



# Kaikōura High School

Administrative Support for Whānau

## Absences

If your child is going to be absent from school please report before 8.30am in the morning.

Phone: 03 319 5138

Text: via Kamar App

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

Holidays during term time must be communicated to the Principal and your child's Form Teacher in the first instance at least 3 weeks in advance.

Medical related absences are expected to be accompanied by a doctor's note/medical exemption if over 3 days. This can be sent to the school office or your child's form teacher.

Please refer to the Kaikōura High School Absence Policy regarding absences.

If the school has not been notified of an absence and is unable to reach whānau, absences longer than 10 half-days will result in intervention from House Leaders and possibly Kaikōura Attendance Services.

## Financial

Fee bills will be sent out at each term, but whānau are welcome to come in during office hours (8am-3pm) to make payments.

Cash and EFTPOS are both accepted

Bank Transfer

Kaikoura High School

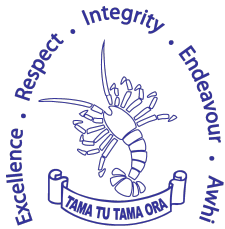
03 1586 0023051 00

Reference - Full Name of Student

Many whānau arrange Automatic Payments at the start of the year to build up a kitty under their student account to fund larger purchases such as overnight school trips.

*Please refer to the Ministry Circular 2018/01: Payments by parents of students in schools for more information of what type of fees can be charged and enforced.*

If you are having difficulty with making payments on your account, please talk to us so we may see how we can support you.



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## School and PE Uniform

### School uniform must be paid for at the time of purchase

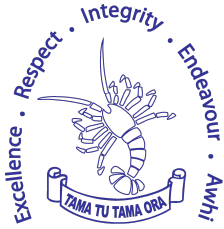
All uniform available to purchase from Kaikōura High School except for Back Road jerseys.

Shorts	\$35
Shirts	\$55
Summer Skirt	\$55
Winter Skirt	\$95
Socks (3pc)	\$20
Fleece	\$40
PE Top	\$40
PE Shorts	\$25
All pre-loved items	\$10

We also have KidsCan softshell jackets available for everyone at no cost. Please ask at the school office if you would like one.

If you have any concerns with school uniform and/or footwear or need some support,, please contact your child's Form Teacher.

If your child is not in school uniform as a one off, a note to the form teacher is required.



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## School Lunch Orders

School Lunch orders must be made at the school office and before 8.40am

Sushi (max \$10) is available all week and \$10 Souvalaki's are available on Wednesdays.

Students must bring cash only.

## Administration Requests

We are able to support most queries but any requests for academic support, reports, NCEA, etc should go to your child's form teacher in the first instance.

We can assist you with all of the above and including (but not limited to)

- Accessing KAMAR Portal (where you can see most information about your child)
- Updating student and contact information
- Support with documentation ( applying for licenses, employment requirements etc)
- Accessing old information (if available)

**If in doubt, get in touch with us!**



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## Form Teacher Email Addresses

Class	Hiratū	Whakatū
Year 7	Eilish Smith esmith@kaikourahigh.school.nz	Katie Nemeth knemeth@kaikourahigh.school.nz
Year 8	Averil Lidbetter alidbetter@kaikourahigh.school.nz	
Year 9	Casey Davis cdavis@kaikourahigh.school.nz	Libby Hufton lhufton@kaikourahigh.school.nz
Year 10	Imogen Fissenden ifissenden@kaikourahigh.school.nz	Alasdair Lean alean@kaikourahigh.school.nz
Year 11	Mel Reid mreid@kaikourahigh.school.nz	Douglas Young dyoung@kaikourahigh.school.nz
Year 12	Ezra Lamond elamond@kaikourahigh.school.nz	Irene Anderson ianderson@kaikourahigh.school.nz
Year 13	Jo Fissenden/Michael Lawrie jfissenden@kaikourahigh.school.nz mlawrie@kaikourahigh.school.nz	

## Senior Leadership

Year 7-10 Junior Dean	Badiullah Norozi-Iranzad bnorozi@kaikourahigh.school.nz
Year 11-13 Senior Dean	Harry Pearson hpearson@kaikourahigh.school.nz
Deputy Principal	Michael Lawrie mlawie@kaikourahigh.school.nz
House Leaders	Hiratū - Anthony Wood <a href="mailto:awood@kaikourahigh.school.nz">awood@kaikourahigh.school.nz</a> Whakatū - Celine McHugh <a href="mailto:cmchugh@kaikourahigh.school.nz">cmchugh@kaikourahigh.school.nz</a>
Acting Principal	Jo Fissenden jfissenden@kaikourahigh.school.nz