

**LAKE ROTOMĀ SCHOOL**  
**Parent & Caregiver Information**  
**Handbook**

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Welcome to Lake Rotomā School! Based on the Parent & Caregiver Information Handbook, here is the detailed breakdown of the school's operations and expectations.

## School Hours

The school day is structured to balance focused learning with necessary breaks for students:

- School starts: 9:00am
- Interval: 11:00am – 11:30am
- Lunch: 1:00pm – 1:30pm
- School ends: 2:30pm

## Attendance & Absences

Consistent attendance is vital for student success. The school maintains the following protocols:

- Notification: Please notify the school if your child is going to be absent.
- Daily Checks: Staff check absences every day by 9:30am.
- Follow-up: If a child is missing and no reason has been provided, the school will follow up with whānau.

## School Transport (Van)

The school prioritizes safety for all students utilizing the van service:

- Route Changes: You must notify the school if your child needs to get off at a stop that is not their usual one.
- Method of Contact: These changes must be communicated via a phone call or a written note before the change occurs.

## Accidents & Illness

Student wellbeing is the school's priority. In the event of health issues:

- Records: All incidents involving accidents or illness are officially recorded.

- **Contact:** Whānau will be contacted by the school if it is necessary.

## Health & Wellbeing

To maintain a healthy environment for everyone:

- **Sickness:** If your child is unwell, please keep them home.
- **Medical Conditions:** Ensure the school is informed of any specific health conditions your child may have.

## Cell Phones

- **Policies:** For all rules regarding the use of cell phones at school, please refer to the SchoolDocs Policies & Procedures.

## Homework

- **Purpose:** Homework is assigned to support the learning happening in the classroom and to help students build independence.

## Communication with Whānau

The school values strong partnerships with whānau and provides scheduled opportunities for updates:

- **Term 1:** Whanau Engagement
- **Term 2:** Formal interview and a mid-year report
- **Term 3:** Whanau Engagement
- **Term 4:** Formal interview and an end-of-year report
- **Requests:** Whānau are welcome to request a meeting at any time.

## Learning Sharing

- **Seesaw:** Student learning is shared digitally through the Seesaw platform.
- **Access:** The school will provide you with the necessary login details.

## Assemblies – Mana Way

- **Schedule:** Assemblies are held every Monday from 2:00pm to 2:30pm.
- **Focus:** These gatherings are used to celebrate student success.

## Positive Behaviour – Mauri Tau

- **Recognition:** Under the Mauri Tau framework, students are recognized for their effort and positive behaviour.

## Money & Stationery

- **Identification:** Please ensure all money sent to the school is clearly labeled.
- **Purchasing:** Stationery can be purchased directly through the school.

## Wet Weather

- **Supervision:** During rainy or wet weather, students remain indoors under supervision.

## Working Together

To support the school's mission of helping every child reach their full potential, whānau are encouraged to:

- Support consistent school attendance and daily routines.
- Stay connected by following school events and reading all communications.

