



Growing Excellence Together Piki ngātahi te tihi



Message from the Principal

Tēnā koutou, nau mai, haere mai, ki te kura nei. It is my pleasure to welcome you to Avonhead School -Rakipaoa. We are a full-primary school catering for children from 5 years of age up to 13 years (Year 1 – Year 8).

We have large, attractive grounds, a heated swimming pool, and modern spaces and classrooms. We have highly committed staff and delightful students who are all focussed on quality learning.

Avonhead children are strong Cantabrians who are respectful, responsible and strive for excellence in all areas. Our uniform proudly displays the colours of our province - red and black - mā pango mā whero. Avonhead is culturally rich and diverse, and we take real pride in the 52 different nationalities we have as part of our extended whānau. Our inclusive approach and the way in which we value diversity, adds to the richness of our school culture.

We have a clear collective vision for our school with the aim of Growing Excellence Together -Piki ngātahi te tihi. Our approach to education is about developing a sense of pride in learning, utilising innovation, and encouraging on-going improvement, risk-taking and creativity. We promote high standards and help children to become thinkers and learners for life.

There are so many opportunities both in and out of the classroom for all of our tamariki. We have strong sporting, musical and cultural programmes that provide opportunities for Avonhead students to participate in many events that will nurture strengths, promote talents and develop leadership skills, whilst fostering community spirit.

We value strong communication between home and school and I welcome, and encourage, your partnership with Avonhead. Your involvement in school life, your participation in the learning programmes and your support in the activities of your child will enrich the primary school experience. I look forward to meeting you and sharing our wonderful school.

Micah Hocquard Principal

Avonhead Staff

Principal	Micah Hocquard: BSc, GradDipTchLn
Deputy Principal	Vicki Lewis: BEd, DipTchg
Assistant Principal	Nikki Ollis: BTchgLng (also in charge of ESOL)

NE/Year 1 Team:

Room 3	Yvette Pomeroy/Donna Burns	Year 0/1
Room 4	Robyn Frost	Year 0/1
Room 5	Hannah Marchant	Year 0/1
Room 6	Tessa Shamy	Year 0/1

Year 2/3 Team:

Room 1	Grace Summers	Year 2
Room 2	Ali Law	Year 2
Room 7	Emma Whitla	Year 2/3
Room 9	Brittany Price	Year 2/3
Room 11	Stacey McKenzie	Year 3
Room 12	Larissa Walker	Year 3

Year 4 Team:

Room 13	Alison Dawson	Year 4
Room 15	Amanda Carrington	Year 4
Room 16	Russell Blackbourn	Year 4

Year 5/6 Team:

Jaime Steele	Year 5/6
Lucy Dawson	Year 5/6
Hayley de Beus	Year 5/6
Mary McGimpsey	Year 5/6
Courtney McRobie	Year 5/6
Fraser Malins	Year 5/6
	Lucy Dawson Hayley de Beus Mary McGimpsey Courtney McRobie

Year 7/8 Team:

Room 23	Bruce Rodger	Year 7/8
Room 24	Alannah Moke	Year 7/8
Room 25	Jono Collins	Year 7/8
Room 26	Danielle Lane	Year 7/8
Room 27	Darelle Busfield	Year 7/8

Release teachers:

Aimee Best	Hayley Ellison
Hilary Saunders	Jeneane Jefferson
Angela Whitley	Amanda Rose
Kit Lawry	

Avonhead Staff

Learning Support teacher: ICT specialist teacher: Science specialist teacher: I.T Support: Michelle Robinson Mandy Dempsey Pete Hay Alex Kalinin

ESOL Teacher Aides: Sue Cropley Selina Chai

Sugeetha Sarath Charleen Voon

Teacher Aides:

Briar Baser Frances Essenberg Sheila Hooper Mel Bradley Vanessa Coulthurst Memory Simona Josie Chambers

Office staff: Admin/Reception Admin/Reception Finance Librarian Property Manager

Ainslee Stewart Natalie Hansford Karen Honeybone Barbara Medlock Steven Smith

Music and Kapahaka staff Chorale Director Senior Choir Conductor Orchestra/Band/Chorale Junior Choir Conductor Kapahaka

Andrew Maddick Vicki Lewis Andrew Maddick Elizabeth Eason Matua Steve Reid



Board of Trustees: Presiding Member

Principal Staff Representative Lauren Wilton Jay Grubb Deirdre McLachlan Micah Hocquard Bruce Rodger

Ari Segaran Ruby Rose



How the School got its name - Avonhead - Rakipaoa

You may be aware that there are three natural springs not far from the school that are regarded as the source (or the head) of the Avon river (known by Maori as Te Ōtākaro Awa).

