



30th January 2019

Kia ora koutou and Welcome to Parents and Caregivers

START OF YEAR NOTICE 2019

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. Monday 4th February – NEW STUDENTS ONLY ALL LEVELS (NO BUSES OPERATE)

- a. Time: 9.30am – 2.00pm
- b. Students are to meet at the Chapel at 9.30am. Timetable is as follows:
 - 9.30am: Assembly in Chapel
 - 10.00am: Year level meetings
 - 10.30am: Rotation 1
 - 11.00: Rotation 2
 - 11.30: Break
 - 12.00: Rotation 3
 - 12.30: Rotation 4
 - 1.00pm: Rotation 5
 - 1.30pm: Final assembly in Chapel.
 - 2.00pm: Home time
- c. 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.
- d. Personal transport will also need to be organised, as buses will not be running.**

2. Tuesday 5th February – ALL YEAR 7 – 10 STUDENTS (BUSES OPERATE)

- a. The school day will run as normal from 8.45am to 3.15pm. Day 2 timetable will operate for period 2 to 5.
- b. All Year 7-10 students are to report to the Chapel at 8.45am. Deans will advise them where to sit.
- 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, handbook 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. Buses will be operating.

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- g. The timetable for the day:
- 8.45am: Chapel and assembly (Chapel)
 - 9.15am: Year level meetings with Deans and roll mark teachers.
Collect timetable, diary and handbook.
 - Year 7&8: Room A3 and A5
 - Year 9: Cafeteria
 - Year 10: Chapel
 - 10.00am: Period 2
 - 11.00am: Break
 - 11.30am: Period 3
 - 12.30pm: Period 4
 - 1.30pm: Lunch
 - 2.15pm: Period 5
 - 3.15pm: End of school

3. Wednesday 6th February: Waitangi Day Public Holiday

4. Thursday 7th February – ALL STUDENTS (BUSES OPERATE)

- a. The school day will run as normal for Thursday from **8.45am to 2.00pm**. Day 4 timetable will operate for period 2 to 4.
- 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, handbook and diary.
- f. **Mrs Aiono** will be available for timetable queries during **period 2 and 4**.
- g. Buses will be operating.
- h. The timetable for the day:
- a. 8.45am: Full school assembly
 - b. 9.15am: Deans and Roll-mark
 - i. Year 7-10: Roll mark classroom
 - ii. Year 11: Cafeteria
 - iii. Year 12: Chapel
 - iv. Year 13: B21
 - c. 10.00am: Period 2
 - d. 11.00am: Break
 - e. 12.00pm: Period 3
 - f. 1.00pm: Period 4
 - g. 2.00pm: Finish school

5. Friday 8th February

- a. All students in school.
- b. Full school timetable will operate.

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GENERAL NOTICES

1. Digital Technologies:

- a. All students are expected to bring an appropriate device for learning.
- b. Information will be given to students for those that are unable to supply a device.

2. Subject Choices 2019

A copy of the 2019 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 on Thursday, February 7 during period 2 and 4.

3. NCEA Results

Students have been able to access their NCEA results since the 14th January. They can access them through their NZQA log-in.

4. Uniform:

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

- No jewellery is worn by students other than a wristwatch and up to 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. Please ensure this is checked before coming to school.

5. Use of Diary and Handbook

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

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.

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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 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. Student 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 license showing the status of their license 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:

- ❖ Wednesday 13th February: Swimming Sports
- ❖ Tuesday 12th March: Athletics Day
- ❖ Wednesday 13th March: School Photos
- ❖ Tuesday 19th March: Weetbix TRYathlon (Year 12 volunteers and junior student participants)

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