



# *Pegasus Bay*

*Te Kura o Manga Kawari*

## **PARENT HANDBOOK 2026**

Please take a few minutes to read through this booklet, it contains lots of information about our school and what you can expect from us – and what we expect from you.

Our website has more information: <http://www.pegasusbay.school.nz>

*Inspiring AND challenging*



**adventurers, creators**



AND thinkers

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## THE BASICS

### When can my child be at school?

School is open to students from 8:30am until 3:15pm Monday to Thursday and 8:30am until 3pm on a Friday.

It's best to be at school by 8.45am in the morning to get sorted before the bell goes at 8.55am.

After school, we expect all students not at Kelly Club to be off school grounds by 3.15pm (3pm on Friday) unless you are here to supervise them. Staff are not available to supervise.

### What do I do if my child is absent or late?

You must contact the office **before 9am** - either by:

- Sending an absence notification via our phone app – this is our preferred method.
- Phoning the school on 03 920 7000 choosing option 1, wait for the beep and leave a brief message (include child's full name, teacher, reason for lateness or absence).
- It is not necessary to let the teacher know too - as the office will advise them.

### If my child is normally on the bus going home, do I need to tell anyone about changes?

Yes. You need to get in touch with the office to advise any days that they will not be travelling. If you don't, the bus is held up while we look for children who may have already left with a parent. Three instances of failing to advise us of this will result in your child being designated an ad hoc bus traveller, and you'll need to contact the office each day they are travelling home on the bus.

### What time does school start and finish?

- The bell goes at 8.55am each day so that the roll can be taken and then learning starts at 9am.
- School finishes at 3pm Monday to Thursday and at 2.45pm on a Friday.

### Where can I find more information on school life, guidelines, procedures etc.?

- Lots of answers on our website – it's often a good idea to check there first.
- Our school policies are online here: <http://pegasusbay.schooldocs.co.nz> the username and password are both: pegasusbay

### Where's the bin?

We expect children to take home anything they bring in that can't be recycled at school (e.g. chip packets, glad wrap etc.). We'd also appreciate it if you could take empty coffee cups or other rubbish away with you if you're visiting school.

### Can my dog walk to school with us?

Yes, but they can't come **in** to school and you mustn't leave them tied up at the entrance as this can be intimidating to those who aren't fond of dogs (or are allergic).

We are strict about having no dogs on the school grounds at any time for many reasons – including dog toileting issues and children with allergies and who are fearful of dogs.

### Where can I park my car?

If you live in Pegasus, we'd rather you walked, biked or scooted to school. If you must drive, then you can park in the dedicated parking spaces on the roads around the school. The drive-through / drop-off area is just for short-term parking and drop offs. Please do not park in the staff areas at any time.

## Our school map

Here is a map of our school. You can access our grounds via the main entrance on Solander Road during school time, and via the alley way between the gym and Ngā Tai o Mahaanui out of school hours and at the weekends.



### Important notes re parking and safety around our school

- Taramakau Lane is a private lane and the residents there respectfully ask that you do not use it for access to the school, nor use any of the vacant sections for parking.
- The first driveway, alongside Taramakau Lane, which leads to the parking areas adjacent to the gym is for **staff only**.
- Parents may park for short periods in the drive-through parallel parking spaces adjacent to Waikuku and Rakahuri - if there is space.
- Please do not park in any disabled parking space unless you have a valid disabled parking permit displayed on your car.
- Please drive and park safely around our school (there are 143 parking spaces on Solander Road and Whakatipu Street) and keep in mind the safety of others on the road.
- Please get out of your car to help your child cross the road – particularly if they are Junior or Middle ALS children.
- If you live locally, we would prefer not to see your car at school!

## About us

Our school was founded in 1873, and we were known as Waikuku School until we moved to this site in May 2014 from our old site on Main North Road. You can read up on our journey here: <http://www.pegasusbay.school.nz/about-our-school>

## What's different about us?

We operate in a Modern Learning Environments (MLE) environment and our teachers operate as teaching teams within our ACTIVE Learning Spaces (ALS).

## Our values



AT PEGASUS BAY OUR VALUES SHOW US HOW WE CAN

# BE THE SOMEBODY

## VALUES OUR WAY OF BEING

### Ako

#### OPEN TO THE CHALLENGE OF LEARNING

- I Show Grit
- I Am Future Focussed
- I Can Make Mistakes
- I Am A Tuakana & Teina
- I Am Accountable



### Kaitiaki

#### RESPECT MYSELF, OTHERS & THE ENVIRONMENT

- I Am A Guardian
- I Care
- I Act
- I Am Honest



### Whanaungatanga

#### BE AN ACTIVE PART OF THE COMMUNITY

- I Can Communicate Effectively
- I Am A Team Player
- I Show Integrity
- I Am Inclusive



Our ACTIVE Learner Dispositions:



AT PEGASUS BAY THESE ARE THE SKILLS TO BE AN

# ACT-IVE LEARNER

## ACT-ive OUR WAY OF LEARNING

### Adventurer

AN ADVENTURER... SYSTEM FOCUSED

- Plans
- Organises
- Takes Risks
- Makes Decisions
- Is Flexible



### Creator

A CREATOR... FUTURE FOCUSED

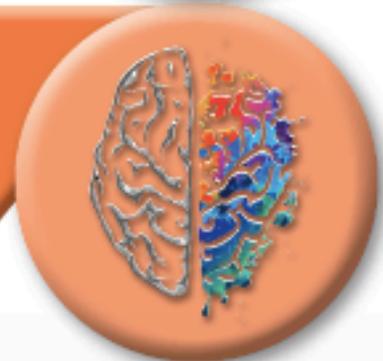
- Can Work by Themselves or Collaborate
- Creates Solutions
- Looks Beyond the Obvious
- Can Imagine and be Innovative



### Thinker

A THINKER... FACT FOCUSED

- Gathers Information
- Is Focused
- Is Reflective
- Uses Feedback



## Communication

Keeping open and honest communication lines is essential to ensuring the partnership between school and home is strong. As a staff, we endeavour to return correspondence or reply to phone calls within 24 hours - and staff are only expected to answer school emails between 8am and 5pm.

