



Guided by **Wisdom**, Connected by **Respect**, Inspired by **Joy**

# Parent Handbook

2025

This handbook outlines important information for parents of Hare Krishna School students, it provides information on the processes and procedures for day-to-day activities at School.

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# Welcome to the Hare Krishna School

You can be proud that your child is enrolled in our school which provides an excellent education inspired by the teachings of His Divine Grace A.C. Bhaktivedanta Swami Prabhupāda, Founder-Ācārya of the International Society for Krishna Consciousness.

We have excellent staff, wonderful students and a beautiful environment. Like you, we want your child to flourish as a devotee of Lord Krishna, and to enjoy being a successful, joyful, life-long learner.

In the spirit of the Vedic teachings, we hold a holistic approach to education and acknowledge that successful education needs to provide a set of foundational skills which are transferable and adaptable for whatever the future holds.

Our school is a place where each child is nurtured to achieve their highest potential in an environment where respect and kindness is held in high esteem. We know that students who are happy and well engaged are more likely to thrive in all areas of their lives.

We welcome you on this journey and look forward to serving & learning with you.

Dharma-setu Dasa (Principal)



## Vision - Why we exist

**To empower every child to discover their extraordinary potential through their connection with Krishna.**



## Mission - Foundations for how we live and learn

1. We develop our extraordinary potential by nurturing all parts of ourselves – intellectual, emotional, physical, and spiritual.
2. We respect the sacredness of all life striving to promote harmonious well-being for all.
3. We give effect to Te Tiriti o Waitangi by building understandings and practices of the bicultural tikanga and te reo Māori of Aotearoa/New Zealand.
4. We honour different points of view while maintaining our values in faithful accord with the teachings of His Divine Grace A.C. Bhaktivedanta Swami Prabhupāda founder-acarya for the International Society for Krishna Consciousness.
5. We serve a greater purpose by living a meaningful and satisfying life of service and contribution.
6. We cultivate nourishing relationships that fulfil our need to love and be loved, encouraging our connection with Krishna.





## **Values - Wisdom Respect and Joy**

The Hare Krishna School learning values Wisdom, Respect and Joy (WRJ) embody our school vision and mission. Being a 'WRJ Learner' means to actively live these values, demonstrate the Key Competencies of the NZ curriculum, and demonstrate the Krishna conscious character, behaviour and learning qualities desired by our school community.

The WRJ values are explained below and express the disposition that forms the basis of the learner we aim to grow at the Hare Krishna School.

**Wisdom - We are resilient and insightful learners**

**Respect - We respect ourselves, others and the planet**

**Joy - We experience joy through service and success**

# Learner Graduate Profile

The Hare Krishna School Learner Graduate Profile has been thoughtfully crafted in collaboration with Whanau, Students, and Staff. These student graduate qualities are a true reflection of the vision and values cherished at Hare Krishna School.

## WRJ Learner Values:      Our Year 10 student graduates will be:

### Wisdom

*We are resilient and insightful learners*

- Resilient in the face of challenges.
- Thoughtful decision-makers with keen insights.
- Active seekers, users and creators of knowledge guided by śāstra.

### Respect

*We respect ourselves, others and the planet*

- Positive and confident in their identity.
- Collaborative participators.
- Guardians of Lord Krishna's creation.

### Joy

*We experience joy through service and success*

- Discovering joy in devotional service.
- Celebrating accomplishments as Lord Krishna's mercy.
- Deepening their connection with Lord Krishna through devotional service.

# Statement of Faith

Hare Krishna School embraces the Gaudiya Vaisnava philosophy, a legacy passed down by Sri Caitanya Mahaprabhu (1486 - 1534) and presented to the world by His Divine Grace A.C. Bhaktivedanta Swami Prabhupāda, the Founder-Ācārya of the International Society for Krishna Consciousness. This philosophy is taught in the Vedic scriptures, including the Bhagavad-gita and Srimad Bhagavatam, and forms the basis of our Śāstra curriculum. The teachings are summarised in the following ten points:

1. The Vedas serve as the principal scriptural source for uncovering Truth, and at their core, they expound the following nine principles:
2. Hari (Krishna) stands as the Supreme Absolute Truth.
3. He possesses all energies, both material and spiritual.
4. He is the reservoir of rasa, the essence of transcendental relationships.
5. The living entities (jīvas) represent His separated parts.
6. Due to their minuteness, these living entities can potentially become ensnared by the material energy.
7. In their liberated state, these living entities transcend the influence of material nature.
8. Everything exists in an inconceivable union with (abheda) and differentiation from (bheda) the Supreme Lord, Sri Hari.
9. Pure devotional service (bhakti) constitutes the highest duty (dharma) for all living beings.
10. Pure love for Krishna (prema) marks the ultimate life goal.

The practical application of this philosophy is manifested through the practice of devotional service, primarily the chanting of the Hare Krishna maha-mantra:

Hare Krishna Hare Krishna Krishna Krishna Hare Hare  
Hare Rama Hare Rama Rama Rama Hare Hare

The cultivation of devotional service is reinforced by upholding high standards of personal conduct and character development, which involves embracing four essential religious principles: Satyaṁ (truthfulness), Dayā (compassion), Tapaḥ (self-control), and Śaucaṁ (cleanliness). Achieving this involves following regulative principles of refraining from eating meat, extramarital sexual relations, intoxicants, and gambling.

## Expectations for all members within our school community

It is not obligatory for all members of the Hare Krishna School's parent and student community to strictly adhere to these principles. Nevertheless, these principles are upheld and practised by all devoted members of ISKCON Auckland.

- Embrace and honour the philosophy and practices as outlined above and imparted in our school.
- Strive to personally grasp the philosophy and teachings by engaging with the works of His Divine Grace A.C. Bhaktivedanta Swami Prabhupāda.
- Participate in, and actively engage with, our cultural and spiritual festivals.
- Extend support to the school during special events and partake in school programs.
- Maintain a diet free from meat, fish, eggs, or related by-products while within the school environment.

# General Information

## Attendance Procedures

Hare Krishna School has procedures to record and monitor attendance, and to identify and follow up concerns. We share attendance expectations with students and their parents/caregivers, and staff are responsible for reminding students of these expectations.

Parents must advise the school office in writing by email sent to [attendance@harekrishna.school.nz](mailto:attendance@harekrishna.school.nz) if a student is going to be absent. Holidays during term time are not considered justified reasons for absence and cannot be approved by the principal. Hare Krishna School does not set work for students who are absent for a family holiday.

### Recording attendance

We record attendance accurately to ensure all students are accounted for, including for emergency situations. We monitor absence patterns using our student management system and notify parents/caregivers of any concerns. The Ministry of Education is provided with attendance data daily.

