Te Kura o Te Pāroa

Quick Links for Parents and Whānau

> If any of the links on this page are not active, your school doesn't have the topic/s.

I want to find out about...	Key policies and procedures
Alcohol and drugs	☑ **Alcohol, Drugs, and Other Harmful Substances Policy** and also **Student Breaches of the Alcohol, Drugs, and Other Harmful Substances Policy**.
Attendance	☑ **Student Attendance** – Parents must let school know if their child will be absent. The school follows up ongoing attendance issues.
Before and After School Supervision	☑ **Before and After School Supervision** – This topic sets out the time students can be on school grounds, and what time they are expected to be ready for class.
Behaviour (students)	☑ **Behaviour Management** – If you have concerns about an incident at school, please contact the school and the school will deal with the concern. **Harassment** and **Bullying** – Harassment and bullying behaviour by anyone is not tolerated at our school.
Personal Digital Devices	☑ **Personal Digital Devices** – This topic states the school's policy on digital devices at school.
Closing the school in an emergency	☑ **School Closure** – If the school needs to close in the event of extreme weather or a local emergency, it informs parents through its available communcation options.
Complaints	☑ **Concerns and Complaints** • We encourage open communication and prefer that parents come to us to talk through a problem. • Most complaints can be resolved **informally** by discussing the issue with the people concerned. • If informal processes don't resolve your concern or complaint, you can make a **formal** complaint.
Conduct (school community and visitors) Also see **Visitors** and **Volunteering at school** (below).	☑ **Community Conduct Expectations** – Parents, caregivers, and visitors to the school are expected to contribute to the health and safety of the school community. Unsuitable conduct is not tolerated at school.

Contacting the School (communication)	☑	**Communicating with Parents** – This comprehensive topic contains information about how the school communicates with parents.
COVID-19	☑	**COVID-19 Health Measures**
Digital Technology and Online Safety	☑	**Digital Technology and Online Safety** – This topic outlines the issues and challenges associated with our students being competent and confident users of digital technology, and focuses on the safety of students.
Donations and Fundraising	☑	**School Donations/Attendance Dues** – This topic links you to further topics that explain how our school sources additional funds, e.g. student activity payments, **sponsorship**, etc.
Planning and Preparing for Emergencies, Disasters, and Crises	☑	**Planning and Preparing for Emergencies, Disasters, and Crises** – This topic links you to further topics including **Evacuation**, **Emergency Kits and Supplies**, **School Closure**, and **Communication During an Emergency, Disaster, or Crisis**.
Enrolment	☑	**Enrolment**
EOTC (Education Outside the Classroom)	☑	**EOTC Communicating with Parents** – This topic contains important information about parental consent, risk disclosure, health information, and parent help.
	☑	**EOTC Parent Help** • Many EOTC activities could not take place without the help of parent volunteers. • The school's policies, such as privacy, child protection, smokefree, apply to parents helping with school events. • This topic provides general guidelines for parent helpers, and notes our school's position on police vetting.
Head lice	☑	**Head lice** – The school regularly reminds parents about checking for head lice (nits) and provides information about treating the problem.
Healthcare	☑	**Allergies** – We aim to provide a safe environment for students with allergies. Parents advise the school of any allergies their child has, and provide an action plan as necessary. **Asthma** – Parents should inform the school of their child's condition, update this information as necessary, and provide the necessary medication. **Communicating about Injuries and Illness** – We follow school processes for contacting parents/caregivers or emergency contacts about injuries and illness. **Infectious Diseases** – Students must stay away from school when they are unwell to stop illness from spreading. How long they should be home depends on their illness. *Remember to let school know the student will be absent.* **Medicines** – The school has a responsibility to ensure that school-held student medication is kept securely and taken appropriately.
Home Learning	☑	**Home Learning**
Learning Support	☑	**Learning Support** – The topics in this section explain how we support your child's learning needs, and who provides this support.

Privacy	☑	**Privacy** **Parents and the Privacy Act** **Publishing Student Information** **Sharing Images of Students** **Te Kura o Te Pāroa Student Information Consent Form**
Religious Instruction	☑	**Religious Instruction**
Separated parents, guardians, and care arrangements	☑	**Parent/Guardian Arrangements** • Parents are responsible for informing the school of the day-to-day care, pick-up, and contact arrangements in place for their child, whether agreed informally, recorded in an agreement, or provided for in court orders. • Parents and guardians have **rights** in relation to their child's education. • Any parent, guardian, or other person wishing to have contact with a student during school hours must follow the school's **Visitors** policy. • Our school uses the student's **surname** as provided at enrolment, unless advised otherwise.
Smoking	☑	**Smokefree and Vapefree** – Our school is smokefree and vapefree, all the time, no exceptions!
Sun policy	☑	**Sun Protection** – This topic outlines when our sun protection policy applies, and what this involves.
Vetting	☑	**EOTC Parent Help**, **Parent Involvement**
Visitors	☑	**Visitors** – This topic lets you know our expectations for when you visit school during school hours. We expect parents to use common sense and limit disruption to teaching and learning by only making contact or visits during breaks and lunchtime if possible.
Volunteering at school	☑	**Parent Involvement** – This topic contains guidelines for those wanting to help with school activities.

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Last review	Term 3 2020
Topic type	Core