



# **ST JOHN'S GIRLS' SCHOOL**

## **2022 HANDBOOK**

349 Dee Street  
Invercargill 9810  
Phone 03 2187759  
Email: [office@stjohnsgirls.school.nz](mailto:office@stjohnsgirls.school.nz)

### ***MISSION STATEMENT:***

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

*The purpose of this booklet is to give you information that you may need, particularly if you are a new parent to St John's Girls' School. Some things have changed so there is important information for existing parents too. Keep it handy as it covers the whole year, although for our parents who prefer information digitally, it will be on our website.*

*All events are on the school Google calendar which is available on the school Facebook page and on Skool Loop.*

## **ABSENCE**

Please contact the school office before 9am 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 or use Skool Loop.

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

If your daughter arrives late, or leaves early, she must see Mrs Roberts at the school office.

## **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, if you wish.

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. Most invoices are Board of Trustees – account 03 1750 0202108.

The Board of Proprietor invoices, for Attendance Dues and Proprietors Donation go into 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 CERTIFICATES**

At the end of the year, each girl is awarded an Achievement Certificate at prize giving which is a record of her involvement (Years 1 – 4) and achievements (Years 5 – 8) for the year.

## **AEROBICS**

During dance in term 1, all girls work towards a presentation at the school aerobics festival. Rooms 1 – 4 present a class routine. The senior girls make up their own routines and compete for house points in four house groups at each year level.

Parents and grandparents are very welcome, COVID dependent of course. The date

will be put on the Google calendar which you can access via Skool Loop and via Facebook, even if you are not a Facebook user.

### **AFTERSCHOOL CARE.**

This is a convenient, safe service run by Mrs Wilson, and is available every week day in the library from 3.15 – 5.15p.m. Attendance may be on a day to day, or weekly basis. You do not have to book in. It is a great back up for that odd time when you are running late. Just phone the office and we will organise for your daughter to attend or if your daughter has a cell phone, leave a message for her. We are happy to do this for you as a one off, but not on a regular basis. This should be organised with your child before school.

The girls are provided with a light snack and homework assistance/supervision and play time, outside if fine. The minimum charge is \$2. Payment for casual attendance is due the day of attendance. All other payments are due at the end of the week. Unfortunately, there is no Before School Care.

After School Care 2022 Charges:

3.15 – 3.30 - \$2

3.15 – 4.15 - \$5.50

3.15 – 5.15 - \$8.50

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

### **ARRIVAL TIME**

Ideally girls need to be at school by **8.30am** so that they have time to get organised for the day.

Girls may arrive at school **after 8.20am**. Staff are not responsible for your daughter if she is dropped off earlier. Prior to this is teacher preparation time. You can help your daughter become more independent by dropping her at the gate and encouraging her to get organised by herself.

### **ASSEMBLY**

We have an assembly every morning at 8.40am run by the house captains/deputies. We celebrate talents in assembly and parents and grandparents are welcome. You can just turn up at 8.40am, COVID dependent. Assembly begins with a reading and finishes with a prayer and daily notices are shared.

### **ATHLETICS**

Our school is part of the All Saints Sports Zone along with St Patrick's, St Theresa's, Southland Adventist Christian School, Sacred Heart and the Trinity schools - St Joseph's and St Teresa's Bluff.

In Term 1 students who are 8-10 years of age (at the end of December 2021) compete in a zone event at Surrey Park. Students who qualify in certain events then progress to represent the All Saints Zone at the Southland Athletics Competition. Our fastest two, seven-year olds compete against girls from the other schools in the All Saints zone, in 60m and 100m sprints before the zone sports. If they come first or second, they also continue to the Southland Athletics. The older girls compete in the 800 and 1500m on this day too. More information will come out closer to the time.

Our 11 and 12-year-old girls compete against each other during PE. If they come first or second and meet the standard, they go on to represent the zone at the Southland Athletics meet.

### **BADGES**

The girls may wear a school badge, house badge, speech and dance exam badges, Librarian badge, PALs badge, Aviary badge, Choir badge, Kapahaka badge, stripes and if applicable house captain and deputy badges on their uniform.