Classroom teachers, learning support staff, and office staff work together to ensure attendance is recorded correctly. Relievers, itinerant teachers, and specialist teachers provide attendance information as necessary to the relevant teacher, or directly to the school office.

We record students as present or absent using Ministry of Education attendance codes. An absence may be justified (e.g. for medical reasons) or unjustified (e.g. for a holiday or other unsatisfactory reason), and we record this in our attendance register. For a full list of attendance codes, see the **Absence definitions and codes glossary** in **Attendance Matters** at [education.co.nz](http://education.co.nz)

### Monitoring attendance

The school office receives attendance information from classroom teachers and/or relievers, itinerant, or specialist teachers, and is responsible for checking and updating attendance information (e.g. due to students arriving late or going home early). Office staff follow up absences, monitor for changes or trends in student attendance, and coordinate with relevant staff as needed.

Staff are encouraged to report any attendance concerns to the school office, principal or deputy principals.

The Ministry of Education collects attendance data from the school, including:

- the proportion of students who **attend regularly**
- students with five or more full days of unjustified absence in a term
- absences remaining unexplained at the end of each week.

### Student absences

Parents/Caregivers are expected to notify the school as soon as possible (before or during the school day) if their child will be absent. A reason for absence must be provided on that day. Hare Krishna School will contact parents/caregivers directly if no explanation is provided for student absence.

Under the Education and Training Act 2020 (s 45), the principal may allow a student to be absent from school for up to five days if there is a justified reason for absence (e.g. due to illness, a funeral or tangihanga, or other



approved reason at the discretion of the school). For planned absences, requests must be made to the principal at least one week before the planned event.

The principal has discretion to approve or deny requests, based on criteria including:

- the benefit to education for the student (including qualifications and experience of course providers as relevant)
- the length of time away from regular school programmes that the activity will require.

If a student does not arrive at school or goes missing during the day (including from an EOTC event), we check there are no errors in how attendance information was recorded or updated (e.g. if a student has gone home due to illness). If necessary, we follow up with parents/guardians and/or emergency contacts. We may also follow our

### **Missing Student Procedure.**

### **Following up unexplained absences**

Hare Krishna School takes all reasonable steps to ensure students attend school while it is open, including following up unexplained absences.

Our follow-up actions may include:

- analysing attendance data for patterns of absence
- contacting parents/caregivers to outline attendance expectations
- meeting with students and their parents/caregivers to discuss strategies for improving attendance
- discussing school programmes with relevant staff to better meet the needs of students at risk of disengagement.
- As per legislative requirements, a student may be removed from the roll following 20 consecutive absence days and may be able to re-enrol.

Under the Education and Training Act (s 48), the board may appoint an attendance officer who has authority to follow up absences with students and their parents/caregivers directly.

We may also refer students with extended or persistent absences to the [Attendance Service](#) .

## **Accidents**

Accidents of minor nature can be treated in our school sick-bay with necessary first aid treatment. Parents are contacted if the accident or illness is of a serious nature. In the event of an accident or serious illness, the Principal can act “in loco parentis” if the parents cannot be contacted, and arrange for medical treatment, unless informed to the contrary. It is important that the school maintains your current contact details or that of a neighbour or friend. **Please inform the school of any changes to personal details** (i.e. address, telephone numbers, emergency contacts, e-mail address, etc.)

## **After-school and holidays**

The school grounds remain open to the community outside of school hours. At this time parents are responsible to supervise children and encourage them to take care of the school property. The classrooms, hall, and toilets are out of bounds after regular school hours and can only be used with the Principal’s consent. Teachers and staff are not responsible for supervising the students before-school until 8:35am and after-school from 2:45pm.

## BYOD (Bring Your Own Device) Policy for Year 9 - 11 students

It is expected that students at Years 9 - 11 from the beginning of Term 1, will have their own device to utilise as part of their learning programme. Hare Krishna School incorporates E-Learning at all levels and we will continue to maintain a blended learning environment where a computing device is one of many tools students will use to learn during each day. Students will use open source tools (free tools via the web) and will not be required to purchase further applications unless stipulated. You DO NOT need to purchase the Microsoft Office suite – this is provided by the school.

Our experience has shown that the most effective device is a laptop for the secondary school environment. Our linewise student cyber-safety and management system runs on Microsoft Windows. Students will need a Microsoft Windows laptop.

The minimum specifications are extremely important to ensure that students will be able to use the device effectively in all subjects and to make sure the device is fit for purpose to ensure a positive experience. Outdated, poor quality or shared devices will make it difficult for students to have an effective learning experience.

### Minimum device specifications:

Minimum device specifications	Recommended specs to use in English, Art, Technology and digital technology	Ineffective / not recommended devices
<ul style="list-style-type: none"><li>● Be Wi-Fi capable</li><li>● Have a processing capacity that enables the creation and manipulation of the text and data</li><li>● 10 inch (diagonal) screen minimum (13-14 inch is more suitable)</li><li>● Battery 5+ hours</li><li>● Lightweight and portable</li><li>● Durable</li><li>● Able to operate a Google Chrome browser and Google Apps for Education</li><li>● Able to operate Microsoft Office Apps for Education (School provides this)</li></ul>	<ul style="list-style-type: none"><li>● The AMD Athlon processor is acceptable but we would recommend AMD Ryzen 3 or above. The Intel version i3 and above is also good.</li><li>● Microsoft Windows 10 or 11</li><li>● 4 GB of RAM (8 GB recommended).</li><li>● 125Gb minimum hard drive capacity, with 40 GB of available hard-disk space required.</li><li>● 1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB of dedicated VRAM; 2 GB is recommended.</li></ul>	<ul style="list-style-type: none"><li>● Chromebooks</li><li>● iPad/Android tablets with a screen size smaller than 10 inches. A 7-inch iPad/tablet is too limiting.</li><li>● Surface RT's – they have trouble running the chrome browser and therefore google apps for education.</li><li>● Devices without keyboards.</li><li>● Apple does not support all open-software, so not recommended.</li><li>● Phones.</li></ul>

### **We also encourage you to:**

- Have a protective case for the device.
- Insure the device against loss or damage.
- Load antivirus software.

### **Infrastructure**

We have continued to upgrade aspects of the network to ensure appropriate Wi-Fi access and speed. For the Ministry of Education's flyer on Wi-Fi and Technology in Education please visit:

<https://www.education.govt.nz/parents-and-caregiversassets/Parents/Documents/Primary-school/FINAL-WiFi-flyer-online.pdf>

### **Cybersafety Agreement**

Students will be required to read and sign the Hare Krishna School Cybersafety Agreement at the beginning of the year and adhere to the agreement for continued safe use of devices, apps and online tools at the school.

