Amuri Area School

Kia Kitea Toikaka

Nothing But The Best

PARENT HANDBOOK

2026

Amuri Area School

Kia Kitea Toikaka
Nothing But The Best

Our School Vision

Amuri Area School is a positive, supportive and enjoyable learning environment that seeks to develop self-disciplined learners to become independent and responsible citizens who always give nothing but their best

Our School Mission

Raising achievement; Realising potential; Encouraging excellence

Our Values

Amuri

Self-discipline

Pride

Integrity

Respect

Excellence

School Song (School Waiata)

Ko te Kura o Amuri

Ko te Kura o Amuri tū ake rā ki te rangiatea e tū

Amuri school rise up

Te kura o Amuri e

Te Kura o Amuri e

Whāia te wawata, aupiki te poutama

Aspire to be all you can be and ascend to your aspirations

Kia kaha te tūranga, kia eke panuku ai

With Strong grounding you will be victorious

Whāia te Hiranga, tukua te aute

Strive for excellence and exhort respect

Kia kitea toikaka

Nothing but the best

Ko te Koa te Maunga *– Te Koa is the mountain*

Ko te Hurunui te awa *– Hurunui is the river*

Ko te tai o Marokura *– Marokura is the tide*

Ko te Marae o Takahanga *– Takahanga is the marae*

[Said at the end]

Te Rohe o Ngāti Kurī *– the tribal area of Ngāti Kurī*

Te Mana Whenua *– who have mana of the land*

Au au aue ha Hi

Index

Absent From School 10
Area Schools Sports Tournament 10
Assemblies 10
Australian Schools Competition 11
Bible in Schools 11
Board of Trustees 7
Bringing Money to School 11
Buses 11
BYOD (Bring Your Own Device) 12
Calendar 13
Canteen 13
Careers 13
CASAfest 14
Cell Phones 14
Complaints 15
Discipline System 16
Distance Learning (Correspondence School/Net NZ) 19
Dux 20
Early Closure 20
Education Outside the Classroom 21
Emblem & Motto 6
Emergencies 21
Fundraising 22
Guidance 22
Harassment 22
Head Students 22
Homeroom – Year 9/10 23
Homework 23
Houses 24
Internet & E-mail 25
Introduction 5
Itinerant Music 25
Late to School 25
Leaving School During the Day 25
Leaving School Permanently 25
Library 25
Lockers 26
Lost Property 26
Lunchtime Activities 26
Magazine 26
Map of the School 9
Medication 27
NCEA 27
New Entrants 27
Newsletter 27
Office 27
Parent Teacher Association 28

Payments to the School 28
Pet Day 28
Photocopying/Printing 29
Physical, Mental and Pastoral Support 29
Prizes 29
Reports 30
Scholastic Book Club 30
School Contact Details 5
School Day Organisation 30
School Docs 31
School History 6
School Song (School Waiata) 2
Scholarships 31
Sick 32
Special Education 32
Sporting Affiliations 32
Staff List and Teaching Subjects / Rolls 8
Stationery 33
Struggling Financially with the Schools Requests 33
Student Executive 33
Student Leadership 33
Sun Protection 34
Term Dates 35
Uniform 36
Uniform Problems 37
Vehicle Use 37
Vision, Mission & Values 1
Who to Contact? 37
Windy Point 38
Work Experience 38

Introduction

The purpose of this handbook is to provide parents and/or students with information relating to the school that might be useful at different times after enrolment. It is unlikely to contain answers to all your queries but it is hoped that most of your queries can be answered by reading the appropriate section in here.

Please do contact the school if you have a question and it is not answered in this book. It is likely that others will have at some time the same question and so in future updates we will include information to help.

At Amuri, we want to encourage contact between the home and school and so please, never hesitate to contact us by phone, email or in person. This book is not designed to replace that personal contact. Matt Barlow, The Principal, is happy to be contacted during the evenings or weekends for urgent matters on 027 442 6874 or by email at principal@amuri.school.nz.

Amuri Area School Contact Details

Phone	03-315-8233
App	Download our Amuri Area School app from Google Play (Android) or App Store (Apple)
Email	office@amuri.school.nz
Website	www.amuri.school.nz
Facebook	Amuri Area School

School History

The original Culverden Primary School was established in 1896. In 1960 the school converted to a District High School and then in 1977, the two schools were amalgamated as the Amuri Area School.

The Primary School

The Secondary School

Emblem and Motto

The school crest or emblem shown on the front of the booklet, has in Latin the saying 'Nihil Nisi Optimum' which translated into English means 'Nothing but the Best' or in Maori 'Kia Kitea Toikaka'.

Board of Trustees Members

Name	Phone/email	Role	Term expires
Adam Williamson	027-223-2667 awilliamson@amuri.net	Chairperson	Sept 2026
Holly Jackson	027-696-0177 hollyeyre@live.com	Parent Rep	Sept 2026
Wally Jamieson	0274-477-5645 w_jamieson@xtra.co.nz	Parent Rep	Sept 2026
Rebekah Kelly	027-315-6095 woodchesterkellys@gmail.com	Parent Rep	Oct 2028
William Flapper Co-Opted	021-191-4173 William.flapper@police.govt.nz	Parent Rep	Aug 2026
Annabel Harris	021-183-8007 annabelephant@hotmail.com	Parent Rep	Oct 2028
Miriama Allen	022-340-4802 miriama.allen4@gmail.com	Parent Rep	Oct 2028
Quin Paterson	03-315-8233 quin@amuri.school.nz	Staff Rep	Sept 2028
Emily Harris	03-315-8233 harrise@amuri.school.nz	Student Rep	Sept 2026
Matt Barlow	027-442-6874 principal@amuri.school.nz	Principal	N/A
Melanie Phillips	03-315-8233 melanie@amuri.school.nz	Secretary	N/A

The Board meets approximately twice a term and meetings are advertised in the newsletter. Parents are always welcome to either attend a meeting or put an item on the agenda. For the latter, please make contact with the Chair, Principal or Melanie Phillips, the BOT Secretary.

Staff List and Teaching Subjects/Role

Senior Management Team

Matt Barlow	Principal
Nicole Peterson	Year 9-13 Deputy Principal, Academy, Careers, E-Dean
Becks Hawtin	Year 1-8 Deputy Principal – Primary

Admin Staff

Melanie Phillips	Office Manager
Glenys Hendrickson	Finance Manager
Janine Jack	Receptionist
Janet Moriarty	Administrator
Dorz Jansen	Payroll and General Admin

Secondary Staff

Adrian Black	Workshop / Carpentry
Sarah Black	DVC / SMPD
Catherine Owens Y De Novoa	Science / Biology / Physics
Charlotte Baldwin	Year 9/10 Art / Drama
Claire McCarthy	English / ESOL
Debby Galletly	Social Studies / Drama / Agriculture
Emily Lane	Maths
Garvin Filby	Science / Chemistry
Gavin Hewitt	Art / Photography / Design / Narrative Arts
Gwen Turner	Commerce and Business Studies
Josh Brinsdon	Year 9 & 10 Homeroom and Pastoral Care
Julie Fleming	Food Technology / Hospitality / Tourism / Gateway
Melissa Greenwood	Social Science / Geography
Nicola Speakman	English
Phoebe Duncan	Maths and Science
Rachel Sheppard	Year 9 & 10 Drama / Dance
Sam Wilson	English / Social Science / History
Sarah Helmore	PE / Health