It is not appropriate to contact staff about a school matter via their personal social media accounts or cell phones.

As part of the enrolment process, all parents commit to ensuring they regularly engage with us and read the newsletters and emails we share to stay informed. Please ensure any changes to your contact details are notified to the office immediately.

Please visit our website to find out more about how we will communicate with you and for more information on how to access our communication channels:

<http://www.pegasusbay.school.nz/communicatingwithyou>

## Children's absences

**You must let the office know** if your child is going to be absent from school, and the reason for the absence – **before 9am each day.**

As above, you must notify us of an absence and our preferred method is via our phone app. There is no need to also notify the teacher as well (the office will let them know).

Unexplained absences will usually be followed up with a telephone call to the contact numbers you have given to us. This is to ensure that the child is somewhere safe and so that parents are aware that their child has been noted as absent from school.

Unexplained absences are recorded as 'truant days' if the office has not been advised of the reason for absence.

If you take your children out of school during term time for a family holiday or event, you will receive an email from us about the potential impact of the absence from school. There is an expectation on us from the Ministry of Education to ensure we have communicated this information with you.

For more information on the Ministry of Education expectations for parents and schools on attendance, on their website.

## Contacting us

The school office is open for phone calls and visitors from **8:30am to 3:30pm**. During these hours Mrs T or Dedrie will usually be available, or you can leave a voicemail message. The school office is closed during school holiday breaks.

During break times and staff meetings, our phones will divert to voicemail if there is no one available to answer the phone. If you would prefer not to leave a message, please call outside of break times.

PHONE NUMBER: (03) 920 7000  
E-MAIL: [admin@pegasusbay.school.nz](mailto:admin@pegasusbay.school.nz)  
WEBSITE: [www.pegasusbay.school.nz](http://www.pegasusbay.school.nz)  
ADDRESS: 5 Solander Road, Pegasus, 7612

Teachers and teacher aides are unavailable to answer phone calls, emails or attend meetings during learning time. They may be contacted during break times, so long as they are not on duty or in a meeting.

Please keep your contact with our staff to our school emails and school phone numbers. You can find all our emails here: <http://www.pegasusbay.school.nz/our-staff>

### **Who do I talk to?**

If you have concerns about your child's happiness or learning you need to approach their home group teacher first. The flow of communication works like this:

- Always the home-group teacher first.
- If there is no success, then please see the ALS Leader.
- If the situation remains unresolved or is significantly serious, please ask Micky to book a time for you to talk with Rachel Robinson, or Jared.

Concerns relating to staff members or general school procedures should be directed to Rachel Robinson or Jared. For formal complaints, you should refer to our complaints policy on SchoolDocs: <http://www.pegasusbay.school.nz/our-policies>.

### **Who does what in the office?**

**Corinda Thompson** (Mrs T) Our School Secretary, Finance Manager and 'front of house' person. She is the person to get in touch with about enrolments, school accounts, Kindo and general information. If Mrs T doesn't know the answer to your question, she will know who does! She also looks after our finances.

**Dedrie Trnjanin** (Dedrie) Works with Mrs T on the front desk and like Mrs T, if she doesn't know the answer – she will know who does! Dedrie is also our Sports Administrator and is responsible for all of our sports that happen outside of school hours (e.g. twilight football, basketball, touch etc) as well as sports uniforms.

**Micky Brosnan** (Micky) Jared's Executive Assistant and the school's Business Manager. She provides support to Jared and looks after our human resources, communications, school suppliers and facilities. She is also our Board Secretary and the best person to speak to if you need to book a time to see the Principal or DP.

**Rachel Robinson** (Mrs Robinson) Rachel is our Deputy Principal and she supports Jared in overseeing teaching and learning in our school. She is also responsible for managing our education outside the classroom (EOTC) programme and is our special needs coordinator (SENCO).

**Jared Kelly** (Mr Kelly) Jared is our Principal and he oversees the teaching and learning in our school. This includes ensuring our curriculum is robust and that our staff have the tools, knowledge and training to deliver a quality education. He also manages our budget and ensures the business side of the school runs smoothly.

### **Catching up with Rachel or Jared**

Between 8:30 and 9am and 3pm to 3:30 each school day, Jared and Rachel will aim to be available – though this may not always be possible. If you see them in the office during the day, and they don't have someone in with them pop in and say "g'day!" If you come to talk to them about a concern, don't be offended if you are redirected to an ALS Leader if you haven't been there first.

## **Contacting your child during the school day**

If you need to contact your child during school hours due to an emergency, you may do so by either calling or visiting the office. Emails to staff are not checked regularly, so are not a reliable way of getting an urgent message through. We will do our best to pass on genuinely urgent messages in person if they are received before 2pm.

