



Pukekohe Christian School
Striving For Excellence through Christ

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PARENT INFORMATION BOOKLET

2024



Welcome

Welcome to Pukekohe Christian School. Our school is an independent primary and secondary school catering for students from Year 1 to Year 13. We are proud to offer excellent, quality education of the highest international standards within a safe and caring environment. Here at Pukekohe Christian School we endeavour to make the time that your child spends with us a happy and fulfilling learning experience, within the framework of a strong Christian ethos.

Pukekohe Christian School aims to foster independence and responsible behaviour which is aligned with the Word of God. The students, staff and parents/guardians share responsibility for the positive school behaviour and climate of Pukekohe Christian School. We work together to provide the best possible education for each student. We believe that by the time your child graduates they will have grown into a mature, responsible and capable young adult, ready to face the challenges of a modern society.

This booklet aims to provide families with a general overview and brief reference for information about Pukekohe Christian School. It provides guidance for initial queries. Should more detailed information be required, readers are referred to the school policy and procedure documents held at the office.

Our Core Values at Pukekohe Christian School

- * Excellence
- * Respect
- * Patience
- * Enthusiasm
- * Creativity
- * Love
- * Compassion
- * Cooperation
- * Family
- * Open communication
- * Integrity
- * Courtesy
- * Encouragement
- * Honour
- * Service



OUR MISSION STATEMENT

“Pukekohe Christian School provides Biblical, Christ-centred education equipping students for life with academic excellence to the glory of God.”

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Staff

Principal

Mrs Carolyn Cornu
Principal@pcschool.co.nz



Dean: Secondary
Years 7 - 9
Mrs Monica Fourie
Teacher: Secondary
Monica.fourie@pcschool.co.nz



Head of Primary

Years 1-6
Ms Rochelle Pamich
Year 5 | Room 15
rochelle.pamich@pcschool.co.nz



Dean: Secondary
Years 7-13
Mrs Bendi van der Merwe
Teacher: Secondary
bendi.vandermerwe@pcschool.co.nz



TEACHERS/CLASS TUTORS

Mrs Jackie Whitlow
Year 1 | Room 20
Jackie.whitlow@pcschool.co.nz



Miss Daniella Verissimo
Year 2 | Room 18
daniella.verissimo@pcschool.co.nz



Mrs Karen Nunes
Year 3 | Room 17
Karen.nunes@pcschool.co.nz



Mrs Amanda Bailey
Year 4 | Room 14
Amanda.bailey@pcschool.co.nz



Mr Joshua Donaldson
Year 6 | Room 13
Joshua.donaldson@pcschool.co.nz



Mrs Deléne Erasmus
Year 7 | Room 3
Tutor Class: Year 7 | Room 3
Learning Support Coordinator
Delene.erasmus@pcschool.co.nz



Mrs Sona Pum
Tutor Class: Year 8 | Room 8A
Sports Coordinator
Sona.pum@pcschool.co.nz



Mrs Samantha Hughes
Tutor Class: Year 9 | Room 1
Samantha.hughes@pcschool.co.nz



Mrs Debbie Rapson
Tutor Class: Year 10 | Room 2
Debbie.rapson@pcschool.co.nz



Mrs Ilina van Schalkwyk
Tutor Class: Year 11 | Room 12
ilina.vanschalkwyk@pcschool.co.nz



Mr Josph Ngan
Tutor Class: Year 12 | Room 7
Josph.ngan@pcschool.co.nz



Mrs Lisa Stephens
Tutor Class: Year 13 | Room 11
lisa.stephens@pcschool.co.nz



Mr Joshua Ens
Teacher: Secondary
Joshua.ens@pcschool.co.nz



Mr Neil Vorster
Teacher: Secondary
ICT Support | Duke of Edinburgh
Neil.vorster@pcschool.co.nz



Mrs Donna Calley
Teacher: Primary/Secondary
Donnacalley@pcschool.co.nz



Mrs Amanda Duley
Teacher: Primary
amanda.duley@pcschool.co.nz



Mrs Carla Kapp
Teacher: Primary
Carla.kapp@pcschool.co.nz



Mrs Teresa Jupp
Teacher Aide: Year 7 & 8
English & Maths Support
Teresa.jupp@pcschool.co.nz