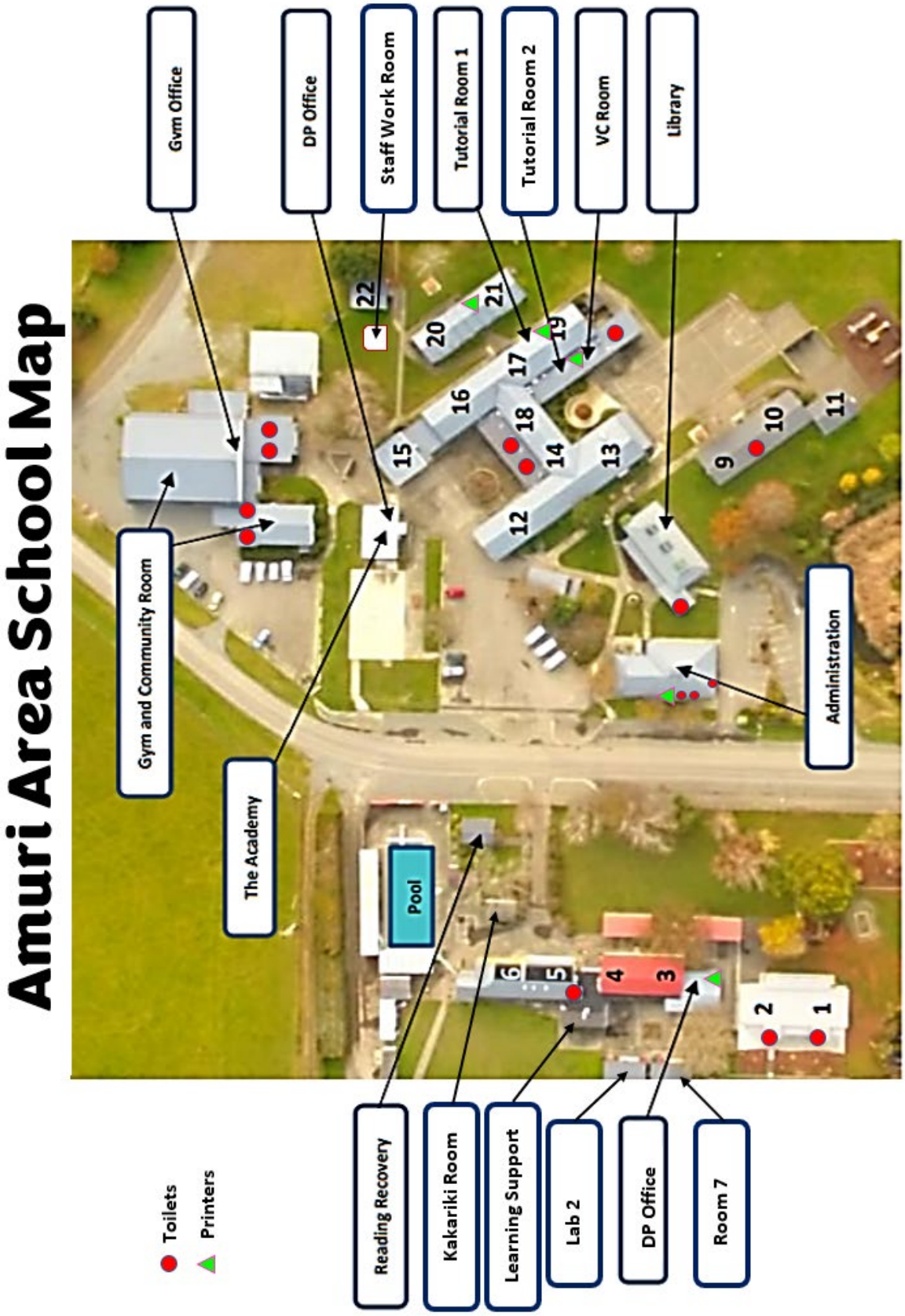
Primary Staff

Anna Jamieson	Room 1 Homeroom
Charlotte Campbell	Year 7 & 8 Homeroom
Emily Shaw	Year 7 & 8 Homeroom / Science
Helen McKie	Year 7 & 8 Homeroom
Jade Velmonte	Room 1A Homeroom
Kelsey Woodford	Room 4 Homeroom
Kirsten Allison	Room 3 Homeroom
Molly-Rose Hills	Room 6 Homeroom
Phoebe Voice	Year 7 & 8 Homeroom
Quin Paterson	Room 5 Homeroom
Renet Van Der Merwe	Room 2 Homeroom

Support Staff

Alison Wilkes	Teacher Aide
Denise Johnson	Specialist Te Reo Maori Teacher
Jo Flapper	Counsellor
Eve Reihana	Teacher Aide
JJ Gudopp	Librarian
Genilyn Mercado	Canteen Manager
Juliette Roberts	Librarian
Karen Nicholls	Learning Support Co-Ordinator (LSC)
Lynda Parker	Teacher Aide / Cleaner
Rosemary Black	Teacher Aide
Rosalie Rogers	SENCO
Sandy Paterson	Cleaner
Tony Stanton	Property Manager

Amuri Area School Map



Absent from School

The school should be notified for all student absences with an explanation. This can be done by leaving a message on the school answer phone (03-315-8233, extension 2) or through the school app whenever a student is absent. If no contact has been made, we will text or call you to check the absence.

Caregivers are asked to make contact each day of absence giving a reason for the absence.

If you know that a student is going to be away in advance, it is appreciated if you can let the school know before the absence.

Students in Years 11, 12 and 13 need to be aware of the requirements relating to absence and assessment of NCEA Standards – these are clearly explained in the NCEA Handbook issued to all students at the start of the year.

Area Schools Sports Tournament

Each year in the first week of the July school holidays, students from all the Area Schools around New Zealand assemble for a National Sports Tournament. The country is broken into four regional teams; Northland Area Schools, Central North Island, Top of the South Island and South of the South Island. The tournament is held in each of the four regions on a rotational basis. Students represent their zone in one or more of netball, soccer, rugby, volleyball and basketball. Our students attend the 'Top of the South' zone trials to be selected into one of the zone teams in each sport. Top of the South trials are held on the first weekend of Term two on a Sunday and Monday. They alternate between a venue in the Canterbury region and a venue in the Tasman/West Coast region.

Once selected into the Top of the South team students then start a fund-raising programme that is put in place to help pay accommodation, meals and travel costs.

Assemblies

These are held three times a term in the gym. Each week a different house group is featured and student achievement is recognised at assemblies. Parents are encouraged to attend and/or provide the school with information that may be promoted at assemblies.

Primary (Year 1-6) assemblies are held on Fridays.

Australian Schools Competitions (ICAS)

These competitions are held in Digital Technologies, Science, Writing, Spelling, English and Mathematics and students in Years 2-13 are encouraged to enter them. Each competition has an entry fee and a date for sitting the test which is then returned to Australia for marking. A detailed assessment of the students work is returned along with certificates of achievement at the appropriate level for each student. Competition entry closing dates and other details will be advised in the newsletter.

