

## KEY INFORMATION HANDBOOK



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

### **KEY CONTACTS**

School Office		520-7770
Headmaster's Executive Assistant		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	Nick Chudzynski	282-3273
Head of Marketing & Communications	Lesley Brown	520-7770
Dean - Senior School	Dane Warwick	520-7781
Dean - Middle School	Simon Jones	520-7780
Dean - Junior School	Nikki Wallwork	520-7775
Dean - Prep School	Debra Michell	520-7783
Early Learning Centre - Head Teacher	Natalie Wrack	520-7797
External Relations & Development	Abby Maire	520-7790
Admissions Manager	Emma Macedra	520-7784
After School Care Centre	Eden Garside	520-7794
Swim School	Carolina Rodrigues	520-3545
Library	Renée Harris	520-7787
Property	Darrin Orchard	520-7779
King's School Shop		520-7791

#### EMAIL

Formula for all staff =

#### e.g AFTER HOURS NUMBERS

Deputy Headmaster Associate Headmaster

#### **ADDRESS**

258 Remuera Road Remuera, Auckland 1050 WEBSITE

www.kings.school.nz

x.surname@kings.school.nz d.mcewan@kings.school.nz

Dave McEwan Fehm Hussain 021 020 35519 021 205 7286

Private Bag 28914 Remuera, Auckland 1541

#### **REGULAR WEEKLY EVENTS**

After School Care Assembly for Whole School Chapel Years 3 to 8 Chapel ELC to Year 2 House Meetings

Kapa Haka Librarians

Chapel Choir Practices Jazz Band Honours Band Full Orchestra String Ensemble and Trio/Quartet King's Chorus Strings Group Editorial Team Running Group Production Rehearsals Monday to Friday Friday Monday to Thursday Tuesday Friday every even week

Wednesday and Thursday

Tuesday and Thursday

Monday and Friday

Tuesday

Thursday

Wednesday

Monday

Tuesday

Monday

Monday

Term 2 – Friday

Friday

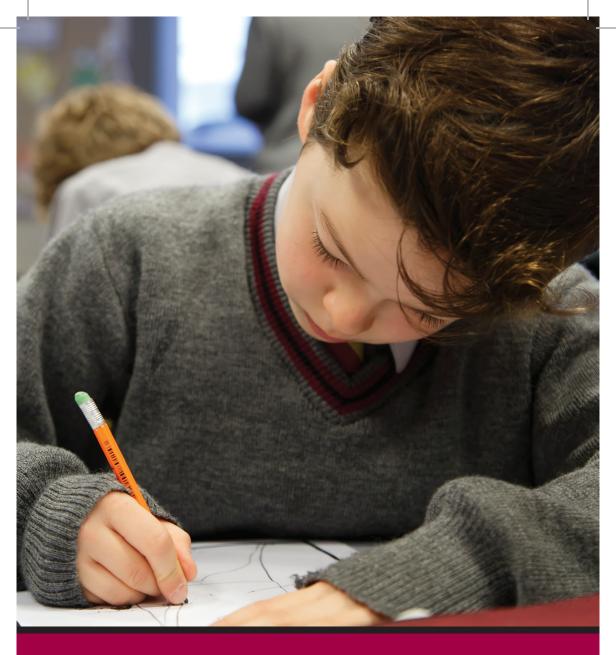
3.00pm to 6.00pm 8.00am 8.00am 1.30pm to 2.00pm 2.30pm

7.30am to 8.20am 10.20am

7.45am to 8.30am 7.45am to 8.30am 7.45am to 8.30am 7.45am to 8.30am 12.45pm to 1.25pm 7.50am to 8.30am 12.45pm to 1.25pm 12.30pm to 1.00pm 6.30am to 7.00am 2.30pm to 5.00pm

