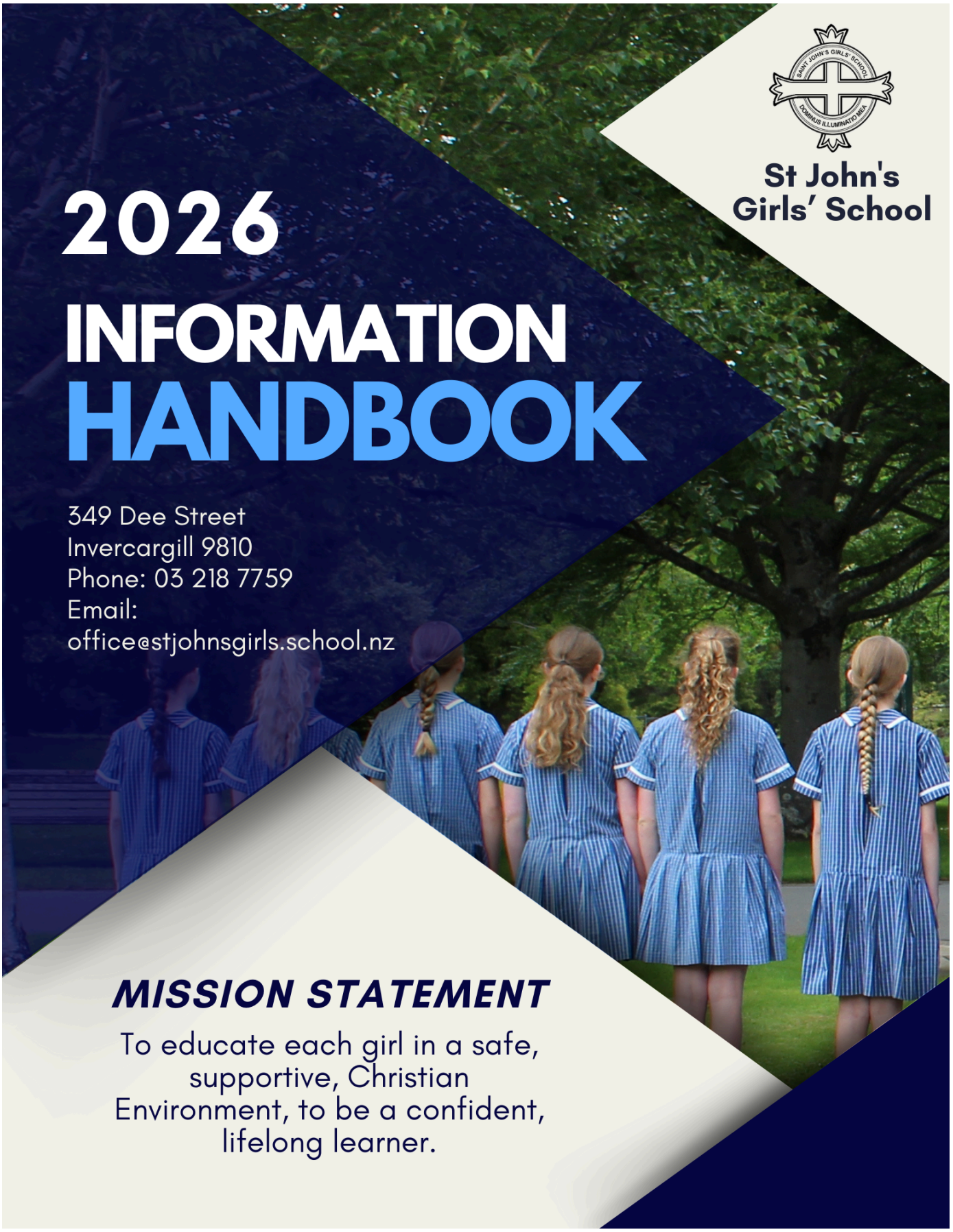
St John's Girls' School

2026 INFORMATION HANDBOOK

349 Dee Street
Invercargill 9810
Phone: 03 218 7759
Email:
office@stjohnsgirls.school.nz



MISSION STATEMENT

To educate each girl in a safe, supportive, Christian Environment, to be a confident, lifelong learner.

Welcome to the St John's Girls' School community. Whether you are joining us for the first time or are a returning family, this handbook is designed to be your essential guide for the year ahead.

Please keep this copy handy, as it contains updated policies and important information for all parents. For those who prefer a digital version, the handbook is also available on our website. To stay up to date with school events, please refer to our Google Calendar, which can be accessed via the website, our Facebook page, School Kiwi Portal, or the Skool Loop app.

CLASS STRUCTURE FOR 2026

	Year[s]	Teacher[s]
Room 1	NE - Year 1	Mrs Jagoutz
Room 2	Years 2/3	Mrs Bradley [Junior Syndicate Leader]
Room 3	Year 4	Mrs Raines [Monday - Thursday] Mrs King [Friday]
Room 5	Year 5	Miss McSoriley
Room 6	Year 6	Ms Coatsworth
Room 7	Year 7	Mrs McIlwrick [Monday - Wednesday] Mrs Stewart [Thursday - Friday]
Room 8	Year 8	Miss Woods [Senior Syndicate Leader/Deputy Principal]

ABSENCE

Please contact the school office **before 8.30am** if your daughter is going to be absent, giving her full name and the reason for her absence. Teachers have to indicate this on the digital attendance system. You can email, phone, leave a message on the answer phone, use the Kamar portal or Skool Loop.

