



Mission Heights Primary School

A-Z School Information

About Our School

Mission Heights Primary School (MHPS) is a Decile 8 primary school that opened in February 2009 for Year 1-6 students.

Mission Heights Primary School has been built as part of a wider Flat Bush strategy to develop up to 8 schools serving the new Flat Bush Town Centre and surrounding community. Mission Heights Primary School shares a site and several facilities such as the library, administration block and playing fields with Mission Heights Junior College. This promotes a strong sense of collegiality and collaboration between the two schools despite being legally separate schools. We are also part of the Flat Bush 7 initiative that seeks to create collaboration between Ormiston Senior College, Ormiston Junior College, Mission Heights Junior College, Mission Heights Primary School, Ormiston Primary School, Baverstock Oaks Primary School and Te Uho o te Nikau Primary School.

Mission Heights Primary School has flexible and unique teaching and learning spaces and Learning Studios. Students are grouped into three learning communities (Junior, Middle and Senior). These support the developmental, pastoral and academic needs of the Years 1-2, Years 3-4 and Years 5-6 students. Personalised learning programmes promote the school's future focused curriculum that seeks to be authentic, relevant, and engaging and gives effect to the New Zealand Curriculum, Principles and the National Educational Goals. The leadership and staffing structure has been established to support the development of the school.

SENIOR LEADERSHIP TEAM

Principal

Deputy Principals

JLC Assistant Principal

MLC Assistant Principal

SLC Assistant Principal

**Junior (JLC)
Years 1-2**

**Middle (MLC)
Years 3-4**

**Senior (SLC)
Years 5-6**

The structure of the three Learning Communities allows a gradual transition for each student through the school and enables each learning community to focus on the academic, social, emotional and physical needs of their students. The school's senior leadership includes the Principal, two Deputy Principals, and 3 Assistant Principals.

Please refer to the school website, www.mhp.school.nz for general information about our school. The Enrolment Prospectus, available from the reception, also provides details about some aspects of the school's operations and curriculum.

ACE Programme -Personalising Learning

The ACE programme includes activities that relate to curriculum enrichment and personalising learning. ACE stands for Abilities, Curiosity, and Essentials. This programme operates two times a week for the JLC (Thursday and Friday) and three times a week for the MLC and SLC communities (Wednesday - Friday) from 11:30am to 12:40 pm. It is designed to offer special opportunities for students to be involved in a range of subject areas and learning enrichment programmes where their special learning needs, curiosities, interests and abilities can be catered for. Ongoing booster programmes and gifted and talented programmes are offered as part of ACE.

At the end of each term students select their ACE options, in consultation with their teacher, for the next term. Sometimes, due to either high or low demand for an ACE, a student may not get their first choice. At the end of each term is an ACE assembly and display where teachers and students can show what they have achieved.

All ACE related enquiries can be directed to the Deputy Principal (jkeber@mhp.school.nz) who coordinates the school wide ACE programme.

Absences - Students

Parents are asked to telephone or email the school reception (Ph: 09 2777 888 – absences@mhp.school.nz) if their child is going to be absent. An answer phone service operates at all times for parents' convenience.

If your child/children are going to be absent from school for an extended period please inform the office prior to the absence by note by providing a letter or email. We are required to have written evidence of absence for audit purposes.

Students who arrive at school after 8.40 am should report to the reception before going to their learning zones.

Students who leave the school grounds for any reason during the day must be signed out at reception, and must be accompanied by an appropriate adult. If they return to school during that day parents must report to reception and sign in again.

Any leave from school for overseas travel during term time is classified as truancy. Special permission needs to be requested by email and/or appointment with the Principal, well before any travel arrangements are made. The school takes any leave from school during term time seriously as it causes a backward slide in the students' learning and social skills.

