



Updated Summit Point School Processes and Procedures as of 31 October 2017

Absences:

Call our school office on 09 973 5354 (before 9am) or use the absences page on our website <http://summitpoint.school.nz/school/absences/>

Anna Schurink is our office administrator who manages enquiries, invoices/payments or any other school related paperwork.

a.schurink@summitpoint.school.nz

Medication and administration of medicines:

Parents and caregivers must fill out a school form permitting school staff to administer any medication (natural or pharmaceutical). A letter and/or medical certificate from your GP or specialist will be required before we can manage medicines on your behalf. No student may bring or take any form of medication independently.

**Please email Anna if you have not received a medical form or sent a letter from you GP.*

Homework:

We use a paper based and electronic homework system. Generally our teachers set homework at the start of each week, each class may have additional research or practice activities required to complete. Parent/s should receive a Guardian email (Google Classrooms), which will be notified when items are uploaded.

**Please ensure you are set up to receive this with your child's classroom or email Ruby on r.nunan.baird@summitpoint.school.nz*

Uniforms:

Each student should wear a grey Summit Point School t-shirt (a grey SPS sweatshirt over the winter months) as well as black shorts/track pants during P.E. and school outings/trips.

**It is expected that our students bring their P.E. uniform each week; this is a school wide policy.*

Hats:

We have a Cancer Society bucket hat with the SPS logo embroidered for purchase through the school. Please email Anna if you have not ordered a sun hat. We also ask if you could apply sunblock before your child leaves for school.

**All uniform items can be purchased from Anna Schurink in our office, or online from 2018.*

**Arrival and departure at school:**

SPS starts at 8.45am and finishes at 3.15pm. This enables our students to practice their outlaw words before school. Our later finish allows students to complete tasks and organise themselves before departing school for the day.

*St Joseph's School (next door) have a before and after school care programme, SKIDS. If you need an early time or later collection, please get in touch with SKIDS.

http://www.skids.co.nz/location/st._josephs_takapuna/

One Term's Notice policy:

Although we would never like to see anyone leave SPS, circumstances do change and we understand that. However, like all private schools in New Zealand, we have a One Term's Notice policy. This is stated on our enrolment forms.

Rubbish Free School:

We encourage all students to take their food wrappers and scraps home.

Healthy food policy:

We also encourage our families to send their children to school with nourishing, healthy foods (and drinks) that fuel their bodies and minds in the best possible way. We discourage all sweets (lollies or chocolates) unless approved by management for special occasions (birthdays etc.).

**Water is preferred in student water bottles.*

Chewing gum:

Although we do allow gum to be chewed sensibly at school, as it can have a calming effect and help with concentration. This needs to be sugar free mint chewing gum, no bubble gum please.

Mobile phones:

Mobile phones are permitted at school, as number of our students use public transport or after school activities. All students must hand their phones or devices to their classroom teacher at the start of each school day. They can collect at the end of the school day and use once outside school grounds.

iPads:

Students typically use a Chromebook here at SPS, although there are apps and software designed for Apple products, which assist dyslexic students. Like mobile phones, students need to hand their iPad to the classroom teachers to avoid issues with taking photos or filming on school grounds.

Taking photos or filming on school grounds:

Students are not permitted to take photos or film Summit Point School students or staff on personal devices.

**The Chromebook:**

At SPS all students use a Chromebook, which is often taken home each day. Please ensure the device is fully charged before school to avoid delays in learning activities. If your child is using their Chromebook for personal use at home, please log out of their school Gmail account (school log in). They must use your home log in details avoiding websites being used or opened at school that may contain offensive or inappropriate content.

**Students log into their school Gmail accounts when participating in school activities only.*

School related issues:

If there is an issue occurring with your child in the classroom, or on school grounds, we ask you contact your child's classroom teacher first. Management should not be your first contact except in emergency and/or serious issues.

Contact made to staff:

Contact with staff should occur inside of regular school hours, unless it is an emergency.

School lunches:

We have a number of students using Eat My Lunch, if you would like to utilise this fantastic school lunch option please go to:

<https://www.eatmylunch.nz/>

*We will offer additional options from 2018 using the EZY Lunch system.