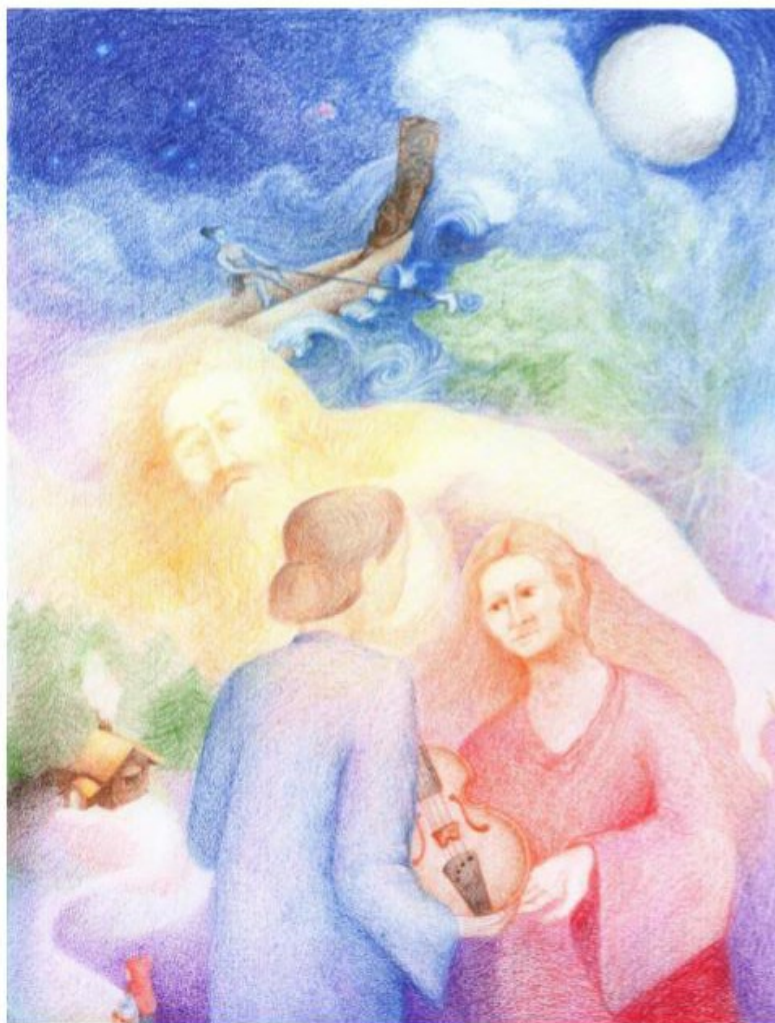




Michael Park School

Relate Create Inspire



STUDENT HANDBOOK

2022

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1. Verses for High School

Morning verse

I look into the world,
Wherein there shines the sun,
Wherein there gleam the stars,
Wherein there lie the stones.
The plants they live and grow,
The beasts they feel and live,
And we to spirit give
A dwelling in our souls.

I look into the soul
That lives within my being.
The spirit of God it weaves
In light of sun and soul,
In worldwide space without,
In depths of soul within.

To you, O Spirit of God,
Will I beseeching turn,
That gifts of strength and grace
For learning and for work
Within me live and grow.

Rudolf Steiner in *Towards the Deepening of
Waldorf Education*.

Afternoon verse

Steadfast I stand in the world
With certainty I tread the path of life
Love I cherish throughout my being
Hope shall be in all my deeds
Confidence I impress into my thinking.

Rudolf Steiner

2. Contact information

Your personal information

Your name:
School email:
House:
Kaitiaki:

Michael Park School

Address: 55 Amy Street, Ellerslie,
Auckland 1051
PO Box 11-224, Ellerslie,
Auckland 1131

Email: reception@michaelpark.school.nz

Telephone: Michael Park School: (09) 579 3083
High School Office: (09) 525 8997

Absentees: (09) 579 3083 or School Links

School Environment & Student Issues.