Accidents and Sick Students

Accidents - in the event of an accident, First Aid will be administered to your child. Students with serious injuries will be accompanied to the Health Room by a teacher. Injuries to the head, spine, internal organs and bones are always regarded as serious. In the case of a serious accident parents will be contacted urgently. If it is an emergency, the students will be taken directly to A&E or a doctor/dentist. The school retains accident reports on all serious accidents. The school will err on the side of caution in all matters of student safety and well-being and parents will be notified as soon as practicable.

Sick students - Students who are unwell during class time are sent to the Health Room. Staff at reception are responsible for contacting parents. No student may go home without going through this process.

Medication - Please hand all medications to the school receptionist to be stored in the Health Room with detailed instructions for administration. The school requires notice in writing from parents before any medication can be administered by a school employee.

Allergies and severe medical conditions - medications for specific allergies/illnesses will be stored in the Health Room with detailed instructions for administration. Details of students with significant life-threatening conditions are held at school reception.

After | Before School Programme

This programme is provided by 'Mission Kids'. It operates from 7:00am – 8:00am and 3:00pm – 6:00 pm and is a privately - run business. It is situated in the Hall. Students are expected to follow school guidelines at all times. School reception holds further information about the programme. Please let the Deputy Principal know if you have any concerns about the students' behaviour or any other matter relating to this service. For further information about Mission Kids, please contact them on the following number: 020 4999019. Mission Kids also run a school holiday programme.

Arrivals | Departures

Students who arrive at school before the school is opened at 8am, will be directed to the reception who will inform parents of the Before School Programme.

Students arriving after the buildings are unlocked at 8am may work inside with the expectation that they will behave appropriately.

Students waiting to be collected at the end of the school day can do so in the designated area outside reception.

Any students who have not been collected after 3:15 pm should be directed to report to reception.

Assembly

Whole school assemblies are held during odd weeks of the school term, starting week 1, on Fridays at 8.50 am. Assemblies are held in the Hall and are formal school events where parents, visitors and invited guests are welcome to attend. At school assemblies, Growing Excellence and merit certificates are awarded to students and their successes are celebrated.

Learning Community assemblies are held once a school term on Fridays at 8.50 am in the Hall. Parents will be informed prior to the assembly if their child's Learning Community is having an assembly. Information is also available on the school's website calendar of events.

Assessment

At MHP assessment and the use of evidenced based data are regarded as very important. It is embedded in the MHP teaching and learning framework and is integral to teaching practices and improved student outcomes.

Reporting Schedule - During Term 1 families meet the teacher for goal setting meetings. During Term 2 families meet the teacher for 3way conferences to discuss the student's progress and attainment levels. After both of these meetings the school will email out the notes of this meeting as a form of report. In Term 4 families will receive a written end of year report that summarises the students learning for the year. Parents are also welcome to meet with the teacher anytime during the year to discuss any concerns about their child's learning with a prior appointment.

Additional assessment for Year 1 students also includes a school entry assessment and follow up assessment during their first term.

Behaviour Management

We believe that a stimulating, well-planned and delivered classroom programme is the first step in positive behaviour management. When students are engaged and achieving well, they are likely to be behaving appropriately. Students thrive on consistency, routines and clear expectations. Positive behaviour management techniques such as verbal praise, stickers and other rewards and acknowledgments are an integral and important part of our classroom cultures.

Students should always be treated with dignity and respect. Any disciplinary measures should be used as a last resort and should be considered carefully to ensure that students are not humiliated or put at risk in any way. Corporal punishment and humiliation of students is illegal and must never be used. Teachers will focus on the behaviour and attempt to change it as a first response.

If you have concerns about your child or another child's behaviour, please contact the teacher of your child first. If you have ongoing concerns that you don't feel are being addressed adequately, please consult with the Assistant Principal for your Learning Community. If required, they will involve other staff and Senior Leaders before external support is sought if required. The Behaviour Management Policy and Procedures provide further helpful details.

