



KING'S SCHOOL

KEY INFORMATION HANDBOOK



DEVELOP THE INDIVIDUAL TALENTS OF EACH BOY...FOR LIFE.

KEY CONTACTS

School Office		520-7770
Headmaster's Executive Assistant	Gabrielle Smith	520-7774
Head of Corporate Services	Nicola Paoli	520-7776
Deputy Headmaster	Dave McEwan	520-7777
Associate Headmaster	Fehm Hussain	520-7775
Head of Performing Arts	Kirsten Scouller	520-7772
Head of Sport & Outdoor Education	Doug Weston	520-7796
Head of PE & Extra-Curricular Academies	Nick Chudzynski	520-7770
Head of Marketing & Communications	Lesley Brown	520-7770
Dean - Senior School	Dane Warwick	520-7770
Dean - Middle School	Simon Jones	520-7770
Dean - Junior School	Nikki Wallwork	520-7770
Dean - Prep School	Debra Michell	520-7770
Early Learning Centre - Head Teacher	Natalie Wrack	520-7797
Admissions Manager	Emma Macedra	520-7784
After School Care Centre		021 287 5088
Swim School		520-3545
King's School Shop		520-7791

EMAIL

Formula for all staff =	x.surname@kings.school.nz
e.g	d.mcewan@kings.school.nz

AFTER HOURS NUMBERS

Deputy Headmaster	Dave McEwan	021 020 35519
Associate Headmaster	Fehn Hussain	021 205 7286

ADDRESS

258 Remuera Road	Private Bag 28914
Remuera, Auckland 1050	Remuera, Auckland 1541

WEBSITE

www.kings.school.nz

REGULAR WEEKLY EVENTS

After School Care	Monday to Friday	3.00pm to 6.00pm
Assembly for Whole School	Friday	8.00am
Chapel Years 3 to 8	Monday to Thursday	8.00am
Chapel ELC to Year 2	Tuesday	1.30pm to 2.00pm
House Meetings	Friday every even week	2.30pm
Kapa Haka	Tuesday	7.30am to 8.20am
Librarians	Thursday	10.20am
Chapel Choir Practices	Tuesday and Thursday	7.45am to 8.30am
Jazz Band	Tuesday and Thursday	7.45am to 8.30am
Honours Band	Wednesday	7.45am to 8.30am
Full Orchestra	Monday	7.45am to 8.30am
Trio/Quartet	Tuesday	12.45pm to 1.25pm
King's Chorus	Tuesday	7.50am to 8.30am
String Ensemble	Monday	12.45pm to 1.25pm
Editorial Team	Monday	12.45pm to 1.00pm

SWIM SCHOOL (TEMPORARILY CLOSED)

Aquadome Office	Monday to Friday	8.00am to 6.00pm
	Saturday	8.00am to 2.00pm
Aquadome Swim School	Monday to Friday	8.00am to 8.30pm
	Saturday – Sunday	8.00am to 2.00pm
	Closed Public Holidays	



KEY INFORMATION

The following information is designed to assist parents to find their way through the complex day-to-day life of a large and busy school. It provides a considerable amount of information on a wide range of subjects and activities, but it will not answer all of the questions. Hopefully, where there is still some uncertainty, it will guide parents in the right direction and to the people who will be able to provide the answers.

This handbook is supported by other sources of information. These include the Prep Book, the Calendar of Events and the School website www.kings.school.nz, all of which are discussed more fully in these pages.

The section on School Organisation is important for parents, as it explains the structure of the School as well as correct procedures and lines of communication to follow in the event of any queries or concerns.

Thereafter, the section on School Administration is listed in alphabetical order for ease of use.

THE SCHOOL

Develop the individual talents of each boy...for life

King's School is an Independent Anglican Preparatory school for boys from the age of four to thirteen years. This encompasses the school years from Early Learning Centre to Year 8.

The School shares a common foundation with King's College, which was established on the Remuera site in February 1896. In the early years the Preparatory School was the Junior Department of the College.

When the College moved to Middlemore, King's School was established in its own right. The date of the founding of the School is 6 June 1922.

King's School is a member of the Independent Schools' Council of New Zealand, the Junior School Heads' Association of Australia and the Pacific Basin Consortium. The School is administered by a Board of Governors, the names of whom appear on the website. The full Board meets once a month.

