

## Dear Parents and Caregivers,

Welcome to St Pius X School. Whether you are new to our school, or already part of our community, we hope this information helps answer your questions.

### School Times

School starts at **8:45am** and finishes at **2:45pm**.

Please make sure your child arrives on time. We begin each day with prayer. If your child is late, they **must** go to the school office to sign in.

If you need to take your child out of school during the day, please sign them out at the school office. If your child returns after the appointment, you must sign them back in at the office.

### Absences

We use an electronic roll to mark who is at school each day. Because of this, it is very important that you tell us if your child will be late or away. You can report an absence in these ways:

**School website:** [stpius.school.nz](http://stpius.school.nz) (click on *Absences*)

**Skool Loop app:** You can download this onto your phone.

**Phone message:** Call 07 843 6554 and leave a message on the absence line.

If your child arrives late and does not sign in at the office, you may get a text message saying they are not at school.

If you have not reported your child's absence by **10:00am**, I will send you a text message. If we do not receive a reply from you, your child will be marked **Truant**, which means they are marked as *away from school without a reason*.

### Extended Absences / Holidays

If you are taking your child out of school during the term for any reason, you must email the office **a term in advance**. Please include your child's name, class, and the dates they will be away. We must report this information to the Ministry of Education.

### Driveway Safety

Please **do not drive** down the school driveway at any time. The only exception is if the school has asked you to pick up your sick child or you have permission from the office.

### Stationery

You can buy your child's stationery online at [myschool.co.nz](http://myschool.co.nz). Choose the year level your child will be in (the room name is not important). Please make sure your child has all their stationery ready for the first day of school.

### Lunches

Fridays—Children can come to the office on Fridays to order lunch from Tommo's Bakery. This is **cash only**, and they must bring the correct change.

**Kebab Stop – Tuesdays & Wednesdays**—You can order lunches from **Kebab Stop** on Urlich Ave.—Order online at: [orders.kebabstop.co.nz](http://orders.kebabstop.co.nz). Lunches will be delivered to the school office. This is a convenient option and supports a local business.

### School Uniform

St Pius X uniforms are sold by **The Brand Makers**. You can buy uniforms at their store:- **6 Latham Court, Frankton. Monday–Friday, 8:00am–5:00pm**. (You can also order uniforms online at: [tbm.co.nz](http://tbm.co.nz) (click **Find My School**)). A school hat is **compulsory** during summer months, a cap is for years 7 and 8 only.

### Attendance Dues

These fees are paid directly to the **Catholic Schools Integrated Schools Office**, not to St Pius X. We send your contract to them and they will contact you about payments. For 2026 - Fees are \$536.00 per child and there is a Catholic Character fee of \$60 per student as well.

We hope this information is helpful. If you have any questions, you can contact the school office by email, ([info@stpius.school.nz](mailto:info@stpius.school.nz)), phone (07 8436554) or SeeSaw.

Mrs Maree.—St Pius X School Office Administrator