

# Parent Information



## **Emmanuel Christian School**

322a Sawyers Arms Road  
Bishopdale, Christchurch  
8053 New Zealand

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Email: [office@emmanuelchristian.school.nz](mailto:office@emmanuelchristian.school.nz)

Website:

<http://www.emmanuelchristian.school.nz>

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## Who's Who in 2026

### Principal

Mr Alistair McKinnon

[principal@emmanuelchristian.school.nz](mailto:principal@emmanuelchristian.school.nz)

### Deputy Principal Head of Primary

Simone Thomas

[simone@emmanuelchristian.school.nz](mailto:simone@emmanuelchristian.school.nz)

### Deputy Principal Head of Middle School

Tom Littlejohn

[tom@emmanuelchristian.school.nz](mailto:tom@emmanuelchristian.school.nz)

## School Office Information

### Office Hours

8.30am – 3.30pm during term time

### Telephone

03 359 3595

### Address

322a Sawyers Arms Road, Bishopdale, Christchurch 8053

### Email

[office@emmanuelchristian.school.nz](mailto:office@emmanuelchristian.school.nz)

### Facebook

ECS Parents Group - <https://www.facebook.com/groups/2451643315112761>  
ECS School Page -

<https://www.facebook.com/EmmanuelChristianSchoolCHCH/>

### Instagram

Search for "Emmanuel Christian School"

## Office Staff

### Office Administrator

Mrs Erika Brand

Mrs Louise Morrison

Mrs Susie Cant

## School hours

**Start of Day:** 8:50am class roll call

**Interval:** 10:40 am – 11:00am

**Lunch:** 12:30pm – 1:15pm

**End of Day:** 2.45pm for all students

## Term Dates 2026

**Term 1** 28 January - 2 April

**Term 2** 20 April - 3 July

**Term 3** 20 July - 25 September

**Term 4** 12 October - 11 December

### Teacher Only Days:

26 and 27 January

29 May, 16 November

## Introduction

The purpose of this handbook is to provide parents and students with information relating to our school that might be useful at different times during and after enrolment. It is hoped that most of your queries can be answered by reading the appropriate section in this handbook. Please do contact the school if you have further questions and they are not answered in this book.

At Emmanuel Christian School, we encourage and welcome contact between the home and school so please do not hesitate to contact us by phone, e-mail, or in person. This handbook is not designed to replace personal contact.

## Absence from School

If your child is going to be away from school, please inform the school prior to the event or in the case of sudden illness, bereavement etc. ring the school office prior to 8:50am and talk to our friendly reception staff or submit an absence via the KiwiSchools Connect App. Absences are checked against classroom lists and parents will be sent a message if we have not heard from you. Should a child be absent for more than one day please notify the school each morning unless you are able to tell us in advance of the length of time your child will be away.

If you are intending to withdraw your child from school for any extended period of time, or on a regular basis, please inform the Office, in writing, prior to your departure.

## After School Care

We do not have a before or after school care programme at the school however there is a local programme called SKIDS which several families use for after school care. Please note that children may be dropped off at school from 8.20am and must be collected from school by 3.05pm.

## App (Kiwischools Connect App)

One of the ways we communicate with parents is via our School App. The school App can be used to:

- View newsletters
- Provide absence information
- Access the school calendar
- Receive notifications about cancellations and other important information is now available

We would encourage you to download this app.

To download the app please go to the App/Play store and search for **KiwiSchools Connect**. Once downloaded you can select Emmanuel Christian School.

Or click on this link: [KiwiSchools Connect](#)

## Assembly

Assemblies are held on Tuesdays and Fridays. The Year 1-6 assembly takes place on a Friday and begins at 9:00am. The Year 7-10 assembly is held on a Tuesday at 9:00am.

We begin each assembly with praise and worship. We commit the week to the Lord and talk about any important events coming up. Parents and visitors are welcome to attend any of the assemblies.

## Attendance Dues, Activity Fees and Voluntary Donation

Attendance Dues, Activity Fees and the Voluntary Donation are three types of payment to the school.

**Attendance Dues** are payable to the Emmanuel Proprietor Trust for the provision of and maintenance of school property (Buildings). **Attendance dues are compulsory fees.**

The **Voluntary Special Character Donation** is a voluntary payment made to the Emmanuel Proprietor Trust. This money is used to provide resources and staff professional development directly related to the School's Christian Character. This is not funded by the government and allows us to develop this critical component of the school. The Emmanuel Proprietor Trust will issue an annual tax receipt for any donations made.

