

## **Day to Day Operations**

### **The School Day**

The teaching programme begins at 8.40am each morning (except Wednesdays beginning at 9am) with the school open for students from 8.10am, middle school classrooms (Years 7-10) will be open to students from 8.25am. All students should be on school grounds by 8.30am. The school day ends at 3pm (unless a wet day with a 2.40pm finish).

### **Lunch Arrangements**

All students (Years 7-12) are to remain on school grounds between the hours of 8.30am and 3pm. Lunch orders can be taken by class teachers in the middle school. Order forms are available in classrooms. Only in prearranged, exceptional circumstances will students be given permission to leave the school grounds. During a wet day students will have a shorter lunch and be dismissed from school at 2.40pm.

### **Canteen**

The school canteen is operated by the college. The canteen hours are 7.30am-1.45pm each day. Middle school students (Years 7-10) have the option of being able to pre-order their lunch each day from their classroom before 9.30am.

### **Change of Address/Contact Details**

Reminder to all parents/caregivers, if you have changed address or have different contact details for your child could you please advise the school office. This enables the school to have up to date information for the purposes of mail outs and in the case of an emergency situation where we may need to make contact with you and you or a family member.

### **Uniform**

Please assist us in ensuring all students leave and arrive home in correct full school uniform and that non-uniform items are not worn with our uniform. We want everyone to be proud of our school and to show this in the way our uniform is worn. All uniform items can be purchased from Postie Plus, Napier. Year 13/14 students are permitted to wear appropriate mufti, as per school rules.

### **Dropping off and Picking up Students**

As Arnold Street can become very congested we suggest that parents arrange to meet their child in Riverbend Road or pick up at the back entrance-Morris Spence Avenue.

### **Locking Of Bikes**

Students biking to and from school must wear a cycle helmet. Bikes can be stored in the bike sheds located down the Arnold Street

driveway. Students are expected to bring their own lock, the school takes no responsibility for loss of bikes where they have not been locked up.

### **Student Vehicles**

Students who drive a vehicle or scooter to school are asked that they abide by the road rules. Vehicles can be parked only on one side of Arnold Street, please park appropriately so neighbours are still able to get access to driveways.