In 2024 we were gifted Rakipaoa by mana whenua. Rakipaoa is one of the tributaries for the Avon river and was an important feature for the local people as it provided numerous resources.

Avonhead - Rakipaoa is built on land that sits at the head of Te Ōtākaro Awa. It is here the natural springs bubble out of the ground and start their way to the sea - just like our tamariki who begin their journey with us - full of vitality, enthusiasm and a passion for learning.

Finally emerging as Positive Achievers, Thinkers, Creators, Communicators and Contributors - skills that are needed for the exciting future ahead of them.

Our school houses are represented by the four native trees; Kahikatea, Kowhai, Matai and Rimu. These four whanau groups are an important part of our school culture. Like our native trees, our tamariki (children) need to be nurtured so they too can grow strong, tall and proud.



Rakipaoa links in with our school logo, a river and the idea of a journey. Our logo also symbolises the partnership between teachers and students as well as parents and their children. It represents our tuakana-teina model (an older student looking after a younger child), which is something we treasure and foster in our full primary school. Our older tamariki are our role models and our expectation is that they always lead by example.

Our School Values

Our Avonhead values play a very important role within our school. They help to guide and support our students every day.

We have three values: Respect - Whakaute Responsibility - Takohanga Excellence - Hiranga



Our values are interwoven into everything we do from classroom lessons to sports games, kapahaka to team hui. We strive to ensure that through our values, tamariki can develop into caring, kind, motivated individuals who excel in all areas of their schooling and life.

We hold Values Assemblies every second week and take the time to acknowledge students across the school who are trying their very best to live by our school values and who show the Avonhead Attitude. Our students also use, and keep evidence of, our Leaner Capabilities as they progress through our school.



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Enrolling Your Child at Avonhead School - Rakipaoa

An enrolment form must be completed for each child attending Avonhead School - Rakipaoa.

New Entrants (5yr olds) are usually enrolled by the Assistant Principal. New Entrant children are invited to attend three pre-entry visits to their prospective classroom before starting school at one of our cohort entry points. These visits are usually on the three Tuesday mornings prior to the child turning 5 years.

Cohort entry allows new entrant children to begin school at two points each term during the school year, once they have turned 5 years old. There are two entry points each term, determined by the Ministry of Education – one on the first day of term and one around the term's mid-point. These entry points can be found on the table below.

In order to verify the child's date of birth, the school is required to sight and retain a copy of your child's birth certificate and an immunisation certificate or the appropriately completed section in the 'Well Child' book. If you have chosen not to have your children immunised, this is ok but we need to record that they haven't or have only been partially immunised. This is a legal requirement of the school. If your child was not born in New Zealand, we also require a copy of yours and your child's passport. Please bring these documents with you to the enrolment interview and a copy will be taken.

The visits cover basic routines and class activities, so the children can make a more prepared and happy start to school. Parents are encouraged to stay with their child on the first visit although some may need to stay on future visits as well.

Children starting at the beginning of a year are invited to attend three shorter pre-entry visits to their prospective classroom. These visits are held in November of the previous year.

Older children new to the school can be enrolled at the school office.

When children first start school most take time to adjust to the more formal routines and the longer primary school day. This can be very taxing on a five year old and an earlier finishing time is advisable and recommended. For the first week children finish at 2.00pm.

Term	START OF TERM DATE	MID-TERM DATE	END OF TERM DATE
1	1.1 - Friday 31 January	1.2 - Monday 3 March	Friday 11 April
2	2.1 - Monday 28 April	2.2 - Tuesday 3 June	Friday 27 June
3	3.1 - Monday 14 July	3.2 - Monday 18 August	Friday 19 September
4	4.1 - Monday 06 October	4.2 - Monday 10 November	Friday 12 December

2025 dates for cohort entry

Enrolling Your Child at Avonhead School - Rakipaoa

Classification of students at Avonhead -Rakipaoa

When your child arrives at school. He/she will be allocated a year classification. If they arrive before the 1st May, they will be classified as Year 1 and if they arrive any time after this, they will be classified as Year 0.

