



ISSUE 13 | FRIDAY 21 AUGUST 2026

WELCOME TO OUR

Pānui

Principal's Message

Kia ora Suburban Whānau,

It's been a very busy fortnight at Suburban. We are well underway with our production practices and the story is coming together. The production is called 'Riki The Rockstar - Finding our Voice'. It tells the story of Riki, a Kākāriki who dreams of finding others who share his song. Through his journey, students explore themes of friendship, belonging, history and the importance of caring for Aotearoa's native wildlife.

The performances are on Wednesday 23rd at 1pm and Thursday the 24th of September at 6pm, so please save those dates and more information on how to purchase tickets will be coming soon.

Celebrating Our Tamariki 🌟

- Suburban Wall of Fame: 20 Tixies: Brooke, Mikayla, Emily, Langlang, Ruby
- 40 Tixies - Mose
- Fyffe FORCE Values: Our current focus is O for Organisation. Last assembly, our Subway lunch winners were Frankie-Rose, Charlotte L and Esther, who were drawn from the entries for showing Friendship.

The Whale Run is coming up fast on September 5th. I am looking for student volunteers to help hand out medals in half hour slots. Please let me know if your child can help on the day. It would be great for our runners to receive medals for the children who are gaining from the proceeds of the Whale Run.

Friday the 28th of August is Daffodil Day and we will be asking students to dress in yellow on the day, to celebrate this wonderful cause. Suburban School has been registered as a fund raiser, so please use this QR code to connect and donate to our fundraising page for Daffodil Day. Alternatively, a gold coin can be brought to school on the day.



Parent Interviews are coming up on Wednesday the 16th and Thursday the 17th of September. Please follow the instructions further into our newsletter, to make a booking for your child/ren. Please contact Annie if you require access to the HERO app.

Our fence is almost completed and all entrances will have new gates within the next fortnight.

- The front gate connecting the carpark and the school ground is a two-way gate. On the carpark side, there is a push button to enter, and on the playground side, there is a gate lock.
- We've reminded our students that during school hours, the gate needs to stay closed and should only be opened by an adult.
- Please help us remind the children to refrain from climbing on or swinging on the fence and gates. The new locks and magnets need careful alignment to keep working smoothly.

Thank you so much for your patience and support as we adjust to these new upgrades.

Weekly Attendance Tracker - Week 3 - Term 3			
Whole School	Piwakawaka	Titi	Toroa
88%	84%	86%	94%
Congratulations Toroa for being at school over 90% of the time for Week 3.			

Weekly Attendance Tracker - Week 4 - Term 3			
Whole School	Piwakawaka	Titi	Toroa
87%	82%	88%	90%
Congratulations Toroa for being at school over 90% of the time in Week 4.			

Ngā mihi nui
Kylee Habgood

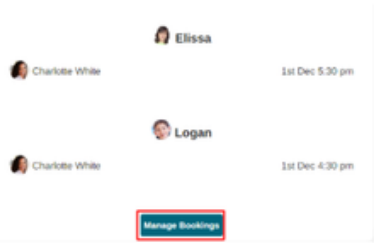
Step 1

BOOKING PARENT INTERVIEWS ON YOUR HERO APP

Log into the HERO app and you will see School Bookings on the landing page.

TO ADD A BOOKING

1. Navigate to the School Bookings event and click **MANAGE BOOKINGS**,



2. This will display a table of all available slots for your associated students, to enable you to co-ordinate bookings across multiple students.

Step 2

Family Interviews

Available Blocked Booked Unavailable	Edward Charlotte White	Elissa Charlotte White
1st December 2023 (Friday)		
3:30 pm	Booked	Unavailable
4:00 pm	Unavailable	Unavailable
4:30 pm	Unavailable	Available
5:00 pm	Unavailable	Available
5:30 pm	Unavailable	Available
6:00 pm	Unavailable	Available

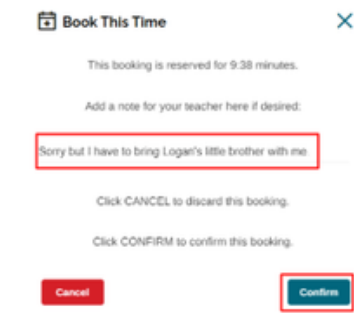
Step 3

3. A colour key provides you with information on the status of each interview slot.



4. To add a booking, click a **GREEN** slot. The booking popup will be displayed. You have the option of entering a note for the relevant staff member. Clicking **CONFIRM** will secure the interview slot.

