

Absence and Lateness

Absence:

If your child is going to be absent or late for any reason, please notify the school by 8.30am using one of these methods:

- via the Musac Edge app (instructions below) for reporting whole or half day absences for illness or doctor/dentist appointments only.
- by phoning the main office on 09 579 3083 and pressing 1 for the absentee line.
- By emailing reception reception@michaelpark.school.nz

The absentee function on the app is only for whole/half day absences for illness or doctor/dentist appointments. This automatically marks the roll for us which speeds up our morning absentee checks. If you are reporting an absence for any other reason, i.e., running late, on holiday, or need to get a message to a student or teacher, please email reception@michaelpark.school.nz or phone the absentee line on 579 3083.

Please do not send time-critical messages to admin@ or to office staff emails as these might not be seen in time. If you are emailing the teacher about an absence, please also copy in reception@michaelpark.school.nz, as the teacher may not see your email in the morning. The reception email is checked regularly in the mornings by Brenda or whoever is covering reception.

Lateness:

Any student who arrives late to school (after 8:30 am) must sign in on the late register located at reception in the office.

Leaving School Grounds During School Hours:

If you are taking your child off school grounds during school hours, they must be signed out by a parent using the tablet at the office. For students in classes 1-4, a parent must sign out the student at the office. Students in classes 5-12 may sign themselves out but a note from a parent/caregiver must be produced with the reason for leaving. Class 12 have off-site lunch privileges and may sign themselves out during lunch only.

Medical Certificates:

Any student who is absent from school for 3 days or more is required to have a doctor's certificate.

Extended Absence:

Term dates are published many months in advance. Parents are discouraged from planning holidays and leave of absence during term time. The school does not formally approve nor decline leave for students to travel overseas.

Parents are asked to notify the Principal in writing should a situation arise where the family needs to take leave. Parents should also inform the Class teacher or Kaitiaki as appropriate and discuss what work – if any – may need to be undertaken while on leave or on return to school to ensure that a student's learning progress is not negatively impacted.

Michael Park School – How to access the edge portal

There are two ways to access the Caregivers Portal

Firstly, via the mobile edge app.

Download the app for your device. It is available for both Apple and Android devices and can be downloaded from the relevant stores.

Click on the below links to go directly to the app download page.



Google Play Store

<https://play.google.com/store/apps/details?id=io.musac.edge>



Apple Store <https://apps.apple.com/nz/app/musac-edge/id1174126289>



Once you have downloaded and installed the app the first screen you will see on the app is the following. This is where you set up your PIN. You will need enter your PIN twice to confirm it.

Once you have done so you will be presented with the login screen.

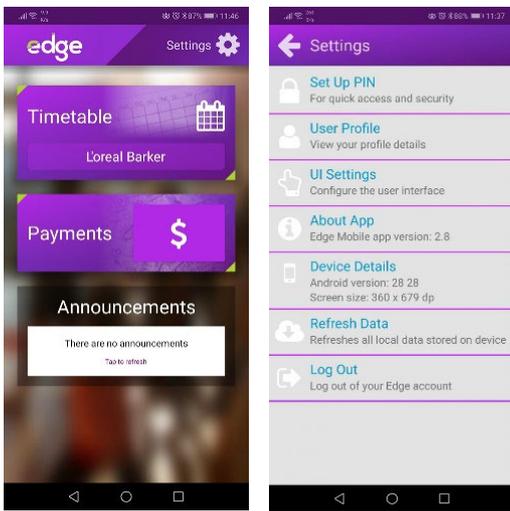


If your email address that we have on file is associated with a Google account or Facebook account you are able to click the button to the side to login.

Or you can select the 'Reset edge password'. This will email you a link to set up your password. The MUSAC email might go straight to you Junk or Spam account.

Follow those instructions to set it up, then return to the app.

These steps will only have to be done the first time you Log In. If you use the Log Out function in the app you will need to repeat the above steps.



Once you have logged in you will be presented with your Dashboard, and from here you can view your child/childrens data including (but not limited to) Attendance, Timetable and Reports.

