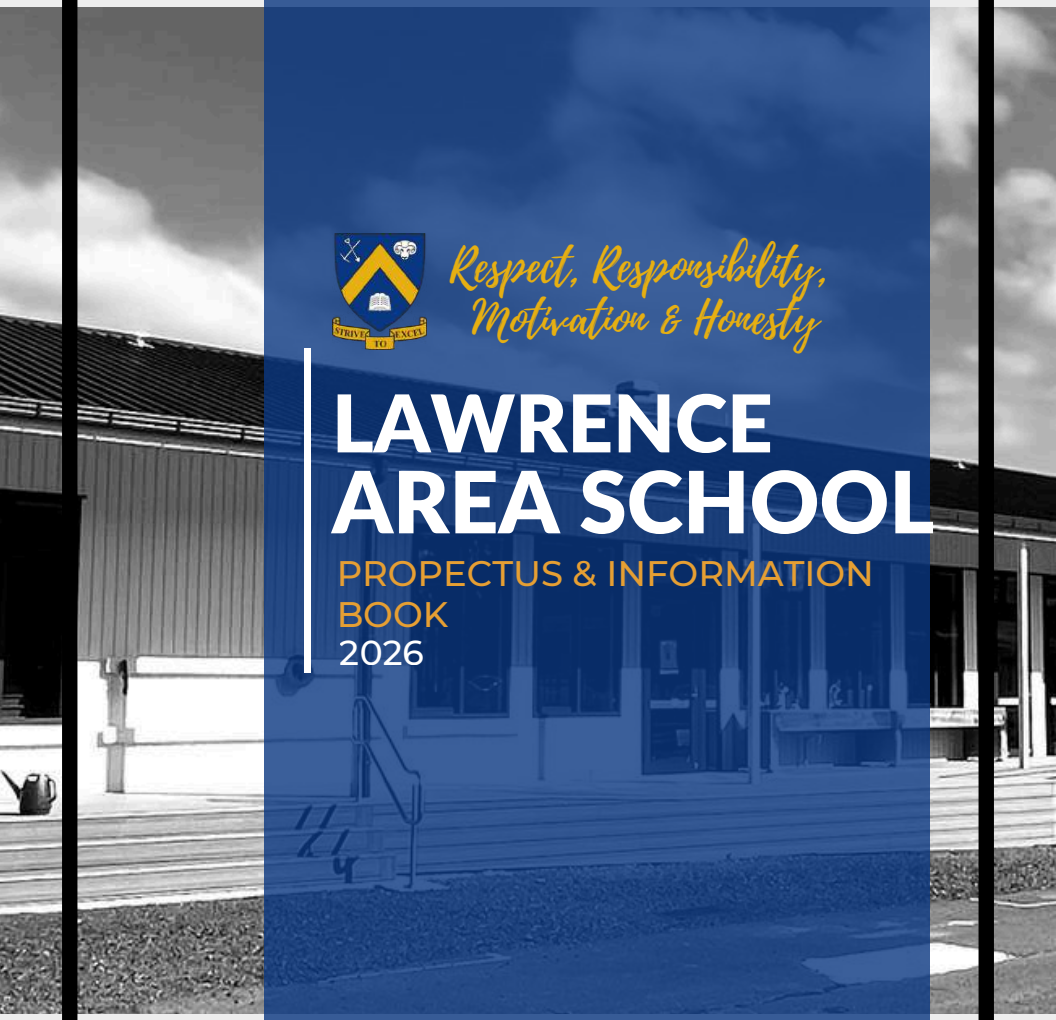


Respect, Responsibility, Motivation & Honesty

LAWRENCE AREA SCHOOL

PROPECTUS & INFORMATION BOOK

2026

Welcome to Lawrence Area

The Principal and Staff of Lawrence Area School are friendly and approachable. We are very proud of our school, its history and its achievements. As a staff we are committed to working with families in the best interests of their children.

Our school's purpose is to provide all students with an education that challenges them to achieve personal standards of excellence and to reach their full potential within a safe environment.

What is an Area School?

Area Schools are composite schools, mainly rural and isolated, that provide a 'seamless' education for New Entrant to Year 13 students.
Area Schools do have special advantages, particularly in the flexibility of programmes and range of resources we are able to provide. Our smallness of size and mix of age groups encourages a sense of responsibility and "family". Small class sizes enable more personal teaching and students do not become lost in the system.