## **Student message book**

As you can imagine, if the office staff are off delivering messages, they are not there to answer the next phone call or greet the next visitor. With this in mind, we have a 'student message book' at the office and if you think you may need to confirm arrangements with your child during the day, you can ask them to check at the office to see if you have left a message for them in the book.

## **Student cell phones at school**

Cell phones must be handed in to the office before school, where they will be stored safely until 3pm. If a child is found to be using a cell phone (or smart watch for anything other than telling the time) during the school day, it will be confiscated.

## **Reporting to you**

We do things a little differently here, because we want to make sure you have a thorough understanding of where your child is at, and how they are progressing. Visit this page on our website for more information on how this works:

<http://www.pegasusbay.school.nz/reporting-to-you>

## **Our team**

### **School staff**

We have an awesome team here at Pegasus Bay and you can find a list of all of our current staff – including photo, their role and contact email addresses here:

<http://www.pegasusbay.school.nz/our-staff> or on the contacts page of our phone app.

### **School Board**

The board is the governing body of the school. They are responsible for setting the school's strategic direction in consultation with parents, staff and students and for monitoring and reviewing to ensure the goals set are being met. They also ensure that the school provides a safe environment and quality education for all its students, curriculum, policies, property, finance and administration.

The board do not advocate for parents, their role is to represent parents. The day-to-day operational management of the school is the responsibility of the principal. Any questions or queries relating to what and how things are done at our school are outside of the boards remit and should be directed to school staff.

For more information - including a list of our current Board members, bios and photos, meeting information and contact details, click this link:

<http://www.pegasusbay.school.nz/our-board-of-trustees>

### **Parent Helpers/Volunteers**

We appreciate the assistance of parents/caregivers and community members in all manner of ways. You are welcome, and encouraged, to come forward and share your talents and time with us.

If you'd like to volunteer regularly at school, or offer your assistance in any area, please contact our Deputy Principal ([rachelrobinson@pegasubay.school.nz](mailto:rachelrobinson@pegasubay.school.nz)) or one of our teaching team. Let them know how you're keen to help and your availability – and they'll take it from there!

Our community code of conduct applies while onsite at school or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Please note that our board require most volunteers to be Police vetted. Aside from those staying overnight at school camps, parents are vetted a maximum of once per school year. There is a requirement for volunteers to declare any convictions since their last police check in writing to the principal at the time of volunteering. A police vet can take up to six weeks to be processed.

We also have a 'Being a volunteer at Pegasus Bay' form which sets out some of the basic expectations for our volunteers. This will be provided to volunteers per event and must be completed prior to the event taking place.

## **Our daily schedule**

### **Monday to Thursday timetable**

8:30	School grounds open to students and parents
8:55	Get ready bell goes
9:00 – 9:15	Roll and daily notices
9:15 – 10:15	Maths No Problem
10:15 – 10:45	Morning tea break
10:45 – 12:45	Literacy, PE, Library
12:45 – 1:45	Lunch break
1:45 – 2:00	Roll and read
2:00 – 3:00	Wider curriculum
3:10pm	School bus departs

### **Friday timetable**

8:30	School grounds open to students and parents
8:55	Get ready bell goes
9:00 – 9:15	Roll and daily notices
9:15 – 10:15	Maths No Problem
10:15 – 10:45	Morning tea break
10:45 – 12:45	Wider curriculum
12:45 – 1:30	Lunch break
1.30 – 1.45	Roll and read
1:45 – 2:45	Wider curriculum
2:55	School bus departs

**Before 8:30am and after 3:15pm (or 3pm on a Friday) your children are your responsibility, and they should not be at school unless they are at Kelly Club.**

### **Lunchtime**

Children eat their lunch at the start of the lunch break with teacher supervision. Visit this page on our website: <http://www.pegasubay.school.nz/school-lunches> for information on our rubbish free policy, guidelines for drinks and lunch content and what other lunch options we have.

## **What you've given permission for when you enrolled**

When you enrol your child at our school, your submission of the online enrolment form confirms a number of permissions, consents and agreements (these are detailed on the enrolment form). Over time some of the consents we require may change or be added to, and these changes are advised to you in our newsletters. Your acceptance is deemed to be given unless you specifically write to the principal to explain why you are requesting permission to be exempt.

Here is a reminder of the consents all parents have agreed:

### **Enrolment scheme:**

I/We confirm that the address given at the time of application for enrolment is our place of residence. I understand that this means if we currently live at an in-zone address but move to an out-of-zone address I must inform the school immediately. In this event, I understand that the conditions in the "enrolment zone" document will apply to us. The Enrolment Zone Policy can be found on the enrolment page of our website.

### **Engaging with school communications:**

I/We agree to regularly engage with the school's current Student Management System (SMS) Hero, and the phone app and will read the notices that are sent so that we are informed. <http://www.pegasusbay.school.nz/communicatingwithyou>

### **Cyber safety:**

I/We have read the Internet Safety Policy, and are aware of the school's initiatives to maintain a cyber safe learning environment. I also understand the need to make my child aware of the safe use of computers and the internet. I consent to my child's safe use of computers and the internet on this basis.