KING'S SCHOOL MISSION

King's School integrates traditional values with quality innovative teaching and learning, to educate each boy to excel and be effective in tomorrow's world.

SCHOOL ORGANISATION

For professional administration, the School is organised into six departments, each headed by a Dean or Head of Department. The School follows the terminology laid down by the Ministry of Education in defining groups. Hence, boys who join the School at the new entrants' level are in Year 1, while those in their final year before proceeding to secondary school are in Year 8.

The teaching areas of the School are as follows:

Early Learning Centre

Prep School Transition, Year 1 and Year 2

Junior School Year 3 and Year 4

Middle School Year 5 and Year 6

Senior School Year 7 and Year 8

Specialists Specialist Music,
Drama, Science,
Technology, Art, PE,
Te Reo Māori, French

Classes are usually delineated by their Year Group number, followed by the first two letters of the teacher's surname, such as 4Si or 8Le.

At the younger end of the School there is an Early Learning Centre for 4 year olds and a Transition class for those boys whose birthday falls after 1 March in the year of entry to the School. Entry into the Transition class may be at the start of the second, third or fourth term and is generally set at the closest point to the boy's fifth birthday. For the most part a parent's day-to-day contact at School will be with the class teacher. If the class teacher is unable to solve a particular problem, parents should refer this to the Dean of the relevant section of the School.

The School operates on a four term year, with the term dates generally in line with other independent schools. The dates are published in the School Calendar of Events and on the website.

ABSENCES

Parents must contact the School Office before 8.00am. (Ph: 520 7770) to advise if their son is absent from School on any day, or they may use the School App to record their son's absence. (Please refer to the APP section in this Handbook). Should he return to School during the day, a boy's first point of contact is the Lighthouse Reception, where he needs to sign in.

If the absence is likely to be a prolonged one, parents should contact their son's teacher in order to make arrangements regarding school work. All teachers have an email address – details are noted in the front of this Handbook.

If a boy is leaving during the day for an appointment, please notify his teacher in advance by email. The boy must sign out at Reception before leaving.

Extended Leave (EXEATS) requests should be made in writing to the Headmaster.

TREETOPS AFTER SCHOOL CARE

The School runs Treetops After School Care. Details can be found on the School website www.kings.school.nz or by ringing the Manager of this programme on Ph: 021 287 5088.

APP

King's School has its own free mobile App (both for Android and Apple platforms). It may be downloaded from your App store: SCHOOLAPPSNZ then select King's School.

This is an important source of useful information to all King's parents. Parents can use it to:

- Receive school notices via push notifications
- Check the school calendar and events
- Log school absences
- Order school uniform
- Order school lunches
- Book private music lessons
- Read newsletters

It is important to update your alert subscriptions each year to sign up for your son's new class, activities and sports teams.

ATTENDANCE

Arrivals:

All boys are required to be at School at 7.50 am.

Boys enter the School grounds either through the gates on Remuera Road (Gates 1 and 2) or through the Centennial Building Doors or Gate 9 on Portland Road.

On arrival at School in the morning, boys go straight to their classrooms and prepare for the day. Class teachers are in their rooms by 7.50 am.

Departures:

The vast majority of boys will leave School at the end of the day at either 3.00 pm for Years 1-4 or 3.40 pm for Years 5-8. Boys who walk are to go directly home. They are not to loiter or visit shops.

Boys who travel home on buses will assemble outside the main gates on Remuera Road. Boys travelling home by bus or train must conduct themselves appropriately on public transport.

Parents who collect boys from School are asked to drive and park with great care and consideration in these areas, since the traffic at this time of the day is normally very heavy. Members of staff are on duty at the end of the day to supervise the boys' departure from School. Senior School boys are expected to walk 300 metres away from the School gates to meet their parents at a pre-arranged location to reduce congestion at the school gates.

If parents have made arrangements for their sons to be collected by somebody else at the end of the day, they must inform the boy's class teacher or the School Office. Similarly, if parents know that they are going to be delayed in collecting their boys, they should endeavour to get a message to the School.