The school and house badge can be purchased from the office for \$5 each. All other badges are earned and 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
10.30 – 10.50am	Interval – the office is unmanned but the answer phone will be on.
12 noon – 1.00pm	Lunch (office is unmanned 12 – 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
3.15pm	All day 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/CHRISTMAS**

We celebrate birthdays in assembly and in the classrooms in our own way. Please do not send any birthday food/treats to school. This very easily gets out of control. Unfortunately, the same is happening at Christmas. We enjoy seeing the girls share Christmas cards with lovely personal messages but please no treats or gifts.

## **BOARD OF TRUSTEES AND BOARD OF PROPRIETORS**

The Board of Trustees 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 boards work well together. The BOT meet twice a term and the BOP once a term. Meetings are advertised in the school newsletter.

Mr Mark Billcliff is the BOT chair and Mrs Raewyn King, the BOP chair.

Board of Trustees:

Mark Billcliff, Anna Coup, Sandy Gilmete, Ange Pope, John Schol, Nathan Hughes, Mary Kelly, Phil Muir (BOP rep.)

Board of Proprietors:

Raewyn King, Cliff Erskine, Jade McNamara, Phil Muir, Gregg Peters, Nathan Hughes, Ange Pope (BOT rep.), Louise Purdon (PA rep.)

## **BONUS POINTS/ORDER MARKS**

Bonus points are awarded to pupils for deeds well done. The award may be for a myriad of things, eg. good manners, including others, working hard or for good work. It is a positive award that acknowledges/encourages the behaviour. When a girl does something of merit, she receives a tick. This is not every time she does it! Three ticks constitute a bonus point. These awards are passed to the house captain at line up before assembly. Most girls will receive 3 – 5 bonus points in a term.

The house captains tally the number of points for each girl at the end of each term, then the house books are collated to determine the winner of the Bonus Point Trophy, one for each room. The Bonus Point trophies are presented at the end of term assembly by homeroom teachers.

The total number of bonus points for each house is tallied at the end of each term and contribute to the house points board – 4 for a win, 3 for second etc.

Order Marks are given to girls for misdemeanours. For each minor incident a girl is given a cross, eg not completing homework, being unkind.... When she has three crosses, she receives an order mark, which she passes on to the house captain and the house loses a bonus point. An order mark is not generally given for just one event, unless serious. Crosses or order marks are not always given for a misdemeanour. We consider what we do carefully as our aim is to prevent the behaviour occurring again. Positive methods work best. Few order marks are given.

Teachers will be in touch with you if there is an ongoing concern around your daughter's behaviour, so you can work together.

## **BOOK BAG**

Every new pupil to the school purchases a St John's Girls' School book bag. This is fantastic way to carry homework home, books to other classes etc. It is required at school, every day.

## **BOOK CLUB**

You may order books from Scholastic New Zealand Book Club once a term. Visit the Scholastic website to place your order. The books get delivered to school. We will send them out asap after arrival.

## **BYOD**

Girls in Years 5 - 8 are expected to have a device. We are transitioning from iPads to chrome books. Chrome books are less expensive and do what we require.

- It must be named.
- It is brought to school at your risk. We will provide safe storage at breaks.
- 3G or 4G browsing devices may not be used at school as we are unable to monitor them.
- They need to be charged and ready for use each day.

They are not to be used at breaks unless in exceptional circumstances. We want girls to be mixing with their peers. Please see the BYOD information.

## **CAMP VENUES AND DATES**

Years 6, 7 and 8 attend a camp during the year.

Year 6 - an adventure camp at Camp Columba.

Year 7 - a cultural camp in Dunedin.

Year 8 – Deep Cove

All parents attending are Police vetted.

Parents attending the Year 6 camp have already been notified. The Year 7 and 8 teachers will send notices out 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 who quietly provide support for those in our school community who need it from time to time. The purpose of the Care Network is to coordinate and support St John's Girls' School families and staff in times of genuine need. This builds on the values of the school. The aim is to build on the positive relationships, work together and help each other whilst respecting confidentiality, to help people with the little things, as well as the big. They also celebrate new arrivals.

