



SCHOOL INFORMATION

Dear Parents/Caregivers,

Please check the attached form to ensure we have the correct contact details for your child. If you have changed your email address, phone numbers, home address etc or would like to add another email address or contact, please update the form and return to the school office. It is important that the school has the most updated contact/email addresses in case we need to reach you in an emergency. Often we have injured or sick children and we can't get hold of anyone as parents have changed contact details without informing the school. Children also miss out on trips, events or lunch orders. Please be aware our newsletters and notices are sent by email. All our important news, reminders and upcoming events are always detailed in the following:

- **Newsletters and Important Notices (emailed by MailChimp and Etap)**

Our school newsletter is emailed out fortnightly Thursdays to families who have provided the school with email addresses. Our newsletters contain all important news and events that are happening in our school. It is important that you read these so that your child won't miss out on any activities, shows, trips or events. Occasionally, we also send out important reminders as they come up during the school year. If you've changed your email or would like to add another email address, please let the office know.

- **School Mobile App**

This is **free** to download from your mobile App Store on your Apple or Android device. Search '**SchoolAppsNZ**' to download the App to your phone or tablet, then search Marshall Laing Primary School. We regularly send out important reminders and notices through this App. You can access school contacts, report absences by phoning/texting from the App and in the event of an emergency, receive our Emergency Alerts. You can also easily access our school Newsletters, Daysheet, News, and Events Calendar all on your Mobile App. More information is on our school website.

- **School Website - www.marshall.school.nz**

Our website have links to our Kindo Online Shop and also information for our School Mobile App. You can also find our newsletters, events calendar and daysheet on our school website.

STUDENT ABSENCES

If your child is going to be absent or late, please ring the school office before 9.00am and tell us. It is the parents / caregivers responsibility to alert the school of absences. You may leave a message at any time of the day or night (available 24/7) on our absence line by one of the following:

* **Calling: 6265103 and Press 1 - to leave an absent message, or**

* **School mobile 027 258 9821 - Text or phone available.**

Both above numbers are also on our School Mobile App. Please give your child's name, room number and reason for absence. **Please do not email the office or teachers** as the staff member may be away or teaching and is unable to clear your email. Please be aware under the Ministry of Education guidelines, if the school does not receive any reason for absence from you, your child will be marked as Truant in their attendance records.