This classification system is similar to the practice in all NZ schools. We want to ensure that our children do not leave for High School when they are too young.

You may know that the Ministry has a different classification system. Their system uses the 1st July but this is used to calculate school funding and should not be confused with the school classification.





About our enrolment zone

All Children living in our enrolment zone are entitled to attend Avonhead School - Rakipaoa. Enrolments are taken at all levels throughout the year.

Providing there are places available, applications are welcome from those living **out of zone**.

Our school enrolment zone encompasses the following areas:

North along Maidstone Rd from Withells Rd to the Waimairi Rd intersection; East along Waimairi Rd and the Peer St bypass to Yaldhurst Rd; South along Yaldhurst Rd, down Middlepark and Epsom Rd to Racecourse Rd; West from Racecourse Rd, across Riccarton Racecourse and up Withells Rd to Maidstone Road Intersection.

The enrolment ballots for children living **outside of our zone** are:

Ballot dates for 2025 and Term 1 2026

Term	Advertisement date	Application deadline 4pm on the following days	Ballot date
For children who wish to enrol in Term 1, 2025 27 Jan - 11 April	Wednesday 28 August 2024	Wednesday 18 September 2024	Friday 20 September 2024
For children who wish to enrol in Term 2, 2025 28 April - 27 June	Wednesday 12 February 2025	Wednesday 12 March 2025	Friday 14 March 2025
For children who wish to enrol in Term 3, 2025 14 July - 19 Sep	Wednesday 30 April 2025	Wednesday 28 May 2025	Friday 30 May 2025
For children who wish to enrol in Term 4, 2025 6 Oct - 16 Dec	Wednesday 23 July 2025	Wednesday 20 August 2025	Friday 22 August 2025
For children who wish to enrol in Term 1, 2026 <mark>26 Jan - 2 April</mark>	Wednesday 17 September 2025	Wednesday 15 October 2025	Friday 17 October 2025





General Information

School Attendance Times

Children should arrive at school between 8.30am and 8.50am. Children who arrive before 8.30am are to wait under the hall veranda if it is wet. We have a before school programme that parents can sign-up for that is run by CASPA which begins at 7.00am each day.

School times are as follows:

8.50am	School starts for all students
11.00am -11.30am	Interval - 30 minutes
1.00pm -1.45pm	Lunch for all Teams
3.00pm	End of school day
3.20pm	All children must leave the playground unless supervised by an adult
Children are expect	ted to leave for home as quickly as possible at 3.00pm and use the patrolled

road crossings. All children must have left the school by 3.20pm Research tells us that the early morning time-slot can be considered to be optimum learning time.

For this reason, we have adopted '**uninterrupted time**' between 8.50am and 11.00am. This means, children **must be** at school, in the classroom in time for the 8.50am start and it would be really appreciated that parents arrange appointments **outside this** time. We are planning any other optional activities at school such as music tuition to be outside of this time as

2025 - Terms and Holidays

Term dates and holidays are set by the Ministry of Education and vary from year to year. Our School terms are:

Term 1 - 29 January to 11 April

27 and 28 January: Teacher Only Days
29 and 30 January: Kanohi ki te kanohi - Face to face conferences
31 January: School commences
6 February: Holiday - Waitangi Day
7 March: Ministry Teacher Only Day

Term 2 - 29 April to 5 July

2 June: Holiday - King's Birthday 20 June: Holiday - Matariki

Term 3 - 22 July to 27 September

Term 4 - 14 October to 13 December

- 27 October: Holiday (Labour day)
- 15 November: Holiday (Canterbury Show Day)
- 12 December: School finishes at midday (1.00pm)





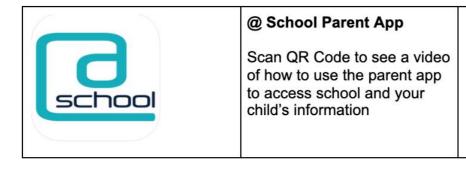
Reporting Absences or Late Arrivals



We use an electronic attendance system at the school and as part of the process, if a child doesn't turn up to school by 8.50am, we will mark them absent if we haven't been advised of the reason. We will text or call you to make sure that they are safe. If we can't get hold of you, we will ring or text the emergency numbers you have provided.