The SJGS Care Network Committee are a sub group of the SJGS Parents Association. If you need assistance, they can be contacted through the principal or through the following email: [sjgscarenetwork@gmail.com](mailto:sjgscarenetwork@gmail.com)

A form asking for volunteers will be sent out in two weeks' time.

## **CELL PHONES**

These are a wonderful way for you to keep in touch with your daughter especially if after school arrangements change. They are also useful for bus girls to have as a back-up. The girls are not to use them during school time but may check them at interval/lunchtime as required.

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. Mrs Taylor takes these classes.

## **CHRISTMAS SERVICE**

Our Christmas service is held at First Church in the second last week of the school year. Everyone is invited, including ex pupils and extended family. There are plenty of seats but car parks are difficult to find. All girls are expected to attend. The girls and staff will travel there and back by bus. We will have a practice at the church the day before.

## **COMMUNICATION**

Email is a fabulous communication tool but it comes with the expectation that the recipient will reply immediately. Staff are not expected to reply to emails in their personal time. It is likely that you may **not** receive a reply until the next day or even later, depending on the urgency of the matter. Teachers often do not have time or the opportunity to check their emails during the day so if you have an urgent message, please **phone** the school office so it is not over looked.

We will use Skool Loop as well as Facebook as our main methods of communicating. Skool Loop is free and available in both the Google Play Store and the App Store. All sport information will continue to be shared via the **Sporty NZ** app.

In an emergency situation, all updates will be posted to the Skool Loop app, therefore it is important you have this downloaded to your phone.

Download the Skool Loop app, then select 'St John's Girls' School'.

## **What can the App do?**

- **Absentee Messaging:** A quick, simple and convenient way for you to report absences to the school. Please remember that we need to know why your daughter is absent.

- **Notices** - Our entire school community or a specific group (eg Kapahaka group) within our school community can receive notices directly from us. Once you have downloaded the app, go into Notices and click on the icon on the top right of the screen to select the groups you wish to receive communications from. You will need to update this section each year as your daughter/s change classes and extra-curricular groups. Please make sure you have the 'general' group selected, and your daughter's class.
- **The School Calendar:** The school calendar shows information by syncing with the school google calendar.
- **Newsletters:** Updated fortnightly and available to read anytime.
- **Contact:** Parents can email the office directly.

## **COMMUNICATION & COMPLAINTS**

Please read the Communication and Complaints Procedure which is attached at the end of this handbook. We work hard to communicate with families about events and changes as well as celebrating the successes of the girls. We encourage you to make a time to see us should you wish to discuss your daughter's progress if you have any concerns. In most instances, the homeroom teacher is the first person to discuss your concern with. It is always better to make an appointment early rather than wait.

## **CROSS COUNTRY**

We have a school cross country annually. Every girl participates as it is a house competition. Parents/grandparents are welcome to spectate or to run/bike with the junior girls. We also need parents to act as course marshals. The best runners in the middle school then compete at the zone cross country at St Patricks. If they qualify, they move on to the Southland Cross Country at Waimumu along with our fastest eleven and twelve year olds.

## **CYCLES 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 P.E. 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 3.

Term 1 dance is preparing for the House Aerobics competition. Term 2 and 3 are preparation for the exams. Term 4 is spent preparing a class dance to share with the school community.

### **DENTAL THERAPIST (Nurse)**

Pupils visit the Dental Therapist at Waihopai School. Parents accompany their daughter. Please inform us if your child will **not** be attending this clinic.

### **EASTER SERVICE**

The Easter Service is at First Church at 1.30pm on Thursday 17th April. Everyone is welcome. The girls will travel there and back by bus. We will have a practice at the church the day before.

### **ENVIRONMENT**

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

### **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, get her to meet you at the office so she can sign out. For your daughter's safety, we need to know who is on the 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 of the day or end of the day, please feel free to park in the carpark or along the drive.

For safety reasons, please:

- ◇ **Only** use the driveway off Dee Street when dropping off or picking up a sick child and 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 on Dee Street, not the driveway.
- ◇ Please do not park over neighbour's driveways. We had several complaints last year.

