



## Important Information for 2019

19 December 2018

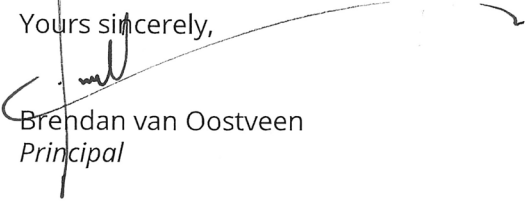
Dear Parents, Caregivers and Students,

Please read the following newsletter carefully, as it tells you what you will need to know for 2019.

If you have any questions, the contact details for the relevant people are mentioned on last page.

We look forward to having you and your child become part of our LAC family in 2019.

Yours sincerely,

  
Brendan van Oostveen  
Principal

### 2019 Term Dates

*Dates can be seen on the LAC website and through the LAC portal.*

- Term One:** 4 February to 12 April (10 weeks)
- Term Two:** 29 April to 5 July (10 weeks)
- Term Three:** 22 July to 27 September (10 weeks)
- Term Four:** 14 October to 13 December (9 weeks)

### Term One Dates

Important dates to keep in mind:

#### Week 1:

- Sunday 3 February: Boarding students' registration – all Year levels.
- Monday 4 February: Orientation day for NEW students Years 7-13.
- Tuesday 5 February: Years 7-10 Classes commence
- Wednesday 6 February: **Waitangi Day Holiday**
- Thursday 7 February: Years 11-13 Classes commence

#### Week 2:

- Wednesday 13 February: Swimming Sports

#### Week 5:

- Wednesday 6 March: 5 weekly review

#### Week 6:

- Tuesday 12 March: Athletics Day
- Wednesday 13 March: School Photos (includes class photos, ID & sibling photos)

#### Week 7:

- Tuesday 19 March: Year 12 volunteer for Weetbix TRYathlon
- Wednesday 20 March: Parent & Teacher Interviews 6-8pm

#### Week 8:

- Monday – Friday 25-29 March: Volleyball Nationals

#### Week 9:

- Monday-Friday 1-5 April: Year 13 Camp.

#### Week 10:

- 5-weekly review
- Friday 12 April: Last day of Term 1.

### Week 1 Plan

For all students:

- Wear full school uniform.
- Bring your device, paper and pen.

#### Monday 4 February: 9.30am – 2pm:

- Orientation Day for all NEW students. All students are expected to wear full uniform, if possible.

#### Tuesday 5 February: 8.45am – 3.15pm

*Year 7-10:*

- 8.45am: Assembly in Chapel.
- 9.15am: Year level meetings.
- 10.00am – 3.15pm Day 2 Timetable.

#### Thursday 7 February: 8.45am – 3.15pm

*All students:*

- 8.45am: Assembly in Chapel.
- 9.15am: Year level and Roll mark meetings.
- 10am – 2pm: Day 4 Timetable, Period 2-4.

#### Friday 8 February: 8.45am – 3.15pm

*All students*

- Day 5 timetable.

## Student Diary/Handbook

### DIARY

Each student will receive a homework diary on their first day at school. This contains a summary of information about school procedures and expectations. The 10-day cycle will be identified for each date.

### STUDENT HANDBOOK

The handbook can be viewed at: <https://www.lac.school.nz/students/handbooks/>

This contains detailed information about school procedures. The document is updated when needed.

## Timetable

In 2019 the school will commence a 2-week rotating timetable of 10 days as follows:

Week	One	Two	Three...
Monday	Day 1	Day 6	Day 1
Tuesday	Day 2	Day 7	Day 2
Wednesday	Day 3	Day 8	Day 3
Thursday	Day 4	Day 9	Day 4
Friday	Day 5	Day 10	Day 5

Students will receive individualised timetables on their first day at school.

- The timetable can be accessed through the KAMAR Portal. New students will be given instructions in the new year and information on how to access and login will be emailed home to parents/caregivers.

## KAMAR Portal

The LAC School APP is available from the Android or iOS APP store for free. All enrolled students and their parents/caregivers are able to obtain a user name and login. This is obtained from Mr Gounder, IT Support.

Information available includes:

- Absentees – call reception or email [glendah@lac.school.nz](mailto:glendah@lac.school.nz) to inform the school that your child will be absent;
- Contacts - Call Reception link.
- Links – School website. Keep up-to-date with events on at school.
- Calendar – See updated School Events.
- News – See Newsletters and other important information.
- Daily Notices – See the Daily Notices for students (this is the same as what is shown on the KAMAR Portal).
- Portal – links to the KAMAR PORTAL (See attendance, academic and other information

about your child).

- Alerts – Reminders and updates are posted about School Events.

## Real-Time Reporting

Longburn Adventist College uses real time reporting to inform you about your child's progress and achievement throughout each term.

Real time reporting:

- Is accessed via the KAMAR Portal.
- Allows parents to read the feedback their child is receiving from their teacher.
- Is seeing grades entered along with teacher feedback about the assessment/assignment.
- Is seeing teacher feedback on assessments at least 4 times a year per subject.
- Allows for immediate conversations with your child regarding their progress.
- Is current and timely.

