

Absences

If your child will not be at school for any reason, please phone (329 9854) to inform the office if possible before 9.00am. Please state your child's name, room and if possible the nature and length of the absence.

Alternatively, you can email the office

(rebecca.baynes@governorsbay.school.nz). After the attendance registers are done in the morning the office manager cross-checks the absentees noted by teachers with the phone and email messages to ensure all children are accounted for. If we have not heard from you we will follow up with a phone call to ensure we know all students are safe and accounted for.

Accidents/ Illnesses

Duty teachers and office staff attend to minor matters. You will be contacted if your child becomes ill at school or if an accident requires ongoing attention. In such cases children are to be collected and taken home. In an emergency, an ambulance and parents will be called immediately.

Please ensure we are informed of any chronic conditions or allergies and that we have up to date emergency contact numbers.

If your child requires medicine at school, this needs to be discussed with office staff and a consent form signed. Any medicines must be handed in to and kept in the office.

Activity Fees

The school budgets for and subsidises as much as it can afford for the additional activities that enrich students learning experiences. However payment is requested for extra-curricular activities such as trips and shows. This amount is charged to your child's student account which is sent out for payment twice each term.

After (and Before) School Care

This runs five days a week by an independent provider. Please see the information on our website to find out more information.

Assembly

Assemblies are held approximately every second week at 9.00am for about half an hour. Please check the weekly 'Update' school newsletter for planned dates.

Each class takes a turn at hosting Assembly. Families are welcome to attend. The students join together to run the Assembly and celebrate successes in the classroom and on the sports fields, to reinforce good social behaviour and promote the arts in the school.

Teachers celebrate students by awarding certificates for effort and attitude. If your child is receiving a certificate you are notified and invited to attend through an email from the office.

Attendance

Punctuality matters. Please ensure your child/ren arrive at school in time for the bell that signals the start of learning at 8.50am. For your child's safety, children should not be at school before 8.30am or stay after 3.10pm unless engaged in a supervised activity e.g. sports practice, on site after school care facility or are in your care. Students can enter classrooms from 8.30am onwards and teachers will be available to attend to student needs during this time.