



15 May 2018

## **Important Notice to Parents**

### **Punctuality and notification of absences**

**School starts at 8.55 a.m. every day.** Children need to be in their classrooms by 8.55 a.m. when the class roll is taken.

We understand there may be times when students are unavoidably late due to unforeseen circumstances. If your child is late to school they **must sign in at the school office and take a tag to class** to advise the teacher they have signed in, even if they are only a few minutes late.

It is of the utmost importance that you advise the office of lateness/ absences **before 9.00a.m.** You can do this by leaving a phone message (**817-5645**)/texting the school mobile: **027 499 8647**/emailing - [attendance@kaurilands.school.nz](mailto:attendance@kaurilands.school.nz) (leaving child's name, room number and reason for absence), or **advising in person** to the office. Once the class roll has been taken the office will endeavour to send out texts regarding non-notification of absences by **9.30a.m.** We would appreciate responses to these texts. Please ensure the office has your up to date contact details, pop into the office and let us know if your details change, particularly phone numbers.

There have been times when we have contacted parents to say children are not at school when they actually are. This is an extremely stressful situation for all involved and one which can be avoided if the processes are followed correctly. Please assist us with looking after the wellbeing of all our children.

Your child's safety is of paramount importance to us.

Jo Augustine  
Principal