### **EVENTS**

An Events List is attached to the fortnightly newsletter and is also on our website page within the 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 bits. You can also view the school Google calendar through Facebook, even if you are not a member of Facebook. This is ideal as by doing this, you know when there are changes.

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.

**These events are of course subject to COVID restrictions.**

Greats and Grands Day – Grandparents only

House Event (Team Building) – 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

Term 4 Celebration of Dance

Year 8 Father/daughter netball – Term 3

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 about 5.30 – 6pm, then there are some fun races at 6pm and sometimes an ice-cream. Tea/coffee is available for parents. 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 and the Year 8 girls. It has been happening since 1927.

## **GYM FESTIVAL**

All girls compete in a gym festival in term 3 to show off the skills they have learnt during PE lessons. We have a senior and a junior festival. Parents and grandparents are welcome.

## **HAIR**

Hair must be kept neat and tidy at all times and be off the face using clips and a headband if necessary. Shoulder length hair or longer is to be tied back with *plain* navy blue or brown hair ties, or a navy blue scrunchie. Brown bobby pins are suitable. Colouring hair is strongly discouraged.

## **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 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 run by a house captain and deputy house captain. These are Alabaster, Enderby, Lester and Marchant, all names of previous principals. House Captains and deputies run the assemblies, lead weekly house meetings and take a special interest in the girls in their house. They also organise an annual house bonding event in term 1. This is for the girls only.

Girls earn house points from all school wide sporting events. House rivalry is fierce. A leader board is kept up to date in the hall.

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 would be useful for your daughter to have a simple t - shirt and hair ribbons in the colour of her house.

Alabaster – pink, Enderby – red, Lester – royal blue and Marchant –forest green.

## **INJURIES**

In the case of an accident, staff will render First Aid. If the 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 – 15<sup>th</sup>/16<sup>th</sup> March

15 minutes.

Sharing assessment information plus setting goals.

Term 2 – 5<sup>th</sup>/6<sup>th</sup> July

Post report interview – 15 minutes

Reviewing progress

Parents may contact the homeroom teacher to request an interview at any time.

## **JEWELLERY ETC**

The girls may wear small, plain navy blue, silver or gold **studs** in pierced ears, only one in each ear. No decorative studs. No ring keepers. No nail polish. No make-up. No jewellery except cultural jewellery which is to be worn under the uniform.

## **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 so they can have them for longer. The girls use their book bag to carry library books. This needs to be at school every day.

If your daughter loses or damages a book, you will be invoiced for the cost, usually about \$15 - \$20.

The library will be open during a couple of lunchtimes 12.30pm – 1pm for all girls to browse or read books. The days will be confirmed once we check the availability of the 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 evening.

## **LOST PROPERTY**

A lot of class time is lost in the junior school chasing missing items of clothing because it is not named, so please name everything, especially shoes and second hand pieces of uniform. There is a lost property box in the office which the girls can check before school and from 12.30 – 1pm and 3 – 3.15pm. The school takes no responsibility for lost clothing, however we do our best to find it. Clothing not claimed at the end of each term is donated to the uniform shop or to charity. Any named item will be returned to the owner.

## **LUNCH**

Lunch is 12 - 1p.m. We do not operate a canteen.

Heat ups, wrapped well in tin foil and clearly named are welcome. Sorry but no containers will be accepted as they get too hot and take up too much space.

Lunch is eaten outside on the tiered seating in fine weather and usually in the hall on cold or wet days.

Teachers check that Year 1 – 3 girls have eaten something substantial, ie a sandwich, wrap or roll. Generally, our girls have wonderful, healthy lunches, full of sandwiches/wraps/rolls, fruit, yoghurt etc. We often find the girls have too much and think that they have to eat it all. Please talk to your daughter regularly about her lunch needs.

Subway is available on Thursday through their website. This is delivered to school. Sorry but as per our healthy food procedures, we ask that you have **no juice**.

### **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 from a parent. 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.

### **MISCELLANEOUS – Shrubs and barrel**

Respect for the environment is important. The girls are expected to treat the grounds with respect, therefore they are not to climb on the shrubs except in the hedge, where they are allowed to climb, but must wear shoes. For safety reasons the girls are not to climb on to the top of the barrel or the wooden rails on the field playground.

