

# LAKE ROTOMĀ SCHOOL

## Parent & Caregiver Information Handbook

---

### **Nau mai, haere mai**

Welcome to Lake Rotomā School.

We are committed to supporting every child to reach their full potential and value strong partnerships with whānau.

### **School Hours**

School starts: 9:00am

Interval: 11:00am – 11:30am

Lunch: 1:00pm – 1:30pm

School ends: 2:30pm

### **Attendance & Absences**

Please notify the school if your child is absent.

Absences are checked daily by 9:30am.

The school will follow up if no reason is provided.

### **School Transport (Bus)**

If your child is not getting off at their usual stop, please notify the school.

This can be done via phone call or written note before the change.

### **Accidents & Illness**

All incidents are recorded and whānau will be contacted if needed.

Your child's safety and wellbeing is our priority.

### **Health & Wellbeing**

Please keep children home if they are unwell.

Inform the school of any health conditions.

### **Cell Phones**

Please refer to SchoolDocs Policies & Procedures for more information on cell phones.

### **Homework**

Homework supports classroom learning and builds independence.

### **Communication with Whānau**

Term 1: Interview

Term 2: Interview + Mid-year report

Term 3: Interview

Term 4: Interview + End-of-year report

You can request a meeting anytime.

### **Learning Sharing**

Learning is shared through Seesaw.

Login details will be provided.

### **Assemblies – Mana Way**

Held Mondays 2:00–2:30pm.

Celebrating student success.

### **Positive Behaviour – Mauri Tau**

Students are recognised for positive behaviour and effort.

