

**Kaikōura Suburban School**  
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Principal: Kylee Habgood



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2 February 2026

Term 1/Week 1

Kia Ora Koutou!

Welcome back or welcome to Kaikōura Suburban School for the 2026 school year!

On behalf of the Kaikōura Suburban School team, I am so happy to welcome you all to the 2026 school year. This year our school is starting with 48 students in 3 classes. The teaching team has returned: Rachel Hills, Sharyn Smith and April Bonney. Along with our office administrator Annie, caretaker Lloyd and cleaner Helen, our fantastic support staff team. I'd like to welcome back Rebekah Lintott who was a teacher aide last year and our two new teacher aides Deb Pettit and Tiasha Edwards. And naturally Squeak is still here keeping a watchful eye as the second in charge!

Today's newsletter contains a lot of important information for the start of the year so I really do encourage you to make a cuppa and take some time to read this through.

Information and Reminders for the start of the year...

### **Attendance**

The Ministry of Education has mandated that all schools have a stepped attendance management plan in place to start the year. Their target is for attendance is for 80% of students attending 90% of the time.

We have an Attendance Management Plan to help us meet this target. Please see our stepped management plan for whanau which is attached separately to this post.

Parents report absences via HERO, SkoolLoop, telephone, text, or in person.

Teachers login to HERO by 9:00 am and again at 1:40 pm to fill in attendance data.

Relievers collect a class list from the Office Administrator and this is returned to the office ASAP.

Late students report to the office on arrival.

The Office Administrator contacts the parents of unknown absentees.

The Office Administrator reports to the Principal daily.

Staff look at attendance at weekly staff meetings.

When attendance drops to 91% (more than 4 half days per term) whanau are contacted by the class teacher to make them aware and explain the next step.

When attendance drops below 85% the Principal contacts whanau to organise a formal meeting.

If there is no improvement and attendance slips below 70%, then the Principal contacts whanau to discuss and then will make a referral to Truancy Services.

Of course all cases are unique and discretion will be used where possible. Our aim is to work with whānau to improve attendance across the school.

### **Buses**

Bus students begin arriving from 8am, and must let a staff member know they are here so we are aware of who is onsite. All other students are only allowed to arrive from 8:30am and stay around after school up until 3:15pm, without parent supervision. This is important for health and safety as staff are not available to actively supervise students outside of these hours. If your child is a bus student, please remember to let us know if they will not be travelling home on the bus in the afternoons. Annie is in the office from 8:30am until 12:45pm Monday to Thursday and 8:30am to 12:30 on Friday. Staff keep a register of who is travelling on the buses and it can be difficult if we aren't aware of alternative arrangements.

### **Cellphones**

Due to the New Zealand wide school rule banning cellphones during the school day, students who bring cellphones to school are required to hand them into the school office. The only exception to this rule is for any student who requires a cellphone for medical monitoring such as reading a blood sugar monitor. If students bring phones to school, they will be asked to take the phone to the office where it will be stored until home time. Parents will also be contacted.

### **Communications**

Your child's teacher (or teachers) are the first port of call for any queries you have regarding your child's learning and/or behaviour. If your child works with a learning assistant (teacher aide) or support worker, it is still the class teacher who is your contact person as the teacher is the person who leads the learning for your child.

At Suburban School teachers use phone and email as the main ways of individual communication with parents and whanau. Information about student absences and /or any urgent messages or updates for students are to please be made through the school office. The reason for this is that teachers are generally not checking their phones or emails through the teaching day and if you send information which needs to be passed on in a timely manner, this way it could get missed. Absences and for school communications they use HERO, Skool Loop and Facebook. The details of these communication tools are down below.

HERO - This is our school student management system where through a portal, you can view your children's progress and achievement and attendance information. You can also see messages, photos, examples of your child's learning and send attendance messages directly to the office. If you have not yet downloaded this app, please see Annie for an instruction guide.

Skool Loop - To ensure that you receive notices for the correct classroom it is now time to update your settings on the Skool Loop app. Please update your settings if your child has changed classes.

Facebook - Kaikōura Suburban Family and Whānau  
Please join this page to keep up with school events and notices.

At Suburban School our expectation is for staff to respond to parent contact within 24 hours of them being received during the week and 48 hours for weekends. This allows our teachers the opportunity to respond to you in a timely manner whilst also allowing staff the space to have quality downtime to recharge and rejuvenate during their evenings and weekends.

We do expect all communication to be respectful and our goal is to work in partnership with you as whānau for the benefit of all our students. It is important we model respectful communication and set a good example for our students at all times. For any issues or complaints, please follow our Concerns and Complaints procedure as outlined on SchoolDocs.

### **Complaints and Concerns**

Just a reminder that if you do have any complaints or concerns regarding anything to do with our kura, please raise these with your child's teacher in the first instance. Our teachers are accessible by email or phone. Please read through our Concerns and Complaints policy on SchoolDocs. If, for any reason, you feel you are unable to raise your concerns with a class teacher, please email me at [principal@ks.school.nz](mailto:principal@ks.school.nz) or call the office on 319 5064 and arrange a time to meet with me.