### **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, amount of money, and what the money is for. Money is not kept on the school premises so please ensure the correct money is sent to school as change cannot be given. For larger amounts use online transactions. Please reference accurately. Mufti money, usually \$2, 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.

There will be a lot of forms sent home in week one. I apologise for this but they are important as we require accurate contact and medical information.

### **NUMBER KNOWLEDGE CARDS AND CONTAINERS**

We have spent many hours creating a wonderful Number Knowledge programme. The girls take cards home to learn every night. When children lose the container and/or the cards, you will be invoiced \$5 to replace the container and \$5 to replace the cards.

## **OFFICE**

The school office is situated in the Administration Block at the top of the driveway. Any general enquiries are to be directed through the office manager, Mrs Roberts. The office is open from 8.30am – noon, 12.30pm until 3.15pm. Mrs Roberts' email is [office@stjohnsgirls.school.nz](mailto:office@stjohnsgirls.school.nz). The answer phone will usually be on until 8.30am, at interval and from 12 – 12.30pm.

## **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 is another link between the parents and the school. Meetings are advertised in the newsletter. They meet at 7pm on the second Tuesday of each term, except in term one, when they meet in week 3. This group provide extras for the school such as library books, furniture, PE equipment, basketball towers, musical instruments, playground equipment, sandpits etc.

New members are 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 week 2, term 1.

## **P.E. BAGS**

All girls require a physical education bag. This may be purchased from school if they don't already have a suitable navy, draw string bag. 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 dress. A better option is to wear navy bike shorts. This stops the PE shorts becoming smelly.

## **PRIZEGIVING**

Our prizegiving will be on Wednesday 14<sup>th</sup> December at school. Extended family are welcome but seating is limited. The prizegiving takes just over an hour. Even if a girl does not receive a prize, all girls go up to receive an Achievement Certificate. A Literacy Award, a Mathematics Award, a Values Award and an Effort Award is presented to a girl from each class/year level.

## **REPORTING TO PARENTS**

We have a goal setting interview in term one. The girls are encouraged to attend the interview with their parents. Written reports are sent out in terms 2 and 4. In term 2,

this is followed up with a 15 minute interview. Parents may request additional interviews at any time. If you have a concern, 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** as that only makes whatever issue we are dealing with, worse and you could endanger yourself or staff. Wait for us to contact you via Skool loop. We want to keep everyone safe!

## **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**

The girls are heavily involved in sport 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.

Coaches will be Police Vetted. All teams choose **one** "Player of the Day" each week who is presented with a certificate in assembly the next day by the previous week's 'Player of the Day'.

Sports registrations will be accepted online, via our school website or the Sporty NZ mobile/device app.

Sport details will be updated on the school website throughout the year as we receive them from the sporting codes. If your daughter/s register for a sport, they are expected to remain in the team as we are paying the fee and the other girls depend on your daughter.

To register your daughter/s simply download the free '**Sporty NZ**' app from your relevant app store, find St John's Girls' School and go to 'registrations'. If you have trouble finding us search 'John's' and scroll down until you find St John's Girls' School.

If you are wanting to register from your computer, you can go to our St John's Girls' School website [www.stjohnsgirls.school.nz](http://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 Rohan Russell, our Sports Coordinator.  
[sports@stjohnsgirls.school.nz](mailto: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 Russell.

### **SPORTS BREAK UPS**

Many girls belong to several teams so to minimise you constantly contributing for 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 break ups as we don't want this to become the norm. We encourage girls to write a thank you card/letter or to personally thank the coach.

### **STAFF ONLY DAY**

There will be a Staff Only Day later in the year. The school will be closed. See the Google calendar.

### **STATIONERY**

The school does not sell stationery. Your daughter will receive a stationery list at the end of the year for the following year. It is on our school website and also on the Office Max website. You can purchase this online through them or take the list to another outlet.

The school organises some items, paid by the BOT through your donation. These are listed at the bottom of your daughter's list.

### **STRIPES**

At the end of term 2 and term 4, stripes are awarded to Year 7 and 8 pupils.