**School Activity Donation** the Board of Trustees requests an annual activities donation. This is used to support activities such as: swimming lessons, transport, class trips and activities. The Board of Trustees will issue a tax receipt for donations made. \*PLEASE NOTE: optional activities such as joining a sports team may incur additional charges, these are communicated in advance. The school replaces books and items on an as needed basis and charges these to the school account.

### Emmanuel Proprietor Trust (EPT Account)

06-0821-0611597-00

<b>Compulsory Attendance Dues</b>	\$1,400.00	Per annum per child (\$50 prompt payment discount if paid in full by 31 March)
<b>Voluntary Special Character donation</b>	\$300 (1st child at the school)	Per annum per child

\$250 (2nd child at the school)

\$150 (3rd child at the school)

## **School Activity Donation and extra charges (School Account) 06-0821-0208431-00**

**Voluntary Activity Donation**                      \$90                      Per annum per child

### **Bank Accounts**

- Attendance dues (compulsory) & Special Character donation (voluntary) are paid to the Emmanuel Proprietor Trust account: **06-0821-0611597-00**
- School Activity donations (voluntary) and activity/stationery charges (user pays basis) to the Emmanuel Christian School account **06-0821-0208431-00**

## **ECS Way**

The Emmanuel Christian School Way promotes:

**E = Excellence**

**C = Christ-like Character**

**S = Service**

**W = Wisdom**

**Excellence** - So whether you eat or drink or whatever you do, do it all for the glory of God. - *1 Corinthians 10: 31*

**Christ-like-Character** - But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. - *Galatians 5: 22-23*

**Service** - Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others. - *Philippians 2:3*

**Wisdom** - The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is insight. - *Proverbs 9:10*

## **Board of Trustees**

The Board of Trustees is elected by the parents to govern the school. The current Board is elected on an 18-month cycle, i.e. half the BoT stand for re-election every 18 months. Anyone can attend a Board of Trustees meeting, the dates of these are published on the school calendar.

## **Bicycles / Scooters**

Many children commute to school on bicycles and scooters. We think that students from Year 4 up (eight years or older) represent the minimum age at which bicycles or scooters should be ridden to school. Bicycles and scooters are kept in the bike racks. On arrival at school, scooters and bikes should be walked in from the letterbox at the road entrance. Locking bikes and scooters is recommended.

## Money / Valuable Items

If students bring money to school, they are encouraged to hand it in at the office at the start of the day to be collected when needed. Money should not be left in bags or desks.

## BYOD (bring your own device)

The school allows students in Years 7-10 to bring their own laptop to school. Device recommendations can be provided by the Deputy Principal Middle School. BYOD is not compulsory, as the school will continue to ensure all students have equitable access to appropriate electronic devices. Parents interested in joining the BYOD programme should make contact with the Deputy Principal Middle School to discuss the options.

## Calendar

All activities are generally promoted in the weekly email newsletter and specific classroom events through the classroom newsletter. The term calendar is available to be viewed at any time through the Emmanuel Christian School website.

## The School Day

School begins at 8.50am and ends at 2.45pm.

We appreciate parents' efforts in getting students to school at a good time in the morning. Arriving late is disruptive for the child, the class and the teacher. Arriving between 8.20am and 8.40am gives the student plenty of time to catch up with friends, hang up their school bag, hand in any notices and be in class ready to start at 8.50am.

For your child's safety please ensure they arrive no earlier than 8.20am and have been picked up by 3.05pm. We cannot guarantee supervision at school outside those times.

## Car Parking

Parking is at a premium at Emmanuel Christian School. Parents may use the main car park or the Papanui Club carpark. Children are to cross the car parks only under strict adult supervision. When exiting the school onto Sawyers Arms Road, **turn left ONLY** to avoid lengthy delays at peak times.

When exiting the Papanui Club onto Sawyers Arms Road please be aware you **must stop** before the footpath then slowly move forward to the road.

## Cell phones / iPods and Electronic Equipment

We understand that many students have activities after school and cell phones are a useful tool for contacting home. Cell phones may be brought to school but may not be used during the day\*. If used, the cell phone will be confiscated and must be physically collected by the student's parent. The school will not spend any time looking for cell phones or ipods brought to school that are lost or damaged.

**\*Exception: Cell phones may be used at school when a teacher specifically allows them to be used for a specific purpose. All other use is prohibited.** Students must not bring ipods, video or listening devices or

similar to school unless specifically asked to do so for educational purposes.