Step 4



5. Once a booking is made all other slots will become unavailable to prevent duplicate bookings.

Step 5

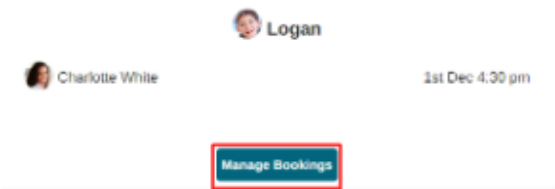
Family Interviews

Available Blocked Booked Unavailable	Edward Charlotte White	Elissa Charlotte White
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3:30 pm	Unavailable	Booked
4:00 pm	Unavailable	Unavailable
4:30 pm	Available	Unavailable
5:00 pm	Unavailable	Unavailable
5:30 pm	Unavailable	Unavailable
6:00 pm	Unavailable	Unavailable

Step 6

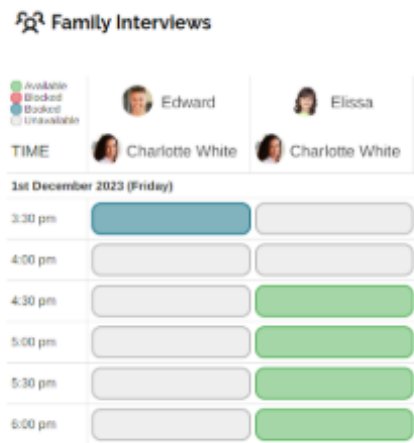
TO CANCEL A BOOKING

1. Navigate to the School Bookings event and click **MANAGE BOOKINGS**,



Step 7

2. This will display a table of all associated students and their current bookings.



3. Click the **BLUE** interview slot to display the booking popup. Click **CANCEL BOOKING**.

Step 8

Edit Booking

Edit note for your teacher here if desired:

I am now able to come in for this interview.

Click **CANCEL BOOKING** to cancel this booking.

Click **SAVE** to confirm these changes.

Cancel Booking

Save

Step 9

Edit Booking

Edit note for your teacher here if desired:

Click **CANCEL BOOKING** to cancel this booking.

Click **SAVE** to confirm these changes.