Board of Trustees (BoT)

The MHP Board of Trustees meets every fourth Thursday in the Administration Building in Meeting Room 1 from 5.00pm onward. Meetings are open to the public. Current Board members are:
Mrs Caroline Bush – Principal, Mr Ajenesh Lal – Chairperson & Finance , Mrs Sian Grant – Deputy Chairperson, Mr Paul Hale – Finance , Mrs Jenny Wang – Property, Mrs Anne Singh – Property, Mrs Karen Hishey – Staff representative.

Further information about our Board of Trustees and the associated procedures and policies can be found at <https://www.mhp.school.nz/index.php/2016/01/12/board-of-trustees/>

Communication

We have a culture of open communication at MHP and welcome contact with parents. Community consultation is encouraged wherever appropriate. We use many forms of digital communications to communicate with our community.

GMail - This is the main form of communication between the school and parents. Please feel free to use it to contact us.

Texts - On rare occasions the school may send out texts to all parents. On a daily basis the school will send out texts to parents who have children that are absent without a reason.

Google Classrooms - All classes will have a Google Classrooms set up so that parents know expectations around learning tasks. Some teachers also use a class Dojo to communicate with parents.

Newsletters and updates - Whole school weekly updates are sent out by the school to parents each Friday. Teachers will also send weekly updates to parents that are particular to that class or studio before the start of each week. Each Learning Community will also send out a termly newsletter.

Facebook - The school has a Facebook page that is primarily used to celebrate learning. You can find the page at fb.me/MisionHeightsPrimarySchool.

MHPOnline - The MHPOnline (www.mhp.school.nz) website contains information about the school and upcoming events.

You may also phone the school (09) 277-7888 or come to reception for general information.

Complaints

The school is committed to the appropriate resolution of any complaints made by parents. Please telephone or email the school office to arrange meetings with your child's learning zone teacher. Such meetings almost always result in a better understanding of the student's problems and usually resolve misunderstandings that occur from time to time. In most cases, the person to contact is the learning zone teacher in the first instance. If further help is needed, please contact the Assistant Principal of your child's Learning Community who will then refer the matter to the Deputy Principal or Principal if a solution can not be reached. A copy of the school's Complaints Procedure is also available from the school reception – email admin@mhp.school.nz and the website.

Contact Us

Please ensure all your contact details are kept current. Notify the school reception of any changes to home and work phone, address and/or email details. There are several ways to make contact with us:

Phone: (+64 09) 2777 888

Fax: (+64 09) 2777 883

Email

admin@mhp.school.nz

Street Address: 103 Jeffs Road
Flat Bush
Auckland 2016

Postal Address: P O Box 64448
Botany
Auckland 2163

Teachers can be contacted via e-mail by the following:

Put in the first initial and full surname of the teacher before @mhp.school.nz e.g dsmith@mhp.school.nz

Court orders regarding Access and Custody Arrangements

Please provide all official documentation to the office. We cannot deny access to a parent based on a verbal request.

Emergency Procedures

Our emergency evacuation assembly area is the school field. Students will practise emergency drills regularly for fire, earthquakes and lockdown. If you are at school when an emergency or an emergency drill occurs, please make sure you comply with all directions from staff members.

Education outside the Classroom (EOTC)

Each Learning Community has a rigorous education outside the school programme. During their EOTC programme students take part in a variety of experiences, which will enhance their development mentally, socially and physically. Students will usually participate in one class trip per term that relates to the concept they are learning about. To make these trips possible, we need parent volunteers to help out to ensure our students are safe.

As well as class trip, each LC organise the following annual EOTC activities:

In the SLC, Year 6 students go on a 4 day camp in Term 1, while the Year 5 students go on a 2 day camp in Term 4.

In the MLC the Year 3 and 4 students go on a one-day excursion to build their confidence and team building skills through outdoor activities.

In the JLC, the Year 1 and 2 students hold a breakfast at school programme for a day. The day includes a range of activities from having breakfast at school, to getting ready, changed, cleaning up and getting ready for their school day independently.

All EOTC trips are approved in advance and school Policy and Procedures are closely adhered to, with safety and risk considerations being carefully addressed.

