





Gulf Harbour School
65 Alec Craig Way
Gulf Harbour
0930


Welcome to the Gulf Harbour School Whanau communication information

We know that when you start the new school year or at a new school, there is so much to remember so we thought we would create this checklist to help you be connected to all the key information you may need to refer to.


1. **VERY IMPORTANT - HERO Student accounts** - You must set up a HERO account to automatically be receiving computer emails or phone App notifications from school as this is our **primary school wide communication and reporting tool** . You need to log into your child's HERO personal account by following the video on this [link](#). This will mean that you can access the school community feed and learning stories, goals and digital report comments for your child. **We report in an on-going digital format and not on paper**. We are developing the site as a one stop shop that accesses all the different sites and information you need at Gulf Harbour School. Please note that the first contact you gave us on enrolment is the one that will receive the HERO emails or notifications. If you require both contacts to receive the information or wish to switch the first and second contact around please inform the school office on office@ghs.school.nz.

Explaining your HERO account

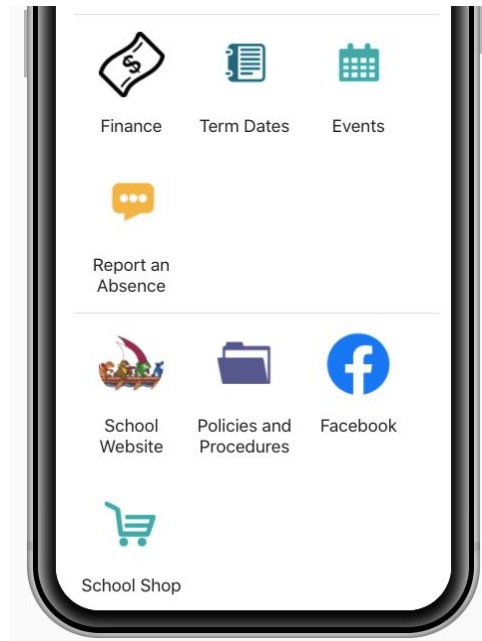
The community feed can be accessed through the  icon and the bell icon  indicates how many notifications you haven't read.

The learning stories, goals and report comments are accessed via the 3 horizontal lines  icon and then by clicking the down arrow against your child's name.

Some of the other icon links are also displayed in this area.

The  icon allows you to upload your own personal image, change your password and choose your notification preferences.

HERO's landing page includes the following useful icons:-



2. **Finance icon** - This will show you any outstanding invoices from school and allows you to pay them. These can also be paid under the school shop icon.
3. **Term dates icon** - This icon allows you to see when the school is open or closed over the four Terms in a school year.
4. **Events icon** It allows you to choose to see the school calendar events. These can be viewed daily, weekly, monthly or as a list for the month. Options allow you to scroll to the next dates you need to see.
5. **Report an absence icon** Tapping this icon allows you to register a student being absent or late. Please use the option to explain the absence ie has a cold, doctors appointment, family holiday. You can also report an absence by emailing absences@ghs.school.nz **OR** by ringing the school phone number 428 0202 **OR** going to the school website under the parent zone and clicking report an absence. We need to have the students name, classroom number and reason for absence. For **future/extended** absence notification please use the tab under the parent zone.
6. **School website icon** - This icon takes you to the [school website](#) which has lots of information concerning the school.
7. **Policies and procedures icon** - this takes you to [School Docs](#) which Gulf Harbour School uses for all our school policies. The username is gulfharbour and the password is alec
8. **GHS FACEBOOK Page icon**- links you to our facebook page. This can also be accessed through the website page on the bottom right of the home page.
9. Our **School shop icon** You create a mykindo account for yourself and then can use this to order lunches, and other school activities (like interschool sports) This is also located through the school website on the front page under useful links.

[Other useful information you may need as part of the GHS Whanau.](#)

10. **School uniforms** can be ordered [online](#) however we do have uniform sizes that can be tried on for size before purchasing if needed. These are at the front office and they can be tried on between 8.30 and 9.15 am and 2.30 and 3.15pm Monday to Friday during school term time.
11. **Sports Registration** is for outside sports organisations and these are loaded termly through the school website under the useful links on the home page. You need to create an enrolmy account and then are able to book the sports you require.
12. Enrolmy is also used to book our **Before and After School Care** when we have any spaces available.
13. **Gulf Harbour School WAKA challenges** - Information about the current years WAKA Challenges can be found on the school website, by clicking the Student Zone and WAKA Challenge button.
14. **Whatsapp**. We have created a social media page for parents to ask questions and work on community events together. It is optional to join this site but it is a great way to see what is happening in the school in terms of fundraisers, asking questions about school matters and to share activities and events outside of school that your child may like to be involved with. Please email f.southgate@ghs.school.nz if you would like to join.
15. **Medical**. If your child requires medication at school, please bring it into the front reception and complete the medication sheet stating type of medication, quantities, time for medication to be administered and your signature. We do not give any form of medication that is not first provided by you from home. If your child has life threatening allergies then you must advise the school about these allergies and provide a care plan from the Doctor plus the medication.