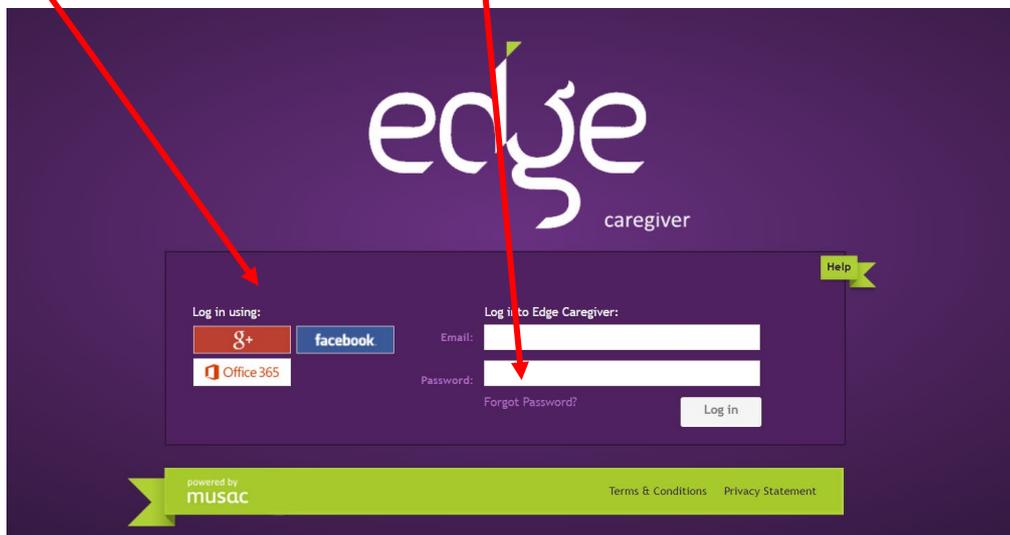
The Settings menu can be found in the top right corner. From there you can Change your PIN, View your Profile etc as well as log out of the Edge account (only necessary if you have multiple Edge accounts).

Secondly, via the following website link:

https://parent.edgelearning.co.nz/Loginpage_caregiver.aspx?returnurl=%2fcg%2fdashboard%2fmydashboard

If your email address that we have on file is associated with a Google, Facebook or Office 365 account, then you can click the buttons to the side to login.

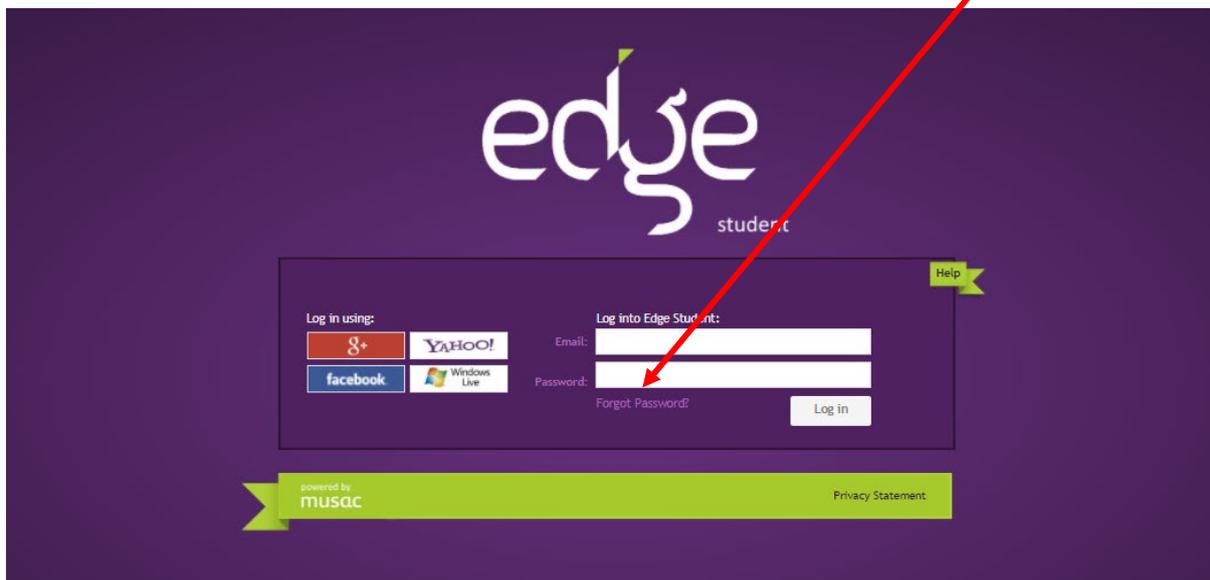
If your email address is not associated one of these accounts, then please type in your email address and select 'Forgot Password'. This will email you a link to set up your password. The MUSAC email might go straight to you Junk or Spam account. Follow those instructions to set it up, then return to the webpage.



To access the Portal for Students, please use the following link:

https://student.edgelearning.co.nz/Loginpage_student.aspx?returnurl=%2fs%2fdashboard%2fmydashboard

You are to login using your Michael Park School email address, once your email is typed in click Forgot Password. MUSAC will then send you an email to reset your password for the Portal.



To access your school email to find the new password for the Portal use the following link:

<https://www.office.com/>