Our Area School

Our Area School caters for 145 students aged 5 to 18. Our school site is spacious and park-like, with generous sports grounds, gardens, adventure playground and tennis/netball courts. We have recently completed a major rebuild and enjoy our great new learning spaces.
Three other important on site features are the Educare, Tuapeka Aquatic Centre and Simpson Park complex & Skatepark, all of which enjoy considerable community support and use.
Lawrence Area School has links with Waitahuna School which contributes pupils at Year 7; our local Goldfields Kindergarten; the Area Schools network; local primary and secondary schools and Tertiary Institutions throughout Otago and Southland. The inclusive family atmosphere of the school is highly valued, as is the supportive relationship between school and community.

TERMS AND HOLIDAYS 2025

Term 1	Friday 30th January - 2nd April
Term 2	Monday 20th April - Friday 3rd July
Term 3	Monday 20th July – Friday 25th September
Term 4	Monday 12th October – Friday 11th December

School Hours

8.45am	Form Time
8.55am	Periods 1 & 2
10.55-11.25am	Interval
11.25am	Periods 3 & 4
1.25-2.10pm	Lunch
2.10pm	Periods 5
3.10pm	End of school day

Board of Trustees

Sam Percival	Presiding member
Tash Hughes	Secretary/Staff Rep
Kerren Crawford	BOT Rep
Tiffany Homer	BOT Rep
Linda Howell	BOT Rep
Jemma Tippet	BOT Rep
Dave Bagwell	Principal
	Student Rep
Terri Martin	Minute Secretary

PTA Committee

Emma Wightman	President
	Secretary
Lindsay Cook	Treasurer

STAFF PERSONNEL 2025

David Bagwell
Principal

Pauline Taylor
Deputy Principal,
Room 6

Sara McTavish
Associate Principal,
Biology, Science

Eileena Kenny
Room 1

Megan Fuehrer
Room3

Gillian May
Room 4

Clare Blackmore
Room 5

Sally Bennington
Room 6

Scott Muir
Social Studies, History

Carla Murray
PE and Health

Tash Hughes
English, Te Reo

Sophie Young
Social studies,
History

STAFF PERSONNEL 2025

Jo Murray
Y7/8 Y9 - 13 Food & Nutrition Y12/13 form teacher

Rupert Bromby
Yr 12 Mathematics

Michelle Odell
Junior school release

Jaquita Warren
Junior release

Cara Homer
Office Manager

Shar Conder
Sport Coordinator

Jennie Cameron
Teacher Aide

Sue Wither
Librarian,
Teacher Aide

Andea Cotton
Librarian / Teacher aide

Marie Thompson
Teacher Aide

Robbie Warhurst
Caretaker

MEET OUR TEAM 2026

- David Bagwell - Principal, Yr9 Maths
- Pauline Taylor - Deputy Principal, Room 6
- Sara McTavish - Associate Principal, Biology, Science
- Eileena Kenny - Room 1
- Megan Fuehrer - Room 3
- Gillian May - Room 4
- Clare Blackmore - Room 5
- Sally Benington - Room 6, Reading Recovery
- Tash Hughes - Y10-13 English, Y9/10 Art, Y9/10 Te Reo
- Scott Muir - Y9 English, Y9/11-13 Social Studies, Yr 12/13 History
- Jo Murray - Food & Nutrition Technology
- Sophie Young - Maternity leave
- Rupert Bromby -Y7-10 STEM, Yr 10,12 & 13 Maths, Yr 9/10 Science
- Carla Murray - Physical Education
- Michelle Odell - Junior school release
- Cara Homer - Office manager
- Andrea Cotton - Librarian, Teacher Aide
- Jennie Cameron - Teacher Aide
- Marie Thompson - Teacher Aide
- Sue Wither - Librarian, Teacher Aide
- Shar Conder - Sports Co-Ordinator
- Suzanne Stoddart - Cleaner
- Clare Monk - Cleaner
- Warren Sapsford - Van Driver/Caretaker
- Robbie Warhurst - Caretaker

COMMUNICATION

Lawrence Area School encourages open lines of communication between home and school by:

- Welcoming contact with the school, particularly when problems arise
- Welcoming enquiries about school activities
- Encourage parents in to view and take part in school activities
- Support an active Parent Teacher Association
- Provide written and oral reports on student progress
- Arranging a number of informal and formal parent/teacher meetings throughout the year
- Keeping parents informed about individual student issues
- Distributing a weekly newsletter to the community online
- Sharing our facilities with the community

Enrolment

Parents please contact the school office – 4859906. Administration staff will assist and provide enrolment forms, general information and Prospectus/Information Booklet. Parents and pupils will be introduced to the classroom teacher. Parents are welcome to meet with the Principal and Senior Staff.

Pre School Visits & Liaison

The school welcomes visits from pre school children and parents. Parents can arrange this by contacting the new entrant teacher or Junior School Deputy Principal.

School Buses

Pupils who live more than 3.2 kms (under 10 years) or 4.8kms (over 10 years) from the school are entitled to travel on the school bus. Bus routes are:

Beaumont Tuapeka West Waitahuna West Waitahuna

In the interests of safety excellent behaviour is expected of all pupils travelling on school buses. Please contact the Principal or Bus controller for further information.

Attendance / Absence

Could parents please contact the school office by 9.30 on the day of absence. However if you know beforehand please contact your child's teacher and advise of the absence (phone/email/messenger/written). Our school policy is to phone parents to confirm and ascertain reasons for absences.

Uniform

Uniform is compulsory for students Years 0-12 (Policies included). All uniform items (except monogrammed items) can be purchased from NZ uniform store in Dunedin. The monogrammed items of uniform are only available for sale at the LAS Library.

Stationery

A list is sent to parents, relative to class level prior to school starting. Parents have the option of purchasing items at school through the school library or at a stationery outlet. See the Tuapeka Times for details early in the New Year.

Fees

Some courses have fees for take home elements. These can be paid at the same time as stationery purchases are made, or will otherwise be invoiced.

Reporting to Parents

Mid and End of Year written reports are provided to parents of Years 0-10 students.

Parent/Teacher interviews are held in:

- Term One: Reasonably informal opportunity to meet the teacher and discuss your child's programme.
- Mid Year: Based around the written report. A formal opportunity to discuss your child's progress.

NCEA: Progress is available to parents via the caregiver Edge App.

Reports for Years 11-13 students are provided to parents in Terms 2 & 4.

Parents and classroom teachers are able to arrange interviews at any time in order to fully support children's learning.

Homework

Our policy is to provide a modest amount of homework on a regular basis. Homework helps reinforce learning, builds self-management skills and helps create good work habits. This requires a working partnership between school and home. Age and ability will determine the amount of homework. Guidelines are:

Yrs 1-3	10-20 minutes	Yrs 9-10	up to 1 hour
Yr 4	20 minutes	Yrs 11-13	up to 2 hours
Yrs 5-8	20-30 minutes		

Newsletter

A full and informative review/preview of school activities and events is provided to all households weekly and is sent out via email as well as being on the school website. Feedback, articles, notices are welcome. Please contact the school office.

Reading Recovery

Lawrence Area School has made a commitment to children's reading and to this end ensures teachers are trained and qualified to teach Reading Recovery.
The Reading Recovery programme is an early intervention programme designed to reduce literacy problems by providing children with a second chance to learn after their first year at school.
This programme provides one to one instruction aimed directly at the child's level. It provides thirty minutes instruction daily over a period of up to twenty weeks. The teaching strives to make the child independent in reading and writing. A Reading Recovery Programme in a school means that in terms of literacy every child can have access to the best possible learning opportunities while being helped to his/her full potential. When children have finished the Programme their progress is monitored fortnightly for three months and then monthly for three years.

Board of Trustees

The Board meets each month. Parents and members of the public are welcome to attend. Time and date are advertised monthly. The Board 'governs' the operations of the school based on established policy. Copies of policies are available on request from the school office.

PTA

The PTA is a very committed and proactive group. Meetings are held each term. This group of parents acts as a forum to organise activities, co-ordinate projects, fundraising ventures and distribute funds raised. Parents are actively encouraged to participate in this excellent organisation.