Please do not email the teacher to notify absences as teachers do not always check their emails until lunchtime or after school. Please contact the office.

If your daughter arrives late, or leaves early, she must see Mrs Roberts at the school office. If assembly has already started, and your daughter is not a bus girl, she must check in with Mrs Roberts in the office.

Our Attendance Management Plan is available on our school website.

ACCOUNTS
Accounts for term payments are emailed out at the beginning of each term. Please pay to the correct board by online banking, clearly referencing the payment with the invoice number, your daughter's initial and surname and the reason for the payment.

Unless paying by automatic payment, **all term invoices are due by the middle of each term.** Details of bank account numbers to pay accounts into will be sent out with the first invoice.

- St Johns Girls School - Board of Trustees: 03 1750 0202108 90
- St Johns Girls School Inc General Account: 03 1746 0051474 90

Payments for uniform, camps, etc., should be paid immediately on receipt of an invoice or notification of cost, clearly referencing the payment.

You can access Xero, the accounting package to check your payments using a personalised ID number which is on your first invoice.

ACHIEVEMENT & PARTICIPATION CERTIFICATES
At the end of the year, each girl is awarded an Achievement and Participation Certificate at prize giving, which is a record of her involvement and achievements for the year.

AEROBICS
During dance in Term 3, all girls work towards a presentation at the school aerobics festival. Rooms 1 – 4 present a class routine, while our senior girls present a house routine. Parents and grandparents are very welcome. The date will be put on our school calendar.

AFTERSCHOOL CARE
Our convenient, safe after-school service is managed by Mrs Wilson and held in the school library every weekday from **3:15 p.m. to 5:15 p.m.**

Students may attend on a casual or weekly basis. While formal bookings are not required, Mrs Wilson appreciates a quick text to confirm your daughter will be attending so she can ensure her safe arrival.

If you are running late unexpectedly, please phone the school office to arrange for your daughter to attend. Please note that while we are happy to assist with one-off emergencies, regular attendance should be organised with your child before the school day begins.

The girls enjoy a light snack, supervised homework assistance, and outdoor playtime [weather permitting].

- **Minimum Charge:** $2.00
- **Payment:** Casual attendance is due on the day. Weekly attendees should settle their accounts by each Friday.

After School Care Charges - 2026:

- 3.15 – 3.30 - $2.00

- 3.15 – 4.15 - $6.00
- 3.15 – 5.15 - $9.00

For more information, contact Noeleen Wilson, phone 021 210 1031. Mrs Wilson operates After School Care from 2.15pm during school interviews when the school closes early.

ARRIVAL TIME

Girls should arrive by **8:30 a.m.** to ensure they have ample time to prepare for the day. Please note that staff supervision begins at **8:20 a.m.** Prior to this, teachers are focused on essential preparation and may not be in their classrooms.

We encourage you to foster your daughter's independence by dropping her at the gate and allowing her to organise her own belongings. However, you are always more than welcome to come into the classroom before school to say hello or speak briefly with her teacher. For any matters requiring a private or confidential conversation, please arrange a separate meeting time so the teacher can give you their full attention.

ASSEMBLY

Every school day begins with our morning assembly at **8:40 a.m.** Led by our House Captains and Deputies, this is a special time where we come together as a school community.

Each assembly opens with a reading and concludes with a prayer. We use this time to share daily notices and, most importantly, to celebrate the diverse talents and achievements of our students. Parents and grandparents are always more than welcome to join us for this daily celebration.

ATHLETICS

St John's is a proud member of the **All Saints Sports Zone**, competing alongside St Patrick's, St Theresa's, Southland Adventist, Sacred Heart, St Joseph's, and St Teresa's Bluff.

In Term 1, students compete for the opportunity to represent our zone at the **Southland Athletics Competition**.

- **7-Year-Olds:** Our two fastest sprinters compete in the 60m and 100m events against other All Saints schools. Those who place 1st or 2nd qualify for the Southland Athletics.
- **8–10 Year-Olds:** (Age as of December 31, 2026). These students compete in a Zone Event at **Surrey Park**. Top qualifiers in specific events progress to the Southland Athletics.
    - *Note: Older girls also compete in the 800m and 1500m events on this day. Trials to be held before Zones Athletics.*
- **11 & 12-Year-Olds:** These students compete during scheduled PE sessions. Students who place 1st or 2nd and meet the required performance standards will progress to represent the zone at the Southland meet.

BADGES
The girls may wear a school badge, house badge, or badges for speech and dance exams, Librarian, PALs, Aviary, Choir, Kapa Haka, and the REC Shed. If applicable, they may also wear stripes and house captain or deputy badges on their uniform.

The school and house badges can be purchased from the office for $5 each. All other badges are earned by the students and are paid for by the school.