BOT Student Representative:

Class Representatives on Student Council

Class 8:

Class 9:

Class 10:

Class 11:

Class 12:

School Secretary

Administrative queries

Dana Marcroft

Email:

danam@michaelpark.school.nz

phone: (09) 525 8997

Dean

Pastoral support at the
level above the kaitiaki

Andrew Johnstone

Email:

andrewj@michaelpark.school.nz

Horizon Coordinator

Student pathways and
careers

Melanie Bray

Email:

melanieb@michaelpark.school.nz

**High School Assessment
Coordinator**

NCEA and NZCSE queries

Iva Barretto

Email:

ivab@michaelpark.school.nz

Online Learning Dean**Kelly Storm**

Email:

kellys@michaelpark.school.nz

**Special Educational
Needs Coordinator****Caroline Todd**

Email:

carolinet@michaelpark.school.nz

Counsellors**Francie Warrington**

Email: Francie Warrington

FrancieW@michaelpark.school.nz

3. Term dates for 2022 and times of the day

Term Dates 2022

TERM 1

Wednesday 2 February 2022 – Thursday 14 April 2022

Auckland Anniversary Day Observed - Monday 31 January

Teacher Only Day - Tuesday 1 February

Waitangi Day Observed - Monday 7 February

Mid-Term Break - Monday 14 March

****Easter is during the school holidays - Friday 15 April, Monday 18 April, Tuesday 19 April ****

****ANZAC Day is during the school holidays - Monday 25 April ****

TERM 2

Tuesday 3 May 2022 – Friday 8 July 2022

Teacher Only Day - Monday 2 May

High School Accord Day - Monday 16 May

Queen's Birthday - Monday 6 June

Matariki - Friday 24 June

TERM 3

Monday 25 July 2022 – Friday 30 September 2022

Lower School Teacher Only Day (Parent Teacher Conferences) - Tuesday 2 August

High School Accord Day - Wednesday 24 August

Mid-Term Break - Friday 26 August

TERM 4

Monday 17 October 2022 – Friday 16 December 2022

Labour Day - Monday 24 October

Day in Lieu of Fair - Friday 18 November

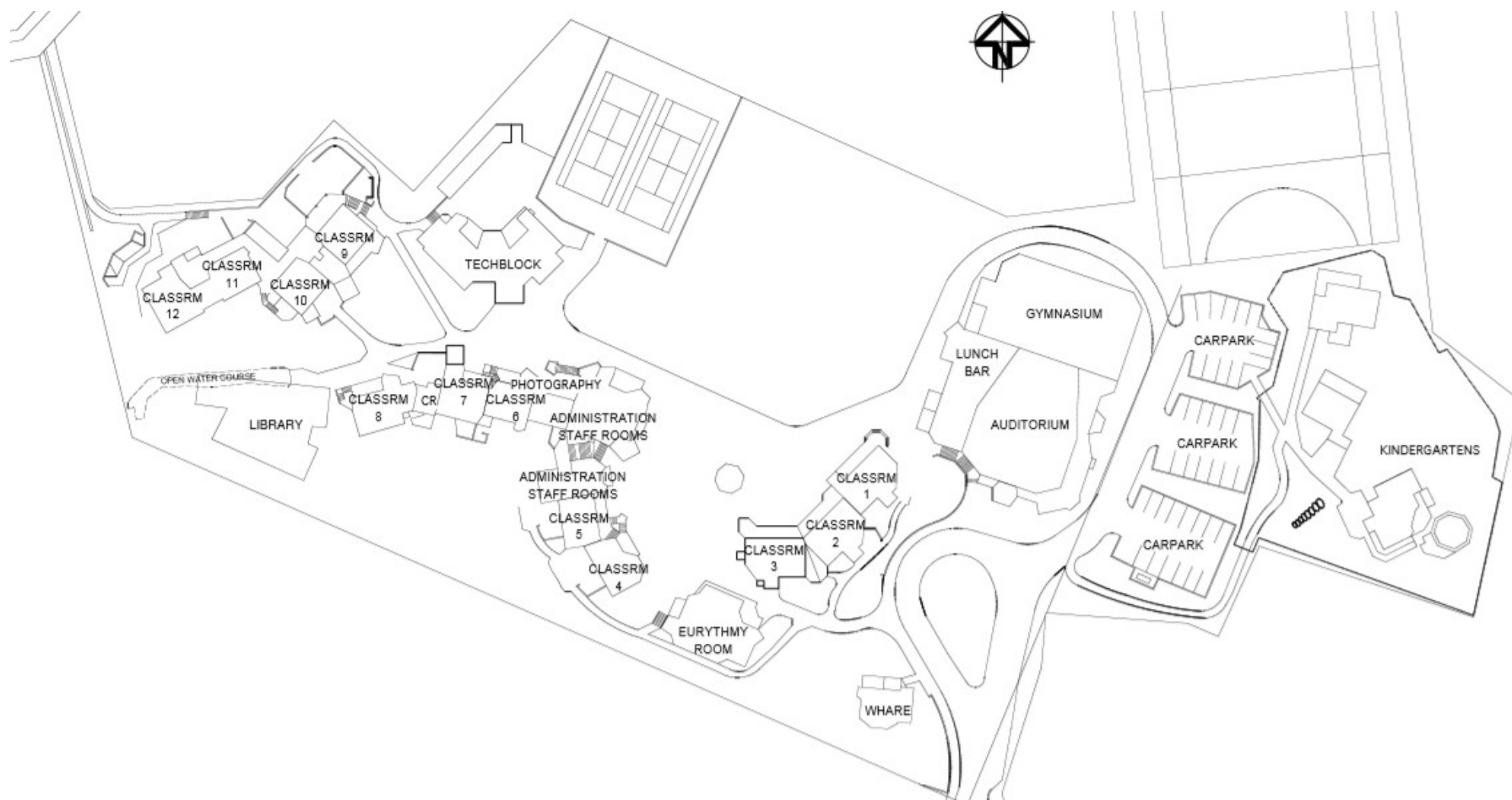
High School Accord Day - Thursday 1 December