Use of School Facilities

Community groups are encouraged to make use of school facilities: Library, Gymnasium, Specialist Classrooms, grounds etc for meetings, community education & activities. Please contact the Principal to discuss possible use.

Assemblies

Junior School assemblies are held each Friday from 2.30pm onwards in the School Library.
Senior School assemblies are held each Tuesday at 8.50am in the Library.
Whole School assemblies – parents will be informed via school newsletters.

School Magazine

A reflective magazine is produced annually, collating the key events of the school year. The magazine is distributed to families.

Prize Giving

A whole school prize giving is held in December. Parents and community members are invited to attend to celebrate our students' sporting, cultural and academic achievements throughout the year.

CURRICULUM 2025

Lawrence Area School

Level 1	Level 2	Level 3
English Mathematics Science Food and Nutrition Graphics & Hard Materials Technology Physical Education & Health Social Sciences Digital Technology Agriculture - Telford	English Biology Chemistry Graphics & Hard Materials Technology Food & Nutrition STAR Physical Education & Health Physics Mathematics Digital Technology History Geography Otago Secondary Tertiary College	Biology English Food & Nutrition Graphics & Hard Materials Technology Gateway/STAR Transition Skills' Programme Chemistry Physical Education & Health Mathematics Stats/Calculus Mathematics with Calculus History Geography Otago Secondary Tertiary College

We also offer mutiple other subjects via NETNZ and Te Kura.
Visit the web adresses below to see the other subject choices.

https://netnz.org/courses/

https://www.tekura.school.nz/

ADDITIONAL SCHOOL ACTIVITIES

2025 Head Students

Head Student(s)

This position is elected from applicants for the student leadership team and selected by senior management.The head student(s) is/are a role model for other students, but also has the opportunity to develop his or her own interpersonal skills when confronting new situations. The Head Student(s) carry the good name of Lawrence Area School and upholds the values of the school and maintains its high standards of dress and behaviour at all times.

BOT 2025

Board of Trustees Student Representative

Lawrence Area School has chosen to retain their student representative. The Board sees him/her as an important liaison between students, school and the Board. It also gives students a unique insight into many managerial aspects of the school and to contribute positively to effect change.

Student Leaders

School Leadership Group

This group coordinated by Mrs McTavish and Mr Bagwell is the voice of students. It organises and leads many school activities including senior assembly and whole school assemblies. The head student and selected senior students make up this group.

Area Schools' Leadership Course

Students are nominated annually to take part in a weeklong course held in Banks Peninsula each year, which is aimed at developing self-esteem, confidence and leadership.

House Captains

Lawrence Area School has two Houses - Read and Woods - and healthy competition between the two is fostered mainly through sporting activities. The participation of everyone in each house is encouraged, cajoled and led by example by the two elected House Captains from each house.

Academic & Cultural

Lawrence Area School provides a sound general education to meet the needs of students. Every student is encouraged to develop his/her academic potential to the fullest.

The management and staff accept the responsibility of delivering the curriculum as specified by the New Zealand Qualifications Authority, in line with all the new Curriculum changes.

To complement our academic and cultural programmes the staff encourages students to participate fully in extracurricular activities:

- Australia Maths Competition
- New South Wales English Competition
- Otago Problem Solving
- Young Leaders
- BP Technology Challenge
- Otago University extension programmes NetNZ Science
- Dance/Drama, School Productions
- Music Lessons by arrangement
- Choir
- Class Act
- Speeches
- Kapahaka, Polyfest
- Class Act

SPORT AND OUTDOOR

All pupils have the opportunity to participate, enjoy and excel in a range of physical activities.

Athletics, Cross-Country and Swimming

All pupils participate in athletics, cross-country and swimming. Based on performance pupils are selected to represent the school at regional and provincial competitions.

Gutbuster

Students' Years 7-13 take part in individual and team's events.

Basketball, Cricket, Rugby, Netball, Soccer, Touch, Squash, Golf, Ki O Rahi & Hockey

Students successfully take part in school and club-based teams involved in local and provincial competitions.For many pupils, this has led to representation at South West and Otago levels.

Skiing

A school and community ski trip is organised annually for interested parties.