Bible In Schools

This is being delivered to Year 0- 6 students on a weekly basis for 30 minutes and each Friday morning, a team from the local churches attends at 9.00am and takes the students for the first half hour. Parents must sign a form on enrolment giving permission for their child to attend. Any parents wishing to withdraw their children may do so at any time, in writing. Students not attending Bible In Schools will engage in a non-religious values based instruction session from our school teacher.

Bringing Money to School

If a student brings money to school, they are encouraged to hand it in at the office at the start of the day for collection when needed. Money should not be left in bags, locker or desks etc.

Money for trips/camps should be handed in to the main office straight away in a named envelope clearly stating what the money is for and deposited in the black lock box in reception.

Buses

There are six bus runs that service the district and the Bus Controller deals with all aspects of bus travel. This is currently Ms Teulon, and all matters relating to buses should be directed to her.

In the event of the buses going home early or not running at all because of adverse weather conditions a group text and app notification will be sent and any families we are aware of not having mobile reception at home will be phoned. All students in Year 7-9 with prior permission will be sent home with younger siblings. The same applies for Year 10-13 students. If we are unable to make contact with home Year 1-9 students without prior permission or older siblings will stay at school until such time as someone is available to come and collect them.

BYOD (Bring Your Own Device)

BYOD is compulsory for Years 9-13.

This means all students in Years 9-13 will need to have their own personal device that meets the minimum specifications as an essential tool for learning.

What sort of device do I need to buy?
These are the MINIMUM specs to give to the shop.

- Minimum of 13 inch screen (14" preferred for digitech and art based courses).
- Solid State hard drive minimum 128GB.
- 4GB of Ram. 86GB of Ram if taking Photography / Design.
- Running Windows 10 or 11.
- Must be a laptop with a keyboard. Chrome books/Streambooks or tablets will not provide the educational benefits we need.
- Long life battery capable of lasting a school day.
- Wifi capable with HDMI and USB inputs.
- Headphone jack point and headphones.
- A mouse is required.
- A quality protective bag and or cover.
- For students taking photography or design a dedicated graphics card is a must!

Who is responsible for maintenance and insurance?
You are responsible for all insurance and any repairs that may be required to your child's device. We strongly recommend insurance, a purpose-built carry bag with padding and a laptop protective cover as a minimum.

What software do I need to get?
We will provide all school related 365 software for free. Your device needs to be running Windows 10 and you will need a high quality anti-virus for home use when not on our school system.

How will it stay safe at school?
Your child will be responsible for looking after their laptop at school. Our lockers now have a high-quality video camera for security should they choose to use them and we will provide a secure lunchtime charging station. Insurance is highly recommended.

What if I cannot afford this?
Please contact the Principal confidentially and directly for a chat.

What happens when my child's device needs repair?
We have loan devices available that can be checked out for the day from the school office. These will not be able to go home and must be returned by 3:00pm each day to retain this privilege. Students who take these out are responsible for their safe return and will be asked to sign an agreement accepting financial responsibility.

How will my child charge their device?
The expectation is you will bring the laptop to school fully charged each day and that the laptop has a good quality battery. For heavy users we will provide a lunchtime charging station in a secure location.

Where should I get my device?
After Christmas is a great time to grab a bargain. We have an arrangement with Noel Leeming so make sure you mention the Amuri name upon purchase and you may get a further discount although for clearance items this may not always be the case.

Calendar

School dates are available from the school newsletter which is produced fortnightly and distributed via email, Facebook, school website and our app.

Canteen

A school canteen operates on all school days out of the community room kitchen. Many items need to be ordered before lunchtime and order forms are available at the canteen, or next to the primary order box, they are also on our website or can be collected from the office to make life easier for all. Please ensure that order forms are current before you use them. There is a hot meal offered every day. Eftpos is available.

Careers

Mrs Nicole Peterson is the schools Careers Adviser and is the first point of call for any matters relating to careers. She is always willing to talk with students and/or parents about options for the future and when students make course selections in the senior school, she considers the choices made against possible career choices. Work experience can be arranged through Mrs Peterson to enable students to see what a particular job involves.

CASAfest

CASAfest is a three-day cultural and sporting event where students from the CASA (Canterbury Area Schools Association) group meet at one venue, are billeted and participate in activities and events during the day and in the evening. Students will participate in seven activities during the festival so need to be multi-talented. 40 students from Year 9 – 13 in each school are selected to represent the school and among the criteria for selection are the following factors:

- An ability to represent the school responsibly and in a mature manner.
- An ability to participate in cultural events as well as sporting events.
- A commitment to practices and preparation as well as attendance at the festival.
- Possession of the qualities of sportsmanship, honesty, and support for team mates.
- A sound work and behaviour ethic at Amuri as well as involvement in school and extra-curricular sports events.
- The head of PE is the teacher in charge of CASAfest and will have responsibility for selecting the team and making the arrangements for travel.

Cell Phones / Personal Digital Devices

A personal digital device is any privately owned digital device that is not part of a school-approved bring your own device (BYOD) programme. This includes cellphones, smartwatches, tablets, laptops, handheld PCs and consoles, portable music players, e-readers, and other similar devices.

Amuri Area School does not allow students in Years 1–12 to use personal digital devices at school. This includes all break times and study periods. Personal digital devices are not necessary to have during the day. However, we understand that some parents like their children to have a device to communicate with them after school. Therefore students may have devices switched off in their bag during the school day.

If a student does bring a personal digital device to school, the following guidelines apply:

- The school does not accept responsibility for lost, damaged, or stolen personal digital devices.
- The device should be kept turned off and out of sight.

Our digital device use policy extends to all EOTC activities.

If a parent needs to contact their child urgently during the day, they should call the office.

Inappropriate use

If a student is observed/caught with a cellphone during school time, whether in use or not, they will be required to hand it to a staff member, who will place it in a labelled envelope. The cellphone will be kept in the school office, and can be collected by the student at the end of the day after a discussion with a member of the management team. If a phone is confiscated a second time, it will be labelled and stored safely in the school office. A parent/caregiver will be required to collect the phone.

Continual incidents of phone removal results in the student entering the normal school disciplinary system. Each issue of confiscation is recorded on the student's Edge pastoral profile. Refusal to hand over a phone when requested is treated as defiance and the student will be issued with a red slip.

In the event of an emergency school closure during class time, any confiscated phones will be returned to students.

Complaints (see SchoolDocs for details)

The purpose of our complaints policy is to provide clear guidelines for the school community in raising and resolving concerns and complaints.

We have procedures in place that we follow to ensure that complaints are handled appropriately. Our procedures enable us to:

- Maintain the best learning environment for our students
- Resolve matters of concern early, if possible
- Respond to feedback and concerns constructively
- Deal with complaints fairly, effectively, and promptly
- Take into account individual circumstances
- Maintain confidentiality
- Preserve school/community relationships and communication
- Monitor and record complaints and concerns about student safety.

Most complaints can be resolved informally by discussions with the people concerned. See Guidelines for Informal Complaints. The school also has a procedure for making a formal complaint if informal discussion doesn't resolve the issue.