If your child arrives after 8.50am, they must report in to the office to get a late pass so the teacher knows that they have been marked present at the office. If your child is going to be absent or late for school on any day, it saves a lot of time if parents email (<u>absences@avonhead.school.nz</u>), ring and leave a message (348-7361, then press 0) or use the @school App. We have an answerphone that can take your absence notices 24 hours a day. **Note** - It is a legal requirement for students to attend school everyday and that we record when your child is late or absent and why.

Parents can download the @school App, which is a fast way to receive communications and notify the school of absences. The @school App can be downloaded from both the <u>Apple Store</u> and Google Play





Overseas travel or Holidays during school time:

A parent is required to advise the school, in writing, of any leave from school their child will be undertaking. It is important to advise the school of this leave. The letter should include the day/s the child will be away and the date that they will be returning.

Parents who take their children out of school for an extended period of time (more than a week) to travel overseas or go on holiday, cannot expect their child's teacher to provide a "take away" classroom programme of work. Parents must make their own arrangements for the schooling needs of their children during this time. It is strongly recommended that you develop a daily learning programme for your child that will support your child's learning during this time. Some ideas that could be helpful include:

- Visit the classroom website/blog regularly to keep up to date.
- Establish a classroom buddy system to exchange learning.
- Keep a written (or digital) diary of daily events or highlights on your trip that could be emailed back to your class
- Utilise the MOE's website for supporting your child's learning

Teachers are always willing to discuss their future classroom curriculum focus to give parents information in respect to the scope of the learning that will be taught during your child's absence. It must be noted that children who are absent from their regular schooling at Avonhead School for more than 21 consecutive school days may be taken off the school roll (as per the Ministry of Education requirements) and that the school's enrolment policy would then apply upon reenrolment.

Health

The School Health Nurse visits the school occasionally and any specific health problems can be relayed to her. Specialist services are available to parents if required - this includes speech therapy, educational psychology, and health services such as hearing, vision testing and general health checks.

Dental treatment is free and provided on a regular basis at the Avonhead School - Rakipaoa in the new mobile van. Contact is 0800 846 983 and the base for the dental unit is 1 Hei Hei Road in Hornby.

If children are unwell at school, parents are contacted and a request made that the children be collected and taken home. An emergency contact person is important to stand in when we cannot contact parents in such circumstances.

If children have medication that has been prescribed, could parents please contact school and sign a permission form that allows us to administer the medication. The medication must be held in the school office, to be administered by office staff as prescribed. It is recommended that medication such as bee sting pills also be kept in the school office for emergencies. Inhalers are kept in classrooms so children have ready access to them.

Sun Hats

Avonhead - Rakipaoa has a Sun Safety Policy which **requires** all children to wear a red or black school sunhat in terms 1 and 4. The compulsory Sunhats are sold as part of the school uniform and are rated SP50+. You can either buy them at 'Mainland Uniforms@llam' or at our library for \$10.

Peanut-free school

We have a number of children who have severe allergies to peanuts and can end up having an anaphylactic response requiring insulin injections and medical attention. Two of these children only have to touch something with peanuts in it!!! We know it is difficult to completely eliminate food with peanuts in it, but we specially ask parents not to send food to school containing peanuts and we also urge parents to remind children that they shouldn't be sharing food or drink at school.



Lunch at school

It is possible to buy lunches for children but it requires parents to go online and order and pay from a range of selections of goodies and they will be delivered to the school before 12.30pm.

We have two providers:

Lunch on line – <u>www.lunchonline.co.nz</u> (They only deliver on Wednesday, Thursday and Friday)

At lunchtime, your child goes to the office and collects his/her lunch.

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Road Safety - Transport

Parents who transport children to and from school by car must not stop on yellow broken lines or double park on Avonhead Road. Driving into the school ground to drop children off or to collect them is also not permitted. **Only families that have a Disabled Parking Permit may park in the disabled carparks by the hall.**

We have two supervised crossings. The pedestrian crossing on Avonhead Road is patrolled by teachers and senior students before school from 8.30am to 8.55am and again after school from 3.00pm to 3.15pm. The Kea Crossing on Nortons Road operates after school only.

Bicycles and Scooters

The Bicycle stands and Scooter parks are located behind Rooms 1-4. Bikes and scooters should be locked and named. Children must walk their bicycles and scooters in and out of the school grounds. Skateboards are not allowed at school.

Newsletters and Notices

We send home a newsletter once a fortnight to let you know what is happening at school and to share important information and reminders. This

information is also available on the school's webpage calendar and website.