A formal report is issued twice a year but only includes academic and key competency results. There are no comments on this report.

Other ways in which we formally report are through five weekly reviews and Parent/Teacher evenings.

**Please note**, if you are unable to access the Internet, you need to contact the Administrative Assistant, Mrs Herford, 06 354 1059 Ext 714, so that alternative arrangements can be made on how you receive reports and other information that is emailed out to parents/caregivers.

## Subject Confirmation Year 11-13

Most students for Year 11-13 have already chosen their subjects, and just need to turn up ready for classes on the first school day. Please contact Mrs Aiono, [tamara@lac.school.nz](mailto:tamara@lac.school.nz), if you are a new student in Year 11-13 and have not yet chosen your subjects.

## If You Have A Student Attending LAC For The First Time In 2019

- A copy of your child's NZ birth certificate/passport/visa (where appropriate) needs to be provided to reception. If you have already sent one in, please disregard this request.
- Please include a copy of their latest school report.
- Please ensure the school has current contact details for parents/caregivers.

If you have any questions about this process please contact Mrs Herford, [carinah@lac.school.nz](mailto:carinah@lac.school.nz)

## Attendance Dues

For confirming or setting up payment of fees etc., contact Mrs Flood, [allisonf@lac.school.nz](mailto:allisonf@lac.school.nz)

Attendance Dues paper work needs to be returned for all students (one form per family is recommended, but all students' names need to be listed).

## Uniform

Students are expected to be in correct full uniform from their first day at school. Please ensure that all items are marked with the student's name. If at any time your child cannot wear a full and correct uniform, please send a note with an explanation. The student should then present the note to the Deputy Principal to receive a uniform pass for the day.

### STUDENT DRESS CODE

Details can be found in the Student Handbook: <https://www.lac.school.nz/students/handbooks/>

### NEW UNIFORM ITEM - JACKET

The following uniform item is added to the school uniform in 2019: a plain black puffer jacket with a discrete plain label. This item may be obtained from a variety of retailers to suit individual budgets.

### WHERE TO BUY

All items except blazers and ties may be purchased through Academy Apparel (82 Broadway Avenue, Palmerston North, 06 354 0979) or online at [www.academyapparel.co.nz](http://www.academyapparel.co.nz).

Academy Apparel will be closing for the holidays on Thursday 20 December 2018 and will reopen on Monday 7 January 2019.

### SECOND HAND UNIFORM SALE

On **January 23, 2019** there will be a special second hand uniform sale. This will be held in the school office between 8.30am and 4pm. There will be a 10% discount on all second hand uniform during the sale. Cash, cheque and EFTPOS accepted. Second hand uniforms are also available for sale outside of the above day during office hours, but no discount will be applicable.

## Bring Your Own Device (BYOD)

LAC is a BYOD (Bring Your Own Device) School.

Students will use an account provided by the school. They will be given a login and password in the first week of school.

### REQUIREMENTS

The minimum requirement for an 'acceptable device' is that it will come with its own full-sized, physical keyboard. (eg: a chromebook or laptop).

We recommend a Chromebook because it is built by Google, and LAC uses the Google platform (Google apps) for teaching and learning.

A Chromebook with a minimum of 4GB of RAM is sufficient.

A laptop is also acceptable.

## Stationery and Textbooks

### STATIONERY

Stationery requirements for your child are kept at Office Max. You can purchase stationery directly from Office Max at the following link: <https://www.myschool.co.nz/lac>

Alternatively, you can go into the store, Corner of Cnr Princess & Dahlia Streets, Palmerston North, 06 356 4881.

Please visit the website [www.officemax.co.nz](http://www.officemax.co.nz) for more information on stationery promotions.

### SPECIAL ITEMS

Please note that some classes have special requirements which are noted on the Office Max list. However these are items cannot be purchased from Office Max. These items are specific to certain year levels and subjects. Teachers will inform students of these items in the first week of Term 1.

### TEXTBOOKS

Textbooks are issued during the first few days of school. These are issued to students and are required to be returned at the end of the year.

## Lockers

Lockers are available for an annual fee of \$10. Payment should be made to Mrs Flood in the school office. New students and returning students may secure a locker on payment of the fee. Students will need to supply their own padlock.

Returning students have had the option of retaining their locker or requesting a different locker with Mrs Flood, [allisonf@lac.school.nz](mailto:allisonf@lac.school.nz)

## Bus Transport

The LAC Bus Controller is Kevin Gredig. Send any queries to [keving@lac.school.nz](mailto:keving@lac.school.nz)

Details of the bus routes that service LAC can be viewed on the school website: <https://www.lac.school.nz/new-students/bus-routes/>

### *Please note the following:*

1. Bus 1 does not go along Tremaine Ave in the afternoon.
2. Bus 3 and 4 are combined in the afternoon going down Maxwell's Line then along College Street as per Bus 3.

## Music Lessons (Itinerant Tuition)

Music lessons are available from Itinerant Tutors. Enrolment forms are sent out at the start of the term.