For complaints concerning harassment, see Harassment. For allegations of theft or fraud, see Theft and Fraud Prevention. School employees needing to make a protected disclosure, see Protected Disclosure.

Discipline System

Amuri
Self- Discipline
Pride
Integrity
Respect
Excellence

Our discipline system is based on the following principles:

- There is one discipline system for the school.
- There is one school expectation – Everyone Here Has The Right To Learn.
- Staff are able to use their own appropriate reward system in a classroom.
- The system should be simple and understood by all.
- Students are to be treated as individuals at all times.
- There will be early contact between the school and home when required.
- The system will use positive reinforcement as the cornerstone for behaviour management.
- Guidance will be a feature of the system.
- Form teachers will be informed of any issues affecting students in their form.
- The system will cover both in-class and out-of-class behaviour.
- There are incremental levels of referral and/or action in the system.

Recognition and Reward

In a normal teaching day, teachers should aim for a minimum ratio of 10 specific targeted positive statements to 1 negative or correctional one.

The following actions should be recognised and/or rewarded:

- Students who comply with expectations and allow others to learn
- Students who demonstrate the values of the school
- Students who are helpful, cooperative, go beyond the call of duty, voluntarily offer to help staff etc.
- Students who consistently work hard
- Students who make significant improvement in class or out of class activities

Examples of recognition and reward:

- Verbal praise
- A certificate prepared by a staff member
- A phone call home
- A letter home
- A Principal's Award
- Presentation of a strive to the student
- Achiever of the Month award

20 strives

- When a student collects twenty strives, they pass them to their form teacher who initials the vouchers, records the number, and passes it to the office for inclusion in the newsletter in a 'Roll of Honour' section with their house group.

40 strives presented in form time with a merit certificate and two movie tickets/canteen vouchers.

- **80/120 strives** presented at Full Assembly
  - When a student collects further muliples of forty strives they are presented with a merit certificate and two movie tickets/canteen vouchers, which are presented at assembly.
  - The principal sends a letter home acknowledging the student's efforts.

Consequence/Guidance

Positive reinforcement and redirection should always be the primary method used for the behaviour management in classrooms however for students who commit minor misdemeanours and/or cannot adhere to the school expectation in the classroom there are consequences.

In class - These actions are not always sequential although it is recommended that a warning always be given

1. A warning.
2. A short time outside the room or in a place where the student cannot distract others.
3. Taking work to be completed elsewhere (YELLOW) Not punitive just a time for the student to refocus.
4. Withdrawal – for stopping others from learning or more serious behaviour (RED).

Yellow and Red consequences must be accompanied by a slip on the correct form to allow the receiving staff member to act appropriately.

Withdrawal (RED SLIP)

The following is the procedure for a student who prevents others from learning and is sent to the Deputy Principal for restorative action.

- The student brings a sheet from the class teacher recording the time sent and any further details that may be useful i.e. the nature of what has happened.
- The student completes a restorative reflection sheet in conjunction with the DP and their behaviour is discussed (guidance). A copy of this is provided to the form teacher.

- The student remains there for the rest of that period and completes work set by either the class teacher or the DP. If they are in a reasonable state of mind they can go to their next class and return to the class sent out of the next day after the restorative process.
- The parents are advised that night that the student was sent out of class and why (this is generally a phone call).
- Any teacher who issues a red slip is provided with the completed restorative reflection and will discuss this with the student either on the day or prior to the student coming into the next lesson with them. The form teacher may be used to support this process.
- Any student red slipped three times within any 10-week period of school weeks will be withdrawn from class the next day (internal stand-down) and participation in future events may be withdrawn from them. A restorative conference may be held with the family. A further red slip within the 10-week period may result in a formal stand-down with the student refused attendance for up to 5 days.
- Future incidences within the 10-week period may result in a suspension hearing or a full restorative conference.

Each behavioural incident will be judged on its own merits, however, the following table can be used as a **guide** for the consistent management of behaviour.

Teacher will manage in class	Time Out offered to the student (Yellow)	Withdrawal of student from lesson (Red)	Stand-down / Suspension / Conference
Not always entered on Edge system or classed as MINOR		Always entered on Edge system and classed as MAJOR	
• Lateness • Homework issues • Low level disruption • Poor language 1st offence • Uniform issues • Off task • Litter • Not follow instructions 1st offence	• Constant low level disruption • Interfering with learning • Pushing/very low physical • Poor mental state of student • Low level verbal abuse • Consistently off task • Using technology/phones off task	• Fighting • Arguing with teacher/ defiance • Constant disruption • Verbal assault • Low level physical assault of student • Absconding • Multiple poor language • Intentional damage to property • Safety hazard in specialist space • Violating cyber-safety agreement with inappropriate use of technology.	• 3 x red slips in 10-week period • Intentional physical/verbal assault on teacher • Targeted or group bullying • High level physical assault • Sexual assault • Significant intentional damage to property • Theft • Arson • Drug and alcohol • Cyber bullying • Cyber-attack on school systems

Distance Learning (Correspondence School / Net NZ)

Where there are insufficient students to run a subject here, students can be enrolled to study that subject through either Net NZ or the Correspondence School. Net NZ is a group of schools in the South Island who have video-conferencing facilities that enable a subject to be taught to a range of schools from one site. For subjects not offered by Net NZ, the Correspondence School can be used as a provider. Mrs Peterson is in charge of Distance Learning options and any inquiries should be directed to her. She oversees enrolment, work completion and reporting for both forms of delivery.

Dux

A weighting system of points is used to determine the dux at the annual prize-giving. Only credits from school approved courses will be considered.

At the end of the year for the internals:

- For each unit in which an excellence is obtained, a x5 factor
- For each unit in which a merit is obtained, a x3 factor
- For each unit in which an achieved is obtained, a x1 factor

Plus

- For each unit that is at level 3, a x5 factor
- For each unit at level 2, a x3 factor
- For each unit at level 1, a x1 factor

Plus to provide for performance in the externals:

- The points gained from the interim exams sat in September using the same weighting factors

Early Closure

From time to time, the school may need to be closed before opening or bus students may need to be sent home early. Such action is usually caused by weather factors such as snowfall or flooding. A process for this needs to be understood to ensure an orderly closure can occur.

Guidelines

1. Any decision to close early or not open at all is made by the Principal who should always endeavour to consult with the Board Chair, providing conditions are not deteriorating rapidly and a delay would cause problems. In any event, the Board Chair should be advised as soon as possible.
2. The Bus Controller shall maintain accurate passenger lists at all times and have a process in place in the event of an emergency. A list of Culverden township students will also be maintained by the Bus Controller.
3. In the event of closure before 7.30am, alerts will be sent via text and on the school app. A list is kept of all parents that do not have a cell phone or cell phone reception at home, please call the office if you need to be added to this list. The school will take all reasonable steps to contact each family but shall have no responsibility in the event contact is unable to be made. Parents are encouraged to ring the school if in doubt.
4. A record of bus company contacts shall be kept at the office to enable the school to contact the contractor and advise if buses will not run.
5. In the event of buses being sent home early, arrangements will be made as appropriate on the day using staff available. The following conditions will apply:
   - Year 10 and above students will be able to go home without pre contact being made with parents.