#### SWIM SCHOOL

Aquadome OfficeMonday to Friday8.00am to 6.00pmSaturdaySaturday8.00am to 2.00pmAquadome Swim SchoolMonday to Friday8.00am to 8.30pmSaturday & SundaySaturday & Sunday8.00am to 2.00pmClosed Public HolidaysClosed 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 School List and the School website <u>www.kings.school.nz</u>, 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, Library, Technology, Art, P.E, Te Reo Maori, French, Digital Design

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 30 April in the year of entry to the School. Entry into the Transition class may be at the start of the second or third 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 the four term year, with the term dates generally in line with other independent schools. The dates are published in the School Calendar 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 SCHOOL APP section in this Handbook). Should he return to School during the day, a boy's first point of contact is the Lighthouse Reception.

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 e-mail address – details are noted in the front of this Handbook.

If a boy has been absent, he must bring a note on his return to School, with an explanation for his absence. Alternatively an email to his Classroom teacher will suffice.

Extended leave may only be granted by the Headmaster following written confirmation.

Should he return to School during the day, we ask that he is signed in at the Lighthouse Reception.

#### AFTER SCHOOL CARE

The School runs Treetops After School Care. Details can be found on the School website <u>www.kings.school.nz</u> or by ringing the Manager of this programme on Ph: 520 7794.

#### 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
- Update contact details

#### 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.

The School accepts that it is not possible for a number of boys who travel to School by bus to be here by 7.50am. These boys will be advised of the procedures that they should follow on arrival at School.

#### 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 to visit shops. If a boy is going to the home of another boy after School, this should be pre-arranged.

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

Parents who collect boys from School by car at the end of the day do so at designated areas in Remuera Road, Portland Road and Omahu Road. We would ask that parents 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. Older boys are expected to walk a distance away from the School gates to meet their parents who will find it easier to park further away.

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 Office.

#### Drive-through zones:

There are designated drop-off and pick-up zones to assist parents in picking their boys up safely and efficiently. The ones between gates 1 & 2 on Remuera Road and at gate 9 on 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.

#### ASSEMBLY

There is a full School Assembly every week. This is held in the Memorial Hall and is conducted by the Headmaster. The Assembly will normally start with the singing of the School Song or the New Zealand National Anthem, both in English and Maori.

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. We also receive visits from prominent personalities who will speak to the boys.

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 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 have 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 Achievement 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 female staff by name and male staff as '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 pieces of chopped up fruit or veggie pieces as "brain food" snacks during the day. These should be placed in a separate container to the boys' lunch boxes.

#### BICYCLES

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

Boys must obtain permission from Deputy Headmaster, Mr Dave McEwan 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, on King's minibuses or on other buses, which are arranged through the School.

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 settina the School Calendar for the year, the generally endeavours to synchronise with other schools attended bv brothers and sisters of boys here. The main term dates are generally known in advance and almost one vear parents may obtain this information from the School Office or from the School website.

#### CAROL SERVICES

The main 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 services in the Chapel throughout the School year. Attendance at these services is usually by Syndicate Groups or Houses 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

The Friends' Association organises a Class Representative system for each class. These Reps provide an excellent link with parents in each individual class.

- The Friends very much value and rely on the Reps to assist them, especially encouraging attendance at class and School events.
- Over the year the Friends will send the Class Reps email messages to send out to the classes as quickly as possible.
- Please ensure as parents you respond to the Class Rep when required, especially when RSVPing to events. Becoming a Class Rep provides an opportunity to get to know the parents in your class better and helps build a stronger school community.

#### COMMUNICATIONS

King's School has its own website which may be located at <u>www.kings.school.nz</u> and which 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 on-line Newsletters. Please check the website regularly for events and School news.

The King's School App is a very useful tool for receiving messages and is regularly updated with information on events at the School. You may also record student absences, buy uniform items and tickets and book private music tuition on it. Please download this free App from your App store: SCHOOLAPPSNZ then select King's School.