### **Support for a BYOD Purchase**

To ensure students reach their full potential in the face of financial hardship, Hare Krishna School will endeavour to assist families with a laptop purchase or loan of a laptop through the school. For more information about this please contact the school Principal.

### **Classroom visit policy**

We humbly ask you to please support teachers by not remaining in the classroom without prior arrangement after dropping your child off to school in the morning.

This is an important time for teachers to prepare for the morning lessons, connect with children as they arrive and to start punctually.

You are more than welcome to make an appointment with your child's teacher to meet outside of this time. There will also be plenty of opportunities to visit your child's classroom outside of the morning time and to meet with the teacher.

### **Classroom newsletters**

Your child's teacher will share a classroom newsletter with you via our student management system twice a term, in Week 2 and Week 6. These newsletters contain notices, curriculum highlights, and photos, offering you insights into our classroom activities. We encourage you to regularly check Hero to stay informed and engaged in our students' educational journey.

### **Communication between home and school**

All communication will be sent to you via our student management system from your classroom teachers and the office. You may receive text messages in more urgent situations or phone calls.

You can also stay in touch with events and happenings at the school via our school website and parents Facebook group, called 'Parents of the Hare Krishna School.'

### **Computers and cyber safety**

Children from years 4 –8 have access to Chromebooks or desktop computers for researching topics, publishing writing, and other educational programmes. Children are not permitted to use computers

unsupervised by a teacher or other staff member. A Cybersafety agreement is to be completed annually by students and parents in Years 4 and above. School devices are to be used only in the classroom and are not to be taken home by students.

## Damage to school

Where willful damage is caused by a child, the decision may be taken to charge parents/caregivers to recover part or all of the associated costs.

## Food

We are a strictly vegetarian school. No meat, fish, or eggs are allowed to be consumed on the school or temple property. Any food brought to school must be purely vegetarian. We regard all food as being provided by Lord Krishna, and before eating, all food is first offered to Lord Krishna in devotion. The remnants of the food offering are then taken as Krishna Prasadam (the mercy of Lord Krishna) as an act of devotion. As onion and garlic cannot be offered to Lord Krishna in our tradition, we do not allow onion and garlic to be brought to school.

## Home Learning (homework)

### Years 1 - 3

**Time expectation:** Students are set homework daily 15-20 mins per night, four nights per week.

- Children will take books home with a notebook with a place for parents to sign. For students in Years 1 - 3, this is daily. We ask parents to take the time to read with their child or encourage them to read independently then sign their reading log. Discussing with their child what they are reading is also a way to help them engage with and comprehend what they are reading.
- Sanskrit practice/Spelling & Handwriting practice/ Timetables & Maths practice

*If a reading log is not signed for two days, parents are emailed a reminder. Teachers ensure students are given tasks that they can do independently and that no new learning is given to them.*

In Years 1 to 3 homework is issued every Monday and is due by the end of the week. In the junior classes (Years 1–3), a reminder email is sent to parents if a student's reading log remains unsigned for two consecutive days. Teachers ensure that tasks are manageable and based on prior learning; no new content is introduced for homework.

### Years 4 - 6

**Time expectation:** Average 2-3 hours per week. Homework may include one or more of the following:

- Task or assignment work set in class
- They should read for at least 15 minutes per day and have their reading notebook signed by parents weekly.
- Sastra (Sloka/Bhajan/Reading)
- Maths Practice
- Spelling practice
- Sanskrit

In Years 4–6, if students do not complete their weekly home learning. Parents are notified if students do not consistently hand in their home learning. If this continues, students will be asked to complete it at break or lunchtime after eating.

## Years 7 - 8

**Time expectation:** Average 4-5 hours per week. Homework may include one or more of the following:

- Task and assignment work set in class (using Google Classroom)
- Reading
- Maths practice
- Spelling
- Sanskrit
- Sastra (Sloka/Bhajan/Reading)

In Years 7-8 homework is set daily from Monday to Friday unless it is an ongoing project. Parents are notified if students do not consistently hand in their home learning. If this continues to occur, students will be asked to complete it at break or lunchtime after they have eaten.

## Years 9 and up (High School)

### Homework Scheduling

- Some teachers will assign homework at the **start of the week** to be completed by the **week's end**.
- Other homework tasks may be due **by the next lesson**.  
Students must take note of specific expectations for each subject.  
Students who consistently do not complete homework could be expected to catch up at lunch time.  
Teachers will send an email to inform parents when students have not submitted homework tasks related to NCEA assessment or if homework is consistently not completed, causing concern.

### Homework Expectations

At the secondary level, homework expectations vary by subject, type, and quantity. A student's consistent commitment to completing homework is essential for academic progress.

### Time Commitment

Students are generally expected to spend **1.5 to 2 hours per night on homework**, at least **four days per week**. This may include weekend time, particularly for students undertaking **NCEA** courses.

### Types of Homework

Homework may include:

- Math, Science, and English tasks to reinforce class learning (including work on platforms such as **Education Perfect**)
- Reading assignments related to class topics or literature
- Ongoing project or assignment work across all subjects
- **NCEA assessment practice tasks** (Years 10 and 11)
- **NCEA assessments**, where students are permitted to complete work outside of class

### Homework Diary

Each student must have a **homework diary**, listed in the annual stationery requirements. Teachers will instruct students to record their homework **at the end of each lesson**, to support time management and ensure awareness of due dates.

### Personal Reading

To strengthen literacy skills, students are expected to engage in **daily personal reading** outside of homework time.

They are encouraged to read a wide variety of texts, including:

- Fiction: novels, short stories, poetry



- Non-fiction: news articles, biographies, autobiographies, self-help books, and **sastra**
- Topics of personal interest

### Support and Resources

- Students are encouraged to break larger tasks into **smaller, manageable chunks** across multiple days to avoid last-minute stress.
- The **school library is open during break times**, offering students a quiet space to complete homework during the school day if they choose.

### Houses and House Events

Students are allocated to one of four Houses - Gada, Shanka, Padma, Chakra. Two House events take place each term in a range of curriculum areas from sports and games to sastra, maths, poetry and speeches. Students earn points for their House groups for effort, participation and achievement. Students learn to work together with all ages and as a team. They learn that effort and participation are just as important as achievement and winning.

### Illness

In case of illness, our policy is to contact the parents and have the children picked up from the sick bay (if they are too sick to stay in class). If your child is sick, home is always the best place. Please don't send your child to school if they are too unwell. And please inform the office of his/her absence.

**Parents are required to notify the school if their child is suffering from a contagious condition or has other health problems so that we can keep the situation under control.** The health and safety of our children and staff is one of our top-most priorities.

