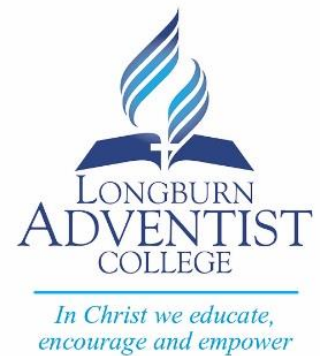


18th January 2018



Kia ora koutou and Welcome to Parents and Caregivers

START OF YEAR NOTICE 2018

The school holidays are fast coming to an end, and we are looking forward to the beginning of the new school year. This notice is to inform you of the start of school and when your child needs to start attending. Other general information is included to provide a smooth transition into the start of the year.

WEEK ONE PLAN

1. Tuesday 30th January

- a. **Year 7 – 10 New Students Orientation Day ONLY**
- b. Time: 9.30am – 2.00pm
- c. Students are to meet at the Chapel at 9.30am.
- d. Students need to wear their uniform, bring the appropriate digital device that they will be using for their learning, plus writing equipment and a packed lunch.
- e. Personal transport will also need to be organised, as buses will not be running.

2. Wednesday 31st January

- a. All Years 7 – 10 begin school on **Wednesday 31st January at 8.45am.**
- b. All Year 7-10 students are to report to the Chapel at 8.45am.
- c. Students are expected to be in full, correct uniform.
- d. What to bring: writing equipment, paper, their appropriate digital device, morning tea and lunch.
- e. Students will be given their diary and personal timetable. Please encourage your child to display a copy of their timetable at home and show you their homework and diary regularly.
- f. Timetable for the day:
 - i. 8.45am: Assembly then Deans and Roll-mark time
 - ii. 10.00am: Period 2
 - iii. 11.00am: Break
 - iv. 11.30am: Period 3
 - v. 12.30pm: Period 4
 - vi. 1.30pm: Lunch
 - vii. 2.15pm: Period 5
 - viii. 3.15pm: End of school
- g. Buses will be operating.

3. Thursday 1st February

- a. All Year 7 to 13 students are expected at school on Thursday 1st February.
- b. All students are to report to the Chapel at 8.45am.
- c. Students will be in full, correct uniform.
- d. What to bring: writing equipment, paper, appropriate digital device, morning tea and lunch.
- e. Year 11-13 students will receive their timetable and diary.
- f. Timetable for the day:
 - a. 8.45am: Full school assembly
 - b. 9.15am: Deans and Roll-mark
 - c. 10.00am: Period 2
 - d. 11.00am: Break
 - e. 12.00pm: Period 3
 - f. 1.00pm: Period 4
 - g. 2.00pm: Finish school
- g. Buses will be operating

4. Friday 2nd February

- a. All students in school.
- b. Full school time-table will operate.

GENERAL NOTICES

1. Digital Technologies:

- a. All students are encouraged to bring an appropriate digital device to school for learning.
- b. Returning students and parents/caregivers who have not completed the Digital Technologies Survey sent out in 2017 are encouraged to submit this in the first week of school.

2. Subject Choices 2018

A copy of the 2018 Options is attached for students that have queries about subject choices. Students will need to see Mrs Aiono regarding queries to do with their subjects.

3. NCEA Results

NCEA results were made available to students this week through their NZQA log-in.

4. Uniform:

Students are expected to wear full, correct uniform and tidy hair from their first day at school. Please be mindful of these uniform requirements:

- No jewellery is worn by students other than a wristwatch and a maximum of one plain, small stud in each earlobe for female students. Non-uniform items will be confiscated and will be available for pick-up at the end of the term or earlier by a parent/caregiver.
- Shoes: Black leather lace-up school shoes, with a heel only OR plain black roman sandals. A small supply of shoes are kept in the Deputy Principal's office in case of problems with shoes.
- Hair: Hairstyles are to be clean, tidy and conservative with one natural hair colour and limited use of hair products.

5. Use of Diary

- Each student will be given a diary during their initial Roll mark class. They are expected to look after their diary so that they can record homework and assessment deadlines.
- We encourage parents/caregivers to monitor the use of the diary and regularly sign in the spaces provided.

6. Attendance

- Students are expected to be on time to school and be prepared for their classes.
- If a child is going to be absent, Parents/Caregivers are encouraged to contact the school via text, phone message, email detailing the length of absence and reason for the absence. Students are expected to account for any absence from class.
- Students arriving late (after 9am) or leaving school early (with written permission) need to sign in or out at reception.

7. **Lost property:** Students are encouraged to ensure that their gear is secure and kept in an appropriate bag or a secure locker. Students need to remember that they are responsible for their own property and ensure that they don't loan their property to others.

8. **Lockers:** Lockers are available for students to store their school gear. A locker costs \$10 per year. Students need to supply a lock, key and have paid the \$10 fee to accounts (reception) before being allocated a locker. Returning students have until Wednesday, 7th February to keep their locker.

9. **Medical:** If you have any concerns regarding your child's health or there are issues that we need to be aware of please feel free to contact Mrs Glenda Higgins at reception or contact the Deputy Principal or Year Level Dean directly. It is important that the school has up-to-date records of medical details.

10. Contact details: You are encouraged to keep up-to-date contact details with the school. This is particularly important in case of an emergency. If at any time your address (postal and/or email) or phone number changes please advise the school in the first instance.

11. Office Hours:

- Monday to Thursday: 8.00am to 5.00pm
- Friday: 8.00 to 4.00pm.

12. Students' Vehicles:

Students who drive a vehicle to get to school will need to fill in a **Permission to Drive** form available from the front office. This form will need to be submitted to the Deputy Principal when completed along with a copy of current driver's licence showing the status of their licence and the number plate/registration of the vehicle that they will be using. The Deputy Principal will issue a Vehicle Pass that is to be displayed on the dashboard in the vehicle. Parking for students is available in front of B block or behind the Science Labs.

Special Events coming up:

- Thursday, 8th February: Swimming Sports
- Thursday 1st March: House Parables Competition
- Tuesday 13th March: Athletics Day

If you would like to clarify any item from above or have other queries, please feel free to contact me.

God bless you all as we begin the new year.

Nga mihi nui

Ms R Burnett
Deputy Principal