Drive-through zones:

There are designated drop-off and pick-up zones to assist parents in picking their boys up safely and efficiently. Remuera Road, upper Portland and lower Portland Road are "drive-through zones". Parents should not leave their car if using these areas. Parents are requested to drive to the front of the "drive-through zone" and move on as quickly as possible to allow other cars behind to move on. They are not permitted to park and wait. If your son is not waiting at the drive-through, please leave the drive-through bay, drive around the block and enter the drive through again once space is clear.

Do not park or wait on yellow lines. Do not block the regular flow of traffic.

ASSEMBLY

There is a full School Assembly every week. It is conducted by the Headmaster. The Assembly will normally start with the singing of the New Zealand National Anthem, both in English and Māori.

Thereafter the Headmaster will commend boys for their work, performance and involvement during the preceding week and will make awards and presentations where and when these are appropriate. The Headmaster will also refer to any matters of concern, both within the School and the community.

From time to time, there will be musical items from the orchestra, band, choir, class groups or individual musicians at Assembly. Assembly concludes with the singing of the School Song.

Syndicate Assemblies are held once a fortnight. These apply to boys and staff in the four main teaching areas of the School and the Assemblies deal with matters relating specifically to those areas.

ASSESSMENT

Academic progress is monitored regularly. The School adopts an ongoing structured assessment programme within each class.

This covers the core curriculum and relates specifically to individual progress and development.

In the Middle and Senior Schools, tests and examinations are held in Term 4.

AWARDS

Merit Points

Throughout the course of a year a boy may be awarded a number of merit points on the basis of his work and conduct. This system is designed to encourage a boy to give of his personal best, both in terms of the standard of his work and his attitude within the School.

Honours Card

An Honours Card may be awarded to boys from Year 4 to Year 8 who have achieved ten merit cards throughout the year (see "Merit Points"). The citation on the Honours Card states that "the performance, conduct and attitude of the recipient has been highly commendable."

The award of an Honours Card is made at a full School Assembly. The achievement of the card also contributes points towards a boy's House and also the Achievers' Tie.

Caught in the Act Cards

These may be awarded to any boy who has been caught in the act displaying good citizenship or kindness.

Achievers' Tie

An Achievers' Tie will be awarded by the Headmaster to those boys who excel in a number of activities: academic, cultural, sporting, service and displaying on a daily basis the ideals and values that underpin King's School.

This is the highest honour for a boy to receive and will only be achieved by a few, normally in their last year at School.

Towers Badge

From time to time a Towers Badge may be awarded to a boy who has been personally selected by the Headmaster as demonstrating the core values that a King's boy should always aspire to. This is a rare and distinguished honour.

BEHAVIOUR AND MANNERS

This section is covered fully in the Summary of Rules in the Prep Book. Boys are expected to maintain the highest standards of courtesy and behaviour, both at School and within the community.

- Treat others as you like to be treated – with respect.
- Take your cap off when speaking to an adult.
- Take your cap off when entering a building.
- Address staff by their title and name (e.g. Mrs Smith) or 'Sir,' 'Father John' or 'Headmaster'.
- Wear your School uniform (fully-named) with pride at all times.
- When in public be proud of being a King's boy and behave accordingly.
- When in uniform do not enter any shops without an adult.

- Hair should be well-groomed and be of a conventional short style, above the ears, eyebrows and off the collar. Extreme hairstyles are not permitted. This includes shading and/or tinting, as well as excessive use of hair gel.
- Move around the School quietly at all times. Running in the corridors is not permitted.

The School regards with extreme seriousness any incidence of bullying, verbal abuse or aggressive behaviour. There is a written policy on this subject and this is made clear to boys and parents at the start of the school year. The School also takes a strong stance against anti-social activities such as theft and vandalism.

BRAIN FOOD

In the Transition and Prep School classes, we ask that parents provide chopped up fruit or vegetable pieces as "brain food" snacks during the day. These should be placed in a separate container to the boys' lunch boxes.

BICYCLES/SCOOTERS

Only boys in the Middle and Senior School may ride bicycles or scooters to and from School.

Boys must obtain permission from the Deputy Headmaster before riding bicycles to and from School. A note from a boy's parents stating that, in their opinion, their son is capable of doing so, will secure the necessary permission. The law requires boys to wear helmets when riding bicycles.