High School Accord Day - Friday 2 December

High School times of the day

Classes 8 - 12

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Kaitiaki	8:30 a.m. - 8:40 a.m.					
1	8:40 a.m. - 9:35 a.m.					
2	9:35 a.m. - 10:30 a.m.					
Interval 10:30 a.m. - 10:50 a.m.						
3	10:50 a.m. - 11:45 a.m.					
4	11:45 a.m. - 12:40 p.m.					
Lunch 12:40 p.m. - 1:30 p.m.						
5	1:30 p.m. - 2:15 p.m.					
6	2:15 p.m. - 3:00 p.m.					



4. Michael Park School site map

5. Learning and assessment

5a. Homework Policy

The main purpose of homework is to assist you to achieve to the best of your ability.

Carrying out and completing homework will assist with the:

1. Practice and consolidation of class work
2. Provision of opportunities for individual work
3. Preparation for both internal and external assessments
4. Development of good study habits and self-discipline
5. Encouragement of ownership and responsibility for your learning
6. Provision of opportunities for parental involvement and support

The average time you are expected to spend on homework is:

Class 8-10: 5-10 hours per week (1-2 hours per week night)

Class 11-12: 10-15 hours per week (2-3 hours per week night)

Computers and Printers

- You are responsible for handing in your work on time.
- If printing, your work should be printed at home or use your school printing account.
- Computers can break down and printers run out of ink, so it is your responsibility to plan ahead to cope with any problems that arise to ensure that your work can be printed and handed in on time; save it to a separate hard drive; print a draft copy, email it to yourself at school, have a back-up printer. Leave enough time to print it or even, if necessary, re-type it in time to meet your deadline.

Our Steiner school's special character

As part of our special character, we work with digital technologies in a way that works well with the living and evolving tradition of our Steiner education. This means we have less digital technology in the classroom, including the senior High School years, than mainstream schools. We do not want to be “doing DT”; we want to teach you, our students, as the whole human being using a place-based Steiner curriculum and pedagogy. We will prepare you to meet the world, which is increasingly digitalised, so we do use digital technology. Part of this preparation means a healthy, balanced curriculum and learning which uses digital technology at the right age, in right proportion, and right relationship with the needs of you as developing, whole human beings and our school as a community. Our school rules help to shape our Steiner education.

