

Dear Parents,

SCHOOL INFORMATION AND PROCEDURES

School Term Dates for 2018

Term 1: Tuesday 30 January 2018

Teacher Only Day:

Easter Closure During Term 1:

- Friday 13 April 2018
- Monday 5 February 2018
- Friday 30 March 2018 through to and including Tuesday 3 April 2018.
School reopens Wednesday 4 April 2018

Term 2: Monday 30 April 2018

Teacher Only Days:

- Wednesday 4 July 2018
- Thursday 5 July 2018 and Friday 6 July 2018

Term 3: 23 July 2018

Term 4: 15 October 2018

- Friday 28 September 2018
- Tuesday 18 December 2018

School closes at 1pm on the last day of the year

Bell Times

The school day starts for all children at 8.50am and finishes at 3.00p.m.
Morning Tea is 10.30a.m. – 10.50a.m. and Lunch is 12.30p.m. – 1.30p.m.

Students Absent From School & General Safety Issues

If your child is unwell or, for whatever reason, will not be in class for roll call at 8.50a.m., it is essential that you advise the office either via the school website www.sunnyhills.school.nz

- Drop down “contact us” tab
- Click on “Absence Form”
- Fill in details and press “Send”
or the school answerphone (operates 24 hours a day) or e-mail direct to the school office, secretary@sunnyhills.school.nz. Please do not advise the class teacher, the office staff have the responsibility of locating absent children.
- It is also essential that we have up-to-date contact numbers for caregivers. Unfortunately, it is becoming increasingly difficult to get hold of parents with a least 70% of calls made from the office to mobiles going to voicemail. If the school doesn't know the whereabouts of a student and all we can get is voicemail, we are left with the dilemma what do we do? Do we assume the child is with the parent or do we call the police fearing that something may have gone wrong on the way to school? Please help us with this real safety issue by always advising the school office when your child is not going to be attending school.
- If your child is collected from school at 3p.m., please be on time as this will avoid children possibly wandering off looking for you.
- If your child walks home, please talk to them about leaving the school grounds promptly and making their way home quickly. Walking with fellow students is also to be encouraged. Could you please also discuss with them what their actions should be if approached by a stranger.
- Kelly Club, MusiqHub, Chinese Classes and Young Engineers – These after school classes are run by private companies (not the school). If you want your children to attend any of these classes, you must register with the appropriate company. Please do not send your children to these classes without having registered them. The instructor of the class only checks off the arrival of students who have registered for the class. Therefore if you tell your child to go to the class without registering him and he doesn't go there, nobody realises he is missing.



For the safety of all our students your assistance with these issues would be very much appreciated.

Newsletter e-mailed to Parents

School newsletters and syndicate newsletters are sent home to families via e-mail so it is important to keep the school up-to-date with your current e-mail address. School newsletters and syndicate newsletters are sent home regularly and the latest newsletters are loaded on our website www.sunnyhills.school.nz.

To e-mail the school office the address is secretary@sunnyhills.school.nz. If there is any further information you would like to know, please contact the school office, 5768031.

School Canteen

The school canteen operates Tuesday-Friday and a lunch menu is attached. Please note the canteen is **CLOSED ON MONDAYS**. If you want to pay Mrs Coombes for lunches via the internet, her bank account number is 01 0262 0033881 00 ANZ. Please remember to put your child's name and room number in the reference/code columns. You then write your child's lunch order out on an envelope or piece of paper (stating paid via internet) and then your child puts this written order in the lunch order container in his or her classroom. Lunches are delivered to the classrooms just before 12.30.

Dental Clinic

Our children come under the WakaAranga Dental Clinic care. Contact No. is 5720088.

Change of Address

If moving house or changing jobs, please email the school office your new contacts numbers.

Before School/After School Programme

Kelly Club operates before school & after school care in the school hall every weekday for year levels 0-6. Before school care sessions run 7.00am–8.30am for \$10.00. After school care sessions run 3.00pm-4.30pm for \$12.00 or 3.00pm–6.00pm for \$18.00. This is privately run by Kelly Club. If you would like further information regarding this service details are listed below:

Email: sunnyhills@kellyclub.co.nz Ph: Phil Finlay 021204382 Website: www.kellyclub.co.nz Facebook: #KellyClubSunnyhillsSchool

They also operate school holiday programmes every school holidays. Details are sent home prior to each school holidays.

Stationery

Stationery lists are available from the school office.

New Uniforms

The Uniforms can be purchased through John Russell Schoolwear Shop at 9 Moore St, Howick

Hours:- Monday – Friday 9.00am – 5.30pm, late night Thursday until 8pm.
Saturday 9.00am – 4.00pm.

P.T.A. Secondhand Uniform Sales

Sunnyhills School holds a number of secondhand uniform sales every year in the school hall and below is a list of sale dates.

<u>2018</u>	Tuesday 23 rd January 2018	8.30 - 9.00am
	Wednesday 7 th March 2018	8.30 – 9.00am
	Wednesday 4 th April 2018	8.30 – 9.00am
	Wednesday 2 nd May 2018	8.30 – 9.00am
	Wednesday 6 th June 2018	8.30 – 9.00am
	Wednesday 4 th July 2018	8.30 – 9.00am
	Wednesday 1 st August 2018	8.30 – 9.00am
	Wednesday 5 th September 2018	8.30 – 9.00am
	Wednesday 7 th November 2018	8.30 – 9.00am

The P.T.A. run these secondhand uniform sales and you can contact them direct via email – pta@sunnyhills.school.nz.

If you have secondhand uniforms which you are wanting the P.T.A. to sell on your behalf at these sales, please drop them into the school office labelled with your name and bank account details.

If you require uniform items outside of the sale dates please email the team at sunnyhillsuniform@gmail.com as we are always happy to help.

School Donation

The school donation is currently \$ per child. If not attending for the full year, these students are charged \$? per term.

Sunnyhills School Bank Account

If you wish to pay the school donation via internet banking the school account is 03 0252 0518543 00 Westpac Bank. Again remember to always put your child's name and room number and word donation in the reference/code columns.

Kindo Billing System for Parents

All student payments are made through the Kindo payment system. This is found on our school website, www.sunnyhills.school.nz and then click on **School Shop**. When your child starts at Sunnyhills School the school will give you details on our how to register. The most important part of the registration is that the e-mail address you register under School Shop is the same email address you have given the school.