### **Bus code of conduct:**

I/We understand and agree to the Pegasus Bay Bus Code of Conduct and understand that non-compliance with this document may result in my child being unable to use the school bus. If my child is travelling on the school bus, I accept that it is the driver who is responsible for the safe transporting of my child, and they will determine if my child's behaviour is acceptable, or warrants being recorded and reported to school staff.

### **Education outside the classroom:**

I/We agree to the participation of my child in activities outside the classroom (EOTC) that are within walking distance from Pegasus Bay School without the need for additional consent. We understand that permission for events that require transport will be requested as and when events arise. More information on our EOTC policies can be found here: <https://pegasusbay.schooldocs.co.nz>

### **Medical assistance:**

I/We give permission that in cases of serious illness, emergency, or in the event of an accident, when I/we cannot be contacted, the school will arrange for my child to be taken to an emergency/medical service. I agree to meet any cost incurred for treatment and/or transportation of my child to receive medical attention.

### **Pain relief:**

I/We give permission for the school to administer pain relief (i.e. Pamol/Paracetamol) if required. All medication administered is recorded.

### **Publication of student images:**

I/We give permission for my child's photo to be taken whilst participating in school activities. Photos may be used in the schools' newsletters, and school website.

### **Community code of conduct**

I/We have read the Community Code of Conduct and agree to abide by it.

### **Our school bus:**

**By using the bus, you are deemed to have read, understood and agreed to the 'Bus Code of Conduct'** (you can find the code here: <http://www.pegasusbay.school.nz/enrolments>)

Safety of children is paramount, and behaviour on the bus is ultimately the bus drivers' responsibility – with support from Bus Monitors and school staff. Any child who misbehaves or is disrespectful will be reported to the school for follow up. There are cameras operating on our buses.

If you have any questions about the bus, please contact Rachel Robinson (Deputy Principal either by phone or email [rachelrobinson@pegasusbay.school.nz](mailto:rachelrobinson@pegasusbay.school.nz))

All children who live in our home zone, aged from New Entrant to Year 8 and who live more than 3.2kms from school are entitled to travel on the school bus. Children who do not live on a bus route but would otherwise qualify may be eligible for travel assistance. You can contact the school office for further information on this.

### **Morning bus runs**

#### ***Tulls Road run:***

First pick up at 7:50am at the corner of Tulls Road and Main North Road, then west along Tulls to Coldstream Road, turns left down Smarts Road and then left at Rangiora Woodend Road, left into Gressons Road, right on to Main North Road and back to Pegasus for drop off at school at approx. 8:15am.

#### ***Waikuku Beach run:***

First pick up at 8:20am at the Z station in Waikuku, then north into Waikuku Beach Road, stopping at Northside Drive, turns left in to Kings Avenue and stops at 37 Kings Ave, 27 Queens Ave, 20 Allin Drive and the Metro bus stop on Park Terrace at approximately 8:30.

