



14 December 2020

Dear Parents, Caregivers and Guardians

We are looking forward to welcoming our 2021 students to an exciting year at Southwell. I would like to extend a special welcome to our new families who we know will enjoy being part of the Southwell community.

The following information is a useful guide for new parents and a reminder to returning families regarding the start-up process for the new year.

### “What do I wear on my first day?”

- **Grey shirt/blouse, tie, blazer, grey shorts/culottes, and sandals.**  
Please also remember to bring your school sunhat every day.

Date	Outline of the Day	Details
<b>Wednesday 27 January</b>	<b>New Boarders arrive, from 3.00pm</b>	<ul style="list-style-type: none"><li>● Boarding House staff will send out a newsletter in January which will include full details of arrival times.</li><li>● At 4.30pm there will be a “welcome” meeting &amp; light refreshments in the Dining Room for parents of new boarders. Following this gathering parents will say their “goodbyes” and boarders will have a swim!</li></ul>
<b>Thursday 28 January</b>	<b>First day for New Students only</b>  Class lists for new students will be displayed on notice boards outside the Management Centre (Office). Staff will be available to assist and direct students to classes.	<ul style="list-style-type: none"><li>● Students arrive at 8.30am.</li><li>● SSA “welcome” morning tea for new parents from 8.30-9.00am in the Dining Room to introduce you to the school from a parent perspective.</li><li>● Years 1-4 finish 12.50pm.</li><li>● Years 5-8, finish 3.20pm. Bring lunch, sports shoes, school sun hat, swimming togs &amp; towel.</li></ul>
<b>Thursday 28 January</b>	<b>Returning Boarders arrive from 3.30pm</b>	Boarding House staff will send out a newsletter in January with specific details.
<b>Friday 29 January</b>	<b>Term 1 commences for all students</b>  Class lists for students will be displayed on notice boards in The Square. Staff will be available to assist and direct students to classes.	<b>From this day on all day students should arrive at school by 8.20am.</b>  <ul style="list-style-type: none"><li>● All students will be issued with a stationery pack. Students bring their own pencils/pencil cases.</li></ul>

		<ul style="list-style-type: none"> <li>• Out catering lunches can be ordered from the Dining Room.</li> <li>• After school care commences (collection of children can be from 3.30pm until 5.15pm).</li> <li>• Tamahere bus service commences.</li> </ul>
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### SOUTHWELL SCHOOL APP

Our IT department will send all new families a username and password at the beginning of Term 1. The App is free of charge and is available to download (from the links below) so you can keep up-to-date with everything that is happening at the School. It features access to school portals, newsletters and push notification alerts direct from the School. You can also see your child's daily timetable on this app.

All student information for 2021 is planned to be loaded with timetable and student classes ready for Friday 29th January 2021. All general school information will be available as soon as you set a password for your school portal login.

- [Android Google Playstore](#)
- [Apple Appstore](#)

### USEFUL LINKS TO OUR WEBSITE

- [Every Day at Southwell](#) – save this to your bookmarks so you can easily find what is going on at school on a day-by-day basis.
- [The Southwell Week Ahead](#) – is emailed home every Friday. This has up to date information for the following week.
- [School Calendar](#) – this is one of the useful links you will find under Every Day at Southwell.
- [Parent Handbook](#) – also under Every Day at Southwell this publication is full of excellent information.
- [Southwell School Website](#) – explore our website for full information.
- [Southwell Facebook](#) - a useful resource of daily information and photos posted. Please 'Like' our Southwell Page to be kept up to date.

### SCHOOL DIARY

Your child will be issued with a diary during the first week of term and should bring it to school each day. The diary is an important form of daily organisation for our students.

### HOUSES

The School is divided into six "Houses" each named after a famous English Cathedral. Each student is allocated to a "House" and part of his/her sport/PE uniform will be a House t-shirt/jersey (in a particular colour). All new students will be allocated to a "House" prior to the uniform shop opening in January to enable parents to make this purchase. Uniform shop staff will be able to tell you your child's House.

### LUNCHES

Day students bring their own lunch; or we offer take-out lunches for day students from the Dining Hall. This can be signed up for on a termly basis, at \$250 per term or on a daily basis, at \$6 per day and will be charged to your school account. To sign up for a permanent lunch please complete the e-form that will be emailed out separately, or to sign up daily please make sure to write students name on the list in the Dining Room before school starts each day. The weekly menu is available to view on the website or school app.

### BUSES

Southwell School offers a Tamahere bus service solely for Southwell students which is managed by Go Bus. Please see the Southwell Handbook - click [HERE](#) for more details.

### DAY STUDENTS - DROP OFF AND COLLECTION POINTS

- **Junior School** children (Year 0 and 1) should be delivered to and collected from the area outside the Junior School.

- **Year 2-8 Students** – There are two Drop Off and Collection Zones for these students: Enderley Avenue Gate by the bus stop and the Southwell car park off Peachgrove Road. Please note – if your child is not collected from these points by 3.45pm (4.45pm on Tuesday and Thursday sports days), then they will be taken to After School Care.

### **PAYMENT OF FEES**

Tuition and Boarding fees are invoiced and sent before the beginning of each term. Fees are due within 14 days of the commencement of term, although we do offer a Direct Debit payment plan, of ten equal monthly payments from February to November. Please complete the Direct Debit form on the School website and forward to the office. If paying by Direct Credit, please ensure you use your reference code as it appears on your statement.

Additional charges such as lunches or itinerant music lessons will be charged on a monthly basis and need to be paid by the 20<sup>th</sup> of the month following.

### **NEW STUDENTS ENTERING DURING THE YEAR**

Students entering the Junior Department throughout 2021 will be contacted in the term prior to entry giving details of their “Transition to Southwell” days. Please feel free to contact the School if you have any queries.

### **OFFICE & UNIFORM SHOP**

- The Office will reopen on Monday 18 January.
- The Uniform Shop will reopen on Monday 25 January from 8am to 4pm for last minute purchases.  
(Note that uniform appointments for new students are available throughout January by appointment only and can be booked online via [this link](#))

In conclusion may I take this opportunity to wish you a Merry Christmas and a relaxing holiday.

Yours sincerely



Jason Speedy  
**Headmaster**