



Kelburn Normal School



Welcome to Kelburn School

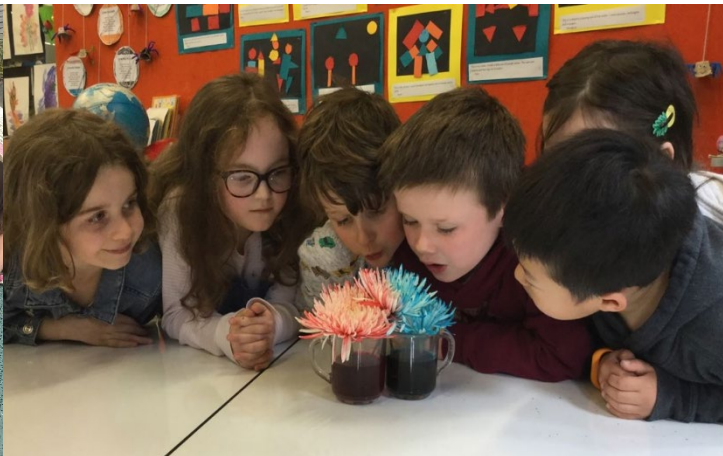
Haere mai and welcome to Kelburn Normal School. We are delighted that you and your child have joined our community.

When your child starts school, or starts at a new school, it can seem like there's a lot of new information to get your head around. That's why we've put together this "how to" booklet. It's intended to give you basic information about the school, to answer some common questions, and to let you know where you can find out more.

Please feel free to contact me or your child's teacher if you would like to talk about any of the information in this booklet, or if you have any questions that we haven't covered here.

Ngā mihi nui,
Andrew Bird
Principal | Tumuaki
Kelburn Normal School | Ngā Tātarakihi o Ahumairangi

"KNS has a great family atmosphere. Children are adventurous and care deeply for each other."
Year 8 Parent



Welcome from the Board of Trustees

Tēnā koutou! How wonderful to have you become part of our Kelburn School community.

As a community, we all work together to support and strengthen our school. Parents and caregivers are encouraged to get involved with the school to help support your child's education. There are lots of different ways to get involved, and you'll no doubt find which ways work better for you and your whānau.

Some of the ways you can get involved are:

- attending school assemblies
- helping in the classroom—for example, at discovery time on Fridays in Te Ara Tupu
- accompanying groups of tamariki on trips and activities outside the school
- responding to invitations to share your knowledge with the tamariki—for example, talking to our oldest children about your career path or sharing your culture with our younger children
- joining the PTA or pitching in to help with PTA fundraising activities—for example, the annual school picnic and school galas and events.

You might even like to consider standing as a parent representative on the Board of Trustees at the next 3-yearly election. It is something that the current parent trustees all find very rewarding.

When you get involved with the school, you are helping to support all our tamariki. You are also helping to support our team of dedicated and caring kaiako (teachers).

We look forward to meeting you in person.

Mā te wā,

Nickie van der Beek

Chairperson, KNS Board of Trustees

How to keep in touch with the school

Principal's newsletter

The school principal writes a weekly newsletter, keeping whānau up-to-date with the latest happenings at the school and highlighting upcoming events. We strongly encourage you to read this every week, as it is the main source of current information about what's happening at school.

The newsletter is circulated via email. You can also find it [here](#), on the school website, and on the school's Facebook page.

Facebook

The school maintains a Facebook page. This is a great way to keep up with events and activities taking place at the school, including the principal's awesome photos! It's also a useful way to be reminded of upcoming events.

School app

We encourage you to download our free school app, [SchoolAppsNZ](#). The app enables instant communications for parents and caregivers by providing alerts and messages regarding events and linking directly to our Google calendar.

You can find the app on the iTunes store or on Google Play—select Kelburn Normal School.

How to find useful information on our website

Our website, www.kelburnnormal.school.nz, is a trove of useful information.

When your child first joins Kelburn School, you might find the following information particularly useful:

[School information](#)

[Teams](#) (Select Our School Team from the menu)

[Lunch options](#)

[After-school care and holiday programme](#)

The following links provide information about our school's approach to teaching and learning:

[Our Kaupapa](#)

[E-Competencies](#)

Follow the link below to read about our performing arts groups and music lessons:

[Performing Arts](#)

[Music lessons](#)

Our school offers lots of great clubs, sports, and other opportunities for student participation:

[Sports at Kelburn](#)

[School library](#)

[Student Opportunities](#)

Finally, the following links tell you more about our Board of Trustees (which includes 6 elected parent representatives) and our Parent-Teacher Association:

[Board of Trustees](#)

[Parent Teacher Association \(PTA\)](#)

[Annual School Donation](#)

How to find out about our school policies

All state schools are required to maintain policies and procedures about a wide range of matters. At Kelburn Normal School, these policies and procedures are maintained via [SchoolDocs](#).

