permitted at any time on the premises (including the car park). This also includes electronic cigarettes (Vape).

The use of our lovely grounds is encouraged, but we would ask that people respect school property and equipment. Please use the equipment and grounds for their intended purposes.

We ask that you DO NOT bring motor vehicles, motorcycles and animals on to school property except on special occasions. **Dogs are not permitted on site unless approved by the Principal.**

The school cannot be held responsible for accidents on the school premises which happen outside school hours.

SENIOR TECHNOLOGY

All Year 7 & 8 students participate in Technology at Hillmorton High School on Thursday mornings. Technology classes consist of Textiles, Food and Hard Materials Technology. There is a technology contribution requested to cover the materials used during technology lessons. This cost will be added to your school account.

SPORT

We will be offering a wide range of sports for our students to get involved in during school hours. Students are able to trial for teams that participate in annual zone events. There will also be opportunities for students to access sports gear at break times.

SPORTS UNIFORM

We have a sport uniform that we provide for children on the day who represent the school at sporting events.

STATIONERY

A stationery list is sent home at the end of each year and can be purchased online through OfficeMax - Myschool this is the link: <https://www.myschool.co.nz/> Throughout the term, some stationery is issued to children as required and invoiced to caregivers. New Entrant stationery is available from the school office.

TRAVELLING TO SCHOOL

If pupils walk, scooter or bike to and from school they need to be competent at crossing roads and cyclists need to have an excellent road sense. High visibility safety vests are available at Mainland Uniforms. We recommend these are worn when biking, scootering and walking to and from school. We would suggest that younger cyclists are accompanied by an adult. Cycles and scooters are to be put in the stands and preferably locked. Cycle safety helmets are required by law.

Bikes and Scooters are allowed to be used at school. Children must wear suitable footwear and helmets.

Children are not allowed to share bikes, scooters or helmets.

Please follow the school expectations and systems in place for safe travel to and from school.

Requirements for child restraints.

Age of child	The law says you must:
Until their 7th birthday	Correctly secure your child in an approved child restraint
From their 7th to their 8th birthday	Correctly secure your child in an approved child restraint if one is available in the vehicle (and if not, in any child restraint or safety belt that is available)
From 8th birthday to 14 years old	Must use safety belts if available. If not available, they must travel in the back seat.
Over 14 years old	Must use safety belts where they are available.

TREATS, REWARDS AND CERTIFICATES

We believe the most powerful reward in terms of learning is verbal feedback. Lollies and sweet treats will not be given as rewards. We may occasionally give out certificates, for example during celebrations of learning. If your child is going to be formally recognised at a Celebration of Learning we will aim to contact you.

UNIFORM

At Knights Stream School, through the compulsory wearing of school uniform, we will instill a strong feeling of identity and pride in the community.

The uniform is available from Mainland Uniforms <http://www.mainlanduniforms.co.nz/>

Mainland Uniforms @ Wairakei Opening Hours

Mon-Fri: 9:00 am - 5:00 pm

Sat: 10:00 am - 1:00 pm

511 Wairakei Rd

Address: Christchurch
New Zealand

Phone: 03 360 3037

Email: sales@mainlanduniforms.co.nz



In the winter, it is a good idea for the children to have light shoes or slippers so that they can leave gumboots or wet shoes outside the classrooms. Any outdoor jacket can be worn to and from school and during break times.

School hats are compulsory in terms 1 and 4. During this time children should also come to school with sunscreen applied and bring some to re-apply throughout the day. Children are welcome to wear sunglasses.



All shorts, skorts, track pants and undergarments must be black. Children can wear black tights and black long sleeve thermals/undergarments.

Children are to wear suitable footwear (any colour) for PE and play. They can wear bare feet in the playground. Hair can be worn in any way, this includes colourful hair accessories. Items that are taonga(special) can be worn but must be safe for school activity.

We would ask that each item of schoolwear is CLEARLY NAMED.

VISITING THE SCHOOL

If you are visiting the school outside the regular start and end of day, please come to the Office area. All visitors and contractors working at the school are required to sign in and out through our **Visitors Tablet** on the front counter. You will be issued with a label to be easily identified.