## **Careers**

Year 7-10 students are introduced to careers education as part of the school's requirements under the Education Act. Students are given opportunities to start thinking about a range of different careers. They are exposed to online activities, visits to workplaces, and involved in general discussion about the education requirement for many careers.

## **Collecting / Returning children**

When a parent collects a child or returns a child during school hours, the child must be signed in/out by the parent at the school office. This is important as we need to keep an accurate track of our children in case of an emergency.

## **Children late to school**

Should a child arrive at school late i.e. after 8.50am, the child will need to come through the office to sign in. This ensures that children are entered onto the school roll. When signing in, children are asked for a reason for being late. (This is a Ministry of Education requirement). A late slip will be issued to the child and this will be taken to class. ECS is legally required to pass on details of children who are consistently late to the school's truancy officer for formal follow up.

## **Concerns / Complaints**

From time-to-time parents may have concerns about issues that occur at school. Where there is a concern, please talk with your child's classroom teacher as soon as possible in the first instance. Early intervention and discussion is the most effective way to find a satisfactory solution. To be able to work as a Christian community, the school must have ways of dealing with complaints. The Bible exhorts us to "make every effort to live at peace with all men". It also gives principles and means of reconciliation when differences arise. (Heb 12:14; Matt 5:23,24; Matt 7:5; Matt 18:15-17; Cor 2:8)

Where the classroom teacher cannot provide a satisfactory solution, contact can be made with one of the Deputy Principal's and then the Principal. If this still does not allow the complaint to be resolved the next port of contact is the Board of Trustees

## **Dental Clinic / Services**

School dental services are located at Northcote School Dental Clinic, Tuckers Road. Please contact Northcote School on 0800 846 983 if dental care is required. Some parents choose to use their own dentist. The mobile dental service visits our school each year and a school notice is issued prior to their arrival.

## **Education Outside the Classroom (EOTC)**

The term "EOTC" is usually used to refer to school camps but it includes any trip outside the school gate. For all trips the level of "risk" that a child or group may be exposed to i.e. water hazards, potential of injury etc. is assessed and teachers are required to provide a "risk analysis" prior to the trip-taking place.

For trips out of school parents are notified in advance and permission is sought. Common EOTC activities are (but not restricted to) winter sport, camps, zone athletics, visits to zoos, beaches, council facilities etc.

## Emergencies

Fire and Earthquake: In the event of an emergency, a warning bell is sounded continuously. All personnel are to gather on the field. Emergency evacuations are practiced regularly.

## Enrolment and Preference families

Emmanuel Christian School is a State Integrated School under the Education and Training Act (2020) (formally the Private Schools Conditional Integration Act (PSCIA)). The act requires that a Proprietor define a 'preference applicant'. A 'preference applicant' is a family, which, in the opinion of the Emmanuel Proprietor Trust, has established a particular connection with the school through membership of a Christian Church whose beliefs are consistent with those of the Statement of Faith as defined within the Special Character of the School. (Integration Deed of Agreement, Clause 21(a)). The school is permitted to enrol up to five percent (5%) non-preference students at any one time.

## Enrolment during the year

Parents from all age groups from Year 1 to Year 10 are welcome to approach the school at any time to inquire about places that may be available in certain year groups after the enrolment application closure in August. Parents may have to relocate through job transfers etc., and places sometimes become available at different times during the school year. Enrolment applications are to be done online via the Emmanuel Christian School website.

## Enrolment /Withdrawals

An enrolment scheme exists for prospective students at Emmanuel Christian School. We have a waiting list in some year groups for entry to the school. This means all children, including pre-school siblings of current pupils, need to go through the enrolment process within the time frame of the 'enrolment season' as detailed above. Enrolments usually close in mid August each year. The online Enrolment application form is available on the school's website. Parents may move to other cities and a withdrawal from school is required. One term's notice for withdrawal should be provided to the principal in writing.

## Enrolment Scheme (Priority in Enrolment)

Applications for enrolment will be processed in the following order of priority:

**First Priority** will be given to preference applicants for whom the school is reasonably convenient. If the number of first priority applicants exceeds the school's maximum roll then criteria for selection will be based, in sequence, from the second priority through to the eighth priority.

**Second Priority** will be given to preference applicants who are parents of current pupils.

**Third Priority** will be given to preference applicants who are parents of former pupils.

**Fourth Priority** will be given to preference applicants who are current permanent Board employees (half

time or greater), Board of Trustee members, Board of Proprietor members, members of the Emmanuel Proprietor Trust for three years or longer.

