



Dear Parents/Caregivers

We are writing to you to introduce ourselves: Ms Rachel Colquhoun, Year 9 Dean, and Mr John Bonneywell, Deputy Principal for Year 9 and 10. We would also like to take this opportunity to welcome you as parents of our Glenfield College Year 9 cohort in 2019, and to explain and emphasise some of the basic procedures and requirements that are expected throughout this school year.

Firstly we would like to extend an invitation to attend the **Year 9 Parents Information Evening on Thursday 14th February at 6.15pm** in the school library.

This is an opportunity to meet your child's Form Class teacher and other key staff and build a positive relationship between home and school.

Below is some information, expectations, routines, procedures for our students that may not be covered at the evening and are here as a reminder.

- The Form Class teacher is the first point of contact should you have any concerns or queries, so please feel free to contact them or ourselves if there are issues, difficulties or opportunities so we can then support as much as possible.
- Students are required to be punctual at school and must attend Form Class from 8.45am on Monday, Tuesday, Thursday and Friday and Period 1 at 9am on Wednesday
- If your son/daughter does not arrive at school for any reason, parents must notify the school by telephone, 09 441 9773 or by email – absences@gc.ac.nz on the morning of the absence. Students are to bring a note confirming the reason for their absence, on the day they return to school. This should be given to their Form Teacher. The Attendance Officer may accept emails from a parents' work email address, however notification from a home email address will still require a signed note.
- All requests for extended leave from school (three days or more) must be addressed in writing to the Principal in advance. Emailed requests should be sent to principal@gc.ac.nz.
- School Uniform: The school uniform is to be worn tidily and correctly, both at school and between home and school at all times. Hair must be clean and tidy, with long hair, both for boys and girls, tied back off the face, primarily for health & safety reasons. Hair must not be extreme in either style or colour. All hair ties, clips and ribbons must be plain black, white or red. Excesses of current fashions are not acceptable. Boys are to be clean-shaven. Boys and girls may also wear a small, plain gold or silver stud earring in the lobe of the ear. Non-regulation items, including jewellery, maybe confiscated. Tattoos, cultural or otherwise must not be visible.

· Homework Diaries – we are emphasizing the importance of the consistent use of the school Homework Diary in Year 9. Please make a regular check of the Homework Diary and sign it. It is an excellent tool for checking if your son/daughter is on task. As parents you can check if homework is being done or you may even write a note to the Form Class teacher.

We look forward to seeing you at the Year 9 Parent Information Evening on **Thursday 14th February at 6.15pm** in the College Library. This is a very important night where you can meet your child's Form Class teacher and gain information for 2019. We look forward to meeting you on this night and throughout the year, working together to help our students grow into aspirational, resilient, self-managing individuals who show true pride and respect for themselves and the College.

Yours sincerely

Rachel Colquhoun
Year 9 Dean

John Bonneywell
Deputy Principal

Paul McKinley
Principal