



The Summit Academy (TSA) Processes and Procedures as of 31 October 2018

The team:

Academic Director: Rebecca Elias
r.elias@thesummitacademy.co.nz

Classroom teacher: Tanya Thorogood
t.thorogood@summitpoint.school.nz

Classroom assistant Ruby Nunan-Baird
r.nunan.baird@summitpoint.school.nz

Administration: Paula Duffy
p.duffy@summitpoint.school.nz

Absences:

Call Anna/Paula on our school office: 09 973 5354 (before 9am) or email info@thesummitacademy.co.nz

Paula manages enquiries, invoices/payments or any other school related paperwork.

Medication and administration of medicines:

Parents and caregivers must fill out a school form permitting school staff to administer any medication (natural or pharmaceutical). A letter and/or medical certificate from your GP or specialist will be required before we can manage medicines on your behalf. No student may bring or take any form of medication independently.

**Please email Paula if you have not received a medical form or sent a letter from you GP.*

Homework:

We use a paper based homework system. Generally our teachers set homework each week, your child may have additional research or practice activities. We can adjust to suit each student (and family), please be in touch if you find there is too much (or not enough). You may also want work to assist with a specific difficulty (such as letter formation).

Hats:

Hats are required in both term one and four. Please send a hat to Summit; otherwise there will be no outside play. If you can also apply sunblock over the summer months before your child leaves home.

Arrival and departure at school:

TSA starts at 9am and finishes at 3pm.

* If you require before and afterschool care, Joseph's School (the school next door) offer a before and after school care programme run by SKIDS. You may be able to enrol your child if needed.

http://www.skids.co.nz/location/st._josephs_takapuna/

Summit Academy | 09 973 5354 | info@thesummitacademy.co.nz | thesummitacademy.co.nz

Our Notice policy:

Although we do not want to see anyone leave TSA, circumstances do change and we understand that. We would appreciate two weeks notice (this included in our terms and conditions policy).

Rubbish Free School:

We encourage all students to take their food wrappers and scraps home.

Healthy food policy:

We encourage our families to send their children to school with nourishing, healthy foods (and drinks) that fuel their bodies and minds in the best possible way. We discourage all sweets (lollies or chocolates) unless approved by management for special occasions (birthdays etc.).

**Water is preferred in student water bottles.*

Mobile phones:

Mobile phones are permitted at school, as number of our students use public transport or after school activities. All students must hand their phones or devices to their classroom teacher at the start of each school day. They can collect at the end of the school day and use once outside school grounds.

iPads:

Students typically use a Chromebook here at TSA, although there are apps and software designed for Apple products, which assist dyslexic students. Like mobile phones, students need to hand their iPad to the classroom teachers to avoid issues with taking photos or filming on school grounds.

Taking photos or filming on school grounds:

Students are not permitted to take photos or film Summit Academy students or staff on personal devices.

School related issues:

If there is an issue occurring with your child in the classroom, or on school grounds, we ask you contact our day school teacher first. Management should not be your first contact except in emergency and/or serious issues.

Contact made to staff:

Contact with staff should occur inside of regular school hours, unless it is an emergency.