Mrs Doreen Voschezang
Teacher Aide: Primary
Doreen.voschezang@pcschool.co.nz



Mrs Natasha Dexter
Teacher Aide: Primary
Natasha.dexter@pcschool.co.nz



Mrs Dianne Vivian
Teacher Aide: Primary
Dianne.vivian@pcschool.co.nz



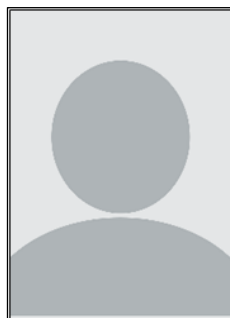
Mrs Pauline Brockliss
Teacher Aide: Primary
Pauline.brockliss@pcschool.co.nz



Mrs Duan Sheppard
Teacher Aide: Primary
Duan.sheppard@pcschool.co.nz



Mr Derek Lee
Laboratory Manager
dereklee@pcschool.co.nz



Mr Glenn Morse
School Caretaker



ADMINISTRATION

Mrs Louise Marais
Accounts/ Payroll officer
accounts@pcschool.co.nz



Mrs Jacqui Kuik
Administration/Reception
admin@pcschool.co.nz



Mrs. Ros Phillips
Finance Manager
ros.phillips@pcschool.co.nz



Mrs Ghanre Macaskill
Administration
office@pcschool.co.nz



General Information

ABSENCES AND LATE ARRIVALS

Full and punctual attendance is expected. You can report an absence by calling the office, sending a text/email message, or via the [Skool Loop App](#) before 9.00am on the day of absence. You are also able to provide a signed written note explaining the reason for absence from school before 9.00am on the day of absence. Class absentee lists are checked by Reception on a daily basis and school will contact the parent, guardian or emergency contact for any unaccounted for students by 9am.

The school contact details are Phone: **09 238 6449**, Mobile: **028 250 02392** or Email: admin@pcschool.co.nz.

For secondary students, it is the responsibility of the student to ensure that any missed work is obtained from the appropriate subject teachers. A doctor's note will be required if a student is absent for more than three consecutive days, an absence which affects school examinations, or if other circumstances warrant this. When there is a pattern of absence or lateness, contact will be made by the Dean with the parents at the earliest opportunity and consultation may follow. Requests for leave during term time must be forwarded to the Principal in advance of the dates concerned.

ACCIDENTS / FIRST AID

A large number of teachers and administration staff hold current first aid certificates. In addition, secondary students have the opportunity to train as first aiders and support staff on duty. In the event of an injury occurring at school or health status worsening at school, the Principal or lead first aider will review and the parent or contact person may be notified accordingly. Minor events could result in notification at the end of the school day. The details of any injury occurring at school will be recorded using the Safe 365 app and investigated by the Principal and, where necessary the Board. Students who feel unwell or are injured while at school must notify their teacher or duty teacher and will be sent to the sick bay for care. If the event involves serious harm as defined above, then the Principal will notify Worksafe New Zealand. All instructions by parents to the school should be in writing. However, in acute situations verbal instructions by a parent or emergency contact are acceptable.

ACCOUNTS & SCHOOL FEES

Details on our School Fees can be found in our [Prospectus](#). Fees can be paid in a variety of ways and we can make arrangements for a payment plan that suits your family. Please contact our Accounts Administrator on 09 238 6449 or email louise.marais@pcschool.co.nz to make suitable arrangements. In the event you wish to withdraw your child/ren from PCS, we require one terms notice, in writing. If the required notice is not given, you will be required to pay the equivalent of a terms Tuition and Development Fee in lieu of the required notice period. Detailed queries or concerns can be directed to our Finance Manager, Ros Phillips at ros.phillips@pcschool.co.nz.

AFTER SCHOOL CARE

The after-school care programme, PCS Hotshots runs every day from 3:00pm to 6:00pm providing a range of craft activities, games, snacks and support with homework. For more information, please contact the office.

ASSEMBLIES

Weekly assemblies include:

- Primary Assembly (Year 1 - 6) on Wednesdays in Room 14 from 9.30am – 10.40am
- Middle Assembly (Year 7-8) on Wednesdays in Room 7 from 9:30am – 10:40am
- Senior Assembly (Year 9 - 13) on Wednesdays in Room 11 from 9.30am – 10.40am

'Student of the Week' and student birthdays are acknowledged at our Christian focused assemblies as well as other extra-curricular achievements. Parents are most welcome to attend but limited seating is available in both venues. Members of the Student Council, House Captains and Friend Supporters participate in the organisation and running of some Assemblies throughout the school year. A full school daily prayer session is held at 'Line Up' at 8.25am prior to commencement of classes.