BELL TIMES

8.20 am	Girls may arrive at school
8.40 am	Line up for assembly
8.45 am	Assembly
10.30am – 10.50am	Interval – the office is unmanned but the answer phone will be on.
12.00pm – 1.00pm	Lunch [office is unmanned 12:00pm – 12.30pm]
1.40pm	End of first afternoon period
2.20pm	End of second afternoon period
2.55pm	End of school warning bell
3.00pm	End of school
3.10pm	All girls are to be off the school grounds unless they are with an adult. If any girls are still at school, they are put into the After School Programme and parents are charged accordingly. The minimum charge is $2. This is a wonderful back up if you are running late.

BIRTHDAYS
We celebrate birthdays in assembly and in the classrooms in our own special way. Please do not send any birthday food or treats to school, as this can very easily get out of control.

BONUS POINTS/ORDER MARKS
At St John's, we love to celebrate 'deeds well done.' Bonus Points are a positive award used to acknowledge and encourage positive behaviour, such as showing good manners, including others, working hard, or producing high-quality work.

When a student does something of merit, she receives a 'tick'. While ticks are not given for every single positive action, three ticks constitute one Bonus Point. These are passed to the House Captain at the weekly House meeting. Most girls will receive between 5 and 10 bonus points per term.

At the end of each term, House Captains tally the points for each student. These are then collated to determine the winner of the **Bonus Point Trophy** for each classroom. These trophies are proudly presented by homeroom teachers during the end-of-term assembly.

Additionally, the total points for each House are tallied and added to the House Points Board [4 points for a win, 3 for second, etc.], fostering a healthy sense of school spirit.

Order Marks are used to address minor misdemeanours. For a minor incident, such as forgetting the required uniform, unkind behaviour, or incomplete homework, a student may be given a 'cross.' Three crosses result in an order mark, which is passed to the House Captain and results in the House losing one bonus point.

- An Order Mark is generally not given for a single event unless it is serious.
- Crosses and Order Marks are used sparingly; our primary aim is to prevent the behaviour from recurring through careful, positive guidance.
- We find that positive methods are the most effective way to support our students' growth.

Few crosses or order marks are given throughout the year. If there is an ongoing concern regarding your daughter's behaviour, her teacher will be in touch so that we can work together to support her.

BOOK BAG
Every new pupil at St John's Girls' School purchases a school book bag. This is a fantastic way for the girls to carry homework home and transport books between classes. The book bag is a required item and must be at school every day.

BOOK CLUB
You may order books from the Scholastic New Zealand Book Club once a term. Please visit the Scholastic website to place and pay for your order. The books are delivered to the school and will be distributed to the girls once they arrive.

BYOD [BRING YOUR OWN DEVICE]
Girls in Years 5–8 are expected to have a device at school. Chromebooks are recommended as they are cost-effective and fully support our curriculum requirements.

Device Guidelines:
- **Identification:** All devices must be clearly named.
- **Security:** Devices are brought to school at your own risk. However, we provide safe storage for them during break times.
- **Connectivity:** 3G or 4G cellular devices are not permitted, as we are unable to monitor them through the school network.
- **Preparation:** Students must ensure their devices are fully charged and ready for use each day.
- **Social Time:** To encourage girls to interact with their peers, devices are not to be used during breaks unless there are exceptional circumstances.

Please refer to our full BYOD information for further details.

CAMP VENUES AND DATES
Year 5 - Camp Columba - 9 - 11 March 2026
Year 6 - Camp Columba - 9 - 11 March 2026
Year 7 - Stewart Island - 24 - 27 February 2026

Year 8 - Deep Cove - 25 - 28 March 2026

All parents attending are Police vetted.

Teachers will send notices home seeking interest from parents to accompany their daughter on camp. Unfortunately, if there are a lot of parents interested, we will not be able to take everyone.

CARE NETWORK
We are fortunate to have a wonderful group called the Care Network, which provides quiet support for members of our school community during times of need. The purpose of the Care Network is to coordinate support for St John's Girls' School families and staff, building on our core school values.

The aim is to foster positive relationships and work together to help one another with both small and large challenges, always while respecting confidentiality. The network also takes delight in celebrating new arrivals to our families.

The SJGS Care Network Committee is a subgroup of the Parents' Association. If you require assistance, they can be contacted through the Principal or directly via email at: sjgscarenetwork@gmail.com

CELL PHONES
The girls are not permitted to use cell phones during school time. Phones need to be switched off in school bags for the day. Your daughter is not to contact you without the teacher's permission. If she needs something or is not feeling well, she **must** talk to her teacher or go to the office. We encourage girls to be organised so it is unlikely that she will be allowed to contact you for trivial items, which also protects your time.

CHRISTIAN EDUCATION
All pupils have a weekly Christian Education lesson and are expected to attend and take part in the Easter Service and Christmas Service.

CHRISTMAS SERVICE
Our evening Christmas service is held at First Church during the last week of the school year. Everyone is invited to attend, including ex-pupils and extended family members. While there is plenty of seating available, please be aware that car parks can be difficult to find.

All girls are expected to attend this evening service. To ensure everything runs smoothly, we will hold a practice at the church the day before.

COMMUNICATION

Email is a fabulous communication tool, but it can come with the expectation of an immediate reply. Please note that staff are not expected to reply to emails during their

personal time. You will likely receive a response the following day or later, depending on the urgency.