Cancel Booking

Save

TO CHANGE BOOKING INFORMATION

1. To change the time of a booking, the existing booking needs to be cancelled (as above) and a new booking created.

2. To add or change the staff note on a booking, navigate to the booking and click the **BLUE** interview slot.

3. Add or change the Note and click **SAVE**.

DATES FOR YOUR DIARY

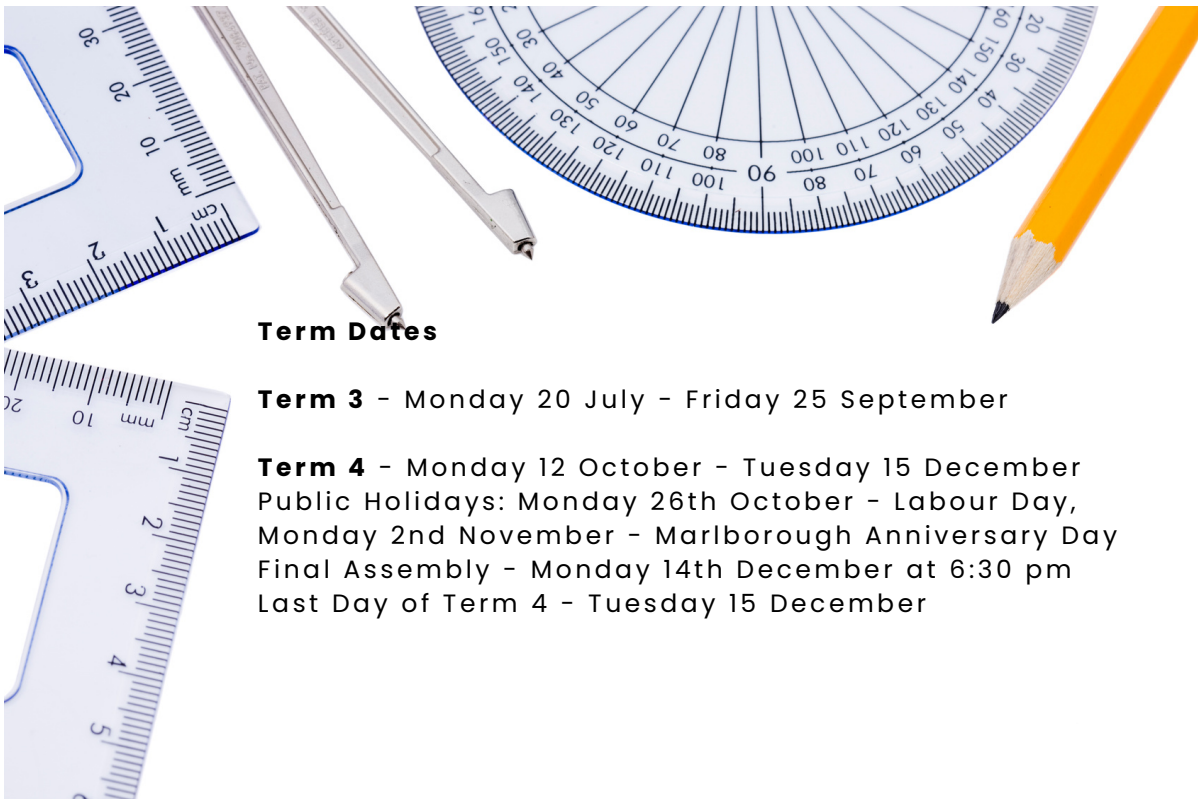
Term 3

Week 4

Friday 14th August - Toroa Class assembly, 9 am, Whare Ako
9:30 am - Open Classroom - parents, whanau and carers are welcome to visit our classrooms to see the learning that has taken place for the last term.

Week 5

Tuesday 18th August - Board Meeting 6 pm
Wednesday 19th August - Whale Run Meeting 3:30 pm
Friday 21st Newsletter - Issue 13



Term Dates

Term 3 - Monday 20 July - Friday 25 September

Term 4 - Monday 12 October - Tuesday 15 December
Public Holidays: Monday 26th October - Labour Day,
Monday 2nd November - Marlborough Anniversary Day
Final Assembly - Monday 14th December at 6:30 pm
Last Day of Term 4 - Tuesday 15 December

Piwakawaka

The Piwakawaka students have been practicing having a beginning, middle and end in their stories. We read "The cat from Muzzle" and retold it focusing on having 3 parts to the story.

Dwayne was the fittest cat. He walked a long way. He walked from Kaikoura to Muzzle. He passed a hunter who had the fire on. He got home. Kai	Dwayne the cat met a mumma pig. It chased the tabby cat away. A horse gave him a ride but Dwayne jumped off the horse. He walked and walked until he got home. Emily
Dwayne was a tabby cat and he tried to get back home. He saw a hunter beside a fire. Next he got chased by a savage pig. He eventually got home. Ben	The clever tabby cat called Dwayne walked a long way home. He was excited to go back. He saw a hunter on his way. Then he climbed up the snowy mountains. Then he got chased by a savage pig. After a long time he made it home. Brooke
Dwayne didn't like moving to Kaikoura. Dwayne was a black cat and he looked brown too. He walked and walked until his paws were sore. He got a ride from a horse and a rafter took him across the river. After a long time he made it back home. Lucah	

Titi

It seems as though we are always starting our newsletter article with something like, "What a busy week it has been!" And this week (the halfway point of the term) has proven to be just that. With full-on production practices and getting ready for our Daffodil Day assembly next week, some of us are not sure which reading we need to have in our hands. 😊 This week we have begun learning about the steps we need to follow to write a narrative - the most important of these being, having a beginning, middle and end. We look at it like a hamburger. We need a top bun, the delicious bit in the middle and a bottom bun. Without the exciting bit in the middle we just have two dry buns. At the moment we have lots of coughs and runny noses happening so we are trying to be very vigilant about keeping our coughs and sneezes contained inside our elbows. 🤧

TOROA

We can hardly believe we are already halfway through Term 3! It has been a busy few weeks in Toroa, with our production now in full swing. There have been props to make, lines to learn, songs to practise, and plenty of excitement (and a little bit of chaos!) along the way. Everyone is working hard and it is fantastic to see the enthusiasm building as we get closer to show time.

In maths, we have been learning about money and how to work out and count change when paying for things. The students have been really invested in this learning and have enjoyed putting their skills into practice.