Southern Area Schools Tournament

Students Years 9-13 annually take part in a three-day event combining the six Southern Area Schools: Catlins, Roxburgh, Waiau, Twizel, Maniototo and Lawrence. Students represent the school in a range of sporting and recreational events.

New Zealand Area Schools Tournament

Based on performance selected students take part in a week-long national tournament competing against students from all around New Zealand.

Outdoor Education

All pupils are involved in school trips and/or school camps.

- Yrs 0-3-day trip
- Yrs 3-4 overnight trip
- Yrs 5-6 Week long camp at Berwick or Tautuku alternatively.
- Yrs 7-8 Week long camp at Stewart Island/Queenstown
- Yrs 9 Wilderness Camp
- Yrs 10 Urban camp at Wellington
- Yrs 11-13 Leadership Course, Spirit of Adventure and Outward Bound
- Yr 13 New Zealand Area Schools Leadership Camp

GUIDANCE & STUDENT SUPPORT

At Lawrence Area School we have personnel and systems in place to ensure that students get the support and assistance they need.

Classroom and Subject Teachers

☐Set the learning environment
☐Provide subject and classroom support
☐Liaise closely with parents

Student Leadership Team

☐Selected from applicants going into year 13 and head student
☐Represent students/student voice

Student Representative (BOT)

☐Acts as a liaison person between students and the Board of Trustees

Form Teacher

☐ Yr 9-13 Day-to-day organisation
☐Pastoral care

Career Education

☐Ongoing from Yr 7 to Yr 13
☐Support for tertiary enrolments and guidance

Management Team

☐Overall school policy and discipline

Head Students

☐Exercise leadership in the school
☐Encourage participation, spirit and pride in the school

Police Youth Aide Officer

☐Advice, guidance and discipline
Liaises with student, family and school

Public Health Nurse/Youth Health Clinic (these are held each month)

☐The clinic offers information and education on a wide range of health issues
☐The clinic is free and confidential
☐Support is offered to students and their families

Counselling

☐A guidance counselling service is available for students who require personal and social support

PTA

☐A parental group who have a special interest in the learning and success of all pupils

Specialist Education Services

☐RTLB
☐Truancy
☐Referral

Course Selection

☐Yrs 10-13 students and parents will receive course material end of Term 3 & meetings where necessary will be arranged.

Police Education Officer

☐Co-ordinates and leads pupils or teachers in:
☐KOS – Keeping Ourselves Safe
☐Kia Kaha – Stand Strong
☐DARE – Drug and Alcohol Resistance Education
Safety – Road and Bicycle Safety

UNIFORM POLICY YR 0-6

This uniform is compulsory for all students from Year 0 to Year 6. Parents/caregivers are encouraged to actively supervise the wearing of school uniforms and to encourage the highest personal standards in dress and grooming. All articles of uniform are compulsory unless stated as optional. All uniform articles must be clearly named.

LAWRENCE AREA SCHOOL UNIFORM POLICY, YEARS 0 – 6

This uniform is compulsory for all students from Years 0 to 6. All uniform articles (apart from the merino jersey and blazer) can be purchased from NZ uniforms, instore or online.

School uniform

Shirt: Navy polo with gold trim – no monogram. Black thermal optional extra.

Pants: Navy shorts/skort/track pants/lavalava/cultural item. Navy tights optional extra.

Socks: Black crew/ankle socks

Footwear: Sandals (black or brown), with buckle and strap to be worn with no socks, or black sports shoes.

Jersey: Navy monogrammed ¼ zip merino jersey (optional, ordered through school library), ¼ zip monogrammed polar fleece (optional), Olympus soft shell jacket monogrammed (optional). Own jacket may continue to be worn also.

Sunhat: brimmed navy sunhat.

Physical education and sports uniform (Years 3-6):

Shirt: Navy/gold monogrammed t-shirt. Hoodie optional extra (new material hoodie to be phased in).

Shorts: Plain navy or black shorts (leggings optional extra)

Socks: Black

Shoes: Non marking gym shoes/runners/sneakers

Jewellery:

Piercings: studs only to be worn.

Cultural items may be worn at the principal's discretion.

UNIFORM POLICY YR 7-13

This uniform is compulsory for all students from Year 7 to Year 12. Year 13 students have the option of wearing mufti as described below. Parents/caregivers are encouraged to actively supervise the wearing of school uniform and to encourage the highest personal standards in dress and grooming.
All articles of uniform are compulsory unless stated as optional. All uniform articles must be clearly named.