Teachers often do not have the opportunity to check emails during the school day. If you have an urgent message, please phone the school office to ensure the matter is not overlooked.

We use **Skool Loop** as our primary communication method. It is free and available via the Google Play Store and the App Store. All sports information will continue to be shared specifically via the **Sporty NZ** app.

In an emergency, all updates will be posted to Skool Loop. It is essential that you have this app downloaded to your phone; simply select "St John's Girls' School" once installed.

What can Skool Loop do?

- **Absentee Messaging:** A quick and convenient way to report absences. Please remember to include the reason your daughter is away.
- **Targeted Notices:** We can send notices to the entire school or specific groups [e.g., Kapa Haka]. Once downloaded, go to 'Notices' and click the icon on the top right to select your groups. Please ensure you have the "General" group and your daughter's specific class selected. You will need to update these selections annually.
- **School Calendar:** This syncs directly with the school Google Calendar for up-to-date event information.
- **Newsletters:** These are updated fortnightly and are available to read at any time.
- **Contact:** Parents can use the app to email the office directly.

COMMUNICATION & COMPLAINTS
We work hard to keep families informed about upcoming events and changes, as well as celebrate the many successes of our students. We encourage you to reach out and make a time to see us should you wish to discuss your daughter's progress.

In most instances, the homeroom teacher is the first person to speak with regarding any concerns. It is always better to make an appointment early rather than wait. Our full procedure for complaints can be found on the school website.

CROSS COUNTRY
We have a school cross country annually. Every girl participates as it is a house competition. Parents and grandparents are welcome to spectate or to run/bike with the junior girls. We also require parents to act as course marshals.

The best runners in the middle school then compete at the zone cross country at St Patrick's. If they qualify, they move on to the Southland Cross Country at Waimumu along with our fastest eleven and twelve-year-olds.

CYCLES & SCOOTERS AT SCHOOL
All cyclists are to enter through the Avenal Street entrance and place their bike in the stands provided.

DANCE
Pupils have a weekly dance lesson with Miss Gina. The dance uniform is their PE. top and lycra bike shorts, available from the school. The girls get changed in the break before their dance lesson and wear their PE shorts over the lycra shorts until the dance class starts, to prevent laddering. All girls from Year 3 upwards sit a dance exam at the end of Term 2.

DENTAL THERAPIST/NURSE
Pupils visit the Dental Therapist at Waihopai School. Parents accompany their daughter.

EASTER SERVICE
The Easter Service is at First Church in the week prior to Easter. Everyone is welcome. The girls will travel there and back by bus. We will have a practice at the church the day before. It is expected that all girls will participate in the Easter Service.

ENVIRONMENT
Sustainable practices are important to the school. We ask that all lunch rubbish be taken home. This also helps to reduce wasps. Many girls use recyclable containers for their sandwiches and other lunch items.

ENTERING CLASSROOMS/SCHOOL GROUNDS
If your daughter has forgotten something and you bring it in, please go to the school office to drop it off. Likewise, if you are picking your daughter up for an appointment, please have her meet you at the office so she can sign out. For your daughter's safety, we need to know who is on the school grounds at all times.

ENTRANCES
Entrances are from Avenal Street and Dee Street. We encourage the use of Avenal Street as the traffic flow along Dee Street is heavy, especially in the mornings. If you are popping into the office briefly and **it is not** at the beginning or end of the day, please feel free to park in the main car park.

For safety reasons, please:

- **Only** use the driveway off Dee Street when dropping off or picking up a sick child or when popping into the office as explained above.
- Don't pull up on the yellow lines at either entrance to drop girls off or to collect them. This is particularly dangerous on Avenal Street as it obscures the duty teacher's vision.
- Please use the footpath, not the driveway, when walking with your girls.
- Please do not park over or in neighbours' driveways. We had several complaints last year.

EVENTS
An Events List is attached to the fortnightly newsletter. Sometimes we have to change dates so check the calendar. When we make changes, we will let you know.
Skool Loop has the Google calendar on it as well as many other useful items.
You can also view the school Google Calendar through Facebook, even if you are not a member of Facebook.

Often, parents are unsure which events they may attend. Below is a list of events and who is invited to attend. If in doubt, please email/phone the office to ask.

- Greats and Grands Day – Grandparents only
- House Event [Team Bonding] – school only
- Year 8 Leavers' Ceremony – parents and grandparents only. No siblings.
- Disco – parents are welcome to pop in briefly when they drop their daughter off and we welcome you back at the end when you collect your daughter.

Parents and grandparents [extended family etc.] are welcome at:
- Aerobics Festival
- Assemblies
- Christmas Service
- Easter Service
- Gym Festival
- Prize Giving
- Years 5 – 8 Swimming Sports - Championship event only, i.e. only for those girls who can swim 200m.
- Tabloids - House Chant Competition
- Term 4 Celebration of Dance
- Year 8 Father/Daughter netball
- Zone Athletics Sports Day for 8 – 10 year olds at Surrey Park.

FAMILY FUN NIGHT
This is a lovely night organised by the Parents' Association aimed at getting people to know each other. People have a takeaway meal or a picnic tea on the field at school at about 5.30 – 6pm, and then there are some fun races at 6:15pm. It's a low key 'fun' night where existing parents go out of their way to meet new parents and to introduce them to other people. It is usually finished by 7pm.