Cell phones and similar devices

- General rule: No cell phones are to be visible or audible on campus, anywhere, and at any time—including before school starts and after it ends.
- General rule: Ear buds, headphones, etc. for cell phones (and other portable devices) not to be used or visible when on campus, including before school starts and after it ends.
- No permission will be granted to students by staff to use cell phones, whether for learning purposes or any purpose whatsoever.
- In the High School Office (HSO), there is a lock box. Cell phones (or similar devices like i-Pods) are confiscated on sight by teachers (other members of staff report sightings to the Dean). Note: this includes all teachers, whether lower school or high school teachers. Confiscated phones are deposited in the HSO lockbox for the day by the teacher involved. Each phone is placed in a zip lock bag with the student's first and last name, and the referring teacher's name and a brief report (checklist and optional comment—see appendices), on the report card placed inside. All Edge entries will be initiated and completed by the DP. Students see the DP at 3 p.m. to collect their phones. If the DP is absent then the Dean steps in. On the first infraction, the consequence is a conversation with, and warning from, the DP, plus restoring relationships. The second time, the first step is repeated with a further consequence, including home contact made by the DP. The third time, the second step is repeated and a family conference may be called to restore relationships and examine whether the student can be trusted to self-manage their possession of a cell phone during the school day.
- Note: The same procedure applies to visible earphones/headphones when it cannot be ascertained if the student has the cell phone or similar device turned on. If a cell phone or similar is confiscated, and earphones were being used at the time, then these too can be confiscated and deposited with the device. If too large for the lock box, then leave in other space provided in HSO for oversize items. This could include blue-tooth speakers.
- If students cannot be trusted with phones, then they we retain the option to instruct those students to deposit them in HSO 8:30 and collect at 3 p.m. The Deputy Principal will make these decisions in consultation with staff.

Use of earphones and similar devices

- Listening to music with earphones in class is a privilege restricted to Class 10 – 12 art students for when they are working independently, provided they are using a laptop (cell phones are not allowed).
- Provided they are using a laptop (cell phones are not allowed), earphones in class may be permitted if the student has an Individual Education Plan (IEP) or Partnership plan (PP) makes provision. The LSC/SENCO makes this decision in consultation with the student and their family. They are used when the student is working independently and teacher discretion is clearly built into the IEP and PP as they are the pedagogical authority on the spot. Accordingly, teachers instruct students about when to use / remove them headphones, keeping in mind health and safety as well as effective teaching and learning (e.g. removing headphones for whole-class instruction, discussion, small group work, one-to-one conferencing, etc.). Music would be played at a safe volume for the user, not interfere with others, and would be appropriate for the health of the child and the social and spiritual health of the school.

Use of laptops (or similar devices): Laptops for personal use (whether Ministry of Education (MoE) owned or private property) plus class use of school owned laptops

Who may bring their personal laptop

- Some students, from Class 8 upwards, may have laptops as part of their Individual Education Plans. This information is provided by the SENCO to the teachers.
- Personal laptops for Class 11 and Class 12 are acceptable for learning purposes. Teachers will use their discretion about when Class 11 and 12 students can use, or not use, their personal laptops in their lesson—always within the rules.
- Class 10 students who want to bring a personal laptop are to see the Deputy Principal for a discussion and required form (see appendices for *Laptop use agreement*). For students timetabled to do online learning, for example, this may be desirable.

The rules for personal laptop use

- All laptops whatsoever are to be used inside classrooms and not in communal spaces like corridors or outside the building.
- Personal laptops on school campus—during, before, and after school hours—are solely for the specific learning purposes, and in the designated learning spaces, see below. In lessons, the teachers use their discretion about when students can use, or not use, their personal laptops—always within the rules.
- Students use the school's network, including their username and password, to do school studies.

- Students with rights to personal laptop use are given the school's wi-fi connection to access the Internet facilities and will not divulge the wi-fi password to anyone without such rights.
- On study periods, students use laptops in the library, or other venues for specified students as approved by DP or e-Dean for Online Learning Community (OLC) study. If there is adult supervision, then the IT room (if free, or if agreed to by a teacher teaching their timetabled class at that time) can be used by students who cannot first access the library.
- Students may use headphones or earphones provided (i) the volume level is safe and does not disturb others and (ii) they are used for learning purposes and not for entertainment.
- Outside timetabled OLC study times, Class 10 will not use laptops on Campus. The sole exception is this: If they are in a classroom-based lesson where other students are using school devices as instructed by the teacher, because access to a device is integral to the lesson aims, then the teacher may (or may not) grant them permission to use their personal device for the learning activity. Otherwise, outside OLC study periods, Class 10 laptops will be neither visible nor audible on campus.
- Personal laptops are exclusively for the use of students who possess them and will not be used by other students.
- In case of theft, loss, or damage to student laptops, it is their financial responsibility to replace or repair their device. The school accepts no responsibility for any financial costs incurred while students use their laptop for study outside their home.