BELL TIMES

8:25	Line up
8:30	Tutor Time
8:40	Period 1
9:30	Period 2
10:20	Morning tea
10:40	Period 3
11:35	Period 4
12:25	Lunch
13:05	Period 5 (Year 1-6)
13:15	Period 5 (Year 7-13)
14:00	Period 6 (Year 1-6)
14:10	Period 6 (Year 7-13)
14:50	School ends (Year 0-6)
15:00	School ends (Year 7-13)



Students should be dropped off at school no earlier than 8.00am and should be collected no later than 3.15pm.

Primary classes Year 1-4 have short “brain” breaks during the day in addition to morning tea & lunchtime.

BICYCLES

Bicycles should meet with the safety standards and be regularly checked. Students must know the rules of the road and be mature enough to handle a cycle safely. Fluorescent vests are highly recommended and the use of properly fitted helmets is compulsory for all cyclists. It is the recommendation of the NZ Police that students under the age of 10 should not be allowed to cycle to school unaccompanied. PCS bicycle racks are located behind Room 3 (IT Room) on the gravel area. No responsibility can be taken for bicycles left at school.

BOARD OF GOVERNORS

Members of the Board of Governors (referred to as the ‘Board of Trustees’ in state schools), are Christians and sign the Statement of Belief. The Board of Governors consist of between seven (7) and nine (9) members. No less than fifty per cent (50%) are appointed by the Trust and no less than forty percent (40%) are elected by the parent body of the school. The term of office is two years, with trust appointments being made in even years and elected parents in odd years. Meetings of the Board of Governors are held monthly and are ‘closed’ meetings.

CLASS TRIPS & STUDENT OUTINGS

At the beginning of the year a ‘blanket’ consent form for Trips/Outings for that year is sent out to parents. However as a general rule, the teacher organising the trip will send out a letter to parents giving specific information which enables those parents not willing to sign the ‘blanket’ consent, to consent to specific trips as and when they arise. Depending on the type of visit, a certain adult/student ratio is required, and parents may be invited to assist with transportation and supervision. The school has a policy of requiring that all students are provided with seat belts when being transported by car and the driver must have a full current driver’s licence. All vehicles used must be roadworthy and have a current warrant of fitness.

CLASSROOM DISCIPLINE

School Rules:

1. Teachers and other adults associated with the school must be respected and obeyed at all times. Students also have the right to be treated with respect by adults as well as by other students.
2. Students have the right to learn without being disrupted by others.
3. Respect must be shown for the property of others.
4. The school uniform policy and other policies shall be complied with.

When a student steps outside the limits of acceptable conduct then an appropriate disciplinary measure will be taken within the guidelines of the school discipline policy. For more information please see the Disciplinary Policy.

CURRICULUM / SUBJECT LIST

PCS follows the University of Cambridge International Curriculum. Full details of the curriculum are available in the Prospectus. The subject list for Secondary School may change annually depending on demand. The current years subject list can be sourced from the school office. For more information see the following websites: www.pcschool.co.nz or www.cie.org.uk

DENTAL SERVICES

All students should be enrolled with the Public Dental Service when they commence school. The Dental Clinic is based centrally at Pukekohe Intermediate School. Parents will be contacted directly by the Dental Clinic regarding check-ups. Parents of students in Years 1 – 8 may contact the school dental services on 09-237-1070 at any time for an appointment if they have any concerns about their children's teeth.

EMERGENCY PROCEDURES

All our students regularly practise the lockdown, Fire Evacuation procedures and an annual earthquake drill.

In the event of a major disaster (fire or earthquake), all staff will stay at school until all the students are collected by their parents or emergency contact person. If directed, all students may be removed from the school to a safer place or moved by Civil Defence NZ to their nearest centre.

ENQUIRIES / CONCERNS

Parents are asked to follow this process for help in dealing with all school related matters (concerns, queries etc)

- First:** Subject Teacher
- Second:** Form Teacher
- Third:** Dean / Academic Head
- Finally:** Principal

A pictorial chart of this process can be found on [Page 17](#) of this booklet or [here](#) on our website.

Please make an appointment via the office or email the subject teacher directly to arrange to meet with the Staff member concerned at a suitable time. Details of Staff and their responsibilities/roles are available in the Staff section of this booklet or on the Skool Loop App.