### Immunisation

It is not compulsory for your child to be immunised. However the school is required to keep an immunisation register that records information from your child's immunisation certificate for each child enrolled at the school. Please complete the appropriate form on enrolment.

### Lost property

We want to ensure that every effort is made to reunite lost items with their rightful owners promptly. Therefore, we have established a clear procedure for managing lost property within our school community.

Located in the admin block and accessible to both children and parents, is our designated Lost Property Box. Please make use of this box if your child has misplaced any belongings.

Items found throughout the day, clearly labelled with a name, will be returned to the respective child before dismissal. At the conclusion of each term, any named items left unclaimed will be returned to the children they belong to.

#### **Disposal Policy:**

Items left unclaimed at the end of term and remain in good condition will be washed and listed for resale, ensuring they can find a new home within our school community.

Socks, underwear, and odd items will be disposed of appropriately. Any other clothing left unclaimed, unnamed, and in good condition will be washed and donated to the Salvation Army.

We encourage you to ensure all belongings (lunch boxes/drink bottles included) are clearly labelled to facilitate their return.

## Medical information

The school needs any updated information regarding your child's medical needs. Please complete the required health form on enrolment to let the school know if your child has any allergies.

### Medicine and Medication

If your child needs medication to be administered at school, a parent or caregiver must bring it to the office and provide clear instructions on how to administer it. Older students carrying medicine to school must bring medicine to the office. All medicine must be stored and administered by sickbay staff.

## Mobile phones

In accordance with Ministry of education guidelines, this is to inform you that all state schools and kura are required to prohibit students from accessing or using mobile phones while they are attending school.

### What is required?

The ministry regulations require that:

Schools must ensure students **do not use or access a phone** while they are attending school, including during lunch time and breaks. This includes students who are on a school trip or visit outside the school grounds.

**Please note our school policy also prohibits students from the use of mobile phones or other devices while travelling on the school bus.** Understanding that students often need to use their phones after they get off at their bus stop, if students must have a phone for this purpose we recommend that students bring only a “dumb phone” to school (phone that does not have internet connection).

If students must bring a phone to school, we require that **students hand their phone in to the office at the start of the school day** where it will be kept securely for students to collect at the end of the day. Please note, however, that the school does not accept liability for lost, stolen or damaged phones.

Please get in touch by email if you have any questions or concerns.

## Parent bi-annual progress reports

Sharing progress regularly is vital for each child's ongoing learning and success. Parents receive a progress report twice a year, at the end of Term 2 and Term 4. Sharing quality learning information between learners, parents, whānau and, schools and kura helps everyone to understand and support the learner.

Students in the high school (Years 9 - 11) will receive a report early in Term 1 to indicate how well they have settled into their learning. This is a concise report on students' key competencies. Students in Year 11 completing NCEA assessments will be able to access results from the NZQA website with their student login. Information about this will be given in their NCEA student guidebook.

### Accessing Reports

Reports are sent out digitally through our student management system and on paper with your child.

We encourage parents and guardians to read these reports carefully and discuss them with their child. Should you have any questions about the reports, please do not hesitate to contact your child's teacher.

## Parent teacher meetings

Parent-teacher conferences take place at least twice a year in Term 1 and Term 3.

**Term 1 'Meet the Teacher':** The Term 1 meeting is held towards the start of the term and is intended as an opportunity for parents to meet their child's new teacher. Your child's teacher will share how they are settling into the class. Academic progress is not reported on during the first Term 1 meeting, this meeting typically lasts 10 minutes.

**Term 3 'Three-way Conference':** The Term 3 teacher-student-parent conference is an opportunity to share learning progress and achievement. This meeting typically lasts 20 minutes. This meeting is held early in Term 3 and provides an opportunity to discuss your child's learning progress.

## Prasadam and vegetarian healthy food policy

Meat, fish, eggs and food items containing these ingredients are not permitted at the school. Onions, garlic and mushrooms (particularly for shared meals) are not permitted.

In addition:

- Morning tea snacks should be healthy, with low sugar/food colouring.
- No chips
- No chocolate
- No lollies

Drinks other than water are not permitted.

## Sponsoring Prasadam

Donations are greatly appreciated for sponsoring lunch for the entire school on special occasions. Please contact the school office to make a donation.

## Birthday treats

Birthday treats must be vegetarian, including no meat, fish or eggs, gelatine, animal rennet, and no onions or garlic. Healthy fruits are preferred or low sugar treats. Sometimes a cake is brought by parents for a particular classroom. The students do not have to wear school uniforms on their birthday.

## School lunches

A healthy school lunch is provided by the school from Monday to Friday for \$5.00. Taking prasadam together as a school is a special experience connected to the spiritual culture of the school. We warmly invite all students to participate. Please contact Amrta Pani Mataji at the office if you would like your child to have a school lunch. You will be invoiced for the cost each term. Students taking lunch must bring an empty lunchbox and utensils. Please note: We do not provide morning tea so make sure your child has a small snack for the morning break.

## Privacy

### Publishing Student Information

Images of our students (photographs, video clips, etc), and examples of their school work, are sometimes published in our newsletters, on our school website, and other online channels such as the school/class blogs, Facebook page, YouTube, etc.

The school has an obligation to:

- protect students' privacy and safety in relation to information about them, or images of them, published by the school, and
- protect students' copyright in relation to the material they create.

Images of students and/or their work are published to recognise student achievement, report on learning to the school and wider community, and to promote the school.

If the school is aware of a special circumstance regarding a student's presence at the school, such as a court order preventing access to the student, any information that could identify the student is kept out of the website/newsletters.

Parents are welcome to contact the school's privacy officer to discuss these issues. Our privacy officer is the principal.

### **Protecting students' privacy**

Hare Krishna School:

- publishes images and students' work that positively depict the student and school
- seeks parents' written consent before their child's image or work is published online  
Parents give this consent at enrolment, or as needed if their child is already enrolled, by completing a student information consent form and can withdraw their consent at any time.
- seeks students' consent before publishing their work
- takes special care with personal information about students  
Personal information refers to information that identifies an individual. With consent, we share no more than a student's first name, image, or work in the school newsletter, on the school website, or in the wider online community.

### **Protecting copyright**

As the author of a copyright work, a student has the right to be identified when their work is exhibited in public, such as on the internet. At Hare Krishna School, we prefer to identify the student by their first name and year at school only to protect their privacy. The school's privacy officer considers requests for a student's full name to be published.

### **Sharing images of students**

Hare Krishna School follows guidelines to protect students' privacy and safety at school when we publish student information. This includes sharing photos of our students. We encourage our school community to also consider privacy issues when sharing photos and videos taken at school events.

We are happy for parents to take photos/videos of their children at sports day, cultural day, or other public school events. If copyright issues apply, such as at a school play, which forbid photos or videos to be taken, the school makes this known.