BUSES

Boys may travel to and from School by public transport or on King's minibuses or other buses, which are arranged through Kiwi Coaches.

Boys travelling by bus and train must conduct themselves properly. Courtesy, politeness and consideration towards other passengers and transport officials are to be observed at all times. If boys are unable to behave properly on the buses, then the right to use such transport will be taken from them. The School liaises with the bus companies to ensure that our boys are maintaining acceptable standards of behaviour.

CALENDAR

A Calendar of Events for the School year is published each Year. The Calendar lists all major events which occur throughout the year. Please also refer to the website for more detailed information and any late changes to the Calendar. The Calendar and School Events are also displayed on the King's School App. This free App can be downloaded from your App Store: SCHOOLAPPSNZ. In setting the Calendar for the year, the School generally endeavours to synchronise with other schools attended by brothers and sisters of boys here. The main term dates are generally known almost one year in advance and parents may obtain this information from the School Office or from the School website.

CAROL SERVICES

Carol Services are held at the end of the School year. The Carol Service for boys in the Junior, Middle and Senior School and their families is held at Holy Trinity Cathedral in Parnell. This is one of the special occasions of the School year and attendance is compulsory.

The ELC & Prep School Carol Service is held in the School Chapel, usually on the final Sunday of the School year.

CHAPEL

All boys are required to attend worship in the Chapel of the Holy Child.

Boys in the Junior, Middle and Senior School attend Chapel at 8.00 am on four mornings of the week. The Prep School attends Chapel once a week on Tuesdays.

There are family services in the Chapel throughout the School year. Attendance at these services is usually by year groups and boys are required to attend Chapel on the Sundays stipulated in the School Calendar. Families are always welcome at these services. Where there are two or more services held on one day, parents may choose which one suits the family best.

Boys assist in the leadership of services, both during the week and on Sundays.

If a boy is unable to attend Sunday service, parents are asked to email his Dean prior to the service with the reasons for his absence. He should then do all he can to make up for his absence at another service.

Chapel Uniform is to be worn at all Chapel Services. This consists of blazer, white shirt and tie, winter shorts, socks, black shoes (caps are not required). It would be helpful if parents could assist us by setting an example and dress in keeping with their sons.

During the course of a School year Chaplain will select, in consultation with the boys, a number of ways in which the School community can fundraise and assist with practical aid to those less fortunate.

CLASS REPRESENTATIVES

There is a Class Representative system for each class. These Reps provide an excellent link with parents in each individual class and are a helpful resources for the teacher.

- Class Reps assist the Friends by encouraging attendance at School events.
- Throughout the year Class Reps email messages from the teacher and the Friends as required.
- Class Reps organise coffee mornings and/or drinks for their class (or year group). They provide opportunities to get to know the parents in your class better and help build a stronger school community.
- Class Reps are the point of contact for any parent in the class with day-to-day questions.

COMMUNICATIONS

The King's School website is www.kings.school.nz and provides a wide range of information about the School.

The School website should be your first point of call for all School news and information. This is regularly updated and also contains online Newsletters. Please check the website regularly for events and School news.

The King's School App is a useful tool for receiving messages (alerts) and links to the School calendar. You may also record student absences, buy uniform items and book private music tuition through the App. Please download this free App from App store: SCHOOLAPPNZ then select King's School.

The Headmaster's e-Newsletter is another important means of communication with the School community and is available fortnightly by email and on the website and App. It includes latest news, notices from the School and information about forthcoming events.

A text messaging service is used for immediate communication with all parents in the case of an emergency or with a last-minute change to a publicised event. All parents' mobile numbers are entered in to our text messaging service for risk management purposes and are kept confidential.

DAILY SCHEDULE

Details of the School's daily schedule and routines appear in both the Calendar and the Prep Book.

The first official activity of the day for all boys is at 7.50am, when all boys are required to be in class for ten minutes with their own home room teacher for matters of daily organisation and classroom routines. Thereafter, there are up to 12 lessons / periods throughout the day, each lesson being of approximately 30 minutes duration.