EXAMINATIONS

Internal examinations are held twice yearly in Term 2 (Year 7-13) and Term 4 (Year 7-10). Year 11-13 sit "mock" Cambridge exams at the end of Term 3. External Cambridge examinations (IGCSE, AS and A-level) have two Series per year. May/June (Term 2) and Oct/Nov (Term 4) with examination fees and arrangements made available annually. For more information see the following websites: www.pcschool.co.nz or www.cie.org.uk

FORBIDDEN ITEMS

The following items are forbidden at school: Cigarettes/Vapes/Alcohol/Drugs or Weapons. Any student found in possession of any of the above may face suspension from school. Students are advised not to bring valuables to school.

FUNDRAISING COMMITTEE – 'Friends of PCS'

The school relies on a dedicated and active group of parents working in liaison with the Principal/Board for the benefit of the school. This group undertakes fundraising whilst enjoying a supportive social atmosphere. Regular updates on activities/events are in the school newsletters. All parents/guardians are welcome to join. Please contact the school office if you are interested in participating in our fundraising efforts.

HEALTH CHECKS / IMMUNISATIONS

Public Health Nurses visit the school to inform and administer Ministry of Health 'Health' checks (e.g. vision / hearing) and immunization programmes. Full details and consent forms will be administered at the appropriate time.

HEALTH INFORMATION / MEDICINES

All parents must inform the school if their child is bringing prescription medicine to school, and it must be handed in to the office for administering so we are able to keep a record. Note that it is at the school's discretion whether staff will administer prescription medicines to a pupil. The medication must be properly labelled with the name of the student, the name of the medication, name of the doctor and the dosage as well as the date prescribed. Medicines shall be securely stored in the administration area except in cases where, after written agreement by parents and Principal, it may be carried by the pupil e.g. asthma inhaler, allergy kit. All non-prescription medications administered will be recorded. Pupils shall receive their medication in the administration area away from other pupils. Students' allergies, existing medical conditions and treatment are kept updated on Edge (our Student Management System). Due to the privacy requirements around some medical conditions, this list will be kept confidential. First aiders will be told of its location.

LEAVING SCHOOL

If a student needs to leave school during the day, the parent/guardian must provide either verbal or written permission and the student must sign out at Reception before leaving. Students returning, must sign (back) in at Reception upon their return.

LIBRARY

The Library is open to students during lunchtime on Thursdays each week. Library use is integrated with classroom learning.

LOST PROPERTY

All lost property is located in the basket on the deck outside the staffroom where students are able to claim lost items. The lost property basket is emptied at the end of each school term. Named items will be returned to students wherever possible. Unclaimed 'Mufti' items will be donated to a local Second-hand shop. Any unnamed items of school uniform will be recycled via the 'second hand' uniform shop.

LUNCH ORDERS

All students must bring a packed lunch from home daily. We ask that families try to minimise wrappers and disposable lunch items wherever possible to assist us with litter free lunches and to help reduce rubbish. PCS uses Lunch Online to provide a weekly lunch order three days a week from a range of popular local outlets. Visit www.lunchonline.co.nz for full information. Sausage sizzles are organized, from time to time, as fundraisers. Periodically other fundraisers may also be offered during morning tea or lunch. Details are provided in the school newsletter.

MAP OF SCHOOL GROUNDS

A map of the school grounds is included on [Page 16](#) of this booklet.

MESSAGES

Messages for students and/or staff members can be left with the school office and will be passed on accordingly. In accordance with our school rules, students are not allowed mobile phones on during school hours. For this reason, we ask that parents do not use text messages to communicate with students while they are at school.

MOBILE PHONES & PERSONAL DEVICES

Years 1-8 students who opt to bring a personal device to school must hand it into the office at the beginning of the day and can collect it at the end of the day. Years 9-10 students may be permitted to use a laptop/tablet for educational purposes in a particular lesson. The use of a device is not compulsory and serves to enhance learning. At all other times personal devices (mobiles/laptops/tablets/smart phones) must be switched off and placed in the school bag. Years 11-13 students are required to have a BYOD for educational purposes in a particular lesson. All student owned personal devices used at school must have Family Zone App installed on

each device. If a student has their mobile phone out during the school day, this will be confiscated and collected by parents from the front office.

MUFTI DAYS

These are usually held once a term usually at the discretion of the Principal. Students are still expected to maintain modesty and a respectable standard of dress on mufti days.

Unacceptable items include: clothing with alcohol sponsorship, clothing with offensive language, mini skirts/shorts or revealing clothing, clothing with skulls etc.