If parents want to share photos/videos on social media, they should consider the following:

- Show the images to your children and discuss them before posting them on social media. This will help your children understand that they should always think about what goes out to the public on the internet.
- If the images have pictures of other students, think about editing to remove them.

- Make sure that other students are not named in any online posts.

Parents should remember that posting photos of other people can amount to harassment and they should take care to ensure photos are fair to other people. Students are also expected to consider privacy and cybersafety issues when sharing photos and using social media.

## **Pupils leaving the school grounds**

Children are not permitted to leave the school grounds at any time during school hours unless parent permission is provided. Parents collecting children during school hours must first report to the school office.

## **School Opening and Closing Hours**

School starts at 8:40 am and closes at 2:55pm. Our buses aim to arrive on-site by 8:35am and leave at 3:00pm. Parents dropping-off and picking-up children from school are expected to drop-off at 8:35am and pick-up by 3:00pm. Teachers and staff are not responsible for supervising the students before or after these times.

## **School Policies**

All of our school policies are on our SchoolDocs website which you can view and provide feedback on at: <https://harekrishna.schooldocs.co.nz/>

## **Student attendance: A guide for parents and caregivers**

Every day counts towards your child's learning at school. Attending school gives your child the best opportunity to realise their full potential and do well in life.

### **Parents and caregiver expectations**

Parents are legally required to enrol their children and make sure they attend school every day.

- Parents play a big role in helping their children do well in school. You can do this by making sure your child goes to school every day and letting the school know if they're sick.
- If your child is unable to attend school you must let the school know the reason why.
- Family holidays or taking time off for recreational activities are not acceptable reasons for being absent.
- You are responsible for letting the school know if your children are moving schools and you need to make sure you enrol your children in their next school right away.

### **Is my child well enough to go to school?**

We know that going to school every day is important for all students. But as a parent or caregiver, it can be difficult deciding if your child is well enough to attend school.

Here is some advice to help you decide when it is okay to send your child to school, when you should keep your child at home, and when you should contact a health professional for advice. This advice is based off in-depth guidance prepared by Te Whatu Ora | Health New Zealand, which you can view [here](#).

### **My child has mild symptoms that are unlikely to be infectious. Should they attend school?**

If your child tests negative for COVID-19 and they do not have any of the symptoms of concern outlined below, there are some mild symptoms that could be caused by a condition or reaction rather than an infectious illness that mean it is okay for your child to still be at school.



Examples include a happy energised child who has mild respiratory symptoms (cough, headache or runny nose) with no fever, their usual hay fever and allergy symptoms (sneezing, stuffy nose or an itchy face), or skin problems that are not infectious, such as eczema or insect bites.

If your child has any of these mild symptoms but is well enough to go to school, support them to go and let their teacher know.

### **When should I keep my child home from school?**

You should keep your child home from school if they are:

- too sick to learn and need time to rest and recover
- have symptoms of concern including fever, vomiting, diarrhoea, sore throat, skin infections such as school sores, a new rash or difficulty breathing
- have tested positive for COVID-19 (more information on symptoms, testing, and when it is safe to return to school, can be found below)
- a household contact of someone with COVID-19, they develop symptoms themselves and they are testing with a rapid antigen test over a 48-hour period to see if they present a positive result during that time
- have an infectious illness and have been advised to stay home by their local public health team or their healthcare provider.

### **What if my child is feeling anxious?**

Anxiety is a normal response to situations that are new or stressful. Children can feel anxious about school for many different reasons relating to their learning, relationships or things happening outside of school.

Try and find out what is worrying your child and work together with your child's school to understand and support them to attend school.

### **Do I need to inform the school if I keep my child home from school?**

Yes. It's important to let the school know that your child won't be at school and to explain why.

### **Who can I contact for health advice?**

If you ever feel worried about your child's health, contact your doctor or healthcare provider. You can also call Healthline on 0800 611 116 anytime, 24 hours a day, 7 days a week, for free health advice, treatment and information about what to do next.

The guidance provided by Te Whatu Ora also contains information and links to other urgent and non-urgent healthcare providers or services that can offer the health advice and care that you need.

### **When should my child return to school?**

As soon as they are unlikely to still be infectious and are well enough to join in with school activities. It is important for your child to reconnect with their peers and get back to learning. If your child cannot manage full days initially, eg due to tiredness, discuss this with your child's school.

In general, a doctor's certificate or clearance should not have to be provided for your child to go back to their school after being unwell.

For more detailed information, we advise you to read the guidance prepared by Te Whatu Ora | Health New Zealand, which you can view [here](#).

## **Tips for parents**

Talk to your children about why school is important, be positive about school and help them build good habits. Schools can help too. Schools are expected to create a welcoming environment and have clear rules about attendance. Many schools support local activities that promote going to school.

We know that families sometimes have problems, and that can make it hard to focus on school. But there's help available.

Schools and parents should work in partnership to support children to attend school. If your child is reluctant to go to school, talk to your school.

## **Getting help if your child is not attending regularly**

We know there can be important reasons why children do not go to school, such as long-term illness, bullying or financial challenges for families. If your child is affected by any of these, talk to your child's teacher first.

We will work with you to remove barriers to school attendance. There are many supports available to help make it easier for your child to go to school.

This information is from the Ministry of Education. More helpful links can be found on their website page: <https://parents.education.govt.nz/essential-information/attendance-every-day-matters/>

## **Teacher-only Days**

Teacher-only days occur four times a year, the school is closed to students on these days. Teachers focus on relevant aspects of professional development and preparation for teaching. Teacher-only days generally occur at either the beginning or end of the school term.

## **Trips out of school**

Education outside the classroom (EOTC) is the name given to all events and activities that occur outside the classroom, both on the school grounds and off-site.

Our students participate in a wide range of learning opportunities within and outside the school grounds. Students, especially senior students, may participate in a wide range of sporting events outside the school throughout the year. All class teachers are encouraged to provide extension and enrichment opportunities for their students. These learning opportunities sometimes require travel outside the school, and may extend outside school hours. Our school uses a process, which is monitored by the Principal and the Board of Trustees, to identify and manage risk for all activity types. The Ministry of Education EOTC Guidelines identify four activity types, each with recommended parent/caregiver consent (as outlined in the blanket consent form to be read and signed annually). Staff analyse the risk associated with all EOTC activities, and identify strategies to eliminate, isolate, and/or minimise the risks.

For class camps and such, there will be a cost. We try to keep this minimal. Money for school trips must be paid online directly to the school bank account.