FATHER/DAUGHTER NETBALL [YEAR 8]
This is a fierce competition between the Year 8 dads, or other significant male, and the Year 8 girls. It has been happening since 1927.

GROUNDS
Respect for the environment is important. We are immensely proud of our beautiful grounds and work hard to upkeep them. The girls are expected to treat the grounds with respect; they are not to climb on the shrubs except in the hedge, where they are allowed to climb, wearing shoes.

HOMEWORK
All pupils will have homework. It will be mostly reading, learning numeracy knowledge cards and spelling. The expectations for each class are set out clearly at the beginning of the year at the Meet the Teacher afternoon/evening. Homework is an opportunity to reinforce the learning that has happened at school and for you to share in it. It should be an enjoyable sharing time. If you have any queries, contact the class teacher.

HOUSES
Girls are placed in houses led by a house captain and a deputy house captain. These houses are Alabaster, Enderby, Lester, and Marchant—all named after previous principals. House Captains and Deputies run the assemblies, lead weekly house meetings, and take a special interest in the girls within their house. They also organise an annual house bonding event in Term 1, which is for the girls only.

Girls earn house points from all school-wide sporting events. House rivalry is fierce, and a leaderboard is kept up to date in the hall to track their progress.

House badges are available for purchase at the school office for $5.00. There are several house events held during the year where the girls may wear house colours. It is useful for your daughter to have a simple T-shirt and hair ribbons in her house colour.

- **Alabaster**: Pink
- **Enderby**: Red
- **Lester**: Blue
- **Marchant**: Green

INJURIES
In the case of an accident, staff will render First Aid. If an injury is thought to be serious, parents will be advised immediately, and the child will be taken to Accident and Emergency at Southland Hospital.

You will be contacted if your daughter has an injury to her head, even if it is minor. This way, you can make the decision as to the next step.

INTERVIEWS
- Term 1 - Sharing assessment information plus setting goals [15 minutes]
- Term 2 or 3 - Post report interview – reviewing progress [15 minutes]

Parents may contact the homeroom teacher to request a meeting at any time.

LIBRARY
The Nicholson Library was named after Miss Nicholson, a former school principal. The girls may borrow two books at a time for a period of two weeks, but may renew them if they wish

to keep them for longer. The girls use their book bag to carry library books, so this needs to be at school every day.

If your daughter loses or damages a book, you will be invoiced for the cost, which is usually around $15–$20.

The library will be open during several lunchtimes each week from 12.30pm – 1pm for all girls to browse or read books. These days will be confirmed once we check the availability of our Year 8 librarians.

JUNIOR LOG BOOK/ READING LOG
This is a useful link between home and school. Use of this book in your daughter's class will be discussed at the Meet the Teacher afternoon/evening.

LOST PROPERTY
A lot of class time is lost in the junior school chasing missing items of clothing because they are not named, so please name everything—especially shoes and second-hand pieces of uniform.

There is a lost property box in the library that the girls can check. The school takes no responsibility for lost clothing; however, we do our best to find it. Any named item will be returned to the owner. Clothing not claimed at the end of each term is donated to the uniform shop or to charity.

LUNCH
Lunch is from 12 pm – 1 pm. We do not operate a canteen; however, heat-ups are welcome if they are wrapped well in tin foil and clearly named. Please note that no containers will be accepted for heat-ups as they get too hot and take up too much space.

Lunch is eaten outside on the tiered seating in fine weather and in the hall on cold or wet days. Teachers check that Year 1–3 girls have eaten something substantial, such as a sandwich, wrap, or roll. Generally, our girls have wonderful, healthy lunches made up of sandwiches, wraps, rolls, fruit, and yoghurt.

We often find that girls have too much food and feel they have to eat it all. Please talk to your daughter regularly about her lunch needs to ensure the amount is right for her.

Ordering Lunch:

Subway: Available on Thursday via the Subway website.
This option is delivered directly to the school.

We are a **water-only** school.

MEDICATION
Any medication, other than inhalers, needs to be kept in the school office. Mrs Roberts can only give medication if she has written instructions via the Medication Administration Form [available on the school website or the school office]. This must be signed and clearly state the name of the medication, the dosage and the frequency. This can be emailed through as long as it has your signature.

MONEY AT SCHOOL
Pupils should not have money at school unless it is requested for a special activity. In this case, the money should be taken directly to the school office in an envelope with the pupil's name, room number, the amount, and what the money is for.

Money is not kept on the school premises, so please ensure the correct amount is sent, as change cannot be given. For larger amounts, please use online transactions and ensure they are referenced accurately. KIPRRR Day money, usually a gold coin, is collected by the classroom teacher.

NEWSLETTERS
School newsletters are emailed home on alternate Fridays. No hard copies are sent. The newsletter is also on the website and on Skool Loop.

OFFICE
The school office is situated in the Administration Block at the top of the driveway. Any general enquiries should be directed to the office manager, Mrs Roberts.

The office is open from 8:30 am – noon, and from 12:30 pm until 3:15 pm. Mrs Robert's email is office@stjohnsgirls.school.nz. The answerphone is on at all times for your convenience.