Morning Period Times (Rounded)

7.50am - 8.00 am	Home Room
8.00 am - 8.20 am	Chapel
8.30 am - 9.00 am	Period 1
9.00 am - 9.25 am	Period 2
9.25 am - 9.55 am	Period 3
9.55 am - 10.20 am	Period 4
10.20 am - 10.40 am	BREAK
10.45 am - 11.10 am	Period 5
11.10 am - 11.35 am	Period 6
11.40 am - 12.05 pm	Period 7
12.05 pm - 12.30 pm	Period 8
12.30 pm - 1.25 pm	LUNCH

Afternoon Period Times (Rounded)

1.30 pm - 2.00 pm	Period 9
2.00 pm - 2.30 pm	Period 10
2.30 pm - 3.00 pm	Period 11
End of School for Years 1 – 4	
3.00 pm - 3.30 pm	Period 12
3.30 pm - 3.40 pm	Admin
3.40 pm - End of School – Years 5 – 8	

NB: All boys finish School at 3.00 pm on Fridays.

Unless boys have after-school commitments, they are to go straight home.

EXEATS

Extended leave requests should be made in writing to the Headmaster.

FRIENDS OF KING'S SCHOOL

The Friends of King's School Association is the official body of parent representation and involvement. The main task of the Association is to support School initiatives, provide assistance at events and help strengthen the King's School community and involvement.

HAIRCUTS

Boys are expected to take pride in their appearance and their hair is to be well-groomed. Hair must be cut to a conventional short style, above the ears, eyebrows and off the collar, to permit the correct wearing of the School cap.

Extreme hairstyles are forbidden. This includes shading and/or tinting, as well as excessive use of hair gel.

HOLIDAY PROGRAMME

King's School operates holiday programmes for all boys and their siblings in Years 1 - 8. These programmes take place during the first week of the four major breaks in the School year.

The School offers a range of courses and activities and details of these are sent out to parents prior to the holidays. Early bookings are recommended to secure a place.

More information about holiday programmes is shared via email to parents prior to the end of each term.

HOMEWORK

Also known as 'Prep', homework is set on the basis that it reinforces the work which a boy has studied during the day at School and also requires some preparation from him for the following day.

Homework is set on a daily basis from Monday to Thursday and a boy is expected to spend 30 minutes on homework (20 minutes in the Prep School). If boys are having difficulty please discuss this with the teacher. All boys are expected to undertake a certain amount of reading at home every day.

No extra homework will be set for weekends. Boys in Year 8 will be expected to increase their homework time to prepare them for transition to secondary school. By this stage, Year 8 boys should be expecting to complete up to an hour of homework.

All boys have a Prep Book. This gives details of the homework required of them each evening, together with any messages or notices from the class teacher to a boy's home. Parents are asked to check the Prep Book each day and to sign it, to verify that their sons have completed homework as required.

The Prep Book is also a means by which teachers are able to convey messages to parents and for parents to be able to respond to these messages. Boys in the Senior School use a more formal Student Diary.

HOUSE SYSTEM

The House system, which involves all boys, is an important part of life at the School. It allows boys from different year groups to meet on another level and in an atmosphere that encourages support and pastoral care. It also allows for a good level of inter-House competition within the School.

The six Houses are:

Averill House	(Yellow)
Bruce House	(Oxford Blue)
Major House	(Red)
Marsden House	(Cambridge Blue)
Morris House	(Brown)
Selwyn House	(Green)

Unless there is any specific request to the contrary, brothers will be placed in the same House.

Each House is led by a member of staff, supported by assistant teachers and a House captain. The Houses meet once a fortnight and organise their own affairs. Every House has its own flag which is paraded at Headmaster's Assembly. Every boy has a House badge.

Every boy in the House is included in a team for sporting competitions and other activities.

JEWELLERY

No jewellery of any kind (with the exception of watches for Junior, Middle and Senior School boys) is to be worn at School. This includes earrings, necklaces, rings, bracelets and studs.

LIBRARY

The School has a library and resource centre. The library is administered by a full time librarian and assistants, who are helped by a group of librarians chosen from among the boys in Year 7 and Year 8.

The library is open from 8.00am daily during the week.

LOST PROPERTY

Every effort is made to ensure that the School grounds are kept tidy.

Any named items that are found will be returned to boys in their classroom. Un-named items will be put in the Lost Property which is located on the ground floor of the Kerridge Block.