# School Uniform

Our school uniform is valued as an important part of our school culture and students are expected to wear the correct uniform at all times, including when they arrive and leave school each day. All items can be purchased directly through our uniform suppliers, **Prestidiges Schoolwear** (formerly Elizabeth Michael Uniforms): [65 New North Rd, Eden Terrace](#) or via their website: **prestidiges.co.nz**.

To access our uniforms directly from the website, this is the process:

- Fill out the registration form where it will ask which school you belong to and for a School Code. Our Hare Krishna School **code is HK195**
- Prestidiges Schoolwear will then manually accept the registration which could take up to 24 hours.
- Set a password and away you go!

## Year 1 - 8 Uniform

Note that all uniform items are unique to the Hare Krishna school and must be purchased from PRESTIDIGES schoolwear only. See link from our school website to order items online. Items will either have the school's full logo, simplified logo or a "pip" (label with the school's name printed on it). Please ensure items of clothing are clearly named. Note that school hats must remain at school for the summer terms. NOTE that shoes (except for high school girls shoes) are not purchasable from Prestidiges.

Shirt (2 recommended)		Girl's kurti (Yrs 0-8)		Boy's kurta (Yrs 0-8)
Trousers		Girl's trousers with pip label		Boys trousers with pip label
Shorts		Girls skort with pip label (must be knee-length)		Boys shorts with pip label
Jumper		Girl's fleece jumper		Boy's fleece jumper

Other compulsory items must be purchased from Prestidges Schoolwear		
Rain jacket	Rain jacket with full school logo For boys and girls	FOR BOYS AND GIRLS
P.E Uniform & House Events	Dark navy blue shorts or track pants with school pip and navy blue T-shirt with school logo  House colour (white, red, blue, green) T-shirt Any sports shoes White socks	FOR BOYS AND GIRLS
Summer hat	Compulsory Bucket hat or wide rimmed hat with school logo (Must remain at school in summer terms).	FOR BOYS AND GIRLS
Winter Beanie	Optional Blue school beanie for winter (with school logo)	FOR BOYS AND GIRLS
Shoes and socks	<b>Black school shoes</b> or black summer sandals (slip on shoes recommended) available from The Warehouse or other stockists of school shoes. (Not purchasable at Prestidges. )  Black socks  <b>Note:</b> Sneakers or other sports shoes, jandals or other non-regulation school uniform shoes are not permitted.	FOR BOYS AND GIRLS

### High school (Years 9 - 11) Uniform

	Boys Summer	Boys Winter	Girls Summer	Girls Winter
<b>Tops Shirt</b>	Short sleeved white shirt with school logo	Long sleeved White Shirt with school logo	Short sleeved white shirt with school logo	Long sleeved White Shirt with the school logo

<b>Jumper</b>	Dark navy blue cotton jumper with school logo		Dark navy blue cotton jumper with school logo	
<b>Bottoms</b>	Dark navy blue shorts with school label OR dark navy blue boys trousers with school label	Dark navy blue boys trousers with school label	Dark navy blue long polyviscose 3-Pleat long school uniform skirt (pip label) OR Dark navy blue girls trousers with school label	Dark navy blue long 3-Pleat skirt with school label OR Dark navy blue girls trousers with school label
<b>Jacket</b>	HK school Navy Rain jacket with school label		HK school Navy rain jacket with school label	
<b>Sports</b>	Dark navy blue shorts House colour (white, red, blue, green) T-shirt from Prestidiges.  Any sports shoes  To note: Year 11 does not require the sport items but will need to purchase the house t-shirt.	Dark navy blue shorts or track pants House colour (white, red, blue, green) T-shirt from Prestidiges  Any sports shoes	Dark navy blue shorts House colour (white, red, blue, green) T-shirt from Prestidiges  Any sports shoes	Dark navy blue shorts or track pants House colour (white, red, blue, green) T-shirt from Prestidiges  Any sports shoes
<b>Hat</b>	HKS Dark navy blue: <ul style="list-style-type: none"> <li>• Bucket hat with logo</li> <li>• Navy Cap with logo</li> </ul>	<ul style="list-style-type: none"> <li>• Beanie with school logo (optional for winter)</li> </ul>	HKS Dark navy blue: <ul style="list-style-type: none"> <li>• Bucket hat with logo</li> <li>• Navy Cap with logo</li> </ul>	<ul style="list-style-type: none"> <li>• Beanie with school logo (optional for winter)</li> </ul>
<b>Accessories</b>	Black socks Black belt (optional)		Black socks Black belt (optional)	
<b>Shoes and socks</b>	<b>Black school shoes</b> or sandals (slip on shoes recommended)  Black socks  <b>Note:</b> Sneakers or other sports shoes, jandals or other non-regulation school uniform shoes are not permitted.	<b>Black school shoes</b> or sandals (slip on shoes recommended)  Black socks  <b>Note:</b> Sneakers or other sports shoes, jandals or other non-regulation school uniform shoes are not permitted	<b>Any black summer school shoes</b> or black school sandals OR <b>Black slip on school shoes</b> from Elizabeth Micheals  Black socks  <b>Note:</b> Sneakers or other sports shoes, jandals or other non-regulation school uniform shoes are not permitted	<b>Black slip on school shoes</b> from Elizabeth Micheals  Note: Sneakers or other sports shoes or jandals are not permitted.  Black socks  <b>Note:</b> Sneakers or other sports shoes, jandals or other non-regulation school uniform shoes are not permitted



### **Winter Months**

Students may wear thermal undergarments in winter providing that any items showing under the uniform must be navy in colour.

### **Sports / P.E. uniform**

Children are also required to wear the P.E / Sports uniform. On House Event days, students are required to wear their House colours.

### **Jewellery**

Tulasi bead (cultural) necklaces, watches and simple earring studs or small hoops are acceptable.

### **Make-up**

Other than kajal, makeup (including nail polish) is not acceptable. Children will be required to remove all make up (including nail polish) worn to school.

### **Footwear**

Shoes/sandals must be black. Slip-on shoes are advisable because students take shoes off regularly coming in and out of the classroom. Gumboots are recommended on wet days. Closed-toed shoes must be worn in the outdoor classroom for safety reasons.

Students must wear shoes at all times outside of their classroom.

### **Sun protection**

The Hare Krishna School has a sun safe policy for Terms one and four. Students are encouraged to put on sunscreen before going outside. Each classroom will be supplied with sunscreen. Please inform the teacher if your child has an allergy to sunscreen. All children must be wearing a hat before leaving the classroom for breaks and any outdoor activity in class time. It is the parent's responsibility to ensure their child has a school hat that will remain at school for the summer months.

### **Hair and hygiene**

Long hair must be tied back. Students are expected to arrive at school clean and tidy with fresh uniforms. Boys in high school must be clean-shaven to promote a polished and professional appearance that reflects the school's standards and values.