5 c. Cybersafety Use Agreement Reference for Michael Park High School Students

1. Students and parents*/caregivers/legal guardians please read and discuss all sections carefully.
2. Parents and students sign section C and return that page to your kaitiaki.
3. Please keep sections A and B for future reference.
4. If you have any questions about this agreement please contact the school.

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- (a) The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (c) 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
- (e) 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

Additional information can be found on NetSafe's website www.netsafe.org.nz/ua

The measures to ensure the cybersafety of Michael Park School outlined in this document are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Michael Park, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students.

The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations.

This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a use agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment/devices.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on *or* off the school site.

This agreement also applies when a student is using their own ICT equipment/devices at school.

NOTE: Student's own ICT equipment/devices may only be used at school with teacher permission, under teacher supervision.

RULES TO HELP KEEP MICHAEL PARK STUDENTS CYBERSAFE

As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

1. I cannot use school ICT equipment until my parent and I have read and signed my use agreement form (see Section C) and returned it to school.
2. I will only log on only with my own user name. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
5. I understand that the rules in this use agreement also apply to mobile phones. I am not permitted to use a mobile phone during the school day unless I have been granted permission (***see appendices for application form***).
6. I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision.
7. While at school, I will not:
 - Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - Download, save or distribute such material by copying, storing, printing or showing it to other people
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
9. If I accidentally access inappropriate material, I will:
 - Not show others
 - Turn off the screen or minimise the window and
 - Report the incident to a teacher immediately.

10. I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. This makes sure the school complies with the Copyright Act 1994. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ICT equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
13. I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.

I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:

- Not intentionally disrupting the smooth running of any school ICT systems
 - Not attempting to hack or gain unauthorised access to any system
 - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT
 - Reporting any breakages/damage to a staff member.
15. I understand that the school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
 16. I understand that the school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.
 17. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

6. Student code of conduct



CODE OF CONDUCT

"The Spirit of Education that Contains the Future within it" – R. Steiner

Michael Park School's aim is to create a safe, happy and fulfilling learning environment that promotes responsibility, respect and the value of excellence. You have a right to an education which offers you the best opportunity to study and develop. No-one should be hindered from doing this by others. This Code of Conduct describes the behaviour necessary to ensure this environment. This includes respect for the learning and physical environment, respect for others and ourselves and the protection of the rights of every individual in the school. It is our responsibility to act in such a way that these ideals can be met, and this Code of Conduct focuses on these responsibilities.

Student Responsibilities and Rights

Students at MPS have the responsibility to:	Students at MPS have the right to:
1. Contribute to the learning environment by: <ol style="list-style-type: none"> Attending all lessons Arriving punctually Having necessary resources and homework at school 	1. A classroom environment that promotes learning
2. Participate actively and respectfully in all lessons and do best in their work	2. Lessons that contribute to their learning needs and reflects our Steiner / Waldorf curriculum
3. Hand in work on time in an acceptable format to the best of their ability	3. Marked work being returned in a timely manner and access to further feedback / conversations about learning in order to clarify next learning steps
4. Act with respect toward others including: <ol style="list-style-type: none"> Listening to others without interruptions Respectful interaction with classmates, teachers, school staff, visitors, education officers and events providers. Using appropriate language Respecting the views, rights, cultures, property and learning styles of others 	4. Be treated with respect and dignity by teachers, school staff and classmates including: <ol style="list-style-type: none"> Talk about learning programmes and their learning progress with teachers Voice opinions in a respectful manner to teachers, classmates and school staff.
5. Know the teacher and classroom expectations and routines and follow instructions the first time they are given	5. Be informed by teachers about their expectations regarding work and classroom routines
6. Treat all school facilities and equipment with respect	6. Have access to the school facilities and equipment to complete their school work.
7. Follow safety and other requirements specific to each learning area and the playground including: <ol style="list-style-type: none"> Gym gear/ change of clothes/ footwear for PE, Craft, Outdoor Classroom, jewellery restrictions, Long hair tied back Using playground with attention to safety of others 	7. Be informed by teachers about their expectations regarding safety equipment and clothing required for specific lessons.
8. Maintain a clean and safe school campus by: <ol style="list-style-type: none"> Keeping classrooms, eating, playing, relaxing areas clean and tidy at all times Following school rules and teacher directives 	8. A clean, safe, school, environment
9. Know and respect this code of conduct, school rules and dress code and accept the consequences for personal behaviour with dignity and honesty	9. Be informed of school rules, dress code and the process by which discipline will be applied (consequences for behaviour and discipline)
10. Speak out against bullying, exclusive and abusive behaviour	10. An inclusive, bully-free environment and informed access to counselling / pastoral support if needed.
11. Respect our neighbours, the wider community and their property, for example: <ol style="list-style-type: none"> Not trespassing or creating undue noise Respectful interactions and demeanour when outside of the school and on school excursions, trips and camps 	11. Be informed about the school's expectations regarding wider community and off-site conduct when they are on school excursions, trips and camps
12. Work with integrity by not cheating, copying or assisting another student to cheat or copy	12. Confidentiality and responsible maintenance of their record of learning and disciplinary records

