



FLAT BUSH SCHOOL

20 Flatbush Road

Otara

Ph: 274-8279

Cell: 027 734-0115

Email: principal@flatbush.school.nz

Email: office@flatbush.school.nz

School Hours: 8.55am – 3.00pm

Office Hours: 8.00am – 3.00pm

Lunchroom: 8.15am – 12.30pm

GUIDE FOR PARENTS

2018

MAHIA NGA MAHI NEI TAMARIKI ANA

ATTENDANCE

Children are expected to attend school every day. If they are absent from school please notify the Office by phone or by note. A note should be sent to the teacher on the day of their return explaining why they were away. If children are away and the school is not informed parents may be rung or visited.

SCHOOL PATROLS

Trained wardens are on duty at the crossing in Preston Road from 8.30 – 8.45 am and 3.00 – 3.15 pm. Children should arrive at school and leave school between these times so that they can cross Preston Road under supervision. A warden is on duty at Flat Bush Road and Bairds Road from 8.30 – 8.45 am and 3.00 – 3.15

LUNCHES

A wide variety of food is available from the school tuck shop. Lunches may be ordered from the hall between 8.15 – 8.55am every day. Lunches are then delivered to the classrooms just before 12.30pm. ***Please note that fizzy drinks, chewing gum, sweets, chips, donuts, ice-creams, meat pies, sausage rolls, Take away food such as KFC, McDonalds, Burger King etc are banned from school.***

LUNCH PASSES

No child may leave the school grounds without a lunch pass. Lunch passes will only be given if a note is sent from home. This is because we do not like our children crossing the road without supervision. Lunch passes should only be requested for children going home for lunch.

PARENTS VISITING SCHOOL

Parents are welcome to visit the school at any time but must report to the Office before going to see a teacher in the classroom.

PARENT HELPERS

Parents who have a few spare hours each week are very welcome to come to school and help with things like: Library, repairing equipment, Maoritanga, Samoan and Cook Island activities. Please let the Office know if you would like to help.

CHANGE OF ADDRESS

If you change address or phone number during the year **PLEASE** let the Office know.

PARKING

For the **safety** of your children please **park your cars outside** the school grounds when visiting the school and walk down the drive.

BICYCLES

We do not allow children to bring bicycles to school. Please encourage your family not to ride bicycles in the school grounds during the day, as this is a danger to your children.

LITTER AND VANDALISM

We are trying very hard to make the school an attractive place for your children to be. Please help us by not dropping litter and reporting acts of vandalism to the Principal.

BIRTH CERTIFICATES

When any child is enrolled at the school a copy of the Birth Certificate **MUST BE SHOWN** to make sure the date of birth is correct. An Immunisation Form is also required for all 5 year olds. You can obtain a copy from your Doctor or you will find this in your Plunket Book

SCHOOL FEES

Each year the Board of Trustees decides the amount of school fees. These fees are used by the Trustees to buy necessary equipment and material for the school. *This is a voluntary donation*

SCHOOL UNIFORMS

School uniform is compulsory. You can order/buy these at the School Office during Office hours. During Terms 1 and 4 the school uniform includes a red bucket hat with our logo.

If for any reason your child is unable to wear their uniform please write a note and send to the School Office. A uniform pass will be written out for your child.

Jewellery – Earrings: **STUDS ONLY** – no sleepers, hoops, dangling earrings etc.

SCHOOL RULES

All children are expected to obey the following rules:

1. Children may not leave the school grounds without permission between the hours of 8.50am and 3.00pm.
2. If parents or caregivers wish to take a child out of school between 8.50am and 3.00pm for any reason, they **MUST** notify the Office.
3. No sweets, chewing-gum, fizzy drinks, chips, ice-creams, meat pies, sausage rolls, Take-away food such as KFC, McDonalds, Burger King etc are allowed at school.
4. No hats are to be worn inside unless under special circumstances. The school should be notified of the circumstances.
5. Parents will be asked to pay for wilful damage to school property committed by their children. Children will also be expected to clean up deliberate messes.
6. Lost/destroyed library/reading books are to be paid for by parents or caregivers.
7. If parents, or family, are concerned about an incident (bullying, fighting etc) in the playground they **MUST** notify the Principal or Office. Parents **MUST NOT** approach other children in the school grounds.
8. Parents and caregivers are advised to mark children's property in case of theft or loss.