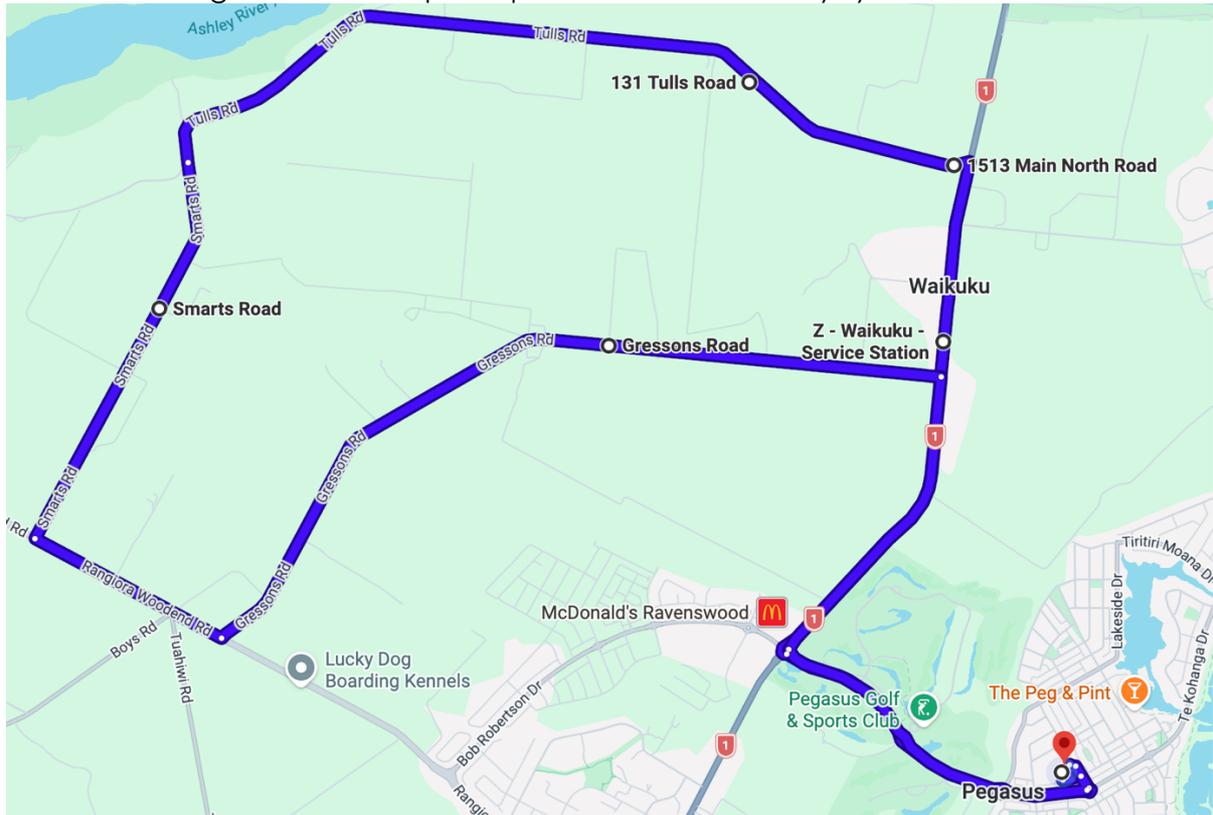
### **Afternoon bus run**

The bus departs school at approximately 3 pm Mon to Thurs and 2.45 pm on a Friday. The bus travels out of Pegasus and north up Main North Road, stopping at the Z station in Waikuku, then turning into Waikuku Beach Road, stopping at Northside Drive, turns left in to Kings Avenue and stops at 37 Kings Ave, 27 Queens Ave, 20 Allin Drive and the Metro bus stop on Park Terrace. The bus then heads back to Main North Road, turning north and then turning into Tull Road and stopping in the layby, and then stopping at 131 Tulls Road then heads west towards Coldstream Road. Left down Smarts Road and stops about 30m before Rangiora Woodend Road. The bus then turns left onto Rangiora Woodend Road, left into Gressons Rd and stops. It travels down Gressons Road and stops about halfway. The last stop is just before the intersection of Gressons Rd and Main North Road. This bus run is approximately 30 minutes. The times may vary if traffic is heavy or if we are delayed leaving school due children on the bus list not being present when the bus roll is called.

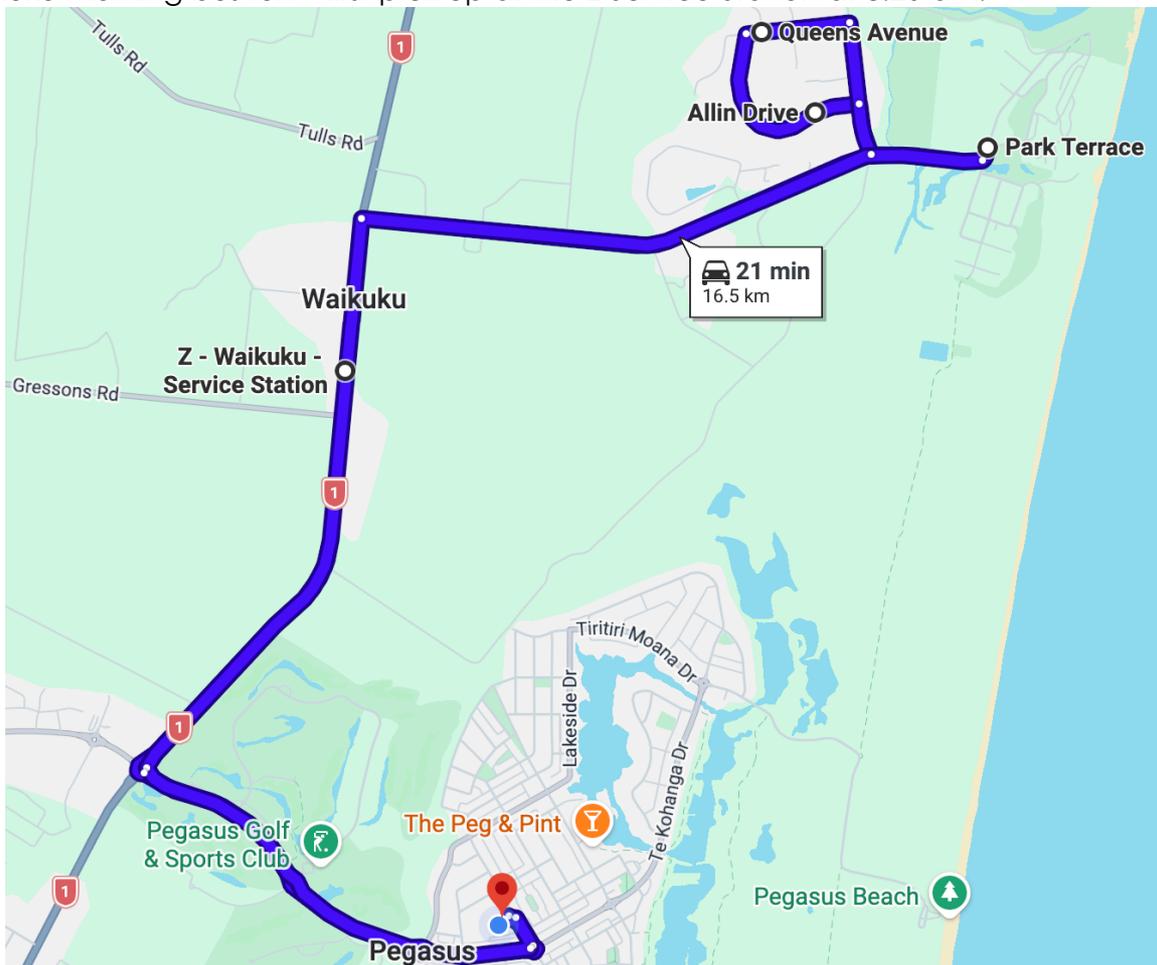
Stops can be made or adjusted if new eligible students need it – this needs to be discussed and agreed with Rachel Robinson prior to any changes.