You can subscribe to our newsletters via our website. Just click on the Sign Up! button at the bottom of the website.

Teams will also send you home notifications and message to advise of other information that you might need relating to team events.

Kelly Club Avonhead

We have an on-site, before and after-school programme available at school. Their programmes are filled with plenty of activities to keep your kids encouraged, educated and entertained during their time with us. They pack their programmes with sports, cooking and art and craft. They provide flexible payment plans so you can enjoy same-day booking and cancellation without penalty.

Kelly Club Avonhead mob: 021 310 432 Email: avonhead@kellyclub.co.nz website: <u>https://kellyclub.co.nz//avonhead</u>



Sign Up!

Subscribe to our updates and receive the latest news and

vour inbox.

notifications direct to



Reporting To Parents

Teachers report formally on the progress made by individual children twice during the year. As well as this teachers meet with all parents and individual students at the beginning of each year in our Face-to-Face "Kanohi ki te Kanohi' meetings. Throughout the year our students also share their progress with whanāu (families) through Learning Celebrations in each team, as well as digital platforms such as seesaw and google drive in the senior school.

Parent - Teacher Interviews are held at the beginning and middle of the year. Written reports go home with children in the middle and end of the year also. Students in Yr 5 - 8 also share their learning regularly with parents via our Spotlight app.

Parents of New Entrants have an interview with their class teacher after children have been at school for approximately 6 weeks. Each child's home room teacher will arrange this with each family and at this meeting each child's progress and early assessment results will be shared as well as setting goals moving forward.

In addition to the arranged interview and reports, parents are encouraged to keep in regular contact with their child's home room teacher through-out the year too. If you have a concern, parents are encouraged to contact the home room teacher first. Face to face meetings are best and you can speak to the teacher to arrange a time to discuss the matter or email the teacher (email addresses of all our teachers are available on our website).

All information relating to your child or family is held in confidence by the school and you as parents or guardians. A copy our school's Privacy Policy is available on our school website under 'Policies'.

Student Management

Teachers and staff at Avonhead School maintain a high standard of acceptable student behaviour. Positive restorative behaviour management is viewed as a shared responsibility between the school, home and the wider school community and we use our three values of **Respect, Responsibility and Excellence** and 'live' and model these values in everything we do. We talk about someone having the '**Avonhead Attitude'** when students are displaying the three values. Our role as teachers is to facilitate the restoration of the relationship between students when things go wrong. This is called restorative practice.

Children who have English as their Second Language

Avonhead School - Rakipaoa provides special support for children who have English as their Second Language. Children will receive English tuition on a `one to one' or small group basis during afternoon school and subject specific support during the morning.

Important note: International research shows that the first language children will learn is 'social language'. This means they will develop words and phrases to communicate with their friends. It is through this 'social language', that students will gain the 'learning language'. If possible, we will try and place your child in a classroom with at least one other student who can speak your language and can help your child with their learning and communicating with the teachers and other children. Please be aware that the this social language needs to occur first, before the learning language takes place and this can take up to at least ten weeks! (even longer) but this is a normal process.

Inclusion for ESOL support is automatic for children who are from new immigrant families and will continue until the teachers recommend total immersion into the regular classroom programme without support.

Technology Training

Students from Year 7 and 8 travel to the Kirkwood Technology Training Centre once a week for instruction in sewing, cooking, electronics, robotics, metals work, wood work and plastics. A fee for the cost of materials that your child uses is charged to parents and is payable directly to Kirkwood Intermediate. The Board of Trustees pays for tuition and the Ministry of Education provides free bus transport to and from the centre. Our Technology day is Wednesday.

Music Tuition

Avonhead School - Rakipaoa enjoys a high profile in music and we have excellent tutors working with our musical groups at school. We have two choirs, chorale, ensemble and individual instrument and vocal tuition available at the school. Darelle Busfield is the teacher in charge of co-ordinating the music programme within the school and any inquiries can be directed to Darelle. As your children get older, you will find more music opportunities will become available to be involved.



Stationery

At the end of each year children will be issued with a list of requirements for their present class. Follow the instructions on the stationery form or see the school website for more information.

All New Entrant children will be given a stationery list when they are enrolled. As most of the stationery items are quite specialised in the junior classes, we ask that these are purchased from school by the third pre-entry visit so children can have their books when they start school.