LAWRENCE AREA SCHOOL UNIFORM POLICY, YEARS 7 – 13

This uniform is compulsory for all students from year 7 to 12. Year 13 students have the option of wearing mufti as described below. All uniform articles (apart from the merino jersey and blazer) can be purchased from NZ uniforms, instore or online.

Years 7 – 12 uniform

Blouse: White overblouse. Black thermal optional extra

Shirt: Powder blue shirt. Black thermal optional extra

Skirt: Royal tartan wrap around or cultural equivalent. Plain navy tights optional extra

Shorts: Grey drill shorts, pants, lavalava or cultural item

Footwear: Sandals (black or brown), with buckle and strap to be worn with no socks, or black leather school shoes (no hi tops, boots or canvas shoes)

Socks: Grey knee length socks with two blue bands, or white crew or ankle socks

Jersey: Navy monogrammed ¼ zip merino jersey (optional, ordered through school library), ¼ zip monogrammed polar fleece (optional), Olympus soft shell jacket monogrammed (optional). Own jacket may continue to be worn also.

Sunhat: Years 7/8 – brimmed navy sunhat, Years 9 – 13, navy bucket hat or sports cap

Physical education and sports uniform:

Shirt: Navy/gold monogrammed t-shirt or singlet. Hoodie optional extra (new material hoodie to be phased in).

Shorts: Plain navy or black shorts (leggings optional extra)

Socks: Black

Shoes: Non marking gym shoes/runners/sneakers

Jewellery:

Piercings: studs only to be worn.

Cultural items may be worn at the principal's discretion.

Make up:

With the exception of light foundation, no make up is to be worn.

Years 11 – 13 blazer

This can be hired or purchased through the school.

Year 13 mufti:

Mufti of a neat and tidy appearance and within bounds of good taste is to be worn. School uniform must be worn for formal events such as school photos, prizegiving etc, and when representing the school off site.

Code of Conduct

Lawrence Area School is a warm friendly place to attend; students are both helpful and caring. The Code of Conduct will help to keep it this way. You and your fellow pupils will gain much from this school environment and each other if you follow the Code of Conduct.

BE THOUGHTFUL, CO-OPERATIVE AND TOLERANT

This makes it easier for you to live and learn together.
Treat people the way you would like to be treated.

MAKE THE MOST OF YOUR OPPORTUNITIES

Make the most of the opportunities provided by Lawrence Area School whether they are academic, sporting or cultural.
Remember - "The more you put into something, the more you will get out of it."

BE WELL-MANNERED, CONSIDERATE AND FRIENDLY TO EVERYONE

This makes it easier to learn and live together and the whole school gains respect.

DRESS CORRECTLY AND BEHAVE IN AN APPROPRIATE MANNER

This brings credit to you, your school and the community.

The following types of behaviour are NOT acceptable from Lawrence Area School students and will be dealt with according to our Guidance and Discipline Procedure at the appropriate level.

Level 1 Classroom Teacher	Level 2 Deputy Principal	Level 3 Principal
• Incomplete homework • Incomplete classroom work • Disruptive behaviour Defiance • Incorrect uniform • Chewing of gum • Eating in class • Attendance issues	• Rude or abusive behaviour • Bullying, violence or threatening behaviour • Damaging or stealing property • Or any of the above behaviours listed in Level 1 if occurring repeatedly	• Possessing or using substances (tobacco, alcohol and illegal drugs) • Possessing a dangerous item at school • Gross misconduct

SCHOOL RULES

The rules are not intended to limit freedom,
but to enable all members of the school community to work in an environment
that is safe, positive and consistent. The following rules reflect our schools mission statement.