Michael Park School is legally responsible for students from the time they leave home until they return home & while on school trips & camps. While on your way to or from school, or on a school trip, any inappropriate behaviour will make you liable for disciplinary action.

Michael Park School Code of Conduct (02-02-2016)

7. Michael Park School rules

For a healthy social life and to create the best conditions for your growth as students at our Steiner school, we have community rules and a student code of conduct. Freedom and responsibility go together.

Code of Conduct

1. Know and abide by the code of conduct and dress code while at school and school events.

Hours of School

1. Be at school by 8.25am for a prompt start at 8.30am. Students arriving late must sign in at reception.
2. Be off site by 3.10pm unless attending after school events.
3. Be punctual to lessons.
4. Remain on site for the entire school day (including breaks and any non-contact periods unless they have verified parental permission or are justifiably absent).*
5. Class 12 may leave the grounds during lunchtime after signing out; other students with specific permission also need to sign out, to ensure that we have complete record in case of fire or other emergency. Students need to sign back in when they return to school.

School Environment

1. Follow teacher and staff instructions the first time they are given.
2. Leave all classrooms and learning areas tidy.
3. Use all playground areas with attention to the safety of others (e.g. no hard balls; no bicycles, skateboards or other wheels between 8:20am and 3.30pm).
4. Care for all buildings, equipment and facilities and keep them graffiti free (note that all roofs and windowsills are out of bounds).
5. Keep the grounds clean and tidy and free of litter; use the bins and recycling system provided.
6. Refrain from bringing chewing gum and lollies to school and school events; Michael Park is a chewing gum free zone.
7. Comply with Michael Park School's smoke, drug, alcohol, and substance abuse policy. Cigarettes may not be brought to school and the possession or consumption of non-prescription drugs and substances is forbidden—this includes bringing or using e-cigarettes or vaping gear.

Neighbours and Community

1. Act with courtesy to our neighbours and the wider community:
 - thoughtful parking of cars in streets around the school
 - respecting property of others and not trespassing
 - respectful interaction and demeanour on school trips.
2. Get written permission from the High school Deputy to bring vehicles to school and:
 - Park their vehicles off-site during school hours and events.
 - Refrain from driving their vehicle on school grounds during and after school hours, unless using the circle for approved drop-off and pick up.

8. Michael Park School Dress Code

To set the tone, and as part of the Michael Park School's ethos, we do not have a school uniform. We have endeavoured to match this dress code with our view of the growing consciousness of the child from 5 years to 18 years. As High School students provide an important role model for our younger children and represent the school in the wider community, what they wear, and how they wear it, is very important in the school environment.

Please read this dress code carefully. It sets out what the school requires to ensure that students' dress is appropriate for school activities and acceptable in appearance.

GUIDELINES FOR STUDENTS

A tidy, clean, modest standard of dress suitable for all school activities is expected.

REQUIREMENTS

These requirements must be adhered to for all lessons, unless subject specific clothes are endorsed by the teacher:

1. Tops and T-Shirts must cover the shoulders for sun safety (no less than 4 fingers width and neckline not more than 4 fingers below the collar bone)
2. Tops and T-Shirts must cover the mid-riff.
3. Shorts and trousers should be properly held up with a belt if necessary.
4. Skirts and shorts should not be shorter than mid-thigh.
5. Sunhat required during terms 1 & 4 for break, lunch and outdoor lessons.
6. Clothing, footwear and sports uniform should be named.

ALLOWED

1. Plain coloured shirts and jumpers
2. Patterned fabric (e.g. striped, spotted, geometric designs, or multi-coloured).
3. Small logos (words or designs, not company logos) no bigger than a playing card.
4. Michael Park School logo and name on sports clothing and cultural group clothing.
5. Earrings – sleepers and small studs allowed.