OUT OF BOUNDS
The areas behind Rooms 1, 2 and 3, and Rooms 7 and 8 are out of bounds. Years 5 – 8 are allowed in the area between Rooms 5/6 and 7/8 however they are not to loiter in the cloak bay.

PARENTS' ASSOCIATION
The Parents' Association organises school activities and serves as another link between parents and the school. Meetings are advertised in the newsletter and are held at 7 pm on the second Tuesday of each term, except in Term 1, when they meet in Week 3.

This group provides valuable extras for the school, such as library books, furniture, PE equipment, basketball towers, musical instruments, playground equipment, and sandpits. New members are always welcome.

The Parents' Association would like access to new parents' contact details. If you do not wish them to have your phone number or email address, please let Mrs Roberts, the office manager, know; otherwise, your contact details will be passed on at the end of Term 1.

The Parents' Association can be contacted via email at: stjohns-pta@stjohnsgirls.school.nz

P.E. BAGS
All girls require a physical education bag. This may be purchased from school. The PE uniform needs to go home every weekend to be washed. Senior girls need to wash their PE uniform during the week as well.

The senior girls often wear their PE shorts under their dresses. A better option is to wear navy blue or black bike shorts.

PRIZEGIVING
Our prizegiving is the last day of the school year. Extended family is welcome. The prizegiving takes just over an hour. Even if a girl does not receive a prize, she will be presented with a Participation and Achievement Certificate.

A Literacy Award, a Mathematics Award, a Values Award and an Effort Award are presented to one girl from each class/year level.

REPORTING TO PARENTS
We have a goal-setting interview in Term 1. The girls are encouraged to attend the interview with their parents.

Written reports are sent out in Terms 2 and 4. In Term 2 or 3, this is followed up with a 15-minute interview. Parents may request additional interviews at any time. If you have a concern, please contact the teacher and discuss it. It is better for this to happen earlier rather than to wait.

SAFETY - EMERGENCY LOCKDOWN
We hope we never have to use this, but if we do, and you hear that we have to, please do not come to school.

Wait for us to contact you via Skool Loop. We want to keep everyone safe!

SCHOOL BOARD AND BOARD OF PROPRIETORS
The School Board is responsible for the running of the educational side of the school. The Board of Proprietors is primarily concerned with property and the Special Character. The BOT meet twice a term and the BOP once a term. Meetings are advertised in the school newsletter.

School Board:
Sandy Gilmete [Presiding Member], Anna Reilly, Tony Miles, Cain Duncan, Alana Korteweg, Holly Bradshaw [Principal], Sarah Jagoutz [Staff Representative]

Board of Proprietors:
Gregg Peters [Chairperson], Brayden Cochrane, Hannah Lawson, Cain Duncan, Tony Miles, [BOT Rep], Shae Risk [Parents' Association Rep], Holly Bradshaw [Principal]

SICKNESS
In cases of sickness, parents will be phoned to collect their child if, in the opinion of the staff, the child is too ill to remain at school. Under no circumstances are girls to contact their parents directly if they are feeling unwell.

They must communicate with their teacher and then the school office. This ensures children do not go home when they don't need to and that we always know where they are.

SPORTS
Our girls are heavily involved in sports, so we need parent coaches and managers. Please share your skills or learn as you go. We cannot enter teams unless we have a coach.

All teams choose one 'Player of the Day' each week, who is presented with a certificate in assembly the next day by a teammate.

Sports registrations will be accepted online via Skool Loop or the Sporty NZ mobile app. Sport details will be updated on the school website throughout the year as we receive them from the sporting codes. If your daughter registers for a sport, she is expected to remain in the team as we are paying the fee and the other girls depend on her.

To register, simply download the free 'Sporty NZ' app, find St John's Girls' School, and go to 'registrations'. If you have trouble finding us, search 'John's' and scroll down. If you are registering from a computer, go to our website **www.stjohnsgirls.school.nz** and click on 'After School Sports'.

All sports that the school enters require team coaches/managers. If you are able to assist in any way, please indicate this on the form. There will be no sports fees to pay; this is part of the school BOT donation.

If you have any questions regarding the sports on offer or the registration process, please feel free to contact Mrs Netty Dennis, our Sports Coordinator, at **sports@stjohnsgirls.school.nz**. If you have a concern or a query, in the first instance, contact the coach. If the query is of a general nature, contact Mrs Dennis.

SPORTS BREAK UPS
Many girls belong to several teams, so to minimize the need for you to constantly contribute toward a gift for the coach, the Sports Coordinator sends a thank you card and a block of chocolate as a token of our appreciation.

We discourage team 'break-ups' [end-of-season parties] as we don't want this to become the norm. Instead, we encourage the girls to write a thank-you card or letter, or to personally thank their coach for their time and effort.

STATIONERY
The school does not sell stationery. Your daughter will receive a stationery list at the end of the year for the following year.

This list is available on our school website and also on the OfficeMax website. You can choose to purchase your supplies online through OfficeMax or take the list to another retail outlet of your choice.

STRIPES
At the end of Terms 2 and 4, stripes are awarded to Year 7 and 8 pupils.
Work Stripes - Based on effort, not academic ability.

- Green - Term 2: To all girls who work to their full potential and put in maximum effort in all areas.
- Red - Term 4: To all girls who work to their full potential and put in maximum effort in all areas.