The Headmaster's Newsletter is another important means of communication School with the community and is available fortnightly by email and on the website. In addition, there may be notices from the School Deans, the Friends' Association and information about forthcoming events.

We also offer a text messaging service as a means of immediate communication with all parents. This is a very useful tool for communicating in a potential 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. No boy should be at School after 5.00 pm. From time to time, senior boys will be asked to stay later in order to help at evening functions, but parents will receive notice about this.

#### EXEATS

No boy may leave the School grounds during the day without permission. Such permission will be granted on production of an explanatory note from the boy's parents.

An exeat will be given to the boy by the Dean of the relevant area of the School or by the boy's class teacher. The boy should then sign out at the Lighthouse Reception before departure.

#### 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 be supportive of the School and to assist in a number of ways.

The Friends' Association organises a Class Representative system for each class. These Reps provide an excellent link with parents in each individual class.

#### HAIRCUTS

Boys are expected to take a pride in their appearance and their hair is to be wellgroomed. 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 an extensive holiday programme for all boys and their siblings in Years 1 - 8. This programme takes place during the first week of the four major breaks in the School year.

The School offers a wide range of courses and activities and details of these are sent out to parents prior to the holidays. Early bookings are essential to ensure that the children are placed in the programme.

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, thus verifying that their sons have done 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 the boys from the 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 and these are displayed in the Lighthouse Foyer. The flags are also paraded at the House Chapel Services and 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 team of parents and a group of librarians chosen from among the boys in Year 7 and Year 8.

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

#### LOST PROPERTY

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

Items of clothing and other possessions found lying about are collected up and put in Lost Property which is located in the Dining Room.

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 missing property is not located in Lost Property.

#### LUNCH

Boys may either bring their lunch to School or they may purchase lunch through the School system. Healthy hot and cold selections are prepared daily in the School kitchens and boys may order on a regular or casual basis. Lunch order forms are available from the boys' counter behind the School Office or may be ordered on the School website's online shopping page at shop.kings.school.nz. Lunches may also be ordered on a casual basis through the School App. Orders should be received no later than 10am on the day of the order. The 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

A medical form is sent to parents with the School's introductory package. Parents are asked to return this to the School Office as a priority in the first few days of the School year.

Recent Government legislation requires schools to keep a register recording the immunisation status of all enrolled children born on or after 1 January 1995, under the Health (Immunisation) Regulations. Parents are thus required to present to the School Office their son's official immunisation certificate.

In the event of a boy being unwell or injured during the day, he is taken to the Main Office. If the illness is such that the boy is required to go home, the office 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 Towers building, near the School Office. The School Nurse will take care of all unwell boys here. Boys who are prescribed to take medication throughout the day are required to leave this with the School Office.

The boys are tested for hearing and vision at regular intervals during the School year. In the event that there are any concerns as a result of these tests, parents will be contacted directly by the health nurse, who visits the School from time to time.

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 and are required to seek permission first from their Dean. Mobile phones are to be kept turned off and in school bags at all times during school hours. 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 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. It is the responsibility of the boy to make up any class work which has been missed.

Any enquiries regarding individual music tuition should directed be to the Music Department on. I.langdon@kings.school.nz. Private music tuition classes may be booked through the School website's online shopping service on 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 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 daily updated information. This should be visited regularly to keep informed on all School matters.

#### OFFICE HOURS

#### School Office

The School Office is open from 7.30am 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 facsimile: 520 7771

Office email: office@kings.school.nz

#### Lighthouse Reception

The main reception, Gate 2, is open from 7.30 am to 4.30 pm each weekday. The receptionist will assist parents and visitors in every way possible.

#### OUTDOOR EDUCATION

The School has an extensive Outdoor Education Programme which involves Year Group camps held annually. This programme is designed to encourage the 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 are to be found on the School website.