NEWSLETTER & COMMUNICATION

Newsletters are emailed to parents monthly. The newsletter is also available on the [School Website](#) or on our Skool Loop App <http://www.pcschool.co.nz/>. Parents are encouraged to read the newsletters as they are one of the main avenues of communication with parents and are full of useful information. We also use the Skool Loop App for all school notices and newsletters. Parents can also report absences and book parent/teacher interviews on Skool Loop. We have a PCS Families Facebook group (search “Pukekohe Christian School – School Families”) which also provides notices and reminders regularly. We email important notices/information to the email addresses we hold for parents as well, so please ensure you notify us if yours changes. Email and Skool Loop app are our preferred communication methods.

OUTDOOR EDUCATION / CAMPS

Pukekohe Christian School arranges camps and 1-day trips annually for the majority of students in Years 5-10, with Years 3-4 having sleepovers at school. Class camps are held in Term 4. Secondary school students aged 14+ can take part in the Young New Zealander Challenge (Duke of Edinburgh Award). Please contact the school office for more information.

PARENT HELP

Parent help is an essential part of school life and parents who can help with transport, coaching / umpiring for sports, helping in classrooms, at pet day, sports day, fundraising etc are crucial. We ask parents not to be shy about volunteering their services. Your support is much appreciated and vital to our school and our students!

PARENT TEACHER INTERVIEWS

These are held in Term 2. Parents are notified of the dates of these 2-3 weeks in advance. If parents are not able to make these times, an appointment may be scheduled with the desired staff member by submitting a written request directly to the teacher. A Year 7 transition meeting is held towards the end of Term 4.

PARKING

Parents may pick up and drop off their children along the sides of the school field and top carpark (around the island), as well as the gravel bottom carpark. We request parents do not block the entrance to the teachers parking at the back of the school. Parents must only drop off or pick-up students from the designated Drop off Zone outside the office area. **Please do not park or stop for any period of time in the drop off zone. If for any reason you need to get out of your vehicle, please ensure you park appropriately.**

PET DAY

This is an annual event for Year 1-8 students usually held near the end of term 3 on the school grounds. This day also includes art and other projects and the judging of other events such as cake decorating.

POLICIES

A Policy File is kept in Reception and contains all the current policies pertaining to the school. Parents are welcome to read this. The file must remain in Reception.

PRAYER GROUP

Prayer is a vital part of the life of our school. A prayer group meets weekly at lunchtime. Students and staff are all welcome. Our parents also run a prayer group and come together to pray for our school. Please contact Reception for more details.

PRIZEGIVING

An annual Prizegiving for all students is held at the end of the year where awards are presented to students from each year level for Christian Character, Academic Achievement, Work Ethic and Progress. Additional awards for individual subjects are also presented.

RECEPTION HOURS

The school reception is open from 8.15am-3.15pm Monday to Friday. Parents who have arranged appointments after that time are invited to wait in the Reception area.

SCHOOL DONATION

As a charitable trust, PCS is able to supplement its income with donations. Donations enable us to enhance the educational opportunities for all our students whilst keeping the fees as affordable as possible. All donations made to PCS are eligible for the 33.33% IRD Donations Tax Credit and are completely voluntary. If you are able to donate \$250 (or more) you can do so at any time throughout the school year, donations can also be paid over some months if you would prefer.

SCHOOL HOURS

The school day commences at 8.25am and ends at 2:50pm for Year 1-6 primary students and 3.00pm for Year 7-13 students. Students should be dropped off at school no earlier than 8.00am and should be collected no later than 3.15pm. Students who remain at school after 3:15pm will be cared for by PCS Hot Shots until a parent arrives. In this case, parents will be invoiced for the cost of the PCS Hot Shots care. The school must be notified if alternative pick up arrangements have been arranged.

Primary-aged students should be collected from the front courtyard. Any primary aged student who has a secondary-age sibling and whose parents opt to collect them from the lower carpark, must wait in the upper carpark until their older sibling collects them at 3pm. **No primary-aged student should be walking to the lower carpark unsupervised. We ask parents to reinforce these expectations as you discuss end of day routines with your children.**

PHOTOLIFE SCHOOL PHOTOS

School, class, sports and individual photographs will be taken in Term 2. Full details are sent home prior to photo day.

SENIOR SCHOOL BALL

This is an annual event for the Year 11 to 13 students to come together and enjoy each other's company.

SKOOL LOOP APP

Skool Loop is our chosen school app, and we encourage all parents to download it via Google Play or the App Store. It provides parents with the ability to receive all school notices (via a notification on your phone), report student absence, receive our latest newsletter and book parent/teacher interviews. Skool Loop provides a full-term calendar which syncs with your own as well as a full staff contact list. Download details are on [Page 15](#) of this booklet.

