

PARENT INFORMATION

Lateness

All students are expected at school no later than 8.30am daily. If a child is late they must come directly to the office with a note advising the reason for their lateness and an immediate contact number. If they do not have a note they will automatically be placed on lunchtime detention.

Absenteeism

Parents are expected to contact the school if they know that their child is not going to be attending school on any given day. When your child returns to school they are to bring a note signed by a parent/caregiver/guardian explaining the reasons they were absent. It is imperative we have a written explanation as to your child's absence for auditing purposes.

Drugs, Alcohol, Graffiti, Gum, Swearing & Litter

There is a "Zero Tolerance" for any of the above. Students caught doing graffiti, chewing gum, littering or swearing will be dealt with harshly by their Deans. Any students caught doing drugs or alcohol will face serious disciplinary consequences.

Attendance at all school activities

It is compulsory for your child to attend all school activities, be they live-ins, school excursions, sport activities (they have enrolled in), mentoring, learning support, Credit intensives. Part of your enrolment in this school means that you agree to support the school by making sure that your child participates in all compulsory activities.

Some costs you may need to know about

- Field Trips \$10 per trip (as an estimate)
- Theatre visits for Y7 – 10
- Regional Manu Korero Trips \$10 (June)
- National Manu Korero trip cost \$120 (as an estimate August – September)
- Senior Prize-giving \$75 (student cost included in Utungahau)
- National Kapa Haka \$300 - \$500 (as an estimate)

Whanau Expectations

There are approximately 8 Whanau Hui held every year. All parents are expected to attend the Hui, these are held in the Wharenui and start at 7.00pm sharp. A "calendar of events" is sent out via our newsletters at the beginning of every term confirming the dates of the Whanau Hui and other important events. This is usually followed up with a reminder notice on the day of the Hui. Parents are also expected to be supportive of all major events happening at the school such as the Gala Day, Te Ahurea, Manu Korero and fundraising ventures. Our students participate in all of the above.

Cell phones

No cell phones are permitted at school. If a student requires a cell phone for after school purpose they need to hand them into the office. Students will receive a detention if they are caught with them during school hours and will result in the confiscation of the phone for a short period of time. We take no responsibility for any cell phones that are lost or stolen at school.

ASB Banking

If you would like your child to bank with ASB come into the office to pick up an enrolment form. Fill it out and then send it back to the office. We will then validate the form with the Ngā Tapuwāe Stamp, sign it and then send it on to our School Account Manager. Once they have processed this information your child can start banking. The students can pick up their banking envelopes from the office and once they are

filled out, can put them in our School Banking Deposit Bin. We do our banking once a week (usually on a Friday) so remember to deposit your money first thing in the morning.

Bell Times for Year 1 – 13

MONDAY

8.30am	Tutor Period
8.45am	Period 1
10.25am	Interval
10.40am	Period 2
12.00pm	Lunch
12.40pm	Period 3
1.40pm	Period 4
2.40pm	End of day

TUESDAY - FRIDAY

8.30am	Tutor Period
8.45am	Period 1
10.25am	Interval
10.40am	Period 2
12.00pm	Lunch
12.40pm	Period 3
2.00pm	Period 4
3.00pm	End of day

Students Cars

If a student wishes to drive a car to school then s/he must follow these procedures:

1. Must have permission from the Principal
2. Provide written lawful permission from their parents
3. Must hold a restricted or full license
4. Must hand keys in to the Kura office upon arrival to school
5. May not leave during school hours
6. May not transport other students

Head Lice Checks

Head lice are an ongoing problem at any school. The Turuki Health staff or Te Kura Māori o Ngā Tapuwae staff will conduct hair checks at regular intervals. If a student has been identified as having nits and/or Head lice, their parent/caregiver will be contacted and they will be sent home with a note from their teacher. We will not accept any child returning to school until their hair is completely clean of nits and head lice (dead or alive) and they are re-checked in the presence of a parent.

Our procedure is to keep Head lice to a minimum and the School Community asked that the following processes be in place:

- ☞ Regular checks be held
- ☞ Any students that are identified to have lice are treated with respect and dignity
- ☞ They are informed in confidence and the parents are contacted
- ☞ Students will be sent home
- ☞ In the event parents are unreachable, students will remain in class only for that day and a letter will accompany them home
- ☞ Parents will also be offered the health nurses contact number in order to get extra support
- ☞ Children can only be returned to school when their hair is completely clean. Followed by a check from staff while parent is present.

Please note: The procedure is conducted in confidence in order to maintain the dignity of children. Furthermore the school outlines to the child that it is not their fault and this is out of everyone's control. Children are further reminded that having Head lice does not mean that they are unclean.