**Maps of the bus runs:**

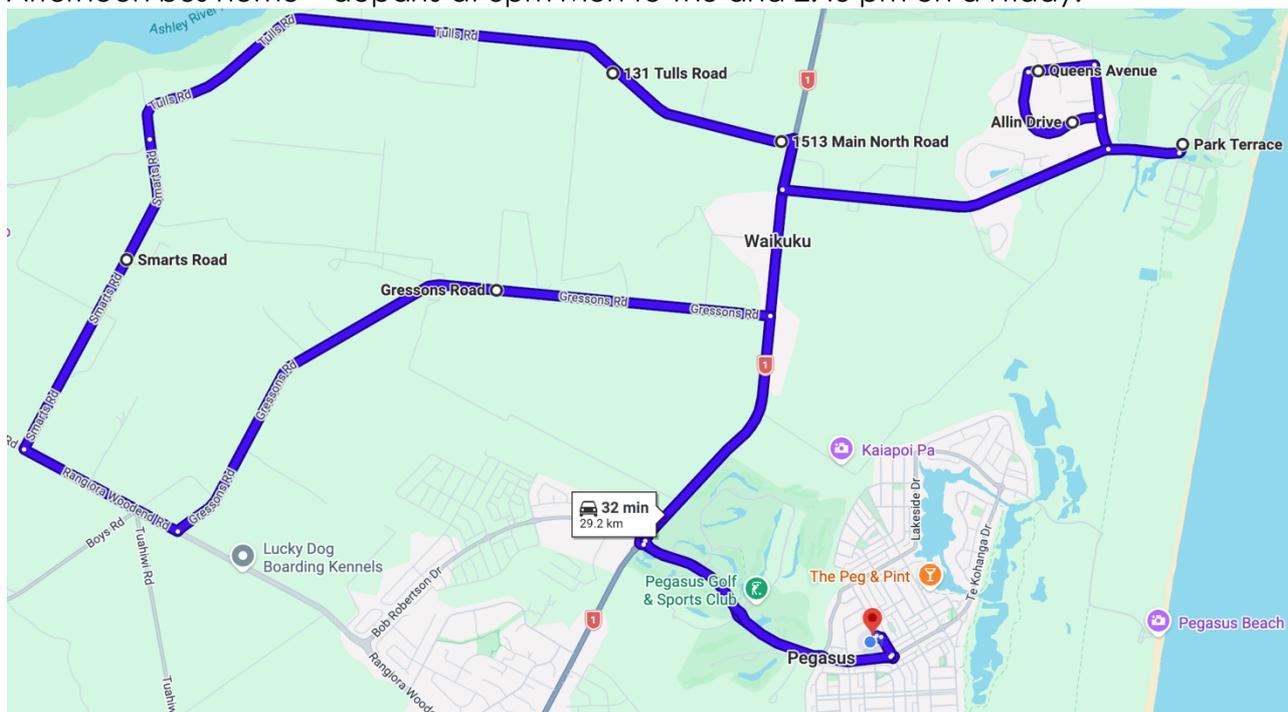
Tulls Road morning bus run – first pick up at 7.50 am at the layby at the start of Tulls Road:



Waikuku morning bus run – first pick up at the Z Service Station at 8.20 am:



Afternoon bus home – departs at 3pm Mon to Thu and 2.45 pm on a Friday:



### What to do if you want to use the bus

Agreement to and adhering to our Bus Code of Conduct is a condition for all children travelling on our bus. (see <http://www.pegasusbay.school.nz/enrolments>).

If you plan to use the bus service on a regular basis, you must first advise the team at the office **before** your children travel on it. Their name will then be added to either the Waikuku or Tulls Road bus list.

The list will be printed on a Monday after lunch and will be displayed on a clipboard at the office. Please mark a cross (X) on the days next to your child's name that they **won't** be travelling on the bus. Alternatively, phone the office and ask Dedrie or Mrs T to mark off days for you if you're not coming in to school.

If you put your child's name down to travel on the bus you must let us know each time there are any instances when they won't be on the bus going home. This ensures that the bus is not held up looking for children who are listed as using the bus but have not arrived at the bus line after school. If your child is regularly noted as being absent from the bus without a notification, their name will be removed, and you can add them to the list as and when they need to use it by phoning the office each day.

**Note:** whilst the bus driver will endeavour to adhere to the times we've listed above, there may be times where the bus is delayed due to traffic or other unforeseen circumstances. Therefore, it's best that you ensure your child is at the bus stop at least a few minutes prior to the scheduled departure time.

### School policies

We work with a company called SchoolDocs to maintain, review and update our policies and procedures. Where a review requires parent input, you will be advised of this via our newsletter.

To view our policies and for more information, click this link:

<http://www.pegasusbay.school.nz/our-policies>

## **Health**

### **Illness**

If your child is unwell, please keep them at home until they are well enough to come back.

For more information on common childhood illnesses, symptoms, treatment and recommended times to stay away from school, check out this website:

<http://www.health.govt.nz/your-health/conditions-and-treatments/school-exclusion>

***If they have vomited or had diarrhoea, they cannot attend school for at least 48 hours after the last incident.***

If your child becomes unwell at school, we will notify you to come and collect them. Please make sure you keep us up to date if your contact details change.