SPECIAL EDUCATION NEEDS

Pukekohe Christian School admits students with special education needs. Additional support will be provided where possible and an individual learning plan will be developed to suit the needs of the student. Additional costs associated with meeting the needs of students with special educational needs will be discussed with families on a case-by-case basis.



SPORTS & OTHER EVENTS

PCS has a full sports programme, offering athletics, netball, soccer, cross country, swimming, gymnastics, basketball and an equestrian team. Our Year 1-8 students take part in the Franklin Schools competitions and our Years 9-13 compete in the Auckland ASB competitions.

PCS also takes part in other activities such as Franklin Arts Festival, Epro8, Lego Tournaments, Mathex Competition, Speech Competition, Annual Fundraiser event, National Leaders Day, Student Leadership Conference, Manukau Beautification Trust Wearable Arts and Sustainability Challenges. Please refer to the newsletter for activities/events taking place during that term.



STATIONERY

Stationery is provided by the school for students in Years 1-6 which is invoiced in Term 1. Student workbooks which match in-class textbooks are a take-home item and are invoiced accordingly. Parents of Year 7-13 students will receive a stationery list near the end of Term 4 of items to purchase. Stationery items need to be purchased prior to commencement of school the following year. All year level stationery lists are available via Office Max www.myschool.co.nz (select PCS) and all items can be ordered here directly.

STUDENT COUNCILS & LEADERS

PCS has a Primary, Middle School and Senior School Council to help grow leadership within the school.

These students take responsibility for the following:

- Assemblies (Primary & Secondary)
- Fundraising events
- Assisting with clubs, activities and service outside of the school
- Duties (indoor and outdoor)
- Prize giving and other school functions and events
- School Ball

We have a Friend Supporters group who support our younger primary students as well as House Captains.



2023 Senior Student Council



2023 Primary Student Council

STUDENT REPORTS

Reports are sent home with students twice yearly. Towards the end of Term 2 (Year 1-13) and at the end of Term 4 (Year 1-10). A progress report is sent home at the end of Term 1 for Years 7-13. Years 11-13 also receive a short report at the end of Term 3.

SUN SAFETY

It is compulsory for students in Years 1 – 8 to wear hats during Term 1 and Term 4; for Years 9 and above, this is optional. The school encourages all students to wear sunscreen and play in the shade where possible.

TELEPHONE CALLS

Telephone calls can be made from Reception in case of emergency. Students are only allowed to use the telephone if they have permission from their teacher.

TUTOR TEACHER

Each class group/ level is assigned a tutor teacher responsible for recording the daily attendance and looking after the welfare of students in that particular tutor group. Daily devotions form an integral part of tutor time. Each term has a Christian theme for students to focus on. This theme is reinforced through learning and discussing relevant Scripture within tutor time, Bible lessons, Assemblies and at Line-up.

UNIFORMS

Full details on school uniform requirements are contained within our [Prospectus](#), are available at Reception or on our [School Website](#). PCS school uniform can be purchased from The Uniform Shop located on Glasgow Road, Pukekohe. From time to time the school office may have second hand uniform items available for purchase.

WEBSITE / SOCIAL MEDIA

Our website address is www.pcschool.co.nz. Please enjoy viewing it!

PCS have a school Facebook and Instagram page where photos and items of interest are posted of things happening around school and achievements of our students. Our school page can be found by searching [@pukekohechristianschool](#) on Facebook or Instagram. Our [Pukekohe Christian School – School Families](#) group page is where notices and other information can be found.



SKOOL LOOP APP INSTRUCTIONS

Downloading the Skool Loop app - a step by step guide

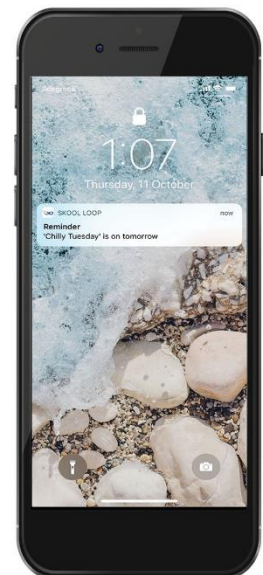
Once you have downloaded the Skool Loop App, via either your Google Play or App store, please follow the below instructions to select your school -

- Open the Skool Loop App - you will land on a welcome page.
- Click the 'Select your schools' this will bring you to a menu you can either search your school or follow the country/region prompts.
- Once you reach your school, select it with the tick on the righthand side.
- Tap the 'select schools' button in the top right corner.
- Tap the big orange choose button. This will load your school and bring you to the settings page.
- Subscribe to the groups that are relevant to you, then click the 'go back' button on your phone, which will bring you to the main screen of your schools app.