Simplified criteria:

Work Stripes:

- Red: to girls who have academic ability and put in maximum effort in all areas.
- Green: to girls who work to their full potential and put in maximum effort in all areas.

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) and effort and fair play.

## **SUNHATS**

Sunhats are not a compulsory part of the school uniform but are **strongly recommended**. Any plain royal blue/navy hat is acceptable. The school sells navy wide brimmed sunhats for approximately \$12. We provide and encourage shade and the use of sun block. This should be put on before school. We have some available in Rooms 1 and 5.

## **SWEETS, DRINKS, SHARED FOOD**

Girls are not to bring sweets, chocolate or sugary drinks to school. This includes fruit juice as it is full of sugar. When ordering subway, please do not order the juice. We try to set an example by encouraging healthy choices.

**Please do not put any nuts in food** that is communal, eg house shared lunch, as we have girls who are allergic to nuts.

The fountains outside Room 2/3 and Room 6 have filtered water. This is part of our healthy food education programme.

## **SWIMMING**

School swimming is in term one on Mondays for all Year 1 – 4 girls and for Years 5 - 8 who cannot swim 200m freestyle. The focus has moved from teaching stroke to teaching lifesaving skills. It starts on Monday 14th February, 1.30pm – 2.30pm. If your daughter is new to the school or has moved into Year 5 this year and can swim 200m freestyle, please provide a swimming certificate to Mrs Russell as soon as possible as these girls remain at school.

All swimming gear must be clearly named and kept in a bag. We do phone parents if a girl has forgotten her swimming gear. You can decide whether you drop it in, get her to hire togs at your cost, which we can organise for you, or decide that she will go to swimming but miss her lesson. She cannot remain at school as most teachers are at the pool. Parent help with dressing the juniors is appreciated. Please talk to the classroom teacher.

The swimming sports is a Championship Event only, i.e. for those children who are not attending the weekly swimming lessons.

## **TABLOIDS**

These are usually the second last Monday of the year, starting at 1pm. It is part of the house competition. Each house competes in a series of activities. The afternoon finishes with various relays and a house chant. Parents and extended family are welcome to attend.

## TECHNOLOGY

Technology is wonderful but we want your daughter to socialise during breaks so cell phones and iPads are not to be used in the playground and not 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. Please make sure that pupils know their bus arrangements or other transport arrangements before they leave for school in the morning. Please do not email the office with last minute changes to after school arrangements. We don't check emails all of the time so email is not a good way to communicate urgent matters.

## TERM DATES FOR 2021

Term 1	Wednesday 2 <sup>nd</sup> February – Thursday 14 <sup>th</sup> April
Term 2	Monday 2 <sup>nd</sup> May - Friday 8 <sup>th</sup> July
Term 3	Monday 25 <sup>th</sup> July– Friday 30 <sup>th</sup> September
Term 4	Monday 17 <sup>th</sup> October – Thursday 15 <sup>th</sup> December

## UNIFORM

We are proud of how our girls look. To maintain this, we are particular about the uniform. Most uniform items can be purchased from school. Contact Mrs Lang, either by phone or email, [mlang@stjohnsgirls.school.nz](mailto:mlang@stjohnsgirls.school.nz) to make an appointment or if you know what you need, send a note stating your requirements, with your daughter to pass on to Mrs Lang. Invoices are expected to be paid immediately.

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

- Top buttons are to be done up.
- Socks and collars are worn folded down.
- PE shorts may be worn beneath dresses as long as they cannot be seen.
- Girls may have bare feet on the field but must have shoes on in class and if climbing in the hedge as there are sharp bits.
- Years 1 and 2 may wear t- bars which look like this,  not this. 

Please note that the juniors move into the senior uniform at the end of Year 4. More information is available on the school website.

## **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](http://www.stjohnsgirls.school.nz)

## **WITHDRAWAL OF PUPIL**

If your circumstances change and you have to withdraw your daughter, let me know ASAP 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 3.15pm. Grandparents are welcome but sorry, no siblings.

*If you have any queries or concerns, please contact the relevant person early so a solution can be found. We look forward to working with you and trust your daughter will have an enjoyable, productive year.*

Nga mihi  
Nathan Hughes  
Tumuaki - Principal