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 official parent-teacher contact for the year takes place in the middle of the first term. This takes place in the evening, allowing parents to attend gatherings of the Senior, Middle, Junior and Prep School as the case may be. Parents visit their son's classroom where the class teacher will explain the class programme and provide information about the curriculum.

They will also deal with other matters of classroom organisation. This early contact between the class teacher and the parent is very important.

All syndicates arrange for a formal round of individual interviews. A secondary round of interviews are normally conducted in the middle of Term 3 to ensure the boys are tracking well during the school year. The dates of parent interviews also appear on the School Calendar.

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

It is most important that 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.

Students may bring a mobile phone with them to School only if they have sought permission from their Dean. This may only be used before and after 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 or second semester. Comments are provided by individual class teachers and specialist teachers.

There is a full explanation on the reports themselves regarding the system of grades and terminology.

#### School List

The School List is published in the first term of each year. It lists all boys in the School in alphabetical order and by classes as well as providing a complete list of telephone numbers.

Parents are asked to provide information for the School List and also to advise the School of any changes of address or telephone numbers.

The School List is to enable parents and students to make contact with other parents and students, and should not be used for any other purpose.

#### 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: KINGSSCHOOLNZ.

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
- Update contact details
- Log in to the school facebook page

#### 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 you may use the King's School App to send us a message. Please download this free App from your App store: KINGSSCHOOL NZ. In the event of a boy being unwell or injured during the day, he is taken to the School Office and cared for by the School Nurse. If the illness is such that the boy is required to go home, the office 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 of this 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: m.ward@kings.school.nz.

Bookings for lessons may also be made through the School website's online shopping service on shop.kings.school.nz.

#### 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 in other areas of the country. There is also contact with School teams from Australia and most years would see some level of trans -Tasman contact.

Details of upcoming weekly Sports Fixtures are to 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 here at School.

#### Sports School

The King's Sports School offers a variety of summer and winter sports as well as chess and fitness. These programmes run both during the King's lunch hour and also after School. A handbook for these fixtures will be sent to all boys at the end of each term, or may be picked up from the Lighthouse Reception.

#### SUN HATS

Sun hats are compulsory to wear for all boys during Term 1 and 4, during any 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 13years.

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. Competitive swimming is available through the King's Swim Club.

#### 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 the eight Year Group levels.

#### Telephones

Unless a separate number is listed in the School List 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 n.marsh@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.

#### 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 placed on a boy's term account.

Thereafter, if a boy requires stationery, he must go to the School Shop with signed permission by either a parent or his class teacher, indicating the items which he wishes to purchase. Once again, the cost will be placed on his term account.

#### 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 would urge parents to exercise extreme care and consideration when driving or parking near the School, and when delivering and collecting boys. Older boys are quite capable of walking a distance away from the School gates to meet their parents who will find it easier to park further away.

There are designated drop-off and pick-up zones. The ones between gates 1 & 2 on Remuera Road and at gate 9 on 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.

#### 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 name and initials, or first name. The summer uniform is worn in the first and fourth terms, (after Labour Day weekend) 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.

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.

The shop opens:

Mondays, Wednesdays and Fridays from 7:45am - 8:30am; and Tuesdays and Thursdays from 2.30pm – 4pm.

All uniform items may also be ordered online either through the School's website online shopping page on 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 a growing use of these, both by members of our own School family and by others in the community. These include such areas as the Astroturf field, Aquadome and War Memorial Hall.

Parents and other groups who wish to use the School facilities for functions, or out of normal School hours, should contact Pip Gresson, 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 Formal Assembly Headmaster will often make reference to these values and commend boys who have shown good examples of following them.

#### WEBSITE

King's School has its own website which may be located at <u>www.kings.school.nz</u> and which 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 on-line Newsletters.

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# "Virtus Pollet"



KING'S SCHOOL

258 Remuera Road, Remuera, Auckland Private Bag 28914, Remuera 1541 Phone: 09 520 7770 | www.kings.school.nz