**Fifth Priority** will be given to preference applicants from another Network School [Note 3] who have moved into the inner zone of this school [Note 2].

**Sixth Priority** will be given to preference applicants from the school's inner zone

- Whose children have attended Christian schools or pre-schools for one year or longer;
- Whose children have been home-schooled;
- Whose children previously attended the school; or
- Who have become preference applicants subsequent to their children starting at a state school

**Seventh Priority** will be given to all other preference applicants from the school's inner zone. At this level, priority in enrolment will be given to those who meet one or more of the following criteria:

- Enrolment is sought at the new entrant level
- Enrolment is sought at a year level where a place is available

**Eighth priority** will be given to preference applicants from outside the inner zone but for whom the school is reasonably convenient as defined in Note 1. Priority in enrolment will be given according to the criteria in the seventh priority.

**Ninth Priority** will be given to non-preference applicants. Non-preference pupils will be enrolled only if: Enrolment places remain after all preference pupils have been enrolled; and in doing so will not cause the school to exceed the number of non-preference pupils allowed in its integration agreement, which is 5%.

Priority in enrolment among **non-preference applicants** will be given to applicants who meet one or more of the following criteria:

- who are parents of current pupils;
- enrolment is sought at new entrant level;
- enrolment is sought at a year level where there is space in the class at that time;

If there are more applicants in any one priority grouping from two to nine than places available, those who have had an application lodged on time will have precedence. The remaining places will be allocated by ballot. Unsuccessful applicants will have their names recorded on a waiting list, within their relevant priority category, ranked in the order in which they were drawn in the ballot. The waiting list will remain current until the board next notifies the public that it is inviting applications for the next enrolment intake.

## Enrolment Notes

**[Note 1] Area of reasonable convenience (Outer Zone)** - The area bounded by the Rakaia River in the south, the Canterbury/Westland boundary along the Southern Alps in the west, Hurunui River to the North, and the Pacific Ocean to the east.

**[Note 2] Inner Zone** - The area bounded by Hawke Street, New Brighton Road, Shirley Road, Hills Road, Whitmore Street, Bealey Avenue, Carlton Mill Road, Rossall Street, Strowan Road, Wairakei Road,

Grahams Road, Memorial Avenue, Russley Road, McLeans Island Road, Haul Road, Waimakariri River, East coastline from Waimakariri River mouth south to opposite the intersection of Hawke Street and Marine Parade.

**[Note 3] Network School** - A school belonging to the Christchurch Christian Schools Network (CSN). CSN schools at the time of writing are: Emmanuel Christian School, Hillview Christian School, Middleton Grange School, Rangiora New Life School, Rolleston Christian School and Aidanfield Christian School.

## Every day Contact

School Office phone: (03) 359 3595

School Office email: [office@emmanuelchristian.school.nz](mailto:office@emmanuelchristian.school.nz)

For emergencies not related to school dial 111

## Facebook

The school has a Facebook page which is used to show students in action and school activities. Whilst the Facebook page will be used to provide information to parents, the school website should be checked as the prime information point.

There is also a [Facebook Group](#) titled 'Emmanuel Christian School Chch NZ - Parents Group' which is a private group for parents and caregivers only and is a place to buy and sell second-hand uniform, ask questions and share information for example carpooling, fundraising, confirming information for sports days etc.

## First Aid and Emergency Help

Minor first aid is administered at school and this includes secure storage and administering of medicine by the school on behalf of the parents e.g. asthma inhalers, creams, epi-pens, etc. All administration staff are qualified first aiders. The school maintains a record of major accidents in the school's accident register. Parents are contacted when their child is injured and may need to see the doctor or becomes unwell and needs to be taken home. In emergencies an ambulance is contacted.

## Fundraising

Fundraising is often undertaken by groups in the school who are going on a camp or partaking in other activities with their class. Classes may fundraise on a limited basis, e.g. sausage sizzles. Approval for fundraising activities must be obtained from the Principal prior to starting. The school also has a fundraising committee which operates to raise funds to support larger projects. Everyone is welcome to be part of the fundraising committee. Please speak to the office staff and they will happily put you in touch with someone on the committee.

## Grants and Gifts

Occasionally, parents, businesses and families who have a close association with the school choose to give grants or donations. Donations are often gifted for a specific purpose e.g. for the purchase of books, technology or to assist other students and families with uniform and fees. We would be most grateful if you or your business would be in a position to assist with a donation or grant. Prior to giving a gift or

grant, please feel free to discuss the matter with the Principal. Anonymous donations are welcome.

