



*Learning  
&  
Growing*

# Hinuera School

**Te Kura O Hinuera**  
*ESTABLISHED 1892*

PRINCIPAL: DEAN McDONNELL



14 October 2020

Dear Parents/Caregivers of Bus Students,

I'm writing to remind parents of bus students about the importance of communicating with us if your child is on a bus list, but will not be on the bus on any given afternoon. With the lockdown and periods of school under Covid Level 2, we've had a real drop off in people remembering to do this, which is understandable.

Now that we're back at Level 1, can I please remind you to always do one of the following if your child is normally expected on the bus, but won't be on a specific afternoon:

If you are collecting your child, please go through the library doors to the lists on the counter and sign out your child by placing your initials beside their name in the checklist for the day. Please don't simply cross them off, as this does not allow us to trace who has taken them if there is confusion.

If your child is being collected by someone else or going home with a friend, please contact the office and ask them to sign them out for you.

If you've registered your child as absent, there is no need to do anything. The office sign out all absent students from the bus lists.

If your child is hardly ever on the bus, and you don't want to sign them out all the time, can I suggest you consider taking them off the bus list, and contact the office on any day that they might be on. This is only if they use the bus less than once a fortnight. We don't really want people ringing regularly asking for children to be added.

We have a wonderful, free local bus service, but to run safely and well we do need a good level of communication from families to ensure we know we have the right students in the right places. Your support with this is essential, and your support is appreciated.

Kind regards

Dean McDonnell - Principal