



# Sunnyhills School



17 The Crest, Pakuranga, Auckland | 5768031 | [www.sunnyhills.school.nz](http://www.sunnyhills.school.nz) | Principal: Mrs Justine Driver

## SCHOOL INFORMATION AND PROCEDURES

### School Term Dates for 2019

**Term 1:** Monday 4<sup>th</sup> February 2019 - Friday 12 April 2019

**Term 2:** Monday 29<sup>th</sup> April 2019 - Friday 5<sup>th</sup> July 2019

**Term 3:** Monday 22<sup>nd</sup> July 2019 - Friday 27<sup>th</sup> September 2019

**Term 4:** Monday 14<sup>th</sup> October 2019 - Friday 20<sup>th</sup> December 2019 (tbc) **School closes at 12.30pm 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](http://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](mailto: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](http://www.sunnyhills.school.nz).

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

### School Lunches

There is an on-line lunch service called ezlunch. You create an account through our school website, [www.sunnyhills.school.nz](http://www.sunnyhills.school.nz). Go to the website and click on Our Shop and follow the directions from there.

### 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 \$13.00 or 3.00pm–6.00pm for \$19.00. 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](mailto:sunnyhills@kellyclub.co.nz) Ph: Phil Finlay 021204382 Website: [www.kellyclub.co.nz](http://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 on the school website, [www.sunnyhills.school.nz](http://www.sunnyhills.school.nz).

### 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.

<b>2019</b>	Monday 17 <sup>th</sup> December 2018	2.00 – 4.00pm
	Wednesday 13 <sup>th</sup> February 2019	8.30 – 9.00am
	Wednesday 6 <sup>th</sup> March 2019	8.30 – 9.00am
	Wednesday 3 <sup>rd</sup> April 2019	8.30 – 9.00am
	Wednesday 1 <sup>st</sup> May 2019	8.30 – 9.00am
	Wednesday 5 <sup>th</sup> June 2019	8.30 – 9.00am
	Wednesday 3 <sup>rd</sup> July 2019	8.30 – 9.00am
	Wednesday 7 <sup>th</sup> August 2019	8.30 – 9.00am
	Wednesday 4 <sup>th</sup> September 2019	8.30 – 9.00am
	Wednesday 6 <sup>th</sup> November 2019	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](mailto: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 [pta@sunnyhills.school.nz](mailto:pta@sunnyhills.school.nz).

### School Donation

The school donation is currently \$320 per child per year. If not attending for the full year, students are charged \$80 per term. For families with three or more children there is a discount provided.

### 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](http://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.

### Transition to School Programme

At Sunnyhills School we have school visits for our pre-enrolled students on Thursday mornings from 9a.m. until 10.30a.m. Children do not wear their school uniform to these visits and the parents do not have to stay. Children usually visit the two Thursday mornings prior to their start date. Can you please advise the school office of the two dates that your child will be attending so the classroom teacher knows to expect them.

As an optional extra we also run a "Bright Sparks" programme. This programme runs for six weeks and is held between weeks 3-8 of every term. "Bright Sparks" is held on a Wednesday afternoon from 1.40pm until 2.45pm. The cost is \$10 per session or \$50 for the whole six sessions. Each child received a "Bright Sparks" T-shirt and all stationery requirements are supplied. It is recommended that the student enrol in "Bright Sparks" the term before he or she is scheduled to start at Sunnyhills School. If you want to enrol your child in the "Bright Sparks" programme to complete the enrolment form which should be enclosed with your school enrolment acceptance pack.