It has certainly been a busy term so far, and we are excited for what the rest of Term 3 will bring!



Who's Celebrating A Birthday

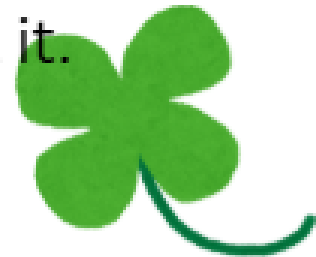
Happy Birthday, **Charlotte Lamond, 30th** of August.
Have the Best Day!



The Whale Run is
inching ever
closer!



The Toroa class will soon receive
new chairs that will complement the
overall aesthetic of the classroom. I
am quite excited about it.



School camp comes closer
and closer for Toroa. Prepare
for a school camp of pure fun
at Mistletoe Bay, featuring
glowworm walks
bioluminescent algae and lots
more!





School Docs

School Policies and Procedures

All of our school policies are online. Every policy and procedure comes up for review every three years to ensure they stay current. You can view all of these by logging in with the details below.

<https://kaikourasub.schooldocs.co.nz/Logon.aspx?ReturnUrl=%2f>

Community username
kaikourasub
Community password
fyffeforce

Policies for review in Term 1

Alcohol, Drugs, and Other Harmful Substances Policy (Board)
Sun Protection (board)
Digital Technology and Online Safety (board)
Cellphones and Other Personal Digital Devices

Uniform

Uniforms can be ordered through our school website at any time. To order, go to www.kaikourasuburban.school.nz and click on the 'For Whanau' link. In the dropdown menu, click on the uniform shop. After you pay online, you will be notified when items are available.

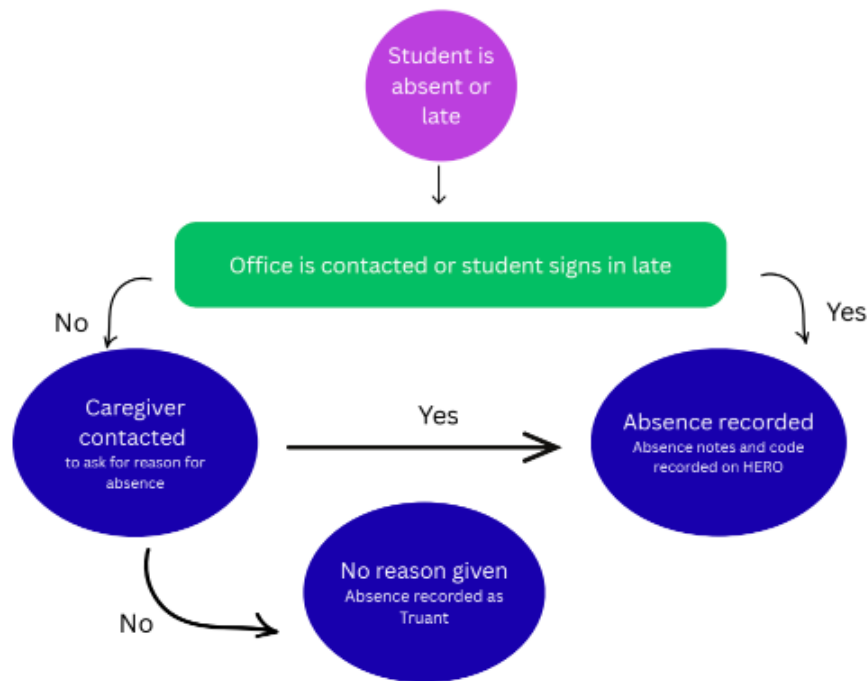
Police Vetting

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.

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.

Kaikōura Suburban School Attendance Procedure - For Whānau



More than 5 days absent in a term - 80-90% Worrying Attendance - Possible Actions

- Contacted by office for reason of absence.
- Caregivers contacted by class teacher to discuss absences and next steps.
- Referral made within school to the Principal for monitoring.

More than 10 days absent in a term - 70-80% Concerning Attendance - Possible Actions

- Contacted by the Principal to discuss referrals, positive behaviour plan etc.
- Student added to Attendance Register and monitored weekly.
- Positive behaviour plan created in collaboration with whānau.
- Referral to Health Nurse, Te Whare Pūtea, Mana Ake.