"Prepare students to have the confidence to meet life's challenges"

In order to protect the interests of students and the reputation of the school an "in loco parentis" role is adopted and thus the school rules apply from the time a student leaves home until they return home and in all school-related transport, excursions and activities. The rules are based firmly on a code of conduct and around the schools key values of

Respect, Responsibility, Motivation and Honesty

Enrolment and continued attendance at Lawrence Area School is conditional on a student agreeing to the following:

Respect for Attainment

• To strive to reach personal best in all aspects of class and extra-curricular activities. To aim to establish personal goals which are positive and attainable.
• To not interfere in any way with the learning of others, and to respect their rights to study in an effective environment
• To not interfere in any way with the teaching of teachers, and to respect their rights to teach in an effective environment
• To do homework that is set
• To display personal responsibility and accountability for learning by catching up on work missed for any reason

Respect for Self and Others

• To wear school uniform as specified, correctly and with pride
• To not steal, and not borrow without the owner's permission
• To refrain from all forms of violence to others, whether verbal or physical
• To display courtesy at all times and have a welcoming attitude to visitors and new-comers
• To respect the authority of all teachers and other staff members
• To move quickly and quietly between classes and not disrupt others
• To avoid all forms of sexual harassment or comment or action that indicates prejudice of race or creed
• To avoid all forms of "put-downs" for those who are seeking to do their best for themselves or others
• To respect the school's cell phone policy by handing cell phones into the office at the start of the school day.
• Cell phones seen will be removed. Use i-pods (or similar) only with the permission of the teacher and never at a
• level that disturbs others.
• To show respect for the teaching environment by not moving around the room unnecessarily and by not calling out responses- unless specifically told to by the teacher
• Water bottles are permitted in class. Under most circumstances, there is to be no eating in class.
• Chewing of gum is prohibited
• To not have in their possession or be under the influence of tobacco, alcohol, illegal drugs or inappropriate 'medicines'

Respect for the School Environment

• To protect the school environment and not damage or deface any furniture, buildings, trees, notice boards, displays, or other school facilities
• To report any damage seen
• To keep the school environments clean by not dropping any litter, and to assist the school by a willingness to pick up litter dropped by others
• To keep off areas deemed to be out of bounds

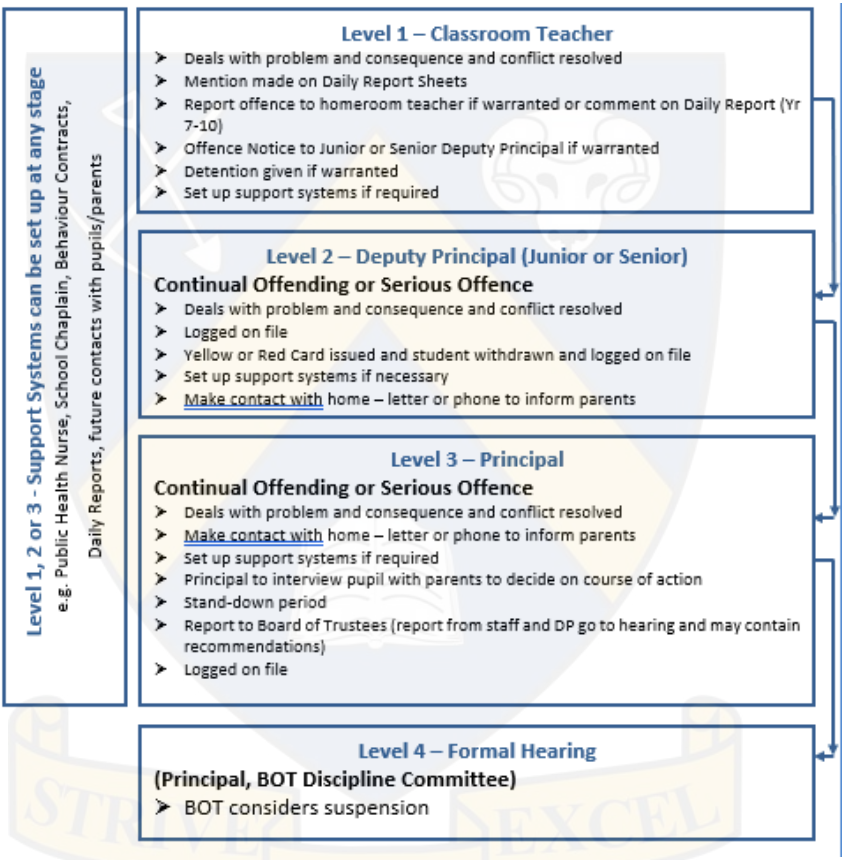
Respect for Responsibility

• To be involved as far as possible in school activities, but to ensure a balance of time and effort among all activities
• To display a commitment to all those people involved in school activities, e.g. coaches, teammates, parents, community members
• To apologise sincerely for wrongdoings to others, and to pay for the damage caused

GUIDANCE & DISCIPLINE PROCEDURE

We at Lawrence Area School expect a high standard in all areas – notably attitude and behaviour as per our Code of Conduct.