## **Health Nurse**

The school has access to a visiting public health nurse. The health nurse advises us on any number of regional health issues that may have an effect on schools and families e.g. whooping cough, flu, scabies, school sores, nits, health and nutrition. Families are welcome to make confidential contact with the school health nurse. The health nurse allocated to Emmanuel Christian School may be contacted on 03-383 6877. The health nurse is employed by the Canterbury District Health Board.

## **Hair / Make-up / Jewellery**

**Hair** - Shoulder length or longer must be tied back with either a blue, black or red hair tie or ribbon. Bold or unnatural colours / streaks in hair etc. are not permitted.

**Make-up** - Makeup is not to be worn by students in Years 1-6. This includes nail polish (other than clear unseen nail polish).

Years 7-10 may wear skin coloured lipstick, skin coloured facial makeup etc., excessive make-up usage will result in the students being sent to the office for make-up removal.

**Jewellery** - One plain stud or sleeper (gold or silver) in each ear, a watch, a single necklace or pounamu are the only jewellery items that may be worn. Bangles, rings, ankle bracelets and other items of jewellery or adornment are not permitted.

## **Harassment (Bullying)**

To ensure that students are able to learn, progress and achieve, the school must keep students and staff physically and emotionally safe. Harassment of others (commonly called bullying) in any form is unacceptable at Emmanuel Christian School. The school has procedures in place to deal with those identified as bullies. If parents have any concern regarding their children, please make early contact with the classroom teacher. The children, in turn, are also encouraged to let their classroom teacher know of any harassment as soon as possible. The sooner the school hears about the problem; the sooner we can deal with it. The school runs an anti-bullying and well-being programme each year for all ages.

## **Homework**

Homework is issued to reinforce classroom teaching and learning. It is to encourage children to take responsibility for their own education and progress. It provides an opportunity for parental involvement with their child's learning. Our expectation is that children will spend from 10 to 30 minutes each night on homework, depending on their age. The classroom teacher issues homework in accordance with the school's policy and teachers ensure that students are not overloaded at any one time. If you have any queries about homework, contact your child's classroom teacher.

## **House System**

The school runs a house system. Students are allocated to a house that has at least two teachers in charge. The teachers and students stay in the same house while at Emmanuel Christian School. Each house has two elected or appointed student leaders that can be identified as they wear house leader badges. These students are given responsibility under guidance from the house teachers to motivate,

organise and lead the house during a range of school competitions e.g. school sports, tabloid sports etc. Students are taught about “being a good sport” and “playing fairly”. A shield will be awarded at the end of the year to the house with the most points gathered at the school. Points may be earned by participating in various house events that occur throughout the year.

### Houses:

Tika (Blue) - Truth - Jesus said, “I am the way, the truth and the life.” - *John 14:6*

Aroha (Red) - Love - Love one another - *John 13:34*

Piripono (Yellow) - Faith - We live by faith, not by sight. - *2 Corinthians 5:7*

Tūmanako (Green) - Hope - My hope comes from the Lord - *Psalms 62:5*

## Itinerant Music Lessons

Emmanuel Christian School offers a range of instrument tuition with experienced passionate itinerant music teachers. Currently they offer tuition in drums, strings (violin, viola, cello), guitar, ukulele, piano, wind instruments (flute, saxophone, clarinet), brass instruments (trumpet, horn, trombone).

Cost and instrument hire: All lessons are taught by private arrangement at school. Parents pay tutors directly, and you will be informed before lessons commence what the cost is and how payment is to be made. Overall, tutors charge similar hourly rates, but charges will vary depending on the length of lessons and whether they are individual, in pairs or groups. You can discuss this with the tutor after making initial contact. Tutors may also be able to offer you instrument hire or will be able to suggest where you can hire an instrument. If your child is interested in learning an instrument in 2026, please contact the itinerant music tutors directly (contact details below).

### ECS Itinerant Music Tutors Contact Information

<b>Liam Dodge</b>	Drums	office@monstermusic.nz
<b>Maree Parr</b>	Flute	mareeparr@gmail.com 027 658 7177
<b>Anne Robinson and Janet Cubey (CSM)</b>	Strings Violin, Viola, Cello	annejohnrobinson@gmail.com
<b>Linden Cunninghame</b>	Guitar, Ukulele	office@monstermusic.nz
<b>Haram Lee</b>	Piano	hrhorn@hotmail.com
<b>Adrian Dalton</b>	Brass - Trumpet, Trombone, Horn	chchchooba@y7mail.com

## Kiwifruit Allergy

Some of our students have a serious allergy to Kiwifruit which can cause anaphylaxis. Anaphylaxis is the most severe form of allergic reaction, resulting in loss of consciousness and/or breathing and in worst case scenarios, death, if they do not receive medical attention in time.