Here's some tips to ensure you receive notices and push notifications

- When you download the Skool Loop App you will be asked if you would like notifications please **tap yes**. Some devices don't ask this question and automatically tick yes for you. This can be changed in your settings
- If your notifications are turned off in your device settings, some phones apply that to all apps when downloading. In the phone settings please make sure your notifications are turned on
- Check your App Store or Google Play regularly for any outstanding updates
- There are 2 different notices school will send out: **push notification** (banner and ding) or a **notice** (visual alert only)
- You will only receive a push notification if you are not using the app at the time
- If your volume is off you will not hear an alert
- You will see a visual alert if a **notice** has been posted. You will not hear a ding
- You will only hear a ding if the school sends a **push notification**.



Stay "in the loop" with our communication app!

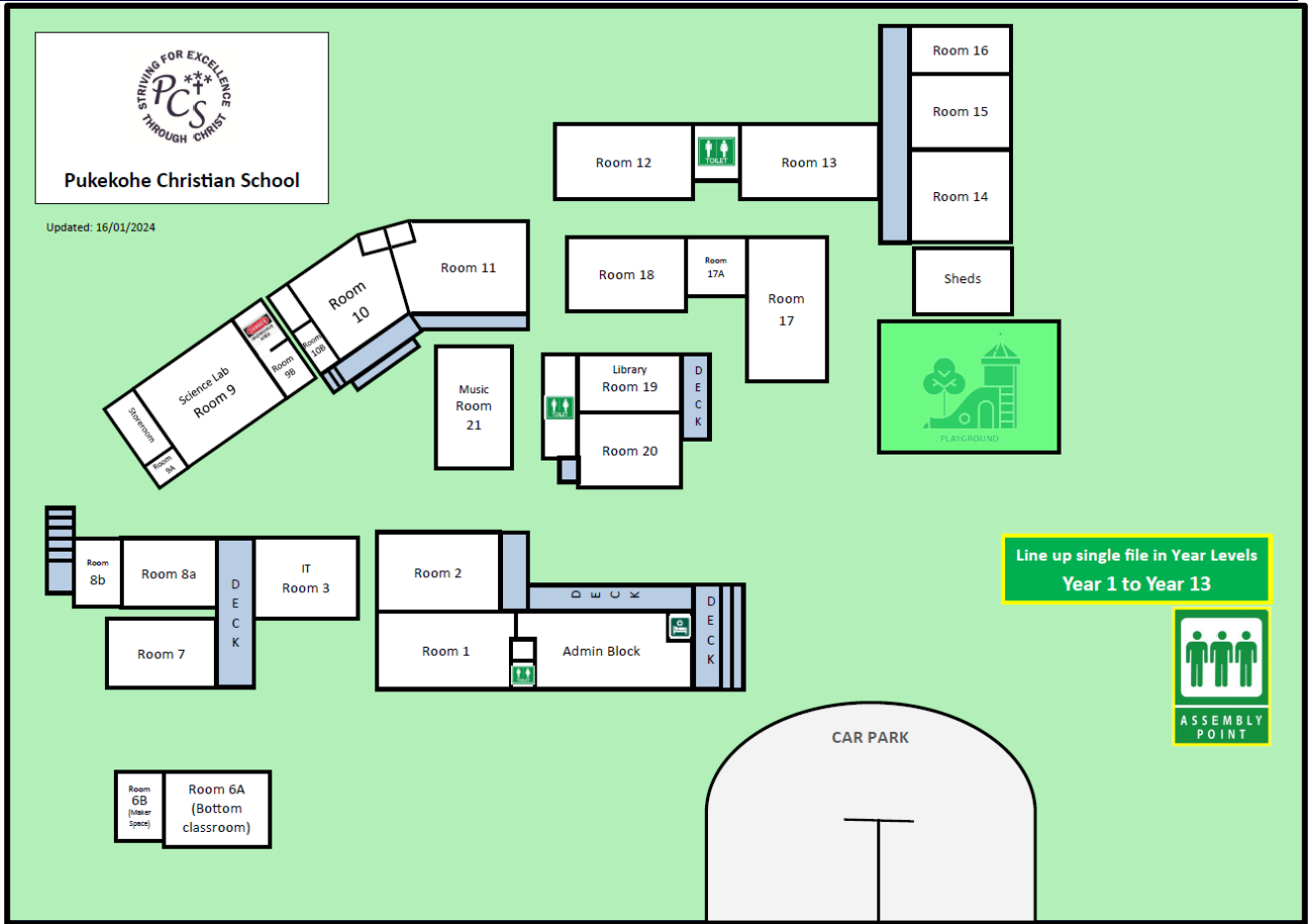
Events | Cancellations | Notices
Newsletters | Permission slips
Instant notifications | Absentees
Parent Teacher Interviews