More than 15 days absent in a term - <70% Very Concerning Attendance - Possible Actions

- Whānau meet with Principal to create an individual attendance plan.
- Referral to Truancy Services.
- Referral to external services such as Mana Ake, Health School, Te Whare Pūtea.
- Continued monitoring of attendance by the Principal.

Kaikōura Suburban School aims to have 80% of students attending at least 90% of the time. All justified and unjustified codes count towards days absent. It is important to record reasons for absence to help develop plans and support. Early identification and support are vital to help address absences and ensure students are regularly attending school.

Please get your children to school as much as possible. Of course, all cases are unique, and we do understand life happens. We aim to work with and support our whānau to improve attendance across the school for all of our students.

Our process will be:

- 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 and reports to the Principal daily.
- Attendance is uploaded daily to the Ministry of Education. As a staff, we 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% (more than 10 half days per term) 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.

Please get your children to school as much as possible. Of course, all cases are unique, and we do understand life happens. We aim to work with and support our whānau to improve attendance across the school for all of our students.



Community News

Wild Chix

BOATING BASICS FOR WOMEN

20th August 2026
6:00pm - 8:00pm
Coastguard, Kaikoura

COASTGUARD
KAIKOURA



Grab the kids,
complete the challenges
and

DISCOVER

**Kaikōura Museum
by Torchlight**

6.00 - 7pm, Friday 21st August

PRIZES!

Bookings essential for this popular event
Ph: 319 7440

MAYFAIR MOVIES & EVENTS

20 AUG - 26 AUG 2026	THURS 20	FRI 21	SAT 22	SUN 23	MON 24	TUES 25	WED 26
SPA WEEKEND M 97 MINS (NEW)	7:15PM	4:45PM	7:00PM	5:30PM	C	2:30PM	7:15PM
THE END OF OAK STREET M 100 MINS	5:00PM	7:15PM	7:15PM	3:00PM	L	6:00PM	5:00PM
SAVAGE HOUSE M 114 MINS		4:30PM			O	3:00PM	
SPIDER-MAN: BRAND NEW DAY M 145 MINS		7:00PM	4:00PM	2:30PM	S	5:00PM	
THE ODYSSEY M 172 MINS	6:00PM		3:30PM	5:30PM	E		6:00PM

THANK YOU FOR YOUR CONTINUED SUPPORT

Kaikōura GOLF CLUB **Total Golf**

2026 KAIKOURA WOMEN'S TOURNAMENT

7TH - 9TH SEPTEMBER 2026

MONDAY 7TH SEPTEMBER
18 Hole 4BBB Stableford
Limited to 68 Pairs

TUESDAY 8TH SEPTEMBER
18 Hole Stableford

WEDNESDAY 9TH SEPTEMBER
18 Hole Championship Gross & Nett

3 DIVISIONS
EACH DAY -
MAXIMUM
HANDICAP 36.0
LIMITED TO
134 ENTRIES

ENTRY FEE
\$135.00
PER PERSON

CLOSEST TO PINS
INCLUDED

TWOS
\$2.00
PER DAY

EVENING MEAL
\$50.00

FULL DETAILS AND ONLINE BOOKING FORM
PLEASE VISIT OUR WEBSITE
www.kaikouragolf.co.nz

ENQUIRIES TO:
Kaikōura Golf Club
(03) 319-5628

OR EMAIL:
info@kaikouragolf.co.nz

KAIKOURA RUGBY FOOTBALL CLUB

UPCOMING GAMES AT TAKAHANGA

SAT 22 AUG | CANTERBURY U19 v TASMAN U20
⌚ 1PM

SAT 5 SEP | CANTERBURY U20 v TASMAN U20
⌚ 12PM

SAT 5 SEP | METRO RED U16 v MARLBOROUGH U16
⌚ 2PM

SAT 12 SEP | CANTERBURY B v TASMAN B
⌚ 1PM

Tamariki O Kaikōura SCHOOL HOLIDAY PROGRAM - SEPTEMBER 2026

September dates:
28th September - 9th October (Mon - Fri)

September activities:
Wheels day, mini golf, beach clean up, crafts, bowls, bush walk, beach walk, weaving, movies and more!

Get in touch to enrol your child!
Contact information:
Program director:
Jill Prebble - Email:
tamarikiokaikoura@gmail.com

Find us on Facebook
Tamariki O Kaikōura

Admin info:
\$45 per day
Drop off between 8.30 - 9am
Pick up between 3 - 3.30pm
Location: Kaikōura Play Centre