- Where there is a Year 10 or above family member present, younger family members will also be able to go home.
- Students from Year 1-9 who do not meet the criteria above will only be able to go home if pre contact with parents is made and approval is given.
- Where a Year 1-9 student's parent is not able to be contacted, they shall remain at school and further efforts to contact parents shall be made.
- The school will make every endeavour to contact all parents if the school closes early either before or after the buses have left.

6. Where the school is closed for one or more half day(s), application shall be made to the local Ministry office requesting a variance to the need to be open for the required 380 half days.

Education Outside the Classroom (EOTC)

This term is usually used to refer to camps but it includes any trip outside the school gate. For all trips, staff are required to complete a Risk Management Analysis that considers all the factors that could have an impact on the safety of the group travelling. Amongst this material will be a permission form and a request to disclose any information that might be relevant. Students will not be permitted to go on any EOTC trip without this approval.

Camps are a feature of the Year 6 – 10 programme.

Emergencies

The importance of having up to date contact details is vital in these situations!

Where the school needs to close because of an emergency eg. snow or flooding, a text message and app notification will be sent and parents who we know are not contactable via mobile will be phoned to advise that students will either be coming home on the buses early or that their children can be collected from school. Such an event tends to happen once a year and if parents have concerns in the event of snow falling etc, they are asked to contact the school so that we can consider getting buses away early.

Emergencies caused by a fire, earthquake or some other event are thankfully very rare but the school does practice drills regularly to ensure students know what to do in such an event. Again, if the school has to close early a text message and app notification will be sent and those who we know do not/cannot receive text messages will be contacted via other means.

Your patience is appreciated in such situations as our first responsibility is to ensure the students and staff are safe and this can take time to check and provide for.

Students and parents are asked not to use cell phones to make direct contact before the school has put in place procedures and actions to ensure we can account for all students.

Fundraising

Fundraising is often undertaken by groups within the school who are going on a camp or some other activity within their class. Approval for any fundraising activities needs to be gained from the Principal. The sale of chocolate or other confectionery items is not permitted in any fundraising programme.

The PTA currently run two major fundraising events annually – the calf and lamb scheme in August/September and the trail bike ride in October. Both have the ability to raise significant funds for the school and support for one or both is appreciated.

Guidance

Our school councillor is trained in the provision of guidance and counselling needs and she also has access to a wide range of providers who may be able to assist where appropriate. Students and/or parents are encouraged to discuss any issues to do with school or home, relationship issues or any other matter with her with total confidentiality assured. The school is anxious to be proactive in this regard and guidance is associated with our discipline procedures as can be seen in the discipline section – if you are contacted by the school, your support and understanding will be appreciated and our aims are the same as yours.

Harassment

To ensure students are able to learn and achieve, the school must at all times be a site where students and staff feel physically and emotionally safe. Harassment of others (commonly called bullying) in any form is unacceptable at Amuri and the school has in place procedures to deal with those identified as harassers.

Head Students

Our Head Students are appointed by an appointment group consisting of two students, two staff and a member of the BOT, and after application, candidates are short-listed and interviewed. Their main roles are to promote the school in the public eye and to promote positive choices and activities for the students. The Head Students chair meetings of the school council and meet with the Principal following these meetings to advise of any concerns or commendations!

Homeroom – Year 9/10

Students in Years 9/10 have three periods of Homeroom per week. This time is specifically allocated to provide additional learning in the literacy and numeracy domains.

Homework Policy

Our Aim: Homework should be worthwhile, consistent, achievable and designed to allow our parents and caregivers to support their children.

In Years 1-6	In Years 7 and 8
• Minimum of 15 minutes of reading 5 times a week signed off by the parent. • One Maths Brick at child's level Minimum 4 times per week signed off by the parent. • One spelling list per week that will be tested and marked in class time. In addition, the teacher may, by negotiation with the parent, and consultation with affected staff, offer additional homework or require the completion of work unfinished from class time.	• Minimum of 15 minutes of reading 5 nights a week signed on reading log by the student/parent. • Maths home work will be provided weekly that reviews and supports current and prior learning. This should not exceed 30 minutes per week. • Social Studies (odd weeks) Science (even weeks) may set homework at their discretion up to 30 minutes on their allocated week. In addition, the teacher may, by negotiation with the parent, and consultation with affected staff, offer additional homework or require the completion of work unfinished from class time.
In Years 9 and 10	**In Years 11-13**
• Minimum of 15 minutes of reading 5 nights a week with a written reflection weekly on a supplied template and handed into the English Teacher. • Maths home work will be provided weekly that reviews and supports current and prior learning. This should not exceed 30 minutes per week. • Social Studies (odd weeks) Science (even weeks) may set homework at their discretion up to 30 minutes on their allocated week. In addition, the teacher may, by negotiation with the parent, and consultation with affected staff, offer additional homework or require the completion of work unfinished from class time.	Home work is dictated by the specific subject teacher and based on the course requirements at the time. It is expected students will manage time and workloads to ensure work is submitted by specified deadlines and continuously review and revise course material and will make an approach to the teacher prior to the deadline if they meet the requirements for a deadline extension and need extra time.

Our Homework Expectations for Parents/Caregivers

1) That you support your child to complete the minimum homework standard identified above.
2) That you check in with your child regularly to see how they are progressing.
3) That you provide a distraction free space for your child to work.
4) That you communicate with us if you are having difficulties with homework.

Our Homework Expectations for Teachers

1) That homework will be set regularly according the schedule above.
2) Any homework set MUST be marked and returned to the student with feedback within one school week.
3) To communicate directly with parents if homework is not being completed.
4) That all homework should be within the child's capability with some basic parental support.

Houses

Three house groups operate and are named after early local settlers in the district – Caverhill (Red), Hamilton (Green) and Mitchell (Yellow). Students are placed into one of these houses on arrival. The house groups are used for playing inter-whanau sport and other events while building a sense of school spirit.

Students are encouraged to wear a T-shirt in their house colour on various days during the year so it is a good idea to have a coloured top suitable for wearing.

House Captains are elected in house groups at the start of the year – they are elected at both junior and senior level.

In each house in the senior school, there are four vertical form classes with each class having a form teacher and a student form leader.

Internet and E Mail

A school log-in and Microsoft Office 365 suite (i.e. Word, Excel, OneNote etc) including an email address are available for every student. This will be actioned by the office once our school cybersafety form has been read and signed by the student and parent/caregiver. These forms are completed on enrolment; however, students have an ongoing responsibility to use this resource sensibly. Misuse will see them taken off the system for a period of time in addition to any other consequences that may be appropriate.

Itinerant Music

Tuition is offered in piano and there is a charge to learn this. Payment is made directly to the teacher involved who provides the lessons. She is not employed by our school

Late to School?

We understand this may happen occasionally, students are required to sign in at the main office on arrival to ensure we know they are on site in the event of an emergency.

Leaving School During the Day?