The following instrument tuition is available:

- Piano & Keyboard
- Flute, Clarinet & Saxophone
- Drumming & Percussion
- Vocal – Singing
- Violin, Cello, Double Bass & Ukulele
- Acoustic Guitar, Electric Guitar
- Brass available if there is sufficient interest

Cost of tuition for the whole year:

- Year 7 & 8: \$210
- Year 9: \$232
- Year 10 – 13: \$242

If you have any questions please contact Mrs van Wyk, Music Teacher, [sandyvw@lac.school.nz](mailto:sandyvw@lac.school.nz)

## Boarding Students At All Year Levels:

- 1. BOARDING HANDBOOK**  
The handbook can be viewed at: <https://www.lac.school.nz/boarding/>  
This contains detailed information about LAC House and adjusting to boarding life.
- 2. ACCOUNTS:**  
Parents/Caregivers need to be available for arranging accounts and checking into the dorms.
  - Sunday 3 February and all day Monday 4 February, to finalise boarders' fee-paying arrangements.
  - For all boarding financial arrangements please contact Mr Chen, Business Manager, [finance@lac.school.nz](mailto:finance@lac.school.nz)
- 3. BOARDING CHECK-IN:**  
Check-in to LAC House (dormitories) between 9am and 5pm on **Sunday 3 February**. Parents/caregivers are welcome to attend the first meal served in the cafeteria at 5.30pm.  
If arriving outside these hours, please inform the Boarding Director, Mrs Henry, to make other arrangements.
- 4. ARRIVAL:**  
Contact Mrs Henry to confirm arrival time: [mariah@lac.school.nz](mailto:mariah@lac.school.nz) or 021 987 161
- 5. WHAT TO BRING?**  
**Bedding**
  - Duvet and covers, sheets, pillow and pillowslips).

- An electric blanket (recommended for the colder months).

### Toiletries:

- Soap, shampoo, conditioner, deodorant, toothbrush, toothpaste etc.
- Sanitary hygiene products (girls).
- Razor & shaving cream (boys).

### Laundry Supplies:

- Washing powder, clothes pegs, laundry basket.

### Room Decorations:

- E.g. Family photos, clock, decorations, mat

### Clothing:

- Casual and church wear (all named).

### 6. PURCHASING SCHOOL UNIFORM:

As part of the boarding fees, an amount has been allocated for purchasing uniform items. LAC House staff will assist your child in ordering items at the earliest convenience.

### 7. PURCHASING STATIONERY:

LAC House staff can assist students in purchasing the required stationery from OfficeMax. Please see stationery requirements (page 3) for more information.

### 8. DOCTOR:

Boarders are booked into 'Radius – The Palms' on Ferguson Street, Palmerston North. Any charges go directly to the school and are billed to parents/caregivers.

### 9. DENTIST:

Boarders are booked into a local dentist.

### 10. WEEKEND LEAVE for 5-day Boarders:

The parent/caregiver organises travel arrangements with the deans. The deans organise transport to the travel destination. A Dean will stay with the student until they board their transport.

## Leavers

Parents, Caregivers and students must advise the school to officially withdraw students from the LAC roll.

Phone or email Mrs Herford with this information. Please do not rely on students (or other LAC staff) to convey the information. (2018 Year 13s are already flagged for withdrawal, so no need to tell us about these; only other Year levels).

## Reception Hours

- School reception will reopen on **Monday 14 January 2019**.
- Monday - Thursday 8.00am - 5.00pm
- Friday 8.00am - 4.00pm

## Contact Details

*For staff mentioned in this newsletter*

**Tamar Aiono**, Assistant Principal - For curriculum & assessment

E: [tamara@lac.school.nz](mailto:tamara@lac.school.nz) T: 06 3541059 ext. 707

**Carina Herford**, Administrative Assistant - For new student enquiries

E: [carinah@lac.school.nz](mailto:carinah@lac.school.nz) T: 06 3541059 ext. 714

**Maria Henry**, Boarding Director - Inform of arrival to LAC House (dormitories)

E: [mariah@lac.school.nz](mailto:mariah@lac.school.nz) M: 021 987 161

**Andrew Chen**, Business Manager - For boarding finance arrangements

E: [finance@lac.school.nz](mailto:finance@lac.school.nz) T: 06 354 1059 Ext. 701

**Allison Flood**, Accounts Clerk - For accounts, attendance dues and lockers

E: [allisonw@lac.school.nz](mailto:allisonw@lac.school.nz) T: 06 3541059 Ext. 739

**Glenda Higgins**, Receptionist - To report absences

E: [glendah@lac.school.nz](mailto:glendah@lac.school.nz) T: 06 3541059 Ext. 700

**Ryan Gounder**, IT Manager - For any IT support queries

E: [itmanager@lac.school.nz](mailto:itmanager@lac.school.nz) T: 06 3541059 ext. 717

**Kevin Gredig**, Chaplain - For Bus Details:

E: [keving@lac.school.nz](mailto:keving@lac.school.nz) T: 06 3541059 ext. 739

**Sandy van Wyk**, Music Teacher - To arrange itinerant music tuition:

E: [keving@lac.school.nz](mailto:keving@lac.school.nz) T: 06 3541059 ext. 731

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