### **First aid**

Most of our staff have current First Aid Certificates and minor accidents will be handled by one of us. If your child suffers an accident at school and it is felt that a Doctor's advice is necessary, then you will be contacted immediately on the phone numbers you have given us. If we are unable to contact you by telephone, then we will make any decisions required and act accordingly.

### **Medication**

Please advise the office if your child needs to take medication during the school day, **and** pop in and complete the necessary forms at the office. Records and medication are kept in the school office for the safety of everyone.

### **Dental clinic**

We strongly urge you to register your child with the Community Dental Services from the age of two and a half years to receive free, regular check-ups and treatment.

Once your child is at school they will be seen when the mobile dental van visits the school once a year. You will be notified of when this is happening via our newsletter, and are welcome to attend with your child if you wish.

Please don't hesitate to contact the Dental Technicians (ph 0800 846983) with any queries you may have regarding your child's dental care.

### **Additional health services**

The school maintains contact and utilises, where necessary the following services: Hearing and Vision Specialists; Speech and Language Therapists and Public Health Nurse

As a parent you may request any of the above services by contacting the Learning Support Coordinator at school. In all cases the parents and school are kept fully informed.

## **Learning support**

Anna Bisgrove is the Learning Support Coordinator at our school, and she is the person to speak to if you feel that your child may need extra learning support, learning extension or well-being support. Visit our Learning Support webpage for more information:

<http://www.pegasusbay.school.nz/learning-support>

## **Costs associated with school**

### **Uniform and lost property**

Our school uniform is compulsory. It encourages a sense of belonging and identity – our pupils are proud to be recognised as Pegasus Bay children.

You can only purchase our uniform from The Warehouse in Rangiora. There is a uniform price list, including images, prices and style numbers on The Warehouse website:

<https://www.thewarehouse.co.nz/c/schools/pegasus-bay-school>. Please visit our website for more information on our uniform: <http://www.pegasusbay.school.nz/our-uniform>

We also sell second hand uniform items at the school office during office hours.

### **Lost property**

We don't have a central lost property box - children are encouraged to take care of their own belongings. If an item of clothing is not being worn, they should pop it in their locker or bag. Any unclaimed clothing will be left in the ALS for a week, and then either donated to our second-hand uniform racks or disposed of.

Named items are always easier for your child to find and know they are theirs. Kaiapoi Monograms offer an embroidery service (around \$5 per item) to embroider a child's name in large print on the outside of their clothing.

### **Stationery**

Stationery can be ordered throughout the year through Office Max either online at [myschool.co.nz](http://myschool.co.nz) or by telephone on **0800724440**.

At the end of each year staff will put a list of the following year stationery requirements on our website. Once the ALS lists are uploaded to our website (<http://www.pegasusbay.school.nz/school-stationery>) you can go ahead and order your stationery from Office Max, as detailed above.

We strongly encourage you to use stationery left over from previous years, or schools, if it is listed on the requirements list.

There is no stationery for sale at school.

### **School donation**

Our Board asks for a donation of \$110 per child annually – which equates to just \$27.50 per term or \$2.75 per child each week of the school year. This donation is used to supplement the cost of activities and events that we would not otherwise be able to offer. Things like art and music supplies, library books, subsidised school trips, cultural activities, teacher aide support in the class and lots more.

## Camps and trips

Payments for camps and trips must be made prior to your child attending them unless you have contacted the office to make other arrangements. As these types of activities incur costs from external suppliers that must be paid upfront by us.

## iPad charges

We supply our Year 4 to 8 children with iPads to use each year at school. This ensures that everyone has the same capability in terms of the device, and we can offer a variety of fabulous learning through iTunes U and other educational apps. We apply an annual charge of \$35 each year for this to cover the cost of any breakages.

## Year 7 and 8 manual training

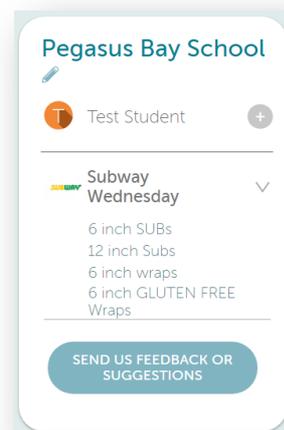
Our Year 7 and 8 children attend Kaiapoi Borough School for "tech" once a fortnight on a Tuesday. The programme is divided into three sections – home craft / workshop, technology and graphics & design. Groups are rotated around these topics. Children travel to and from the Technology Centre at Kaiapoi Borough School by bus – which departs from school at 8:50am.

Attending tech is part of our curriculum and is not optional. There is a charge levied for materials used and the Board covers 50% for you.

## How to pay

All your school payments and lunch orders are made with your myKindo account.

Your personalised account (Fees and Donations icon) will show you all your outstanding payments, where you can choose to make a part payment, or pay the item in full. You will also be able to purchase optional items – order lunches, make sports payments and contribute to fundraisers. **This is our preferred method of payment**, and we encourage all our families to sign up!



## New users

New users can set up a myKindo account easily! [Click here](#) to register & create an account. All you need is the email address the school has on file for you.

## Existing users

Already have an ezlunch or myKindo account? If you have an account, you can [log in here](#), and use the my details page to update your details.