NOT ALLOWED

- Transparent or see through tops, unless the under-garment meets the dress code (see requirements)
- Roller shoes
- Tight short clothing
- Picture patterns
- Wearing hats, hoods and / or sunglasses in the classroom
- Dog collars, metal studded accessories, chains.
- Ripped or torn clothing.

Gym/games clothing: Students must change for games into another top and pants/shorts and wear sports sneakers with adequate grip. Any body piercings must be removed or covered. Michael Park

School sports uniform required in Classes 6 – 10. **Sports uniform is compulsory for all students in sports teams.**

Footwear: Students must wear appropriate footwear at all times. For safety reasons, during woodwork, metalwork and gardening lessons shoes with closed toes must be worn. Jandals must not be worn at all.

Hair: Hair should be kept clean and tidy and off the face. Long hair must be tied back or held in place for safety reasons in practical lessons.

Lower School: No dyeing of hair except in natural (human hair) colours

High School: The use of hair gel is permitted and dyed hair in any colour is permitted from Class 10 up.

MAKEUP AND JEWELLERY

Lower School Jewellery: No jewellery allowed. Recommended analogue watch from class 3. and one stud / sleeper earring in each ear. No bracelets, bangles, rings, necklaces or dangling earrings.

High School Jewellery: Jewellery may be worn but, for safety reasons is not permitted during woodwork, craft, metalwork, gym lessons and camp and students will be asked to remove or cover them as required.

Makeup: In classes 1 – 7 makeup is not permitted. High School students are permitted to wear light, subtle makeup.

CONSEQUENCES FOR STUDENTS WHO DO NOT COMPLY WITH THE DRESS CODE

If a student arrives at school and is clearly in breach of the dress code, students will be given a warning and parents may be contacted and asked to bring a change of clothes, or to collect the student to rectify the problem. If inappropriate logos, pictures or wording on clothes is worn, students may be asked to wear the article of clothing inside out for that day. Further non-compliance will be dealt with according to student management procedures.

9. Attendance to school

Being present and punctual

- Being punctual and present to school and class are right habits for all our students. The school day for students starts at 8:30 a.m. prompt, therefore if you arrive after 8:30 a.m. you are late to school.
- If you arrive to school late, after 8:30 a.m., you must go to Reception and sign in using the tablet. This is a matter of health and safety, which includes your wellbeing, as well as that of your parents and the school.
- If you are late without a valid and verified reason, then expect us to speak with your parents/caregivers and you will catch-up learning time missed during your free time. Expect the same if you do not attend your timetabled classes and punctually.
- You are expected to attend school every school day, and for the whole school day, unless you have a valid reason for being absent. An attendance rate of less than 92% (set by the Ministry) is a cause for concern and will be followed up by your teachers.

What to do when you do not attend school

- If you are going to be absent from school, your parent/guardian must leave a message on the Reception answer phone before 8.30am to advise us of your absence and the reason for it.
- **We would prefer if your parent/guardian use School-Links as a means of contacting the school for absences or sickness.** Contact Reception for more information regarding School-Links.
- If you have been absent, we need an explanation from your parent/caregiver for the date/s you were absent. These can be sent to Reception or your kaitiaki. Again, School-Links is best. We also accept written and signed notes and emails.
- If you are absent for three or more consecutive days, your kaitiaki might request a medical certificate.
- checks to confirm you are present and where you should be.

Students leaving school during the school day

- All High School students wishing to leave during the school day must have written parental consent handed into Reception on the day. You may sign out using the tablet in Reception and then leave only after you have been seen at Reception by the person staffing Reception, who may also make a verification phone call. If you arrive at Reception and no staff member is present, then you must ring the bell and wait to be seen.
- If you become unwell during the day, then you are referred to Reception by a teacher who provides a note. If you have no note, then you will be sent back to class to get one.
- Class 12 are the only class of students allowed off-site, and only at lunchtime; they must sign out using the tablet in Reception. Students from class 8-11 are not allowed off-site and no staff member can grant them permission.

Holidays in term time

- Michael Park School requests families use school holidays, not term time, for family holidays as the Ministry of Education states non-attendance is truancy and it greatly affects student learning. Taking holidays in term time may also jeopardise your enrolment at Michael Park School.