Lost Property can be collected between 7.30am and 4.00pm. It is cleared of unclaimed named items regularly. Any items remaining will be passed on to the Uniform Shop for resale or for donation to a charity.

Boys should report any missing item immediately to their class teachers if it can't be located in Lost Property.

LUNCH

Boys may either bring their lunch to School or they may purchase lunch through the School system. Lunch orders are prepared daily in the School kitchen and boys may order on a regular or casual basis. Lunches can be ordered on the School website's online shopping page (shop.kings.school.nz) or via the School App. Last minute orders can be made at Reception no later than 10am on the day of the order.

Boys sit together for lunch in designated areas of the School grounds, under the supervision of a member of staff. In the event of wet weather, boys have lunch in their own classrooms, once again under the supervision of a member of staff or a senior boy.

Parents are encouraged to provide a healthy lunch in their son's lunch box, avoiding high sugar content items. No nuts are permitted on the school premises. Items should be packed in a reusable container and plastic wrappers should be avoided if possible.

MEDICAL

Parents are asked to provide medical data prior to their sons starting at School.

Government legislation requires schools to keep a register recording the immunisation status of all enrolled children. Parents are required to provide the School Office a copy of their son's official immunisation certificate.

In the event of a boy being unwell or injured during the day, he is taken to the Medical Centre. If the illness is such that the boy is required to go home, the School will contact the boy's parents. If a boy requires urgent medical attention for an injury, then the School will arrange for him to go to an Accident and Emergency clinic or to hospital. The boy's parents will be advised of this course of action.

The School has a medical room where boys who are unwell or injured may rest. This is located in the Bruce Wing, near the School Office. The School Nurse will take care of all unwell boys.

Boys who are prescribed medication to take throughout the day are required to leave this with the School Nurse.

No boy should be sent to School if he is clearly unwell.

MOBILE PHONES

Only boys in the Middle and Senior School are allowed to bring mobile phones into School. Mobile phones are to be kept turned off and are collected at the start of each day by class teachers and returned to students prior to departure. They are only to be used before and after School. Boys will have their phones confiscated should they not adhere to the rules.

MONEY

Unless a boy is required to bring money to school for a specific reason, such as a fundraising activity or for bus or train transport, it is otherwise forbidden for a boy to have money at School.

Boys are not permitted to buy or sell (or trade) to each other at School.

MUSIC SCHOOL

The King's Music School offers individual music tuition in a wide range of instruments. Details of this are available on the website or School App.

Where lessons take place during the hours of classroom teaching, the School will endeavour to ensure that the boys are not missing the same class periods every week by rotating lessons. It is the responsibility of the boy to make up any class work which has been missed.

Any enquiries regarding individual music tuition should be directed to the Music Department on: musicschool@kings.school.nz.

Private music tuition classes may be booked through the School website (shop.kings.school.nz) or through the School App.

NEWSLETTER

Parents will receive regular communication from the School in the form of newsletters, together with information about matters of School organisation or special events.

There is a regular newsletter from the Headmaster which appears on the School website and App every second Thursday. This will be emailed to parents automatically. In addition, there may be notices from the Deans of the different areas of the School, communications from the Friends' Association and information about forthcoming events.

The School website also has updated calendar information.

OFFICE HOURS

School Office

The School Office is open from 7.45am to 4.00 pm each week day. The office staff will assist parents and boys throughout the school day.

All enquiries should be made to:

Office telephone: 520 7770

Office email: office@kings.school.nz

Lighthouse Reception

The main reception, Gate 2, is open from 7.30 am to 4.00 pm each weekday. The receptionist will assist parents and visitors as required.

OUTDOOR EDUCATION

The School has an extensive Outdoor Education Programme which involves Year Group camps held annually. This programme is designed to encourage boys to develop self-awareness and confidence and to enable them to experience a wide range of outdoor activities, together with the challenge and adventure which accompany these.

All boys from Year 3 to Year 8 attend a camp each year and dates for these can be found on the School website or Calendar of Events.

Parents are encouraged to assist with camps. As we have large numbers requesting to assist, we cannot guarantee every parent will be accepted on a School camp.

PARENT HELP

We value assistance offered by our close parent community, particularly in the Prep School. Please contact the Dean of your son's syndicate if you wish to assist in any way.

