



Important Information

School Hours

Students are expected to be at school at 8.30am. At this time students will have access to their classrooms and should use this time to settle into the day. Children are not permitted to be at school before 8am. Lessons start at 8.55am.

The school day ends at 3pm and all students are expected to be collected at this time.

Lateness

Students who arrive to school after 8.55am must report to the office for a "Late Pass" before they go to their classrooms.

Students who are not collected by 3.15pm will be taken to the "After School Care" (building located just above the school hall) with the cost for this being charged to the families.

Absences

If a student is unable to attend school the office must be notified. You are able to notify the school using one of the methods below:

- Notification via the school App
- Email notification: office@murraysbay.school.nz (please ensure you include the students full name and classroom, stating the reason for the absence.)
- Absence Line Message: 09 478 6239 extension 1 - please leave a message with students full name and classroom stating the reason for the absence.

After School Care

If you require your child to be taken care of after school, we suggest that you enrol them into after school care. Their contact details are below:

- Carekids Limited - Before and After School Care Programme
- Located on Murrays Bay School grounds
- Contact: Margaret O'Sullivan for more information on mobile 021 058 2660 or email: margaretosully@hotmail.com

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Morning Tea / Lunch Time

Students are supervised while eating. During the first block of the day students have a "brain food" break. They will need some fruit or vegetables for this.

At 11am children have a 10 minute morning tea break. Please pack a small snack for them, fruit and/or crackers would be suitable. At 11.10am the bell rings for playtime. Students are supervised on the playground until they return to their classrooms at 11.30am

At 1pm students are supervised for lunch eating. Please ensure you pack them a suitable lunch. At 1.10pm children are supervised for play time until 1.50pm

Students should all bring a water bottle to school every day.

If you wish to order lunch for them there are three options for lunch orders - Subway, Pita Pit and EZlunch. You are able to link to the online order system via the school App or from our website: <http://www.murraysbay.school.nz/new-parents/scholl-lunches/>

Communication

Murrays Bay School App - information is regularly posted on our school app. Please ensure that you have downloaded this to your phone available on iTuens and Google Play stores for free. Newsletters and other communication are sent to the app and you are also able to communicate absences when needed.

Contact Details

It is vital that the school has the correct contact details for the parent that is staying with the students while in New Zealand. Please ensure that this information is kept up to date. We must be able to contact you in case of an emergency.

If this information changes during your time here please email the office on: office@murraysbay.school.nz with the updated information.

If you do not speak English well, please make sure you give us a number of a friend, relative or agent who is happy to be a point of contact for us.

Access to School during School Hours

Whenever you visit the school during the school day it is important that you sign in and out via the office.

Photography

Taking photos in the school is prohibited during the school day unless approved by school management.

Parking

Please park at the school hall or on the surrounding streets. There is no parking up the driveway. This area is reserved for staff and those needing disability support.