Fire Drill and Evacuation

The assembly area for all MHP students and staff during an evacuation or evacuation practice is on the field.

If you are at school while an evacuation is taking place, please make your way to the field and comply with all instructions from staff members. Different types of evacuation practices are conducted regularly.

Head Lice

If your child has head lice, reception will provide an information sheet for parents. If you suspect that your child has head lice, please let the teacher and the school receptionist know so that learning zone notices can be sent out timely.

Health and Safety

A safe, hygienic, and healthy environment is essential. The school is regularly audited by various organisations to make sure it meets Health and Safety guidelines.

Please report any hazards on the school premises to reception immediately so that appropriate action can be taken.

Hearing and Vision

Parental permission must be given for hearing and vision testing. This is granted through the school's enrolment form. Hearing and Vision checks are organised by reception.

Homework

Homework will mainly consist of basic facts, spelling memorization, and reading. It will also include online tasks on Mathletics or Maths Seeds, and Reading Eggs or Reading Eggspress. Homework will strive to be relevant, authentic and within the student's capability.

Homework is aimed at complementing classroom learning programmes to foster and encourage study skills, independent work habits, time management and to provide opportunities for child/parent interaction in these areas.

Houses

Our School Houses and colours are Hillary (Red), Batten (Yellow), Walker (Green) and Blake (Blue). The houses have been named after New Zealand heroes and were selected by the foundation group of students in 2009.

Hillary is named after Sir Edmund Hillary, part of the first pair of climbers to reach the top of Mt Everest in 1953. He was also known for other famous adventuring exploits and for the charities he founded to help the Nepalese people. Batten is named after Jean Batten, New Zealand's greatest aviator. She made the first solo flight from Britain to New Zealand in 1936. Walker is named after Sir John Walker, one of the most famed middle distance runners in the world. He won a gold medal in the 1500 metres at the 1976 Olympics, was the first person to run a mile in under 3:50, and was the first person to run 100 sub 4 minute miles. He grew up very close to our school and his John Walker Field of Dreams foundation means that the senior students at our school get to go for free swimming classes for a term each year. Blake is named after Sir Peter Blake, a world-famous sailor. He won many accolades including the Whitbread Round the World race, and multiple America's cups. Blake was known for his environmental work and the Sir Peter Blake leadership award that is given out each year, is sponsored by the trust that was set up after his death.

Students will be allocated to a House on enrolment. As parents we encourage you to enter into the spirit of House competitions, projects and events to motivate your child. Each year a sports day is allocated to celebrate all the school houses with tabloid activities as decided by the house captains. Each house is managed and led by a House Captain (Yr 6) and Deputy House Captain (Yr 5) who also form the membership of the school's Executive Student Council. House leaders are elected at the end of each academic year by house members for the following year.

Health Room

The Health Room is managed by the reception staff who are trained in First Aid. If you are coming to collect your child from the health room, please report to reception to sign him/her out.

Key Dates

Key events and dates can be found in a variety of places. These include the school website (www.mhp.school.nz), newsletters, weekly updates from the school and from teachers, and our Facebook

page. Please be aware that occasionally dates may change due to special circumstances during the year.

Learning Studios

Learning Studios are flexible learning areas that are communal and flexible learning spaces, which can be accessed by all students for independent and group activities across the school. These are not to be used as a waiting or meeting space by parents when picking up and dropping their child to school.

Learning Zones

All our classrooms are known as Learning Zones (LZ) and reflect our philosophy that learning in a 21st century schooling environment is not limited to the four walls of a classroom and therefore students are not limited by the territorial aspects of a four walled traditional classroom.

Library

We share our library with Mission Heights Junior College and so we are very lucky to have access to such an extensive library service. The library opens at 9am and closes at 3.30pm. Students are encouraged to get out books from the library each week. Please encourage children to take good care of our books and return them as they finish them as they can not issue books while they have overdue ones.

We also encourage all students to join the Auckland Public library, which is free and easy to join over the internet. The Auckland Library offers access to many e-books and audio books for children and adults alike.