PARENT INTERVIEWS

The first parent-teacher contact for the year takes place at the beginning of the first term. An information Evening is held where parents visit their son's classroom, meet the class teacher and hear about the class programme, curriculum and classroom organisation. This early contact between the class teacher and the parent is very important and allows parents the opportunity to meet others in their class. Parent teacher interviews are held in the middle of Term 1 to discuss how each boy has settled into his class. A secondary round of interviews are conducted in the middle of Term 3 to ensure the boys are tracking well during the school year. The dates of parent interviews appear on the School Calendar.

Parents are welcome at the School at other times to discuss their son's progress and development with Class Teachers, Specialist Teachers or Deans. If extra interviews are required, staff should be contacted and an appropriate appointment made.

It is important parents contact their son's teacher in the first instance if there are concerns about a boy's progress or other matters which need to be addressed. Thereafter, the next point of contact should be the Dean of the relevant area of the School.

POSSESSIONS

All books, clothing, sports gear and other private property brought to School must be clearly marked or engraved with the owner's name. Boys are encouraged to take care of their possessions and not to leave them lying about.

It is especially important that watches are named or engraved. Prep School boys are not permitted to wear watches at School.

REPORTS

The School provides formal reports to parents on two occasions during the year. The reports give details of a boy's work, progress and attitude during the first and second semester. Comments are provided by individual class teachers and specialist teachers.

A full explanation is supplied with the reports regarding the system of grades and terminology.

SCHOOL MOBILE APP

King's School has its own free mobile App (both for Android and Apple platforms). It may be downloaded from your App store: KINGSSCHOOL.

This is an important source of useful information to all King's parents. Parents can use it to:

- Receive school notices via push notifications
- Check the school calendar and events
- Log school absences
- Order school uniform
- Order school lunches
- Book private music lessons
- Read Newsletters.

It is important to update your alert subscriptions each year to sign up for your son's new class, activities and sports teams.

SCHOOL MOTTO

The School motto is "Virtus Pollet" the translation for which is "Let moral excellence prevail."

SEMESTER

With the advent of the four term system, the school year was effectively split into halves. The word "semester" is sometimes used to indicate one half of the school year.

SICKNESS

If your boy is unwell and is unable to attend School, please call the School Office between 7.30am and 8.00am on 520-7770 or use the King's School App to log his absence. In the event of a boy being unwell or injured during the day, he will be taken to the Medical Centre and cared for by the School Nurse. If the illness is such that the boy is required to go home, the Nurse will contact the boy's parents.

SOCIALS

From time to time, our boys take part in socials with students from other schools. Where King's School boys are concerned, attendance at socials is restricted to boys in Year 8 only.

SPEECH AND DRAMA

King's School offers individual and group tuition in speech and drama. Details are available on the School App.

As with music, lessons take place during the hours of classroom teaching.

Any enquiries regarding Speech and Drama should be directed to the Music Department:
musicschool@kings.school.nz.

Bookings for lessons may also be made through the School website or App.

SPORTS FIXTURES

The School has an extensive schedule of fixtures with local Schools, with the majority of these matches taking place during the boys' games sessions on Tuesday or Wednesday afternoons.

In addition, School teams take part in a number of traditional fixtures with other Independent Schools, both within Auckland and throughout the country. Some years there are fixtures with Australian teams.

Details of upcoming weekly Sports Fixtures can be found on the School website on the Calendar page.

Where possible the School takes part in Eastern Zone and Remuera Zone competitions, especially in cross country, swimming and tennis. There are occasions when the timing of these events does not allow us to participate, due to other commitments at School.

SPORTS & EXTRA CURRICULAR ACADEMIES

The King's Extra-curricular Academy offers a variety of additional sports and activities which take place during the King's lunch hour and after School. Details and the timetable are emailed via the newsletter each term and can also be found on the website.

SUN HATS

Sun hats are compulsory for all boys for outdoor activity. These should be named and kept in the boys' school bags at all times. We have a strict NO HAT, NO PLAY rule at School and boys without their sun hat will not be permitted to play outside during break times.

SWIM SCHOOL

The Swim School offers lessons for all age groups, from babies to 13 years.