# Bus Service



## Information for Parents

The Hare Krishna School is unique in offering not only a learning environment enriched by its spiritual tradition, but also in offering a distinctive bus-service that picks children up in close proximity to their homes and drops them there in the afternoon. The school places the highest emphasis on the welfare of the children in its care.

The school endeavours to keep the pick-up and drop-off times as consistent as possible, but because some students leave the school and new ones join, there will inevitably be some changes.

The Bus route will be mapped out and made available to all parents. New enrolments and existing parents will need to ensure that they are able to meet the bus route. Diversion from the route will be considered only when it does not alter the bus run with regards to kilometres, start and end time, and without affecting any current pick ups/drop offs.

Parents will be informed at least 14 days, and preferably longer, before any changes in the time of the pick-up and drop-off for their child.

Children can only be picked up from the same point every day, except in the event of a genuine emergency (e.g. as may affect the child's health and safety). The same is true of drop-offs. However, with prior notice to the school office, children can be serviced from an alternative already-existing pick-up or drop-off point. Notice must be given to the office, and must include the name of the caregiver responsible for the child.

Children must be at the pick-up point at least five minutes before the specified time. An adult must be present at the drop off point unless prior arrangement is made with the school.

In the case of a breakdown or emergency, the school will immediately contact parents (or other care-givers) by text message. Hence we recommend that all caregivers supply a mobile phone number. The school will make alternative arrangements to get your child safely to their destination.

We strongly recommend that all children keep their parents' contact numbers written inside their school bags.

## **Expected behaviour of students using our school buses**

### **Bus Rules**

In the interests of student safety, the following rules will be strictly upheld:

- Passengers sit down straight away in their seats. (No Kneeling)
- Students are to obey the driver at all times.
- Students will use polite language when talking to the and/or other students,
- Students will speak quietly so they do not distract the driver
- Students will instantly obey requests of any senior student given monitoring responsibilities.
- Students do not tease, or abuse other passengers in any way verbally or physically.
- Students will not engage in any inappropriate activities. This includes playing with a ball or similar object, throwing items of paper or clothing, or any interpersonal actions not permitted at school.
- Students will not throw anything from bus windows.
- Students will use their voices at an appropriate volume and will not shout across the bus.
- Students will not board or alight from a moving bus.
- Students will respect the bus property at all times.
- When arriving at the destination, students will remain seated until the bus has stopped.

### **What happens if a student behaves unsafely or inappropriately on a school bus?**

If a student behaves in an inappropriate or unsafe manner, the child will be referred to the Principal. The school will take steps to manage this behaviour. Parents will be informed if their child is not meeting expected behaviour standards on the bus.

### **Can a student's place on a school bus be taken away?**

Yes. Where a student's behaviour is an ongoing or serious problem, the school may decide to withdraw the privilege of a place on a school bus temporarily or permanently.

### **What can parents do to keep bus students safe?**

Caregivers dropping off/picking up students at the bus stop should:

- When dropping students off at the bus, get out of the car and go with them to the bus stop
- When collecting students, get out of the car and meet them off the bus on the same side of the road that the bus has stopped on and go with the student to the car.

These practices will help to stop students running across the road from the bus. Caregivers should spend time with students to teach them how to keep themselves safe and how they are expected to behave.

## **Making changes to your child's drop off or pick up.**

The school reception needs to be notified before 2.30 pm if there are any changes in afternoon drop offs eg: your child is getting picked up by different parents and/or from a different stop. We will then notify the child and the driver. The driver should be given a slip from the office with the changes in writing.

### **If you need to contact someone during the bus run**

Parents should always have access to at least 3 mobile numbers. Howard, the bus manager, is always the first point of call on **020 4103 9129**. As Howard is also one of the bus drivers, he may not be available during bus runs so any changes should be made promptly.

# Expenses

## Stationery Requirements

You will need to personally purchase your child's stationery at <https://www.myschool.co.nz/harekrishna>.

## Bus Fees

Invoices will be sent via Hero at the beginning of each term. Fees to be paid in full within 10 working days of the invoice. The cost per child per day is \$5.00.

## School Lunch

Lunch prasadam costs will also be invoiced as a fixed term cost at the beginning of each term based on the number of days your child(ren) is taking lunch with us. This invoice can either be paid in full or via automatic payment over a maximum of ten instalments each term. **\$5.00 per meal**

## Mrdanga Music lessons

Hare Krishna School offers music lessons to its students provided by music teachers from outside the school teaching staff. Students in Years 4 and above who have enrolled for mrdanga tuition will be invoiced a fixed fee of **\$70.00** per term. You will receive an invoice at the beginning of each term for music lessons. This can be paid in full or over a maximum of ten instalments via automatic payment.

## Student activity payments

Activity payments are required to cover the costs of optional equipment, experiences, and services that are extra to our curriculum obligations. Payment may also be required for curriculum-based activities that involve a "take home" component for the student to keep.

Parents are informed in advance of any additional optional payments that are extra to our curriculum obligations. Parents receive an invoice each term for costs relating to bus travel for sport and class activities.

## Cancellation and refund policy

The school has a "no refund" policy for absent children except:

- When a child is de-enrolled from the school with two weeks written notice of the parents intention.
- When a child is removed from school for an extended period for personal reasons (eg. a holiday) and the school is provided with two weeks written notice of the parents intention. Note: the refund will be provided for bus fees only.

Please note that no refund will be provided if written notice is not received. Reconciliation of the accounts due for a family de-enrolling their child will incur a \$25.00 administration fee.

Trip payments- payments for class excursions must be paid online, cash payment is no longer available.

## Failure to pay

Payments are due within 10 working days of receipt of the termly invoice. You will receive a maximum of 3 reminder notices throughout the term. Payment has not been received in full by week 8, the school may need to suspend the bus services for your child/ren until arrears are paid, and refer this matter to a debt collection service.



### **Fees waiver based on financial hardship**

We are committed to ensuring that every child has access to quality Krishna conscious education. If you are facing financial challenges that make it difficult to pay school costs. We offer a process for applying for a fee waiver based on financial hardship. We understand that circumstances can vary, and our aim is to provide support to families in need. To initiate the application process, please reach out to the Principal's office. We treat all requests with sensitivity and confidentiality, and we will work with you to explore the best possible options to ensure your child's educational journey remains uninterrupted. Your child's well-being and educational experience are of paramount importance to us, and we are here to help you navigate any financial difficulties you may encounter.

### **How and when to pay**

Invoices will be sent out each term via Hero. If needed the termly invoice can be paid in instalments throughout the term by automatic payment. Contact the office for this option.