Lost Property

We do not store lost property. All students are encouraged to take responsibility for their belongings. Please name all your child's belongings with a permanent marker (not pen). This is a key aspect of embedding our culture of 'managing self' and 'taking responsibility' for one's own belongings. Please ensure that any faded labels are renamed at the start of each school term.

Lunches

Wrappings

The school does not have a tuck shop as part of its healthy eating and litter free environment. All lunch wrappings should go back into lunch boxes and be taken home. Where possible, please avoid plastic wraps and packaging in lunch boxes.

Healthy Food

Please provide fruit or vegetables each day for the fruit break at 10am. We also try to encourage students to eat healthily, which includes limiting the amount of highly processed and high sugar food. Please ensure students only have water in their drink bottles.

Food Times

As well as the Fruit Break at 10am, students have a supervised seated eating time at morning tea (11am) and lunch (12:40).

Muffi Days

One day each term we have a muffi day where lunches can be ordered. The food options for these special days are decided by the student council. A notice is sent home to all parents in advance to ensure lunch orders are at reception before the muffi day.

Students without food

As a Decile 8 school, MHP does not have access to some of the free breakfast and lunch programs that are available at some schools in New Zealand. However, Pak 'n' Save has kindly donated money towards groceries for students in need. If your child does not have enough food on any given day, please ring reception on 27777888 or email admin@mhp.school.nz and let us know. We will discreetly provide your child with as much food as we can. Please do not keep your children home because they don't have enough food.

Mobile Phones

Students may have a mobile phone for the purpose of contacting their parents. Care and storage of the phone is the responsibility of the student and school protocol for their use must be followed. During the day the phones must be kept in the child's bag. We can not take any responsibility for lost or stolen phones.

Mission Heights Junior College (MHJC)

Mission Heights Primary School shares its site and many facilities with Mission Heights Junior College. We place a high value on collaboration and cooperation with MHJC. However, both schools are fully independent institutions for all curriculum, management and operational purposes. This means that when transitioning from Year 6 to Year 7 parents must fill in an enrolment form for MHJC and meet their zone requirements.

Money

All payments to the school should be placed in an envelope marked with the student's name, LZ number and what it is for. Students should not bring additional money or other valuables to school.

Payments to school can also be made at Reception by cash, eftpos, credit card or direct credit to the school account. School Bank details are as follows;

Bank & Branch: ASB Botany
Account #: 12-3233-0051910-00
Reference: Student's Name, Learning Zone & Reason
e.g John Smith LZ3 camp

New Entrants

First day of School

The school has two intakes each term for New Entrants students in order to ensure a smooth, well prepared transition to school. New entrant students will start either on Monday of Week 1 or Monday of Week 6 each term after their 5th birthday.

Orientation

Pre-School information afternoons are held each term for parents. New parent orientation events are held at the start of each academic year and subsequently in Terms 2, 3 & 4.

Students can take part in 2 school visits on a Wednesday prior to starting school. These visits must be booked by parents in advance by contacting reception. Please contact admin@mhp.school.nz for any further information.

May Birthdays

At Mission Heights Primary School, the cut-off birth date for students to move from Year 1 to Year 2 is 1st May. This means that a student who has a birth date and starts before 1st May will go into Year 2 the next calendar year.

We carefully look at all student's progress if their birthdays fall within a month either side of 1st May to ensure they are suited socially, academically and physically to the year level their birthday puts them in.

We will only move students out of their age group under exceptional circumstances and after full consultation with parents.

Parent Helpers

The school encourages the involvement of parents through helping in the classroom and is appreciative of their valuable time and contribution.

Please let your child's teacher know if you are available to support the school's programmes in any way. If you would like to help on an ongoing basis we will ask you to fill in a police vetting form, as this is a requirement of the Vulnerable Children's Act.

Parking

The school gates are closed between 7.30am and 4.00pm. This is for the safety of the students as over 1,000 students from both schools walk through the front of the school between these times. We would like you to encourage students to walk, ride or scooter to and from school.