If not, our Guidance and Discipline Procedure will progress as follows:



What discipline level is used, and the number of offences required before being acted upon, is dependent upon the nature of the offence and the age of the student. Good documentation is essential at all points of the profile. There are a number of opportunities for support systems, behaviour contracts and effective counselling to be set up. The process is not solely punitive. The intention is to have students change their behaviour/attitude.

POLICE VETTING

We are creating a Database in our school of parents who are police-vetted for school trips.
It is now school policy that all adults taking transport, attending school trips, or staying on school camps are police vetted.
Unfortunately, there is no national database, which means you have to be police vetted by each organisation that you are associated with.
If both parents wish to be police vetted you can request more forms from the school office, or you can download the forms from http://www.police.govt.nz/about-us/publication/police-vetting-forms
We would ask, that if you are interested in attending any school trips in the next three years, you complete these forms, and bring them to Cara at the school office with two appropriate forms of ID (including your driver's licence).
Once you are police vetted and on our school database, you will not be asked to do this again for three years.
A set of Police vetting forms are attached.

Edge App

The school student management system EDGE has an additional function we would like parents to use – the EDGE App.

Once you have set up a login as a caregiver on the Edge website, you will be able to download the app to your cell phone, then access it and create a password. You will then be able to use this app to find details on your student.
As a caregiver, you will be able to access some of the following features:
- student timetables
- student attendance
- NCEA information
- school account details

Further to the above functions, you are able to report an absence for your student, this logs attendance directly to the system at school and is more efficient than the current procedure for absences.
The office and staff will also be able to send notifications to caregivers, with the hope that this becomes an effective and safe form of communicating using technology.
All communication from the school will be via email or notification on the Edge app. We are phasing out paper notices where possible, however, if you do not have access to email or the app, please contact the office to arrange paper notices. Due to a change in the Board Of Trustees communications policy, staff will no longer be contactable on social media platforms, all communication must be through email or a phone call to the school office.
Please find the setup instructions attached. You must use the email address that the school has for you and you are currently receiving emails from the school.

Instructions for Caregivers wanting to access the Caregiver Portal for the first time:

Go to https://parent.musac.school.nz

You will get a page that looks like this:

Use the email that the school has for you. It will be the email address that you have been getting your school emails on.

As you don't have a password yet click on the "forgot password" bit.

An email will be sent to your email address which will allow you to set your password.

Click on the link in the email.

Enter the password you want to use then save.

Then login using this new password.

Click on your child's name to access all the "stuff" about them.

Once you have set up the Caregiver Portal you can access the Musac Edge APP.
This is available free from all APP stores.

Edge App

Logging into the Edge App is quick and easy with just a few steps required to get you underway.

First of all, you need to download the app for your device. It is available for both Apple and Android devices and can be downloaded from the relevant stores. Search **Musac edge**

Once you have downloaded and installed the app the first screen you will see on the app is the following. This is where you set up your PIN.

You will need enter your PIN twice to confirm it.

Once you have done so you will be presented with the login screen.

Enter the email address and password you would use to log in to the Caregiver portal website on your browser.

If this is the first time you have done either, you can use the 'Reset edge password'. This will email you a link to set up your password. Follow those instructions to set it up, then return to the app.

These steps will only have to be done the first time you Log In. If you use the Log Out function in the app you will need to repeat the above steps.

Once you have logged in you will be presented with your Dashboard, and from here you can view your child/children's data including (but not limited to) Attendance, Timetable and Financial details. The Settings menu can be found in the top right corner. From there you can Change your PIN, View your Profile etc as well as log out of the Edge account (only necessary if you have multiple Edge accounts).

Respect, Responsibility, Motivation & Honesty

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Lawrence 9593
03 4859 906
office@las.school.nz
https://www.las.school.nz/