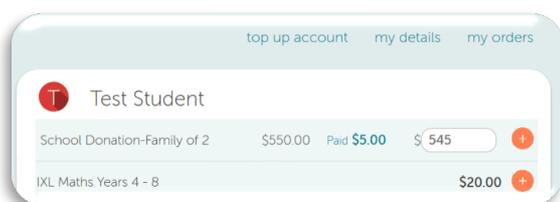
## Payment

There are several ways you can choose to top-up your account, and this can be done at the checkout, or by selecting the 'top up account' option at any time.

<a href="#">top up account</a>	<a href="#">my details</a>	<a href="#">my orders</a>	<b>mykindo</b>
<a href="#">POLi</a>	No fees. Instant transfer. <b>**RECOMMENDED**</b>		
<a href="#">Credit/Debit Card</a>	50 cent charge + 2.5% fee. Instant transfer. Visa / MasterCard / American Express and China UnionPay available.		
<a href="#">Bank Transfer</a>	No fees. Allow 2 days for processing.		

## Shopping

There are TWO types of transactions you will be able to make using myKindo: paying personalised payment requests for your students and purchasing optional items.

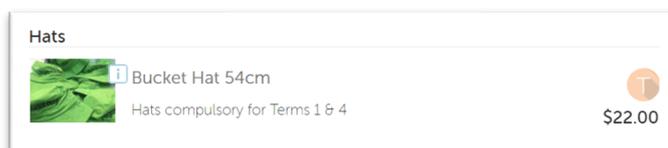


**Personalised payment** requests will appear at the top of your screen under your student's name.

Pay the full amount by clicking '+' next to the item or make a part payment, by changing the amount before clicking the '+' (if available).

There will also be the **Kindo shop/optional items**.

Click on your student's initial next to an optional item to add to your cart.



Once you have made all your purchases click on the **Checkout** option to complete your transaction.

If you have sufficient funds, then simply click **Place Order** at the checkout and you're done!

If you have insufficient funds, you will be able to top-up before completing your purchase.

Your order will automatically go through to the school or lunch supplier, and you will receive an email receipt confirming your top-up and/or purchase!

## mykindo App

mykindo app is available to download for both android and iPhone.



**Need assistance?** Our Kindo helpdesk is open 8am to 4pm weekdays.

**Freephone:** 0508 4 KINDO (0508 454 636)

**Email:** [hello@mykindo.co.nz](mailto:hello@mykindo.co.nz)

**Online support:** [support.mykindo.co.nz](http://support.mykindo.co.nz)

## Books, library and Scholastic Book Club

### Library

Paula Van Meer is our amazing librarian. She is usually here every Monday, Wednesday and Friday overseeing our well-stocked school library, based in the Student Common.

The Student Common library is normally manned by trained student volunteers at break times during the day, and children are encouraged to take books out at these times. ALSs also have set times that they use this area during class time.

Library books are expensive to buy and we would appreciate it if you could ensure that books are returned to the library in a similar condition to that in which they went out.

### Lost or damaged books

Where books are lost or damaged beyond repair, a fee to replace the book may be charged.

### Book club

We operate the 'Scholastic Book Club' scheme within the school. It gives children and parents/caregivers the opportunity of buying quality books and computer software at reduced prices.

Twice each term brochures will be available from the office, and we will let you know via the weekly newsletter. Books usually arrive in bulk about a fortnight later.

### **Outside school activities**

We are committed to providing a wide range of challenging experiences both in the ALS and outside. We are always sensitive to cost requirements and we believe that no child should miss an opportunity because of financial reasons. You should always know that financial options can be discussed in confidence with Jared or with Mrs T.

There are a variety of activities with which the children may be involved outside the normal school programme. The majority of these involve the middle and senior sections of the school and include: Ashley and Christchurch Music Festivals, Cantamaths competition, as well as various promotional competitions, sporting activities and local community activities.

### **Sport**

School activities are guided by the overall policy that children should be introduced to a wide variety of sports as well as achieving some ability in the more common ones. On a yearly basis the sports programme may include swimming, basketball, hockey, softball, T-ball, cricket, netball, rugby, soccer and athletics.

#### **North Canterbury Primary School's Sports Association**

Through NC Sports, our school takes part in the swimming sports, winter tournament and twilight athletics championships. Some children will also have the opportunity to attend championship events at Christchurch. There is more information on their website.

### **WaiSwim programme**

We take part in the Mainland sponsored WaiSwim programme that is run at the local council run pool for Year 2 to 6 children. Swimming is part of the school curriculum, and is therefore not optional – all children take part.

### **Music & dance lessons**

Monster Music provide music lessons each Friday during class time for those who sign up. Keep an eye on the newsletter for enrolment information.

Sarah Tsai from Kids Who Perform provides dance lessons each Friday. You can contact Sarah for enrolment information here: [info@kidswhoperform.co.nz](mailto:info@kidswhoperform.co.nz)

### **Digital safety**

There are some great resources for you to use in order to help teach your child to use the internet responsibly. Check the NetSafe website [www.netsafe.org.nz](http://www.netsafe.org.nz) and also the Kids Spot website [www.kidspot.co.nz](http://www.kidspot.co.nz)

Did you know that for most social media sites users need to be at least 13 before they can create an account and legally access them? This is because research shows that children younger than this are not mature enough to be able to manage social media.

### **Enrolments and our enrolment scheme**

You can find everything you need to know about enrolling at our school here: <http://www.pegasusbay.school.nz/enrolments>

**BE THE SOMEBODY**