Please act responsibly by parking in legal areas and using the pedestrian crossings. It is illegal to park or drop

off/pick up students in the bus shelter, on the yellow lines, on a corner of a road, or across driveways. The police regularly patrol this area in the morning and afternoon to make sure people are complying with parking regulations.

Parking for parents attending a meeting or picking up a sick child is available on request from school reception.

PE and Sport

Physical Education and Sports play an important role at MHP and all students are encouraged to take an active part. We consider that all students should be given the opportunity to experience a wide range of physical activities, and the emphasis is on attitude, sportsmanship and perseverance in both individual and team sports.

All students are involved in a daily fitness programme, for which students require the appropriate sports uniform. Students are expected to bring a note from a parent if they are unwell or injured, or have some other reason for non-participation. Please ensure your child has his / her PE gear in their school bag daily. The school encourages students to use their time before school starts to get ready for their daily physical activities.

As much as possible we enlist the help of sporting groups to help coach our students to learn the specific skills for a particular sport. During the last two years we have received coaching from netball, rugby, soccer, cricket and biking.

Students are also able to participate in additional sports during our ACE programme. The list of sports available during ACE changes each term. Over the last year it has included: cricket, swimming, rugby, touch, soccer, netball, hockey, gymnastics, athletics, badminton, kung fu, frisbee, hula hooping, orienteering, rounders, basketball, fitness, tabloid games, skateboarding, volleyball, and four square.

Competitive sport options where students get to compete for MHP against other schools in the local cluster include: Softball (Y4-6), Cricket (Y4-6), Swimming (Y4-6), Rugby (Y4-6 and weight based), Soccer (Y5-6), Netball (Y5-6), Hockey (Y5-6), Gymnastics (Y4-6), Athletics (Y3-6), Cross Country (Y3-6), Touch (Y5-6), and Basketball (Y5-6).

Photographs

During the year photographs are taken professionally by an external provider. These include individual, class and group photographs. Payment options and forms are sent by the provider and managed by school reception.

If you are taking photos at a school event, please be mindful of other students' and staff members' privacy before uploading content to social media platforms. Individuals that don't give explicit permission shouldn't be identified in any social media posts.

MHP has a Facebook page where we upload photos and videos that celebrate our students' learning. Please contact admin@mhp.school.nz if you do not want images of your child to be published on our page.

Road Crossing

All students crossing Jeffs Road must use the pedestrian crossing and those crossing Valderama, the Kea crossing. We ask parents to 'set the example' and also use the official crossings.

Stationery/Subscriptions and Fees

Back-to-school stationery is supplied by Education Essentials Ltd in stationery packs. Reception does not hold additional supplies for students, so any additional stationery needs will need to be purchased from the shops.

Stationery for your child can be ordered and pre-paid at reception so that it can be ready for your child when they start school or before school re-opens for the new academic year for students. Your child's

stationery is held in school by the learning zone teacher.

All account payments can be made by direct credit, cash, cheque or eftpos at school reception.

School Contribution

To maintain the excellent standards already established at the school, and to give the students the benefit of information technology tools and resources and personalised learning programmes. Mission Heights Board of Trustees request that parents make a voluntary annual contribution of \$200.00 per year, per student.

We ask that you support the school and the programmes we run for your child by paying the contribution promptly and early in the new year. All contributions are tax deductible and a receipt will be issued.

School Hours

Students can enter learning studios/ learning zones after 8 am, and programmes begin with RTL (ready to learn) at 8:30 am. We encourage all students to be in their learning zones by 8.30am to prepare themselves for the day. Teachers generally begin their learning programmes at 8.40am. Please check with your child's teacher for a detailed class timetable.