School Library/Learning Centre

We have the state of the art 'Library Learning Centre' It's a place where children can go to read, borrow books and use technology. It's a great place to relax and unwind with a good book! A lot of children choose to go to the library at lunchtime where they can read, play board or card games or quietly chat.

Student Council

Each year a Student Council is elected by the student body with candidates nominated from Year 7 and 8. The Student Council is responsible for overseeing various monitorial duties throughout the school, organising social events and taking a minor role in fundraising.



House System

When children are enrolled at school, they are placed in one of four houses: Kowhai, Kahikatea, Matai or Rimu house. Children in the same family are in the same colour house. The house system is used for sports, duties, weekly competitions and other activities throughout the school.

Homework

Where appropriate, teachers may set class and individual homework that reinforces learning. Work will be a relevant, appropriate and meaningful addition to classroom programmes. Homework expectations vary depending on the children's' age and are best discussed with class teachers. Regular reading should be a part of all students homework.

Swimming

We have a heated swimming pool at school and although an outside pool, the temperature is set at 26 degrees Celsius! Teachers will let children know what days they should bring their togs/swimsuits.

"The Canterbury Health Board strongly advises parents that if your child has diarrhoea or an upset tummy, they should wait for TWO WEEKS before using the pool as they could make other people sick". This is despite the fact that the pool is well-filtered and has chlorine added to it daily.

Teams also arrange for swimming lessons for all the children offsite where children get the benefit of professional training and tuition at their level of expertise. In NZ, we live not far from beaches and rivers and it is important that all children learn to swim competently as drowning is the third highest cause of accidental death in New Zealand – after motor vehicle accidents and falls.

Please send a note if your child is unable to participate on any day and remember to name swim wear and towels clearly.

Sports

Children from Year 5 to 8 compete regularly with other Christchurch schools in a variety of sports including summer sports, swimming, athletics, cross country and winter sports. Sports uniforms are issued to Avonhead School team members when they represent the school at major sporting events or tournaments but all students from Year 5-8 must have their own PE and sports tee-shirt available only from the Library for \$35.00





Vision and hearing

The vision and hearing testers come to school about twice a year and test New Entrant children who have not been tested before (B4 School Screen at age 4 years). Parents are notified of all test result by a note taken home by your child. Children who do not pass the test are retested in 16 weeks time and if necessary, a referral letter is sent to parents for the child's doctor.

The vision test used is a letter-matching test and does not require the child to be able to read.

Once your child has passed the vision screening test, they will not be seen again until they are in Year 7 when a further distance vision text will be carried out and boys will be screened for colour vision problems.

Requesting a vision test - As vision may change at any age, vision tests may be repeated where there are concerns about a child. Parents can request a retest and can contact the tester at any time to discuss concerns about your child's vision. Contact the Vision and Hearing Testing Service (based in Burwood hospital) by ringing 383-9498 or email: <u>PHNBurwood@cdhb.govt.nz</u>. Their hours of work are weekdays – 8am to 4.30pm.

Website

We have a great website that will provide you with lots of information as well as having important notices and copies of the latest newsletters.

You will also find the links in our webpage to Board documents, strategic and annual plan, and school policies. As well as archived newsletters and celebrations.



Avonhead School Uniform

Summer Uniform - Girls



Winter Uniform - Girls



Optional items - Girls

- Winter gingham pinafore
- Winter black tights

Additional Items - Girls

- Shoes Tidy sports shoes
- Socks Short white/black sports
- Bucket Hat Red or Black (Terms 1 & 4 compulsory)
 - Available from our school library (\$10)
- Sports shirt Year 5-8 only
 - Available from school library only (\$32 or \$35)

Jewellery is not permitted (only studs or sleepers in the ear), neither is nail polish and long hair should be groomed and tied back.

<u>Suppliers</u>: The Warehouse, 265 Blenheim Road, Upper Riccarton Christchurch Mainland Uniform (Ilam shop), 376 Ilam Road, Ilam, Christchurch

Avonhead School Uniform

Summer Uniform - Boys



Winter Uniform - Boys



Additional Items - Boys

- Shoes Tidy sports shoes
- Socks Short white/black sports
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Email: admin@avonhead.school.nz principal@avonhead.school.nz

Phone: +64 3 348 7361

Location: 55 Avonhead Rd, Avonhead, Christchurch 8042, New Zealand