



7 February 2023

Dear Parents and Caregivers,

I hope you all had a lovely long weekend and if your child returned home, I hope they shared stories with you about their first week at Bruce House.

As we move into a more settled week at school, some useful information:

Student Absences

SKC Absences must always be informed if your child is going to be offsite or absent from any classes during the school day. Their email address is: skc_absence@saintkentigern.com These absences must be reported by **parents** to the school as confirmation of students' absence or sign in/out times. **Students** are required to always sign in/out at Student Reception using their Student ID cards when they come and go from the school during school hours. The school needs to know that the students' absence times match the information parents have provided.

When reporting an absence, please be sure to mention:

- Student Name (first and last name)
- Tutor Group or Year Level
- Date(s) of absence
- Absent time (e.g., **all day** or from **10:30am to 12:30pm** or signing out at **1:00pm**)
- Reason for Absence (e.g., **sick** or **appointment** (doctor, dentist etc.) or **late** or **holiday** etc)

Please note that leave of **more than two days** (except for medical leave) needs to be approved by our Deputy Principal. In these instances, please complete a **Student Leave Request** online form on the College OLE page, which will be assessed before permission may be granted for leave. Applications should be submitted well in advance of the leave period. Click onto the OLE link below to log in and select **College**, then click on the Student Leave Request button and fill out the form: <https://parents.saintkentigern.com/login/>

Keeping in Touch with Bruce House

A reminder that there are several ways in which to keep up to date with what is happening at Bruce House:

- College Boarding page on the OLE - <https://ole.saintkentigern.com/homepage/6449/>
- Bruce House Instagram – [brucehouse_saintkentigern](https://www.instagram.com/brucehouse_saintkentigern)
- Bruce House Bulletin – emailed out to parents twice a Term.

COLLEGE

For Boys and Girls in Years 7-13
130 Pakuranga Road, Pakuranga 2010
PO Box 51060, Pakuranga, Auckland 2140
Phone +64 9 577 0749 Fax +64 9 577 0700

BOYS' SCHOOL

For Boys in Years 1-8
82 Shore Road, Remuera 1050
PO Box 28790, Remuera, Auckland 1541
Phone +64 9 520 7682 Fax +64 9 520 7688

GIRLS' SCHOOL

For Girls in Years 1-8
514 Remuera Road, Remuera 1050
PO Box 28399, Remuera, Auckland 1541
Phone +64 9 520 1400 Fax +64 9 524 7657

PRESCHOOL

For Boys and Girls aged 3 and 4
514 Remuera Road, Remuera 1050
PO Box 28399, Remuera, Auckland 1541
Phone +64 9 520 8814 Fax +64 9 524 7657



Student Pickup & Dropoff

When picking up or dropping off Bruce House students please wait for them either in the foyer, dining room or carpark. Parents are not permitted into students' dorms/ bedrooms during term time (except for the first day of each term when helping students with luggage etc).

I hope you all have a great week and please do not hesitate to get in contact should you need to.

Yours sincerely

Bridget Anitelea
DIRECTOR OF BOARDING (Acting)

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