



Te tipu ngātahi mā roto i te whakanuinga o ō tātou ake tuakiri  
Growing Together, Celebrating Our Unique Identities

## Welcome to RRS - Useful Information for Parents

### School Start Time and Morning Routine

Our school day begins promptly at 9:00 am, and we encourage families to arrive from 8:30 am onwards. Arriving during this window allows children valuable time to settle in, unpack their bags, and make that important first connection with their teacher. We've found that students who have a calm and unhurried start to the day are more ready to engage and learn. To help your child start the day positively, please aim to arrive before 9:00 am. The school bell rings at 9:00 am sharp, signaling the official start of our day.

### Our day is split into 3 learning blocks:

- 9 am to 11 am

There is a "brain break" at 10am where the children have a quick fruit snack from their lunchboxes.

- 11:20 am to 12:50 pm

- 1:40 pm to 3:00 pm

### Morning Tea & Lunch Times

- Morning Tea: 11:00 – 11:20 am

- Lunch (Supervised Eating): 12:50 – 1:00 pm

During lunch, teachers supervise the children while they eat. When the bell rings at 1:00pm, children may go and play, but are welcome to continue eating if needed.

### Absences

Please notify the school by 8:30 am if your child will be absent.

- Call 09 376 1091 or email: [office@richmondroad.school.nz](mailto:office@richmondroad.school.nz)
- Use the school app or submit via our website.

### Late Arrivals

If your child is late to school:

- Please sign in at the office.
- Complete a late slip to give to their teacher.

### Appointments

On the rare occasion you need to collect your child for appointments during school hours:

- Sign them out at the school office using the tablet.
- Complete a sign out slip to give to the classroom teacher.

### Library Visits

Each class visits the school library once a week.

- Children can borrow one book at a time.
- Please return books by the next library visit so your child can borrow a new one.
- Your child's teacher will let you know about their library day.



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## Clothing

Please dress your child in comfortable, practical clothing suitable for active play, sports, and art activities – clothes that can get messy and allow for free movement.

- For our new entrant students, a **spare change of clothes** in their school bag can be a helpful idea as they settle into school routines. Accidents or spills can happen, and having a change on hand ensures your child stays comfortable throughout the day.
- Lost property is located in the Library, please check there if your child is missing any clothing items.

## Newsletter / Community Pānui

We'll be sharing updates with you every week. We alternate between our newsletter and community notice each Wednesday to keep you informed, involved and connected. These updates are sent directly to the email address you've provided to the school, so please make sure it's up to date.

## School Lunches

School lunches are available to order every day through the MyKindo App. The following providers offer a variety of meal options throughout the week:

- **Subway** – Available **Monday to Friday**  
Freshly made subs and wraps
- **Go-Deli** – Available **Monday to Thursday**  
Hot meals, pasta, pastries, and sandwiches
- **Nagoya Sushi** – Available **Wednesday to Friday**  
Sushi, katsu on rice, and dumplings
- **Copain Bakery** – Available **Friday only**  
A selection of baked goods

To place an order, log in to your **MyKindo** account via the school website or directly at <https://shop.tgcl.co.nz>.

Lunch is delivered in time for 12:50 pm, but please remember to also pack a piece of fruit for 'brain break' and a snack for morning tea. We are a water-only school, which means children are only allowed to drink water during the school day. Drinking fountains are available throughout the school. As part of our efforts to become a waste-free school, we encourage families to pack litterless lunches—using reusable containers and avoiding single-use packaging where possible. To support healthy eating habits, teachers supervise students during the first 10 minutes of lunchtime to ensure they are eating before going out to play.