Simple free download:

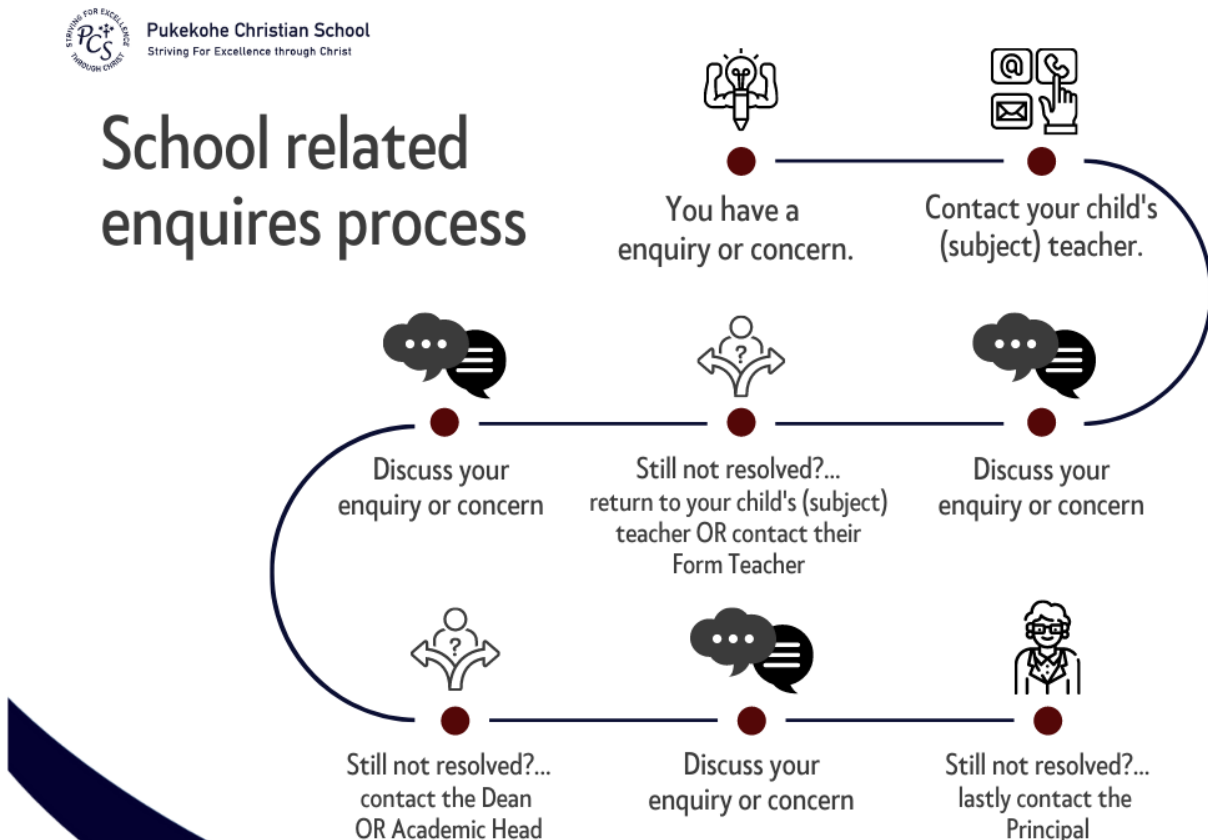
In Google Play & App Store search 'Skool Loop' & choose our organisation once installed.



SCHOOL MAP



SCHOOL RELATED ENQUIRIES PROCESS



A full contact list for all staff can be found on our Skool Loop App



HOT SHOTS

PUKEKOHE CHRISTIAN SCHOOL
AFTER-SCHOOL CARE

From 3-4pm or 3-6pm

Contact Carolyn at
principal@pcschool.co.nz
to register



Room 13
Pukekohe Christian
School



**fun &
creative
activities**
homework
**afternoon
snack**



www.pcschool.co.nz | (09) 238 6449