Girls can earn up to four stripes over their time at St John's [Two green stripes and two red stripes]

Sports Stripes:
[Set criteria – participation in a certain number of sports]

- White for effort and fair play
- Gold for outstanding ability [representation at Southland level, sports cup recipient], effort and fair play.

Cultural Stripe:

- Purple stripe for dedicated participation and achievement in a range of cultural pursuits i.e. choir, kapa haka, Christian Education speeches, assembly performances, production.

SUNHATS
Sunhats are a compulsory part of the school uniform. The Warehouse sells a great range of plain navy sunhats that are suitable, though any plain navy hat is acceptable.

We provide and encourage shade and the use of sunscreen. Sunscreen should be applied before school and/or at break times. We also have sunscreen available for the girls in their classrooms.

SWEETS, DRINKS, SHARED FOOD
Girls are not to bring sweets, chocolate, or sugary drinks to school. This includes fruit juice. When ordering Subway, please do not order the juice, as we are a water-only school.

For the girls' convenience, the fountains outside Rooms 2/3 and Room 7 provide filtered water.

SWIMMING
School swimming takes place every Monday and Wednesday afternoon in Term 2 [6-week block] for all Year NE–8 students.

All swimming gear must be clearly named and kept in a bag. We will phone parents if a junior girl Room 1 - 3] has forgotten her gear. You can then decide whether to:

- Drop her gear off at the office.
- Have her attend the pool but miss her lesson.

We expected our senior girls to be organised and bring their swimming gear of the days it is required.

Please note that girls cannot remain at school, as most teachers are at the pool. Parent help with dressing the juniors is greatly appreciated; please speak to the classroom teacher if you can assist.

Important Note: The swimming sports is a Championship Event only, intended for those children who are competitive swimmers and are not attending the regular weekly lessons.

TABLOIDS
This event takes place in Term 4 and is a key part of the school house competition. Each house competes in a series of fun activities, with the afternoon concluding with various relays and a spirited house chant.

Parents and extended family are more than welcome to attend and cheer on the girls!

TECHNOLOGY
Technology is wonderful but we want your daughter to socialise during breaks. BYOD devices are not to be used in the playground or inside without a teacher being in the room, so we can monitor appropriate internet use.

Cell phones are to be left in school bags during the day. If a girl is caught using her devices during school time without permission, it will be confiscated and kept in the office for the day. If she is found using it again, parents will be required to come in to collect it.

TELEPHONE
Pupils are not allowed to use the school phone unless the matter is urgent. All student phone calls must be made through Mrs. Roberts in the school office.

To help the school day run smoothly, please ensure that your daughter is clear on her bus or transport arrangements before she leaves for school in the morning.

Please **do not email the office** with last-minute changes to after-school arrangements. Our staff are not always able to check emails throughout the day, so email is not an appropriate way to communicate urgent or time-sensitive matters. For any immediate changes, please call the school office directly.

TERM DATES FOR 2025

Term 1	Tuesday 3 February – Thursday 2 April [9 weeks]
Term 2	Monday 20 April - Friday 3 July [11 weeks]
Term 3	Monday 20 July - Friday 25 September [10 weeks]
Term 4	Monday 12 October - Tuesday 15 December [9 weeks + 2 days]

UNIFORM
We are proud of how our girls look. To maintain this, we are particular about our uniform.

To purchase items or book a fitting, please contact **Mrs Marise Lang** via phone or email at mlang@stjohnsgirls.school.nz to make an appointment.

If you already know exactly what you need, you may send a note with your daughter to pass on to Mrs. Lang. Please note that **invoices are expected to be paid immediately** upon receipt.

- **Leaving School:** Girls must always leave the school grounds in their correct formal uniform.
- **Sports Exception:** If a student is going directly to a sports venue for a school event starting by 4:00 pm, they may wear their PE uniform.
- **Year 4 Transition:** Junior students move into the senior uniform at the end of Year 4.

Our summer uniform is worn in Term 1 and Term 4. The winter uniform is worn in Term 2 and Term 3.

For more detailed information regarding specific uniform requirements, please visit the school website. General uniform expectations are also outlined in the back of the handbook.

VALUES [KIPRRR VALUES]
Living by Christian values and using manners are important at St John's. The values we concentrate on are: **KIPRRR** - **K**indness, **I**ntegrity, **P**erseverance, **R**espect, **R**esponsibility and **R**esilience.

WEBSITE
www.stjohnsgirls.school.nz

WITHDRAWAL OF PUPIL
If your circumstances change and you have to withdraw your daughter, let the Principal know as soon as possible please. A term's notice in writing is required.

YEAR EIGHT LEAVERS CEREMONY
This follows the prizegiving and is held in the school hall at 3:15 pm.

Parents and grandparents are warmly invited to attend this special event; however, please note that we are unable to accommodate siblings.

YEAR EIGHT LEAVERS JERSEY
Our Year 8 leavers can purchase a rugby-style leavers jersey during Term 4. This is an optional uniform item that serves as a commemorative reminder of their graduating class. The design includes the school crest on the front of the shirt, with the names of the graduating class on the back. The girls also have the option to have their surname printed on the back of their shirt.