8.30am	RTL Time – All students must be in their LZ's by this time to start their school day
8.40am	Admin/Roll notices etc
8.50am -9.55am	Curriculum learning commences
9.55am -10.00am	5 minute fruit and vegetable break
10.00am -11.00am	Curriculum learning
11.00am -11.25am	Morning break
11.30am -12.40pm	ACE or Curriculum learning
12.40pm -1.30pm	Lunch break
1.30pm - 2.50pm	Curriculum learning
2.50pm - 3.00pm	Enviro duties/pack up
3.00pm	School day ends

School Vision & Values

Our School Vision is: 'Growing Excellence - Kia Hiranga Ake' through innovative and constantly evolving personalised learning.

Our Key Values - Responsibility, Respect, Excellence and Inquiry are of great importance to us. These values are embedded in everything we do and learn at MHPS in our pursuit to achieve our motto of '**Growing Excellence – Kia Hiranga Ake**'.

Sun Safety

All students need to be wearing a hat at morning tea and lunchtime on sunny days throughout the year. Sunglasses are also encouraged. Students without a hat will be expected to play in shaded areas. Please role model sun safety by ensuring your child is sun safe at school. Sun hats are a compulsory item of uniform and should be worn during the summer months (Terms 1 & 4). Please ensure the school uniform hats are clearly labelled.

Swimming

MHP does not have a school pool due to Ministry rules. However, we are lucky enough to be provided with the opportunity to take our senior school students to swimming lessons for a term each year due to the generosity of the Sir John Walker Field of Dreams Trust. Students are picked up in one of the trust's buses and are transported to one of the local pools where they are grouped by ability and taught by qualified swim instructors. You will receive permission slips before your child's class begins swimming lessons. If your child can not take part in a swimming lesson during the term due to illness please message their teacher.

Support Services

The school has access to many agencies who visit the school regularly to assist with the well being and education of all students. No support service will be in contact with your child without receiving permission from parents first. If teachers have concerns about your child's progress, the school SENCO may contact you to seek permission to apply for support from one of the support agencies.

- Speech Therapist
- Resource Teachers of Learning and Behaviour needs
- Hearing and Vision testers
- Dental Screening Van
- Police Officers
- Fire Service Education

Our nearest Dental Clinic is Botany Dental Clinic, 292 Botany Road, Botany. Contact on: 533.5426

Uniform

Our school uniform is available from John Russell Schoolwear, Moore Street, Howick (<https://www.johnrussellmenswear.co.nz>).

Naming

We appreciate every item of clothing being named clearly with a permanent marker so that lost property can be promptly returned to the correct owner. Please rename items if the names fade away with time and washing.

Jewellery

Ear studs (plain) and watches are allowed but **no** other jewellery, unless of religious significance, is permitted as it can be dangerous or a hazard.

Grooming

We appreciate students coming to school in a clean, well groomed state. Make-up including nail varnish and skin adornments are for weekend wear. Black hair ties are appropriate for tying back hair of collar length or longer. Hair should be tidy and appropriately groomed for school and free of hair colours and gel.

Hats

We are a sun smart school and all students are expected to wear their school hat before, after and during school time when outside during terms 1 and 4.

Shoes

School shoes should be black, flat and have laces as per the uniform code. Sports shoes can only be worn with the PE uniform.

Socks

The boys are to wear black approved school socks. Girls must wear black socks or black opaque tights only. Footless tights are not allowed.

Additional Information

Any hair wear such as scarves and turbans that are worn for cultural or religious reasons must be **plain** black. Students can not wear long sleeved tops that can be seen underneath their uniform.

We expect all our students to wear the correct school uniform to project a positive image within the school and wider community. If any child has to wear an item for religious reasons, the school must be informed.

Valuables

Valuables, including toys should not be brought to school as we are unable to take responsibility for their safe keeping. Students are able to bring their own sports equipment to school, as long as it won't endanger other students. Please be mindful that we can only get balls down from the roof every six months since it requires external contractors to go on the roof. Therefore, we encourage students to use the school sports gear that is available.

Visitor Protocols

All visitors to the school must report to the reception, complete visitor registration and wear an identification label received from reception before visiting any areas in the school.