Students are not permitted to leave the grounds during the day without a note from parent/caregiver, this needs to be brought to a Deputy Principal. Students who are leaving school grounds during the day are required to sign out at the office. Again this is to ensure that we know who is on site in the event of an emergency. Year 13 students and senior leaders are able to leave without permission but still need to sign out (and in when they return).

Leaving School Permanently

Students who are leaving school permanently are asked to sign a leavers' form available from the office at least a week before they go. This enables any debts to be settled, library books returned and gives us a forwarding address for any items that may need to be sent on. Students are discouraged from leaving school at 16 years of age without having employment or further training to go to.

Library

The school shares the library facility with the community and this brings many advantages to both the school and the community. On enrolment, a library enrolment form needs to be completed to gain access to the wonderful resources in the library. For any questions relating to the library, contact one of the librarians (ext. 813).

Lockers

Lockers are issued to all students in Year 9-12. There is no cost and students are expected to keep the lockers tidy and not deface them. Locks are not permitted on lockers.

Lost Property

Finding clothing without a name on it is a common experience. It would be easier for both staff and parents if all items of clothing were named enabling a quick and easy return. Parents are urged to name clothing either with a label or in permanent ink somewhere on the garment.

Clothing that is found without a name is kept in the office and parents are encouraged to check the box if clothing has been lost.

Lunchtime Activities

Positive lunchtime activities are arranged during the year. They rely on the students participating and a variety of activities are held with nothing set down in concrete – activities can be as varied as the imagination allows given the skills available. Sport and cultural activities are both run and events are advertised in the newsletter.

Magazine

The Amurian is published annually and is distributed on the day of prize-giving. The editor this year is Janine Jack. The magazine relies on advertising to help meet the costs of printing.

Medication

At enrolment time, parents are asked to give any information on medication students may be required to take but over time this may change. The school should be advised through either the form teacher or the office if there is a change or new medication is needed. Any students bringing medication to school are asked to leave the items at the office and staff there will ensure medication is taken at appropriate times. Students are not permitted to take medication from staff without parental approval and this needs to be sent to school when the need arises.

Also on enrolment, parents are asked if the office staff may issue Panadol to students who occasionally report pain or request a Panadol tablet. We will not issue Panadol without permission and if your position on this changes after enrolment, please let the office know either in writing or by phone.

NCEA

All matters relating to NCEA are dealt with by the NZQA co-ordinator who is currently Mrs Peterson. Parents are sent written information relating to course costs, applying for financial assistance and all other relevant information. All students participating in NCEA courses will be given a written course statement outlining the standards and assessment times, methods and procedures in the first two weeks of the course.

New Entrants

Children are entitled to start school between their fifth and sixth birthday and we welcome new students. Enrolment forms are available at the office for students starting school and can be obtained and completed any time before the anticipated start date. Once enrolled a student must attend school regularly. We do appreciate knowing at least a month in advance so that pre-visits can be arranged with Mrs Habgood.

Newsletter

A newsletter is published fortnightly on a Friday. The newsletter is predominantly sent out via email and is also put on the school app and website. If you are unable to view an electronic newsletter, please contact the school so a paper copy can be sent home. This is the schools most regular and practical form of communication with the home.

Office

The main office is staffed from 8:00am to 4:00pm daily and outside these hours, there is no guarantee of anyone being present. The phone is switched to a different mode after 4pm and messages can be left on the answer phone - messages are cleared each morning and during the day.

Parent Teacher Association (PTA)

The PTA committee aim to meet in the staffroom by arrangement with a notice of meetings sent on the school app. Their second meeting of the year, usually held in March, is the Annual General Meeting. The group focuses on supporting the school through fundraising and run two major events – the calf and lamb scheme and a Trail Bike ride. The Calf and Lamb Scheme sees local farmers encouraged (coerced!) into donating a calf and/or lamb. The calves are identified at calving and ear tags are provided - in November the PTA arranges for the collection of the stock, the stock is then sold with proceeds going to the PTA.

The Trail Bike ride is part of a local series and is usually held on the last Sunday in October. The emphasis is on families and food is provided to all entrants and helpers on the day as part of their support for the PTA.

Other activities supporting the school either financially or in some other way are also taken on by the PTA as and when assistance is asked for.

Payments to the School

Payments for uniform and stationery items are expected at the time of purchase and money for extra curricula events is expected prior to the event taking place.

Eftpos is available at the office or you may pay online or by cash.

Any money brought to school by students should be enclosed in an envelope clearly stating their name and what the payment is for. This can be placed in the black lock box in the main office (for Years 7-13). Primary students can hand the envelope to their teacher who will bring it to the office for them. Permission slips can be enclosed in the envelope with the payment.

The school recognises the many demands parents have on their finances and is always willing to assist families with payment of fees for school activities. For assistance, please contact the Principal who will treat any requests in confidence.

Pet Day

One of the features of rural schools is Pet Day and every second year, an opportunity is provided for junior school students to bring their pets to school and take part in a fun day culminating in a grand parade at the end of the day. Parents are encouraged to come in for a picnic lunch and enjoy the wonderful and wide display of animals. Pet days are held on odd numbered years.

Photocopying / Printing

The school consumes reams of paper in a year and while computers were designed to reduce the paper use, they seem to be increasing it! The costs of printing computer generated material and photocopying is a major part of the school's expenditure in a year.

We are always happy to photocopy items for people needing such a service either in large or small numbers – a fee for this is payable and currently is 20c a single sided sheet of A4 sized paper for black and white.

The school has a colour printer and material including photos can be printed on it – the cost for this service is 50c a page of A4 and material needs to be either emailed or brought to school on a pen drive.

Physical, Mental and Pastoral Support

The school has a variety of external support agencies that cater for students. These can be accessed through pastoral care networks at school. For more details, please contact the school office.

Prizes

Prizegiving will be one event that includes the whole school.

Teachers in the year group will use academic data to determine the awarding of the General Excellence' prize at each year level and this would be recognised at prize-giving with presentation of the same. (See DUX)

Teachers in each year group have the opportunity to discuss the awarding of four certificates to students in the year group who deserve specific recognition at prize giving related to the following criteria:-

- Significant progress or achievement
- Effort and diligence
- Citizenship
- Or any other positive characteristic that the teachers feel should be recognised.

All other awards have specific criteria to be met for presentation.

Reports

In Term 1 parents of students in Years 1-8 will be invited to a meet the teacher presentation. Parents of students in Year 9-13 will receive a phone call from the form teacher during this time to check in.

You will receive a written report 2 x per year for your child.

All reports will be emailed to you therefore an up to date address is essential.

Parent/teacher/Student Interviews take place in Term 2 by use of our online booking system.

Scholastic Book Club

Throughout the year, pamphlets are issued by this club to students in Years 0 – 8 giving opportunities to buy books, CD's and other items at very reasonable cost. Students complete the order form with the pamphlet and return this to the office with a cheque or cash by the due date (cheques made out to Scholastic are preferable). Orders are encouraged to be made online directly with Scholastic.

