



ST JOHN'S GIRLS' SCHOOL

2020 HANDBOOK

349Dee Street
Invercargill 9810
Phone 03 2187759
Email: 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. Some things have changed so there is important information for existing parents too. I would appreciate feedback around the content, particularly from parents who were new in 2019 and from this year's new parents. Keep it handy as it covers the whole year, although for our parents who prefer information digitally, it will be on our website.

ABSENCE

Please phone the school office before 9am if your daughter is going to be absent giving the reason for her absence. Teachers have to indicate this on the digital attendance system. You can phone before school starts and leave a message on the answer machine. Please include your daughter's surname. Please do not email the teacher to notify for absences or for appointments outside of school 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 McEntyre at the school office who will fill in the Daily Absence book.

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 if you wish, reason for the payment. If physically paying by cash or cheque, please pay at the school office.

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 – 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, our 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 and achievements 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. The date will be put on the google calendar which you can access 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 2020 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 AfterSchool 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 **8.15am**. Staff are not responsible for your daughter if she is dropped off earlier than 8.15am. 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. 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 4 (usually term 1 but the Southland track is being upgraded so term 4 2020), students who are 8- 10 years of age (at the end of December 2019) compete annually at Surrey Park. Students who qualify in certain events then progress to represent the All Saints Zone at the Southland Athletics Competition on Saturday 14th November.

Our fastest two, seven year olds compete in the 60m and 100m sprints on a day before the zone sports. If they come first or second, they also continue to the Southland Athletics.

Our 11 and 12-year-old girls compete against each other during PE. If they meet the necessary standard, they may 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, aviary badge, choir 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.

BELL TIMES

8.15 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.

During Term 1, lunch starts at 11.45am and the afternoon programme starts at 12.45pm.

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, the Special Character and Gilmour House. 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 Mr Phil Muir, the BOP chair.

Board of Trustees:

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

Board of Proprietors

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

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

Pupils may order books from Scholastic New Zealand Book Club once a term. You can do this yourself by visiting the Scholastic website or you can order through school. If doing it through school, make cheques out to Scholastic.

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 her own 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 without teacher permission. Please see the BYOD information.

Girls in the junior school are welcome to bring an iPad but it is not an expectation, not is it encouraged.

CAMP VENUES AND DATES

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

Year 6 - an adventure camp at Camp Columba, 18th – 20th March, approximate cost \$200. Mrs Taylor and Mrs Raines attend.

Year 7 - a cultural camp in Dunedin 25th – 27nd March, approximate cost- \$200.

Year 8 – Deep Cove, 23rd – 27th March estimated cost - \$260.

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: Liz Doherty, Ange Pope, Rachael Fleming and Sarah Bohm. If you need assistance, they can be contacted through the principal or through the following email: sjgscarenetwork@gmail.com

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 Provis - Black takes these classes.

CHRISTMAS SERVICE

Our Christmas service is held at First Church on Friday 4th December at 1.30pm. 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 WITH STAFF

Email is a fabulous communication tool but it comes with the expectation that the recipient will reply immediately. I do not expect staff 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.

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 around Queens Park. 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 then 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. 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 is preparation for the exams. Term 4 is spent preparing a class dance.

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 9th April. 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 in 2019!

EVENTS

An Events List is attached to the fortnightly newsletter and is also on our website page within the newsletter. You can sign in to google calendar of school events through 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.

Greats and Grands Day – Grandparents only

House Team Building Excursion – 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

Zone Athletics Sports Day for 8 – 10 year olds at Surrey Park.

FACEBOOK

We use Facebook to communicate last minute sports cancellations, items of interest and for photos. Search – St John’s Girls’ Facebook and if you have a Facebook account, hit ‘like’ to receive notice of new entries. You don’t have to have a Facebook page to view the page.

FAMILY FUN NIGHT – Wednesday 19th February

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 and sometimes an ice-cream. 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 to be held on Friday 28th August, starting at 2pm.

GYM FESTIVAL

All girls compete in a gym festival in terms 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 hair ties and/or ribbons. Brown and black clips can be used. Colouring hair is strongly discouraged.

HEALTH NURSE

The Public Health nurse, Mrs Sanderson visits the school regularly. Year 5 – 8 girls can access Mrs Sanderson through the “Suggestions/Concerns Box” in the foyer for a variety of health issues. This is a confidential referral system. They must include their name.