As this is an official school uniform item and to ensure cohesion across the graduating class, only one style of jersey will be available to purchase.

The girls are permitted to wear the official leavers jersey during the final week of school.



Thank you for your continued support of our wonderful school. We look forward to working with you and trust your daughter will have an enjoyable, productive year.

Kā mihi nui

Holly Bradshaw
Tumuaki | Principal

St John's Girls' School
School Rules and Expectations

You are expected to behave well and follow the rules.

1. Out of bounds
    - Behind the junior block and Rooms 8 & 9 [Tech Room]
    - On the north side of the Dee Street driveway
    - In the technology room, when the teacher is not present
    - Gardens and up trees/shrubs, except the hedge on the tennis courts
    - On top of the barrel and the wooden rails around the field playground
    - PE resource room, hall kitchen, trampoline
    - The staffroom [unless a staff member has invited you there to complete a job]
2. Only the Year 8 girls operate the hall sound system, data projector, screen after asking a teacher unless they are a house captain/deputy.
3. Chewing gum/bubble gum is not allowed, including at sport, trips and socials.
4. Cell phones are permitted at school but are to be left in school bags. These are not to be used at all during the school day. If you are found using your cell phone, it will be confiscated and put in the office until the end of the day. You can collect it at 3pm. If it happens again, it will be confiscated, and your parents will be contacted to come and collect it.
5. Everyone should be outside at breaks unless it is cold or wet. If inside, you should be doing something quietly.
6. No device use unless a teacher is present.
7. Years 5 - 8 are allowed in the grass area between Rooms 6/7 and 8/9 [Tech Room]. The senior cloakbay is not for congregating.
8. All cyclists must wear helmets and are to enter through the Avenal Street entrance.

9. You may have bare feet on the field, but must have shoes on in class [unless it is really hot and the teacher has permitted you not to]. Shoes must be worn if playing in the hedge.

10. You must have permission from a staff member to contact home. All contact must go through the school office. You are not to ring/message/email home from your cellphone or BYOD device.

11. Jackets are not worn in the classroom. They may be worn to line up and assembly during the cold months. You do not need to wear a cardigan under your jacket. Jackets live in the cloakbay or on your hook [junior classes].

12. School bags, PE bags and other belongings must be hung up neatly in your classroom on your hook [juniors] or in the senior cloakroom [seniors]. Seniors can also use the cubbies in the cloakroom to store items.

13. You may not bring sweets or sugary drinks to school. Water only.

14. The school phone is for emergencies. Ask before using. If you need to phone home, talk to your teacher. All phonecalls must go through the office.

15. You need to get changed for PE/Dance during the break before your Dance or PE session. After PE/Dance, you get changed out of your PE gear during the next break.

16. You should always leave the school grounds in the correct uniform unless you are going directly to a sports venue, in which case you may wear your PE uniform – school sporting event that starts before 4.00pm.

17. No inappropriate literature or items are to be brought to school.

18. Food scraps get left in your lunch box to discourage wasps.

19. Morning tea is eaten outside unless the teacher tells the class they may eat in the classroom. Juniors eat their morning tea under the junior school verandah.

20. The hall seats must be lifted not dragged across the floor [dragging will damage the floor surface].

21. For safety, it is your responsibility to ensure your device is put away safely at break time.

22. You are not permitted to climb and look over fences into a neighbour's property.

Uniform Expectations

Hair

- Hair must be kept neat, tidy and off the face at all times. Shoulder-length hair or longer is to be tied back with plain, navy blue hair clasps, hair ties, scrunchies and/or ribbons.
- Girls may wear navy blue headbands and natural colour bobby pins. Bobby pins must match natural hair colour as closely as possible.
- Hair is to be a natural colour only.

Jewellery/Make Up

- No jewellery to be worn except a standard analogue or digital watch or small, plain studs in silver, gold, clear or navy/dark blue [only one in each earlobe]. No decorative studs and no keepers are to be worn.
- Girls may choose to wear a personal taonga [pounamu] with their uniform. This may be worn on the outside of their uniform. They may be asked to put their taonga under their uniform for health and safety during certain activities.
- Smart watches with communication capabilities are not to be worn [Apple Watch, Garmin, Pixbee, Spacetalk or anything with GPS, wifi 3G/4G]. Smart watches need to be kept in school bags until the end of the day. If a watch becomes a distraction, the teacher may ask the student to remove the watch and place it in their school bag.
- Girls are not permitted to wear make-up or nail polish.
- Girls are only allowed to wear school-awarded badges.

Changing In and Out of Uniform

- Girls should always leave the school grounds in the correct uniform unless they are going directly to a sports venue [for a school sporting event only starting by 4pm], in which case they may wear their PE uniform.

General Uniform Standards

- Top buttons are to be done up [winter shirts and summer dresses].
- Socks and collars are worn folded down.
- PE shorts or dark blue/black cycle shorts may be worn beneath dresses as long as they cannot be seen. If girls are taking their kilts/skirts off to play, they must be wearing their school PE shorts.
- Girls may have bare feet outside, but must have shoes on in class [unless hot and the teacher has permitted it] and when climbing in the hedge. Shoes must be worn in the tech room.
- Girls are not allowed to walk around outside in their socks.