School Day Organisation

Year 7-13		**Year 1-6**	
Entry to the grounds	8.30am	Entry to the grounds	8.30am
Warning Bell	8.40am	Period 1	8.50am
Form time/Assembly/Whanau	8.45am	Snack Break	9.45am
Period 1	8.55am	Period 2	9.55am
Period 2	9.55am	First Break	10.55am
First Break	10.55am	Period 3	11.20am
Warning Bell	11.15am	Period 4	12.20pm
Period 3	11.20am	Second Break	1.20pm
Period 4	12.20pm	Period 5	2.05pm
Second Break	1.20pm	Finish/Bus Prep	3.00pm
Warning Bell	2.00pm		
Period 5	2.05pm		
End of School Day	3.05pm		

A warning bell for Year 7-13 rings five minutes before classes start at the start of the day, interval and lunchtime.

School Docs

This is an online website where you can view our school policies and procedures.

1. Go to **www.schooldocs.co.nz** and click
   Search for your school
   OR
2. Go directly to our schools website:
   http://amuri.schooldocs.co.nz

Enter the username: amuri
Password: area

- Click the Feedback button in any topic to send an email to the principal and/or the office. (The principal can decide whether it is necessary to forward that email to **admin@schooldocs.co.nz**).
- Click the Policy Review button in any policy that is currently under review, to contribute comments and ratings about the policy.

Having trouble logging in?
Contact SchoolDocs at admin@schooldocs.co.nz or 03 977 8639

Scholarships

The school offers one or more scholarships, funded through the Nancy McMillan Trust, each year. This scholarship provides $2,000 to a student to use for course costs for tertiary study. Applications are invited in November each year and the recipient is selected by a committee consisting of staff and Board representatives.

Other scholarships are from time to time offered through local agencies such as the Hurunui Council and staff are always willing to help students complete such applications.

The David Rutherford scholarship is for students who have either applied for University, Trade Institution or a Sports Academy. Particular emphasis will be placed on students who apply and are from a position of hardship.

The PTA also offer an annual scholarship to senior students.

A former student, John Wares, has decided to donate a very large sum of money to a community trust and connected this to our school. The endowment will generate funds on an annual basis that senior students who are finishing school, can apply to support their transition to higher education.

Sick – Feeling Unwell at School

Students who fall sick during the day are taken to the sick bay. Where appropriate, parents are rung to come and collect their son/daughter and they should be signed out before leaving school.

In the interests of other students, students who show symptoms of being unwell at home, should not be sent to school.

Special Education

Special Education is the over-arching term used to describe any form of education for students with learning needs that are outside the normal mainstreamed class curriculum delivery situation. At Amuri, it is a term used to cover those with learning difficulties and those who are known as the gifted and talented according to the definition developed by the school. Students involved in this education often attract funding which can be used to buy teacher aide time to assist the students or resources/opportunities etc that meet their learning needs. Ms Teulon, has responsibility for this area and should be contacted if you have any questions or inquiries.

Sporting Affiliations

CCHS = Combined Country High Schools – This is our country school cluster for Canterbury region. Involving Y7-13 in activities like swimming, athletics, outdoor winter tournament (Hagley Park), indoor winter tournament (Christchurch venues), equestrian.

CSS = Canterbury Secondary Schools – Activities for Y9-13 – swimming, athletics, cross country, road race, equestrian.

HPSSA = Hurunui Primary Schools Sport Association – Involves Year 4-8. North Canterbury cluster of primary schools involved in swimming, 7-a-side, triathlon, cross country and athletics. Year 5-6 softball and Year 3-4 tee ball

CPSS = Canterbury Primary School Sports – Y4-8 – Students who win their grades in the above Hurunui Championships have a chance to compete against others from the Country Primary Schools.

NZASA = New Zealand Area Schools Association – For more information refer to 'Area Schools Sports Tournament'.

Stationery

The school office holds stocks of all stationery used at school and books, rulers, pens, pencils etc can be purchased from the stationery room. There is no compulsion to use school stationery but it is easily available.

Struggling Financially with the Schools Requests?

Schools do ask parents for a lot and despite the concept of a 'free education', for many activities it is still 'user pays' particularly for trips away, camps etc. For some families these opportunities put pressure on the home finances and parents are encouraged to contact someone at school to ask for either a time extension to pay or for financial assistance that the school can provide and has budgeted for. Anyone can help in the first instance but the Principal or the Finance Manager, Mrs Hendrickson, will receive and sign off any requests in total confidence so they are always available to be contacted.

Student Executive

Student Executives from each form class meet with the Head Students where requests and views of the other students are heard. Positive feedback is then presented to the Principal for further consideration.

Student Leadership

There are many leadership opportunities open to students at Amuri, beginning on the junior side with delegated responsibilities and equipment monitors, moving through the school to Bus Monitors, School Council, Form Leaders, Whanau Leaders, BOT Rep and Head Students.

The leadership roles are as follows:

- **The Head Students** – these positions are available to senior students, they must apply in writing and the short listed candidates are put through a formal interview process. The Head Students are expected to be role models to all other students and must be seen to be approachable and also above reproach by all members of the school community. They will be expected to liaise closely with the Principal and management team and BOT student rep. They will also head the Student Executive.

- **BOT Student Rep.** Nominated and elected by the student body the BOT rep is responsible for ensuring student concerns are raised at Board of Trustees meetings.

- **Form Leaders** – are selected by staff as being the most suitable senior Year 11, 12 or 13 students to take on the leadership of the vertical form group. This is a pastoral type role and students are expected to support and help the form teacher and students. They will lead by example, maintaining good communication links with

staff and uphold the school values particularly in respect to uniform, behaviour and positive attitude. These leaders are appointed at the end of the year so that they can make contact with new form members at the end of the holidays.

- **Whanau Leaders** – these three senior students will be elected from a vote taken in early November by the whanau. The role of the whanau leader is to encourage house members to be actively involved in the range of whanau activities available. This includes sporting and cultural activities. Whanau leaders will also help facilitate, run and organise activities with staff and would form a group called 'lunchtime activities group'. In the Primary School, two whanau leaders will be elected from Year 5 & 6 students.

- **School Council** – Each form group will be asked by the Head Students for a representative. This student will be decided upon by the whole form and approved by the form teacher.

All senior students involved in leadership roles will take part in leadership training activities both on and off site. There will also be times when they are required to assist out on school camps and with lunchtime duties.

Sun Protection – Year 1-6 students only

The school has a role in educating students and staff on the dangers of unprotected exposure to the suns' rays.

In New Zealand ultraviolet radiation is at its peak from September to April, especially between 10am - 4pm. Therefore, the following guidelines are implemented during Terms 1 and 4 only. However, from September UV levels are increasing so sun protection should be used if students are outdoors for extended periods.

Guidelines:

1. Sun hats of a legionnaire or bucket type (minimum 6cm brim) are compulsory in Terms 1 and 4 for Year 1-6 students whenever children are outside in the sun. Students in Year 7-13 are to be encouraged to wear a similar hat.
2. Students without a hat in Year 1-6 will be required to stay in a shaded area when outside.
3. Sunsmart tips and information will be publicised in the school newsletter from time to time and parents will be made aware of our "protection from the sun" procedures, particularly when enrolling.
4. The school will have SPF 30+ broad-spectrum sunscreen available in the junior and senior administration offices for student use provided parents permission has been given. Sunscreen will also be available for use at prolonged sporting events such as the athletics and swimming sports.