### **Dates for 2026**

School opens for instruction - Monday 2nd February  
Wednesday 4th and Thursday 4th - Swimming lesson with Toni - TBC  
Friday 6th February : Waitangi Day  
Thursday 2nd April: Last Day of Term 1  
Monday 20th April: First Day of Term 2  
A more comprehensive list will be in our end of the week newsletter.

### **Term 1 - Monday 2 February - Thursday 2 of April**

*Public Holidays: Friday 6th February - Waitangi Day, Friday 3rd April - Good Friday*

### **Term 2 - Monday 20th April to Friday 3 July**

*Public Holidays: Monday 27th April - ANZAC Day holiday, Monday 1st June - King's Birthday*

### **Term 3 - Monday 20 July - Friday 25 September**

### **Term 4 - Monday 12 October - Tuesday 15 December**

*Public Holidays: Monday 26 October - Labour Day, Monday 2nd November - Marlborough Anniversary Day*

### **Donations Scheme**

In 2022 the Ministry of Education replaced the school decile system with a new equity index. What this means for you and your whānau is that the only thing we will ever ask families for a financial contribution towards is a donation towards any overnight camps.

### **Home Learning**

At Kaikoura Suburban School the only school-wide 'mandatory' home learning is for children to read (or be read to) on a daily basis. Research shows that regular reading is vital for

students to develop their confidence and skills as already which in turn has a positive effect on learning. If your child is a reluctant reader, it is absolutely fine for you to read to or with your child, as the aim is to promote a love of, and enjoyment from reading. Class teachers may have supplementary home learning tasks such as spelling, basic facts or research projects to support the learning that is going on in class. Your child's teacher can answer any questions you have regarding this.

### **Lunches and Healthy Heater**

We encourage healthy naked lunch boxes with plenty of fruit and vegetables. We are a water only school. Subway is available to order on a Friday for \$6.00 for a sub and a cookie. Order forms are available at school and money must be brought in a named envelope or bag. If families need assistance with supplying food for lunches for their children, the Principal can organise a local community based organisation, Te Whare Putea to help.

Healthy Heater (pie warmer) is open in Terms 2 and 3. It is located in the staffroom. The Tora class students are responsible for getting the healthy heater tray out each morning and putting it outside Kea class. They load the Healthy Heater at 9.00 am and turn it on. At 1:05 am the duty students hand out the Healthy Heaters to the students.

### **Personal Toys and Sports Equipment**

Our school is well resourced and there are many opportunities for students to play and do things throughout their breaks. Due to this we ask that students not bring any toys or sports equipment to school to use at breaks. Items that are brought to show are brought at the student's own risk. Teachers will keep items brought to school in the classroom during the school day.

### **Policies and Procedures**

Kaikōura Suburban School's policies and procedures are available online via our Schooldocs page. This page is located at [kaikourasub.schooldocs.co.nz](http://kaikourasub.schooldocs.co.nz) or via our school website [kaikourasuburban.school.nz](http://kaikourasuburban.school.nz) . To access the School Docs page you will need to use the login information listed below.

Community username

**kaikourasub**

Community password

**fyfforce**

### **Positive Behaviour System**

Today we introduced our new positive behaviour reward system at Kaikoura Suburban School. We have yellow paper tokens called a FORCE Tixie. A Tixie is given to students for recognition of displaying a FORCE value - Friendship, Organisation, Resilience, Communication, Excellence. All staff are able to reward positive behaviors displayed by any child at any time during the school day.

When a child receives a Tixie, they will be told exactly what positive behaviour the staff member saw and how it relates to a FORCE value. The child then takes their Tixie to the corresponding jar outside Annie's office. Our fortnightly FORCE values focus continues - this fortnight it is Friendship. At the end of each fortnight, the focus value Tixies will be collated and entered on the FORCE wheel. There will be a prize draw for each class to win a Subway voucher.

Once a child receives 20 FORCE Tixie tokens, they will receive a special certificate in assembly.

Once a child receives 40 FORCE Tixie tokens, they will receive a special certificate and a reward in assembly.

Each term, the class with the most Tixies gets a pizza party.

I'm pleased to announce all the jars have at least one Tixie in each of them at the end of the first day at school.

### **Police Vetting**

If you are intending on being a parent help at school events or camps, can you please come and collect a policy vetting form from the school office. All volunteers who work with and around our children require a police vet. This also includes coaching sports teams for our school. These can take up to three months to obtain.

If you have previously had a police vet done by Kaikōura Suburban School, please be aware that they only last for three years so you may require another one. If you are not sure, please ask Annie.

### **Uniform**

Uniform can be ordered through our school website at any time.

To order, go to [www.kaikourasuburban.school.nz](http://www.kaikourasuburban.school.nz) and click on the 'For Whanau' link. In the dropdown menu, click on uniform shop. After you pay online, you will be notified when items are available.

We are delighted to be back into another school year and we have our fingers crossed for a sunnier start to Term 1 than the holidays have been!

I look forward to seeing you all through the term and working together for the success of your children this year.

Ngā mihi nui

A handwritten signature in black ink that reads "Kylee Habgood". The signature is written in a cursive, flowing style.

Kylee Habgood