

INFORMATION SHEET FOR PARENTS/CAREGIVERS



Our Address : 124 Don Buck Road, Massey
Phone : (09)833.6005 **Fax :** (09)832.4065 **Email :** office@donbuck.school.nz

Principal : Jennice Murray
Deputy Principal : Marie Feasey

Secretary : Carolyn Goffin
Bursar : Mary Brayshaw
Attendance Officer : Michelle Lewis

School Times : Bell at 8.50am for all children to go into classrooms and get ready to begin school.
Bell at 8.55am to start classes
Play time from 11.00am to 11.40am
Lunch time from 1.00pm to 1.40pm
School finishes at 3.00pm

Children are supervised from 8.30am – this is the ideal arrival time for pupils.

If your child is going to be away from school, or going to be late for school, PLEASE ring and leave a message.

Please write your child's name on their clothing, shoes, socks, jacket, bag etc.

Please DO NOT let your child bring their toys or sweets to school.

Stationery : Stationery packs are available from our office

Uniform : This is ordered on line from our manufacturers - we have samples for you to try on your child for sizing.

Newsletters : These generally come home once a fortnight. They are given to each child in each family. If you do not appear to be getting them regularly, check up with the child's teacher or the office.

Sick Children : Please phone and leave a message on the absence line. Send a note to the teacher on their first day back. Please don't send your child to school if they are sick. Keep them at home until they are well again.

Medication : If your child requires medication to be held at school for Asthma, please see Carolyn or Michelle in the office. There is a special place for medication so the child can have access to it when required.

Before/After School Care : We have a SKIDS programme at our school which runs from 7.00am to 8.30am and 3.00pm to 6.00pm. Parent handbooks with all the information needed are available from the office.

Bicycles to School : This is always of great concern to us here. We would prefer that no pupils rode to school but understand we cannot enforce this. The law is broken when a bike is ridden on footpaths, so that is not an option. If your child is 10 years or older and it is absolutely essential that they ride to school, they need to be helmeted, have a safety checked bicycle with an accompanying bicycle locking device and know the Road Rules. We have our Traffic Inspector calling into the school in a few weeks and he will check that bicycle children know Road Rules. If your child is a rider, please let us know in writing, covering the following points,.

- Child's name
- The bike has been safety checked and he/she has been taught the road rules.
- His/her family takes responsibility for his/her safety as he/she rides to and from school.
- You have provided a safety locking device

School Motto
"Seize the Day"
"Rarawhitia te Ra"