We are aware that Kiwifruit juice can easily be transferred from the tables and childrens’ hands onto chairs and resources and this puts our friend at risk.

We are asking for all families to please respect and understand the seriousness of this and ask that

kiwifruit is **not included** in lunches or morning tea food. This is to keep everyone safe, especially our young students. Thank you for your support.

## Learning Support

Some of our children need extra support to enable them to achieve. At Emmanuel Christian School we fund a range of additional supports for our children. These are based on the needs of individuals and groups. We also have access to Ministry of Education professional support that may be required from time to time. If you feel your child has a particular learning need, have a chat with your child's classroom teacher. They are in the best position in the classroom environment to discuss the needs of your child. Further support is available and your classroom teacher will help should your child need additional assistance.

## Lost Property

Finding clothing without a name on it is a common experience and it would be much easier for both staff and parents if all items of clothing were named with the owner's name – not someone else's. This would enable a quick and easy return. Parents are urged to name clothing either with a label or in permanent ink somewhere on the inside of the garment.

Clothing that is found without a name is kept in the lost property area outside K5 in the Office hallway, in the Middle School Foyer and in classrooms. Parents are encouraged to check the boxes to see if clothing has been lost. Unclaimed items at the end of each term are donated or discarded.

## Leaving school during the day

Students are not permitted to leave the grounds during the day for any reason other than when a parent or guardian comes to collect them. In each case the child and parent must report to the school office and sign-out. This is to ensure that we know who is on site in the event of an emergency.

## Library / Books

On enrolment students are automatically enrolled in the school library. Books are issued for home reading and expected to be returned on time. Lost or damaged books are charged against the child's account at replacement cost.

## Lunch Orders

Our school is now using **Ezlunch**, part of the Kindo platform, for all online lunch orders (Ezlunch has taken over Luncheonline who we had previously been using).

Ezlunch offers a simple, mobile-friendly way for families to order fresh, tasty lunches from the same local providers you already know and love (**Sushi Factory** on Wednesdays and **Subway** on Thursdays).

The ordering process is quick, payments are secure, and delivery to school is reliable and easy.

Parents can order using the Kindo app (iPhone and Android) and choose from a range of convenient payment options including card, bank transfer, Google Pay, Apple Pay and more. The system also includes helpful allergen alerts and automated reminders, so no one misses out on lunch day.

## **Medication / Prescriptions**

When a child is enrolled, parents are asked to provide information on any medication that the student may be required to take. The school should be advised through the office if there is a change or any new medication required.

If your child may have need of medication at school we ask that you bring this to the Office in a clear plastic container and we will keep this in our sickbay to have on hand for when your child needs it.

The type of medications we are referring to are: asthma inhaler (and spacer), allergy medication (for hay fever or other allergies), epi-pen, skin cream (for skin allergy/rash) etc.

If you already keep spare medication at school please pop in to the Office every quarter to check that the medication has not expired and that the recommended dosage on the label is still correct for your child's weight (and that this is written on the label). Keeping medications up to date is the parent's responsibility.

If your child has a short-term health concern and requires prescription medicine (such as antibiotics) to be administered while they are at school please send this to the Office in a labeled container or plastic bag along with a medicine cup or spoon.

## **Music**

The school has a vibrant music programme run by Mrs Naomi Langford. She teaches music to classes on a weekly basis and also directs the school choirs, orchestra, band, as well as a range of performances/concerts and the school production.

We also have a number of itinerant music tutors who come into the school to teach a variety of instruments. Currently we have tutors who offer lessons in violin, cello, piano, guitar, ukulele, drums, brass and woodwind. To inquire about itinerant music lessons please email the tutor directly (see Itinerant Music).

## **New Entrants (See Enrolments)**

Every year and during the year, we have new entrant children joining our school. For many children starting school it is a big thing and nerves and shyness can sometimes slow the child's adjustment to the new routine. We encourage all new parents to spend time talking with the new entrant teacher. Parents are also encouraged to bring their child to school for a number of pre-visits prior to starting full time. This helps the child become familiar with their new environment and smooth the transition into school for both child and parent. The new entrant teacher will make contact with parents prior to starting school to arrange a number of pre-visits for their children.

