

IMPORTANT INFORMATION FOR RHS FAMILIES

Absentees/Attendance

If your child is going to be **LATE** or **ABSENT** from school please ensure you either send an email to absences@rhs.school.nz or phone the school 8540541 and press 1, state clearly your child's name and advisory class, reason for the absence and the number of days they will be absent or notify use using the KAMAR APP. If your child is absent for three or more days we **MUST** have a medical certificate. Please **DO NOT** email your child's advisor re:absences.

Students who have been marked absent from class without an explanation from parents/caregivers will be marked with a 'T' for Truant.

If your child is late for school or class with no justified reason from parent/caregiver they will be marked with an 'L' for Late. They **MUST** sign in at Student Services if they arrive after 9am. If they arrive prior to 9am, they go straight to Advisory/Ahurea where attendance will be marked.

Students who are absent for reasons other than medical, family illness, bereavement or national/international sporting or cultural representation are marked with an 'E' for explained unjustified.

ILLNESS

Please keep unwell children at home to avoid spreading illness. Any student that has a tummy bug must be kept home for at least 24 hours **AFTER** symptoms cease.

If your child becomes unwell at school the teacher will refer them to the Sickbay. The Nurse/first aider will contact you to collect them if necessary. Students are **NOT** to contact home directly.

APPOINTMENTS

If your child has an important appointment during class time please ensure you **email your child's advisor or send a signed note** with your child so a 'sign out' pass can be issued.

This needs to be done before the start of the school day. **Office staff are unable to retrieve your child from class if a last minute appointment is made.**

Students will **NOT** be permitted to leave class without prior notification unless it is an exceptional circumstance.

Students will only be released into the care of a parent/caregiver listed on our database unless we have prior written notice from the parent/caregiver.

Students will need to sign out at Student Services. Parents/Caregivers must wait for the student in the school office.

OFFICE DROP - OFFS/ STUDENT MESSAGES

If you drop off an item for your child e.g. forgotten lunch, PE gear etc please ensure you message your child directly (via email) to collect it from Reception.

As timetabled classes often move out of their designated area it is not practical for office staff to deliver goods or messages to students. **Office staff can not guarantee that items will be received if students do not come and collect them.**

LOST PROPERTY

Lost Property bins are located in each Hapu in the Junior School and at Student Services. Please encourage your child to look through all bins. Small valuable items are held at Student Services.

SCHOOL DONATIONS/FEES

We are operating as a cashless school with the methods listed below being available to pay school donations, course expenses and other school activity fees.

School donations are \$70 per term or \$280 for the year. For those with two or more students at RHS the donation is capped at \$110 per family per term, or \$440 for the year maximum for the donation.

PAYMENT FACILITIES

Internet Banking

Bank account name: Rototuna High Schools

Bank account number: 12-3171-0098317-01

Please include the student's initials (first and middle) and last name in the reference.

Eftpos

Eftpos facilities are available at reception. We do not accept credit cards at this stage.

Credit Card/Visa Debit Card

Payment via credit card or visa debit card can be made using the KAMAR parent portal.

Automatic Payments

If you would like to pay the school via automatic payments, please contact Andrea Marsden (Revenue Administrator) andreamarsden@rhs.school.nz

KAMAR PARENT PORTAL

The KAMAR Parent Portal is where you can track your child's attendance, details, fees etc.

You can access the Portal via our website (under the information tab) or by pasting this link into your browser and entering your login details which would have been emailed to you.

<https://www.rhs.school.nz/kamarportal>

You are now able to also access the portal via the KAMAR app - instructions along with username and passwords have been emailed to you.

STATIONERY

We've teamed up with OfficeMax to make Back to School easy! You'll find your child's school stationery list online at myschool.co.nz Please read the note at the top of the page for more information about what is required. Simply search for our school - 'Rototuna Junior High School' or 'Rototuna Senior High School' in the search box.

LEAVERS

If your child is leaving RHS for any reason, please ensure you notify the school in writing. RJHS students must collect a leavers form from reception to be completed and signed by applicable staff and caregivers.

If you have any queries please email: communication@rhs.school.nz