You can access Kelburn's policies and procedures using the credentials below:

Username: kelburn

Password: normal

We understand that the number of policies and procedures can seem overwhelming. Often the best place to start if you are interested or have a question is the 'Quick links for parents' page which you will find under the 'Parents and Whānau' tab on the left.

Signing up for and signing in to our @school app

Process to get Kelburn Normal School @school app working on a smartphone and/or on your computer.

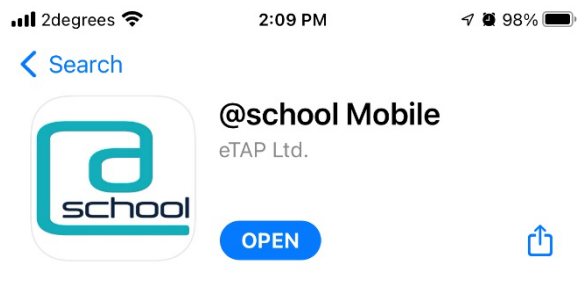
Step 1 - You will receive a separate system generated email which contains a link that you click on. This takes you to another window which gives you a USER ID in bold at the top of the email and has an "I agree button" for you to click on. I suggest you write the ID down as you will need to enter it once you have downloaded the app.

Step 2 - now check your inbox again as you will have been sent another email with a temporary password.

Step 3 - go to your apps store and download the etap @school app.



For an iphone it looks like this:



Step 4 - Once you have logged on for the first time, you will need to **go to the settings tab in the @school app and change your password to a permanent one.** It is important that you do this final step as your temporary password will expire.

Step 5 - Last but not least - **Turn on your notifications for the @school app in your phone's settings.**

To login into the app on your computer:

<https://www.atschool.co.nz/>

Then enter your user ID and password.

Once you have logged on for the first time you will need to **go to the settings tab and change your password to a permanent one.** It is important that you do this final step as your temporary password will expire.

KNS Parent Chat WhatsApp Group

The PTA has a WhatsApp group to enable all the KNS community to communicate with each other about all things KNS.

If you want to join this group, please email us on pta@kelburnnormal.school.nz with the following information:

- Your name
- Your phone number
- Your child's name and class

Parking around Kelburn Normal School

Kelburn Normal School is in a busy urban area and parking around the school is in short supply! This document advises how to safely collect tamariki at drop off and pick up times if you are using a car.

Where do I drop off tamariki before school?

You can use the Kowhai Road Quick Stop Zone to briefly stop and drop off tamariki in the morning. Please play your part in keeping the zone moving:

- stay with your vehicle - never leave it unattended in the zone:
- stop as far down the zone as you can:
- stay in the driver's seat while tamariki exit the vehicle:
- if the zone is full when you arrive, you will need to exit Kowhai Road and try again.

Where can I pick up tamariki after school?

Your best option is:

- park legally on Upland Road, Boundary Road, Mariri Road, or Plunket Street and walk to school:
- explain to tamariki, in advance, that you may be a few minutes late - if you are, they need to wait for you at school.

Alternatively, you can use the Kowhai Road Quick Stop Zone to briefly stop and pick up tamariki in the afternoon.

The Quick Stop Zone gets heavy use after school! Please play your part in keeping the zone moving:

- tell tamariki to wait for you on the footpath next to the zone:
- stay with your vehicle - never leave it unattended in the zone:
- stop as far down the zone as you can:
- stay in the driver's seat while tamariki enter your vehicle.

Please be community-minded and consider other people.

Please -

- do not park in front of private garages, including on Boundary Road:
- do not block the Kowhai Road turning zone (next to the school patrol crossing) by parking in it:
- do not block the entrance to Kowhai Road by stopping there to drop off or pick up tamariki:
avoid crossing the road at the top of Kowhai Road - use the school patrol crossing points.



WANT TO KNOW MORE? – Visit our Website : www.kelburnnormal.school.nz

Telephone: +64 4 475 9351

Email: admin@kelburnnormal.school.nz



Download our mobile app:

Search [SchoolAppsNZ](#) in the App Store or Google Play or scan the QR code and search for Kelburn Normal School within the App.