## **Newsletter/Notices**

An email newsletter is published every Friday which includes important information regarding different events happening within the school. Class teachers will regularly send home notices.

## **Nuts/Peanut Allergy**

Some of our students have a serious allergy to Nuts or Peanuts which can cause anaphylaxis. Anaphylaxis

is the most severe form of allergic reaction, resulting in loss of consciousness and/or breathing and in worst case scenarios, death, if they do not receive medical attention in time.

We are asking for all families to please respect and understand the seriousness of this and ask that nuts and peanuts are not included in lunches or morning tea food. This is to keep everyone safe, especially our young students. Thank you for your support.

## **Office Hours**

The school office is staffed from 8.30am to 3.30pm daily. Messages may be left on the answer phone outside of school hours and they will be cleared each morning and during the day.

## **Parental involvement**

We welcome parental involvement at school. Parents can assist at sports days, in the class, with fundraising, gardening and in many other ways. If you have time to offer, please talk to your child's classroom teacher.

## **Principal / Deputy Principal classroom visits and visitors**

When the Principal or Deputy Principal enters a class during the day (often with visitors), the class is expected to stand and greet the Principal / Deputy Principal/ Visitors and then wait to be seated.

## **Reporting to Parents**

At Emmanuel Christian School we have an open door policy to all members of our school community. Staff members value the contact we have with parents both formally and informally. Please feel free to contact your classroom teacher by email or telephone. We report to parents in a number of ways: newsletters, conversations with the parent and classroom teacher, during sports and cultural activities, information sessions / evenings, through sample books, written reports, class notices, newspapers, website and email.

During the school year we have a number of formal meetings with parents and send out reports. The following is a schedule of our formal reporting process:

Parent Teacher conferences are scheduled during the year. We also provide written reports to parents.

Year 1-2 Students: Written reports and conferences are scheduled after each 6 months of schooling. The exact timing of these depends on when the child started school during the year. They also receive an end of year written report.

Year 3-10 Students receive written reports at the end of Term 2 and 4

## **Representing the School**

Students will have the opportunity to represent the school culturally, academically or on the sports field during the school year. Every student is expected to and has the responsibility to 'earn the right' to represent the school. 'Earning of this right' is based on good behaviour and continually trying to do their best in all they do with a focus on academic progress and achievement. Students who exhibit poor behaviour and avoid their academic and social responsibilities may be refused the opportunity to

participate in these extra curricula and co-curricular events.

## School Closures

If it is necessary to make an emergency closure of the school, the Principal will make the decision in consultation with the Board of Trustees chairperson.

**Closure notices** are made as follows:

**Text / Email:** A text and email will be sent to parents advising of school closure. Please ensure that all cellular phone numbers and email addresses are up-to-date at the school office. Please make sure that the office is informed of any changes.

**Website / Telephone:** A notice will be placed on the school's website and Facebook page.

**Staff contact:** Where time allows your child's classroom teacher will telephone and advise you of school closure with any relevant information. If school starts before the closure, parents will then be contacted via text or email and as a backup, a notification will be put on the school's website.

**Major Disaster:** In the case of major disasters, telephone lines and communications are often unavailable. Children will be kept at school under staff supervision until parents are able to collect them. In the rare occasion that a parent cannot collect their children they will be taken home with a teacher or another family. The school will make every attempt to contact the parents to advise them where their children have been taken. A sign will be posted on the school gate with the school's emergency contact details.

## Sick or feeling unwell at school?

Students should speak to their classroom teacher (or to the duty teacher during break time), if they are feeling unwell. Children will then be sent to the sick bay and assessed by office staff who are first aid trained. Where necessary, parents will be contacted and children may be taken home. In the interests of other students, students who are unwell at home should not be sent to school. If a child has been vomiting, has diarrhea or similar symptoms the child may return to school 48 hours after all symptoms have passed. For other illnesses such as Chickenpox, head lice etc. the stand-down time will differ, please contact the school office for further information.

## Smoking / Alcohol / Vaping

Our school is a Non-Smoking Non-Alcohol school. Smoking (this includes vaping) and consumption of alcohol is not permitted on the school grounds at any time by any person.

## Sports

The school provides a wide range of sporting activities for children. These range from planned classroom physical education (PE) and health activities, Swimming sports, Athletics, Duathlon and Cross Country events, Tabloid sports to entering teams into the winter sports competitions at Hagley Park during Terms 2 and 3. The school issues sports uniforms for some sports which may include Netball, Basketball and Volleyball otherwise the school PE uniform is used for all sports including Football (Soccer) and Hockey.

