



**LYNFIELD
COLLEGE**

YEAR 9 POST - ENROLMENT GUIDE

Lynfield College: 191 White Swan Road, Mt Roskill, Auckland 1041

Phone (09) 627 0600, Email admin@lynfield.school.nz, www.lynfield.school.nz

Thank you for enrolling your child at Lynfield College. This guide contains important information for students attending Lynfield College and their families.

THE FIRST WEEK

TUESDAY 2 FEBRUARY 2021

Year 9 students assemble at the Lynfield College Hall at 1.30 pm and are released at 3.00 pm. Students who missed testing at their previous school in Term 4 2020 may be asked to remain behind to sit the test. Parents will be notified if this is the case.

WEDNESDAY 3 FEBRUARY AND THURSDAY 4 FEBRUARY 2021

Year 9 students go to their form classroom at 8.45 am for orientation and induction with peer support leaders and form teachers. Students will be released at 3.00 pm.

Please Note: All students should bring their device and a pad and pen for writing notes. Our normal timetable for the whole school will begin on Friday 5 February, starting at 8.40 am and finishing at 3.00 pm.

UNIFORM AND STATIONERY SHOP

All uniform items with the exception of shoes, are available from the Uniform and Stationery Shop. The shop is open Monday to Thursday during the school week from 10.00 am to 12.00 noon and from 12.30 to 1.30 pm. It is also open on Fridays from 8.00 to 11.30 am.

SPECIAL HOURS

- On Wednesday 18 November 2020 the shop will remain open from 3.00 pm to 6.00 pm
- On Saturday 23 January 2021 the shop will be open from 10.00 am to 3.00 pm
- In the week before school commences (25 to 29 January) the shop will be open from 10.00 am to 5.00 pm with a late night on Thursday 28 January until 6.00 pm
- On Tuesday 2 February and Wednesday 3 February the shop will be open from 10.00 am to 2.00 pm.

Please Note: The shop will be closed on Monday 1 February (Auckland Anniversary Day) and Monday 8 February (Waitangi Day).

STATIONERY

All items of stationery needed by students can be purchased from the Uniform and Stationery Shop. Stationery packs are available for Year 9 and Year 10 students. Parents should allow at least \$15 for this requirement. No separate stationery list will be supplied.

Payment is by cash, eftpos, credit card, OR e-payments can be made through the **Shop** link on our website home page by credit card or direct credit.

ePAYMENTS

We encourage families to pay course costs and other payments (such as sports fees, itinerant music lessons, course trips, camps and other school outings) online through the **Parent Portal** at the top of our website homepage www.lynfield.school.nz

Uniform, stationery and course books can be paid for through the **Shop** link at the top of the website home page. Payment can be by credit card or direct credit which is a secure and convenient payment method for these important payments.

ID PHOTOS

A photo ID card is available to all students each year (purchased for \$10) which provides students with evidence of current Lynfield College enrolment. Student concessions, such as for public transport, require presentation of a current Lynfield College ID card.

GENERAL SCHOOL INFORMATION

ATTENDANCE

A high level of attendance is a pre-requisite for successful learning. For an unforeseen absence parents must call the College in the morning (extension 729) or email Julie Griffin, Attendance Officer: absence@lynfield.school.nz

An early notification system is in place. When the College is not informed of a student's absence, a text message will be sent to both caregivers' mobile phones entered on the enrolment form. It is essential that parents update their contact details with Sharon Kohler, Deans' Secretary (extension 731) should these change.

Regulations do not permit absences for other than medical or family bereavement reasons. Prior permission may be granted by the Principal for special activity requiring an absence from school. Family trips overseas during term time are discouraged. Requests for absence for these should be made directly to the Principal.

Frequent lateness and truancy is unacceptable and students are required to make up all lost time. Prosecution notices can be issued in cases of persistent truancy.

COMMUNICATION

- Parents/caregivers are invited to communicate directly with their child's year level Dean or one of the Guidance Counsellors. This can be done by telephone, email or appointment.
- Newsletters are emailed fortnightly. These are also posted on the College website.
- Reports are issued three times per year, on the Parent Portal.
- Progress Conference evenings are scheduled twice a year. There is also a special evening for parents/caregivers of Year 9 students four weeks into the school year.
- In addition to customary annual reports from the Principal and Chairperson, monthly Board of Trustees meetings are open to the public.
- Home-school partnership meetings are arranged from time to time and provide an excellent forum to support parents and the school on parenting and educational matters. The College depends on and values highly an ongoing link with the parents/caregivers of our students. Parents are always welcome to contact the school and their views and ideas are appreciated.
- The College has a comprehensive website which is constantly updated and includes the newsletters as well as essential information on curriculum, enrolments, rules and special features of the school.
- Please ensure the College is supplied with any changes of address, telephone numbers, daytime/business contact numbers, email address. Your email address will be used to generate your personal logon to our Parent Portal. The Parent Portal provides information on attendance, school reports and timetables. It is accessed from the website. Your student's ID number and password are available from the Dean.
- Website: www.lynfield.school.nz Email: admin@lynfield.school.nz

HOMEWORK

Homework has an important place in secondary education. It consolidates classroom learning, extends skill development and encourages effective habits of organisation, self-discipline and resourcefulness.

Many parents closely supervise and sometimes assist their children's completion of homework while the children are at primary and intermediate school. Once your child reaches secondary school your level of close supervision and assistance should decrease as it is important they learn to manage their own homework and study skills. *We do, however appreciate and rely upon your parental encouragement and support.*

<http://www.lynfield.school.nz/Curriculum/Homework.html>