5. Wearing of sun protective clothing will be encouraged (e.g. sleeves, collars and rash vests when swimming).
6. Staff and parents are role models in the school and are expected to support this procedure by using protective behaviours themselves (sunhats etc). The school will regularly remind adults of these responsibilities.
7. The Board of Trustees will endeavour to provide adequate shaded areas. This will be considered in planning for buildings and grounds development.
8. Sun Smart awareness will be part of the health education curriculum throughout the school with lessons occurring bi-annually.
9. Consideration will be given to scheduling outdoor activities and sports for early in the morning whenever appropriate.
10. Sun shelters will be used at prolonged sports events for personal or as wide a use as possible.
11. A sun exposure assessment will be included in Risk Analysis and Management processes for any EOTC activity planning for outdoor activity
12. Ongoing assessment of SunSmart behaviour, curriculum emphasis and shade provision will occur.

Term Dates and School Closures 2025

Term 1
Monday 20th January - Office Opens
Monday 3rd February – Years 1-8 Students and School Leaders return
Tuesday 4th February - All students return
Thursday 6th February - Waitangi Day Observed - School Closed
Friday 14th March - Teacher Only Day - School Closed (TBC)
Friday 11th April - Term 1 Ends

Term 2
Monday 28th April - Term 2 Begins
Monday 2nd June - King's Birthday - School Closed
Friday 20th June - Matariki Holiday - School Closed
Friday 27th June - Term 2 Ends

Term 3
Monday 14th July - Term 3 Begins
Friday 19th September - Term 3 Ends

Term 4
Monday 6th October - Term 4 Begins
Monday 27th October - Labour Day - School Closed
Friday 14th November – Canterbury Show Day - School Closed
Friday 12th December - Term 4 Ends / Prizegiving

Uniform

The Board have set aside a hardship fund for 2025 to assist any families who are finding purchase difficult. This can be accessed directly through the Principal.

Year 0-6	Year 7-8	Year 9-13
Top Half	**Top Half**	**Top Half**
• Black and Red custom logo Polo shirt • Plain Red Woollen/Merino jersey or cardigan • Plain Black Polyprop thermal • Wide brimmed logo sunhat (Red) • Black School Logo Beanie • Black and Red School Logo Scarf • Plain Red or Black Headscarf • Black School Logo Nylon/Fleece Jacket	• Black and Red custom logo Polo shirt • Plain Red Woollen/Merino jersey or cardigan • Black Windbreaker Jersey • Plain Black Polyprop thermal • Black School Logo Beanie • Black and Red School Scarf • Plain Red or Black Headscarf • Black School Logo Soft Shell Jacket	• Plain White Shirt or Blouse • Plain Red Woollen/Merino jersey or cardigan • Black Windbreaker Jersey • Plain White Polyprop thermal • Red and Black Tie (optional) • Red or Black Headscarf • Black School Logo Beanie • Black and Red School Scarf • Black School Logo Soft Shell Jacket
Lower Half	**Lower Half**	**Lower Half**
• Plain Black Canterbury Style Track pants • Plain Black Dress Trousers • Plain Black Cotton School Shorts or skirt • Plain Black Culottes/Skort • Plain Black / White Sports Shoes • Plain Black or White socks	• Plain Black Canterbury Style Track pants • Plain Black Dress Trousers • Plain Black Cotton School Shorts or skirt • Plain Black Culottes/Skort • Plain Black / White Sports Shoes • Plain Black or White socks • KILT Phase in or out with demand to be worn with a white blouse	• Plain Black Dress trousers • Plain Black Cotton School Shorts or skirt • Plain Black Culottes/Skort • Plain Black School Shoes • Plain Black or White socks • KILT Phase in or out with demand to be worn with a white blouse
Sports Attire	**Sports Attire**	**Sports Attire**
• Black and Red custom logo Polo shirt • Plain Black synthetic sports shorts • Plain black or white socks • Appropriate sports shoes • Plain black Canterbury Style Track Pants	• Black and Red custom logo Polo shirt • Plain Black synthetic sports shorts. • Plain black or white socks. • Appropriate sports shoes. • Plain black Canterbury Style Track Pants	• Black and Red custom logo Polo shirt • Plain Black synthetic sports shorts • Plain black or white socks • Appropriate sports shoes • Plain black Canterbury Style Track Pants

NOTES on Uniforms

- The school defines 'Plain' as one colour, no obvious branding or logos other than the school logo.
- Skirts should be at knee length or longer.
- Bikinis are not considered appropriate swimwear for school.
- Full swim suit if required for sun protection or religious observance is permitted.

- Hoodies are not to be worn at any time.
- Boys are to be clean shaven.
- Makeup and nail varnish are unacceptable.
- The only jewellery permitted other than a watch, is one small plain metal, gold or silver earring in each ear. No other visible body piercings are permitted.
- Clothing is to be named.
- One simple necklace or Pounamu may be worn.
- Although students may use a winter coat of choice for coming to and from school these will not be permitted to be worn in classrooms.
- The wearing of incorrect uniform will result in disciplinary action including possible confiscation of the incorrect article, or the student being sent home to return with the correct uniform.

- Uniforms are available from Mainland Uniforms, 511 Wairakei Road, Christchurch. 03 360 3037. www.mainlanduniforms.co.nz
- Black wind breaker jerseys are available to order at school.
- The school has sample sizes available to assist with ordering and a small amount of stock of some items.

Uniform Problems?

If a student has any problem with an item of uniform, they should take a note from the parent/guardian to the Class/Form Teacher in the morning for a 'green slip' excusing them for a brief period until the problem is corrected. The student should carry this slip with them and it saves potential lengthy inquiries from staff all on the same issue! The same procedure applies for sports uniform problems.

For any uniform issues, please contact Nicole Peterson (Year 9-13) or Becks Hawtin (Year 1-8).

Vehicle Use

Students wishing to bring a vehicle to school must complete a Permission to Drive to School form available from Mrs Peterson. Students are expected to drive according to the conditions of their license and any breach of these while travelling to and from school that are observed could result in permission being withdrawn and/or reporting to the police. Vehicles brought by students must be parked in the car park by the Community Supper Room.

Who to Contact?

The person you wish to contact is determined by the nature of your request. For subject matters, contact the class teacher; for most other matters, especially in the senior school the form teacher is the best starting person. The office can always help you with who you should talk to and the Deputy Principal / Principal are always available to help.

Windy Point

Windy Point is the site of the school's outdoor education lodge that was built some years ago to offer students at Amuri opportunities to enjoy the outdoor environment in a low cost setting. The lodge which is on the Lewis Pass road at the entrance to the Lake Sumner Forest Park, can accommodate up to 40 people and has power, showers, two large bunkrooms and a well resourced kitchen. The lodge can be hired by parents as well as groups – contact the school office for further details.

Work Experience

Work Experience placements for short periods can be arranged through the school with local employers and if accommodation is available in Christchurch, placements can be organised there. Students wishing to go on a work experience placement should talk with the Careers Adviser, Mrs Peterson, who will discuss the reasons for going, the requirements and the expectations. Work missed at school must be caught up by students on their return. (See also Careers).