Pupils who need hearing and eye tests are seen by a Vision/Hearing technician who comes during the year.

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, 7pm on Tuesday 4th February**. 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.

General expectations – Monday to Thursday inclusive:

Years 1 – 3 Approximately 15 – 20 minutes per night

Years 4 – 6 Approximately 20 – 30 minutes per night

Years 7 – 8 Approximately 30 – 40 minutes per night

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 picnic which will be Thursday 27th March. 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 – 11th/12th March

Following feedback, we have extended the time from 10 to 15 minutes.

Sharing assessment information plus setting goals.

No samples sent home.

Term 2 – 24th/25th June

Post report interview – 15 minutes

Reviewing progress

Parents may contact the homeroom teacher to request an interview at other times.

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.

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 \$15 for the cost.

The library will be open Monday to Thursday at lunchtime 12.30pm – 1pm for all girls.

LOCKDOWN

We hope we never have to use this but if we do, do not come to school as that only makes whatever issue we are dealing with, worse. Wait for us to contact you via Facebook or school stream. This was one of the major lessons that came out of Christchurch in 2019.

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. 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 time is 12 - 1p.m, except in term 1 where it is 11.45am – 12.45pm. 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.

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

MEDICATION

Any medication, other than inhalers, needs to be kept in the school office. Mrs McEntyre 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 they need to be wearing 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 is collected by the classroom teacher.

MORNING TEA

Everyone is outside at morning tea. If it is really cold or wet the girls eat their morning tea outside and then go inside but are expected to be doing something quietly.

NEWSLETTERS

School newsletters are emailed home on alternate Fridays. No hard copies are sent. The newsletter is also put on the website. The first newsletter will be Friday 7th February.

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 McEntyre. The office is open from 8.30am – noon, 12.30pm until 3.15pm. Mrs McEntyre's email is 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 cloakbay.

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.

The first meeting for the year is on Tuesday 11th February in the staffroom. 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 Bev McEntyre, the office manager know, otherwise your contact details will be passed on at the end of week 1, 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 to prevent it becoming smelly, especially when they start going through puberty.

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 Thursday 10th December at school. Extended family are welcome. 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.

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.

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

The closing date for all Term 1 sports registrations is **Thursday 6th February**. 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.

To register your daughter/s simply download the free 'Sporty' 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 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 Fiona Smith our Sports Coordinator **email** 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 our sports coordinator Mrs Fiona Smith; fsmith@stjohnsgirls.school.nz

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.

STATIONERY

The school does not sell stationery. Your daughter will receive a stationery list at the end of the year for the following year. Office Max has the list on their website. You can purchase this online through them or take the list to another outlet. The school organises some of the items. 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.

More detail is available in the Year 7/8 classrooms.

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 and SUGARY DRINKS

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

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 3rd 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 Smith as soon as possible as these girls remain at school.

All swimming gear must be clearly named and kept in a bag. Parent help with dressing the juniors is appreciated. Please talk to the classroom teacher. The swimming sports later in the term, 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.

TEACHER ONLY DAY

There will be two 'teacher only days' in 2020. One is yet to be decided but the second one is Monday 9th November – assessment. The school will be closed.

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.

Only Year 7/8 girls are allowed to use the hall sound system – for practising aerobics etc. and only after asking a teacher.

Only the Year 8 girls are to use the data projector in the hall and only with teacher permission.

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 phone 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 2020

Term 1	Thursday 30 th January - Thursday 9 th April
Term 2	Tuesday 28 th April – Friday 3 rd July
Term 3	Monday 20 th July– Friday 25 th September
Term 4	Monday 14 th October – Friday 14 th December
	TOD – Monday 9 th November

Holidays: Waitangi Day – Thursday 6th Feb
Easter – Good Friday – 10th April

Anzac Day – celebrated on Monday 27th April

Queen's Birthday – Monday 1st June
Labour Day – Monday 26th October

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 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 4.05pm), 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:

- Respect, responsibility, honesty, fairness, compassion, integrity, hard work and kindness.

WEBSITE

There is a lot of information on our website including the newsletters – search St John's Girls' Invercargill.

WITHDRAWAL OF PUPIL

If your circumstances change and you have to withdraw your daughter, let me know ASAP please. If you wish to withdraw your daughter from the school permanently you are required to give one full term's notice in writing (or the Boards may charge a term's fees in lieu thereof).

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.

Kind regards
Brenda Mackay
Principal