



Evanda Crescent
Conifer Grove
Takanini 2112

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admin@cgschool.ac.nz
www.conifergrove.school.nz

Frequently asked questions:

School gates are open from 8:15am, there is no supervision for students before 8:30am.

Please use pedestrian gates only. The driveways are unsafe for children to use.

Should your child require supervision outside these times, please contact [Kids After School Care \(link\)](#)

From 8.30am students may enter the classroom.

Teachers will be in classes from 8.30am, adults will be required to leave the classroom by 8.45am.

If accompanying children to their class, please do not use the office as a thoroughfare.

The school day begins at 9am and finishes at 3pm.

We have two scheduled break times during the day:

- Break 1 is 11:00 -11:45 am,
- Break 2 is 1:15 - 2:00 pm.

School gates are automated and will be shut during the school day - entry only through the Evanda Cres entrance gate.

Press the intercom button on the gate to enter, and report to the office, please do not enter classrooms.

At the end of the school day the school pedestrian gates will automatically open at 2:50pm; you may wait outside the classroom and the class teacher will release your children at 3:00pm, any new entrant children not collected at 3pm will wait in the school office. The preferred entry/exit gate is the side gate on the walkway near the school hall from Walter Strevens Drive.

(Evanda Cres is a very busy at peak times and best avoided during these times)

Stationery is provided by the school.

School uniforms ([2024 Uniform List link](#))

Uniforms can be purchased from the Warehouse, Takanini - should you have any difficulties with supply of items please inquire at the customer services desk.

(Please ensure correct black sports shorts are purchased (summer uniform) - **no black cargo shorts, tights or denim shorts**)

Second Hand Uniforms - if you are interested in purchasing second hand items please contact the school office to check on availability of sizes/items.

School Hats - must be worn in Term 1 and 4.

Footwear - black shoes or black sandals

Breakfast/Lunch -students bring a packed lunch and drink bottle (we are a water only school) if you need to drop off lunch to your child please report to the school office.

There is no lunch scheme at Conifer Grove School, however, Breakfast Club is open at 8:30 am and 11:00am (at Break 1) each day in Room 1 (next to the office) for any students without food.

[Before and After School Care link](#)

Communication If your child becomes unwell while at school, the office staff will contact you directly.

It is important that you inform the office of any changes to your contact information.

Absences Please advise the school before 9am if your child is going to be absent. You can advise a student absence in a number of ways Phone: 09 299-7490 or Freephone: 0800 242 255 (you can leave a message on the absence line)

1. Email: absences@cgschool.ac.nz
2. [Skool Loop APP](#) - go to 'Absentee'
3. On the school website: www.conifergrove.school.nz - click on 'Contact Us' and then 'Absences'

School Notices and schoolwide messages are sent to caregivers using:

1. Notifications via Skool Loop APP (free download on Google Play or Apple Store) subscribe to Conifer Grove School
2. Email via HERO Student Management System (new notifications will be sent to you once your child has started school - follow the link using your email address to login as a new user)
3. Text Messages may be sent to you via HERO if your child is absent without any explanation - please reply to the text with a brief reason.
4. Class Dojo

Should you have any questions please do not hesitate to contact us via email admin@cgschool.ac.nz

Contacting the Class teacher - to make an appointment please contact the teacher directly via email: [\(link to staff email addresses\)](#) or freephone the school office 0800242255

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