Sport socks (requirement for Football and Hockey teams) are available to purchase at Mainland Uniforms (Wairakei Road). School PE uniforms must be worn by students at interschool cross country and athletics events. All students from Year 4 up require a sport PE uniform. It is optional for students in Year 3 and below.

## **Stationery**

A stationery list is sent home at the end of Term 4 with the End of Year reports. Stationery items are needed for the start of the year on the first day of school. Stationery lists are also posted on the school's website. During the school year where a child uses up a book or depletes some stationery, a replacement is provided by the school and charged to the student's school account.

An email will be sent to parents of new students before the end of Term 4 containing important information, including the Parent Handbook, stationery list and uniform requirements.

Ready-packed stationery packs will be available for New Entrant students to purchase from the Office on the first day of school.

## **Struggling financially with the school's requests?**

We are aware that at times meeting financial payments can be difficult, where this is the case parents are encouraged to contact the school to ask for either a time extension for payment or for financial assistance that the school may be able to provide on a limited basis. Anyone needing help should contact the Principal for a confidential discussion.

## **Student Leadership**

The whole school benefits from organised student involvement in activities and decision making at school. The Student Council has an important role in providing leadership opportunities in school activities through service and to involve children in class and school communication processes. The Middle School Leadership team has a particular responsibility to ensure that, through leadership activities and service, the emphasis is to promote the Special Christian Character of the school.

There are many leadership opportunities open to students at Emmanuel Christian School and some of these are: equipment monitors, peer tutors, school council leaders, house leaders, and sports captains. Each year students who are house leaders are invited to attend one or a number of leadership programmes such as the Christian Schools Leadership conference. This is usually held mid-year on a two yearly cycle. Camps for senior students have a specific focus on leadership development.

## **Sunhats**

The school has a role in educating students on the dangers of unprotected exposure to the sun's rays. In New Zealand ultraviolet radiation is at its peak from October to March, especially between 11am-4pm. All students in Years 1-8 are required to wear the official school wide brimmed sunhats when outdoors. We have a rule of "No hat No play" and there are no exceptions to this rule. Students who do not have hats are seated in a shaded area of the school during break and lunch times. Hats are available for purchase from the school office.

## **Sweets / Lollies**

The school strongly advises parents not to send children to school with sweets, lollies or similar confectionery items. This includes all forms of energy drinks, coke, lemonade etc. Water and healthy snacks are the preferred options.

## **Swimming**

Year 1-6 students are given swimming instruction for ten sessions over two weeks during school time. This includes bus transport to and from the pools. The timetable and travel arrangements are advertised in the school newsletters. Parents are welcome to attend by meeting at the pools and observing. Parent help is always welcome.

## **School Trips / Performances**

During the course of the school year there are opportunities for students to participate in trips and performances. Most of the trips and performances are at no extra cost to the parents. Camps are charged at full cost, less any fundraising undertaken by parents / students. The classroom teacher or person in charge of the event will let you know in advance of any costs that will be associated with an event.

## **Uniform**

Summer Uniform is worn in Terms 1 and 4 and Winter Uniform is worn in Terms 2 and 3.

Our supplier is Mainland Uniforms, Wairakei Road. Uniforms can also be purchased in-store and online through the Mainland Uniforms website.

For the Junior Uniform Year 1-6

<https://www.mainlanduniforms.nz/23-emmanuel-christian-school>

For the Senior Uniform Year 7-10

<https://www.mainlanduniforms.nz/en/222-emmanuel-christian-school-y7-y10>

Sports uniforms (PE uniforms) are compulsory for Years 4-10. The sports uniform is not required for younger students but is optional. Each Friday Year 4-6 students may attend school all day in compulsory PE uniform. Sports style shoes are worn with the Sport/PE uniform. In winter a pair of plain navy track pants can be worn.

Second hand uniforms can be bought and sold through the Emmanuel Christian School Parents Facebook group (<https://www.facebook.com/groups/2451643315112761>).

Blazers are optional and can be worn by the Year 9 and 10 students. These are ordered through the school.

Shoes must be black leather or leather-look.

When any shoes are purchased through The Athlete's Foot (Papanui or Riccarton) the school will receive \$10 through their School Rewards Programme. This applies to shoes for the whole family across The Athlete's Foot range of school, sports, work and casual shoes.

Please let your extended family and friends know that every purchase supports our school. All they need to do is to say, "please can you link this purchase to Emmanuel Christian School."

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