The programme is structured so that students move from water safety to 'learn to swim' through technique development to finally squad training at a fitness level. Lessons are run Monday - Friday and also Saturday and Sunday mornings. Lunchtime lessons are available for King's boys.

SYNDICATES

This is a term that is used to indicate one of the teaching sections of the School. It refers specifically to the teachers within the group.

Prep School syndicate

- Transition, Year 1 and 2 teachers

Junior School syndicate

- Years 3 and 4 teachers

Middle School syndicate

- Year 5 and 6 teachers

Senior School syndicate

- Years 7 and 8 teachers

Specialist syndicate

- Specialist subject teachers

Each syndicate is lead and administered by a Dean, who is assisted by a Lead Teacher at each Year Group level.

TELEPHONES

Unless a separate number is listed in the App or on the website for senior staff, parents should make all calls directly to the School Office (Ph: 520 7770).

Alternative access can be made through the School email (office@kings.school.nz). Email access to all staff is also available and all addresses follow the same pattern (first initial.surname@kings.school.nz) eg d.mcewan@kings.school.nz.

Rules relating to the use of telephones by the boys during School hours are covered under Mobile phones. Boys are able to use the office telephone if they need to make an important call, with permission from their classroom teacher.

THE SHOP

The School issues boys with all items of stationery, such as exercise books, at the start of the School year. The cost of this is charged to your School account.

Shop hours during term times are:

- Mondays, Wednesdays & Fridays
7.45am - 8.30am
- Tuesdays & Thursdays
2.30pm - 4.00pm

School holiday shop hours will be advised before each term break.

TRAFFIC

The traffic around King's School at both the start and the end of the day is very heavy, as it is with most schools in this area.

We urge parents to exercise extreme care and consideration when driving or parking near the School, and when delivering and collecting boys. Older boys should walk 300 metres away from the School gates to meet their parents who will find it easier to park further away.

There are three designated drop-off and pick-up zones, one on Remuera Road and two on Portland Road (outside Centennial building and next to the adventure playground). These are "drive-through zones" and parents should not leave their car if using these areas. Parents are requested to drive to the front of the "drive-through zone" and move on as quickly as possible to allow other cars behind to enter. They are not permitted to park and wait. If vehicles are left unattended in the drive-through, they will be towed.

UNIFORM

The School uniform is detailed in the clothes list, which is provided for parents. Every article brought to School must be in good repair and clearly marked with the boy's full name. The summer uniform is worn in the first and fourth terms, while the winter uniform is worn in the second and third terms. If there are any changes in this schedule, parents will be advised by the Headmaster's newsletter and website.

Details relating to the wearing of the School uniform are covered on the School website on the School Shop page. Formal Chapel Uniform is worn to Chapel Services and other School formal events. This comprises of:

- Blazer, winter shorts, white shirt and tie, grey socks and black lace up shoes (no caps required). As an example to the boys, we would appreciate parents dressing in keeping with their sons for events where Chapel uniform is required.

The uniform must be in good order at all times.

UNIFORM SHOP

We operate a shop within the School. This shop supplies all items of School uniform, both new and second-hand.

The shop is located immediately through Gate 1 off Remuera Road.

Shop hours during the term:

- Mondays, Wednesdays & Fridays
7.45am – 8.30am.
- Tuesdays & Thursdays
2.30pm - 4.00pm

All uniform items may also be ordered online through the School's website online shopping page (shop.kings.school.nz) or through the King's School App.

USE OF THE SCHOOL FACILITIES

King's School has excellent facilities and there is growing use of these, both by members of our own School family and by others in the community.

Parents and other groups who wish to use the School facilities for functions, or out of normal School hours, should contact the Events Coordinator.

All children using School facilities after School hours must be accompanied by an adult.

VALUES

King's School places much importance on its values and teaches all boys the importance and relevance of these values as they go through the School. The School Chaplain will lead the teaching of these values during Chapel and Religious Education classes, and Class Teachers will reinforce them during class time. During Assembly Headmaster will often make reference to these values and commend boys who have shown good examples of following them.

WEBSITE

King's School website www.kings.school.nz provides a wide range of information about the School.

The School website should be your first point of call for all School news and information. This is regularly updated and also contains online Newsletters.

“Virtus Pollet”

KING'S SCHOOL

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