# Attendance Dues & Contributions

## What is a State Integrated School?

State integrated schools are State schools operating in partnership with privately owned Proprietor boards. State-integrated schools exist to provide education with a special character. This is defined under the Education and Training Act 2020 (ETA) as a framework of education with general religious or philosophical beliefs and associated with observances or traditions relating to those beliefs. The education at each state integrated school will reflect its own values within the context of its specific philosophy or religion. Attendance dues may be payable for attending State integrated schools.

State integrated schools exist to provide education within the framework of a particular or general religious or philosophical belief, and associated with observances or traditions relating to that belief. The particular religious or philosophical framework for each State integrated school is described in the Integration Agreement for that school. The proprietor of a state-integrated school has the responsibility to supervise the maintenance and preservation of the education with a special character provided by the school. In addition to the general rules that govern all State schools, the main legal requirements that apply to State integrated schools in New Zealand are set out in Schedule 6 of the ETA.

## How is the school funded as a state-integrated school?

The Government funds the school for everything except for Special Character programmes and resources, land and buildings. The proprietor can gather money (attendance dues - compulsory) to pay for land and buildings and, in addition to these, may ask for additional contributions to fund Special Character programmes and capital works as need be, both of which are tax deductible. This is further outlined below.

## Attendance Dues and Contributions

As part of being a member of the Hare Krishna School Community, there is a financial commitment required from families to ensure the provision of an excellent spiritual and material education in a well-cared for environment.

Hare Krishna School Board acts as the collecting body for Attendance Dues and Contributions on behalf of the school's Proprietor, International Society for Krishna Consciousness Inc. (ISKCON Auckland).

### Attendance Dues

Attendance Dues are a compulsory payment under the Education and Training Act 2020, a condition for enrolment at Hare Krishna School. These dues apply to all students who attend the school. Under the Act, Attendance Dues are used for servicing and repaying any loans to develop new building projects in the proprietors' schools, paying for building insurance and compliance costs, collection, and administration.

Attendance Dues are not a donation, and they are not tax-deductible.

### Special Character Contribution (SCC)

Special Character Contribution is a voluntary contribution. It is the main source of funding for staff and services, on behalf of the Proprietor, to safeguard and strengthen our school's Hare Krishna special character. The Government makes no contributions to these services.

This contribution is tax-deductible, and a 33% refund can be claimed from the IRD.

### Capital Works Contribution (CWC)

Capital Works is a voluntary contribution. It is collected on behalf of the Proprietor for future development and capital works at the Hare Krishna School (e.g. new classrooms or upgrading of existing facilities).

This contribution is tax deductible, and a 33% refund can be claimed from the IRD.

## 2025 Attendance Dues and Contributions

Attendance Dues and Contributions are to be paid in full in advance at the beginning of the school year or per term.

	All Students	
Attendance Dues (per term)	\$112.50	Attendance Dues (per term)
Special Character Contribution (per term)	\$30	Special Character Contribution (per term)
Capital Works Contribution (per term)	\$100	Capital Works Contribution (per term)
Total per term	\$242.50	Total per term
Total for the year	\$970	Total for the year
Annual Portion Tax Deductible	\$520	Annual Portion Tax Deductible

## New Families - Contributions upon enrolment

As new families join the Hare Krishna School community, they are asked to make two one-off contributions upon enrolment being accepted:

- Special Character Donation: \$200
- Capital Contribution to Proprietor School Development Fund: \$500

For further information on the role of the Proprietor, click on the following link to the school website <https://www.harekrishna.school.nz/iskcon-auckland>

## Increases in Attendance Dues

2025 - \$450 or \$112.50 per term

2026 - \$525 or \$181.25 per term

Special Character and Property Contributions remain the same over this period.

### Proprietor Administrator:

Contact [rohita@harekrishna.school.nz](mailto:rohita@harekrishna.school.nz)

## Payment Options:

You can make cash or EFTPOS transactions at the school office.

You can set up an automatic payment or make one off payments via internet banking to:

Hare Krishna School  
12-3085-0342272-00

# Complaints procedures for parents, students, staff, and community members

## For Students

Students are encouraged to talk directly to their teachers whenever a problem arises. They should approach the teacher at a suitable time (e.g., at the end of the lesson) or make an appointment. Issues dealt with as soon as they occur are usually straightforward to solve. However, if the concern is not resolved students should approach the Principal.

## For Parents

If you have a concern about a classroom matter you should firstly try to contact the class teacher and discuss the matter with her/him. Do this by phoning the school office (09 412 6325) or emailing the teacher concerned. During teaching hours a message should be left with the school office asking the teacher to return your call.

Teachers will endeavour to return calls by the end of the next school day. You should ensure that you leave information with the school office about how and when to contact you. Contact phone numbers should also be included if the complaint has been made in writing. The school will acknowledge written complaints within three working days.

If the response provided by the school does not fully address your concerns, you may wish to take the matter further by making a formal complaint to the Principal. A formal complaint should be in writing and sent to [principal@harekrishna.school.nz](mailto:principal@harekrishna.school.nz).

# Hare Krishna School Staff

**Principal**

Dharma-setu Dasa

**Deputy Principals**

Manada Dasi  
Subhadra-priya Dasi

**Teachers**

Sudharma Dasi  
Subhadra- priya Dasi  
Sarada Dasi  
Madhuryamrita Dasi  
Madhava Sangini Dasi  
Dakshah Kowlaser  
Lavanga-lata Dasi  
Purnamasi Dasi  
Kirti Dasi  
Ian Thompson  
Madhu Malati Dasi

**Teacher-aides**

Acyuta Bhava Dasi  
Yasomati Dasi  
Bhava-sandhi Dasi

**Finance**

Rohita Das

**Property & Bus Manager**

Howard Castelyn

**Reception**

Amrta-pani Dasi

**Parent Communications, Enrolments & Principal Secretary**

Gandharvika Dasi

# Hare Krishna School Board of Trustees

In accord with the Education Act (1989) the School is governed by a Board of Trustees.

## Board of Trustees Members

<b>Chairperson</b>	Krishna Das
<b>Deputy Chairperson</b>	
<b>Proprietors representative(s)</b>	Kalasamvara Dasa Carl Becker Nrtya Gopal
<b>Principal</b>	Dharma Setu Dasa
<b>Parent representative</b>	Krishna Dasa Brahma Sarovara Dasa Yamuna Dasi Kranthi Kumari Madhu Puri Dasi
<b>Staff representative</b>	Amrita-Pani Dasi

## Meetings

Board meetings are held every two months. These meetings, issues relating to the school are discussed. The Board meeting dates are available on the school notice board. Parents and members of the community are welcome to attend these meetings or give ideas/feedback/proposals. If you wish to attend a meeting, please advise the school office in advance via email on [bot.secretary@harekrishna.school.nz](mailto:bot.secretary@harekrishna.school.nz).