



2011 PROSPECTUS

# Whangarei Intermediate School



# Welcome to Our School

## Principal's Welcome

E nga mana.

E nga reo.

E nga karangaranga maha.

Tena koutou katoa. Tihei Mauri Ora. My warm greetings to

children, parents and caregivers; especially to those considering enrolment at Whangarei Intermediate School. This prospectus is designed to introduce our school and how it meets the needs of young adolescents learning and growing through the exciting intermediate years. Following are statements of our intentions:



### SCHOOL VISION STATEMENT (THE OUTCOME)

Whangarei Intermediate Students are:

- @ Well balanced
- @ Inquiring
- @ Successful

### SCHOOL MISSION STATEMENT (THE GOAL)

To create a positive, caring, learning community that enables students and teachers to realise individual potential.

### CURRICULUM DEFINITION (THE HOW)

The W.I.S curriculum will

*"enable students to expand their capacity to learn through nurturing the dimensions of hauora."*

### SCHOOL VALUES (THE VEHICLE)

- ✚ Personal Best
- ✚ Respect
- ✚ Integrity
- ✚ Determination
- ✚ Enjoyment

Our expectation is that everyone in our school - students, staff and whanau are committed to learning all the time and from each other. At WIS we want to break through any limitations that may hinder our students from excelling in their learning and developing as people. We promote a problem-solving culture in our school that works and promotes a 'can-do' attitude. We tell our students that having high expectations means being certain that all of us can learn and improve - no exceptions! Of course, a booklet like this can only give a taste of our school, so I invite you to come and visit Whangarei Intermediate School at a time that suits you. We would be happy to show you around the school so that you can see it in action and feel the pulse of a school with a strong sense of its purpose and to see our students in action.



# Values Education –PRIDE at W.I.S.

## **Why Values Education?**

As a result of the 'call for school-wide values', Shelley Wells (RTLB) researched and designed a school values programme based on The Virtues Project. After three years the programme was reviewed and information was collected from staff, students and parents which was analysed for recurring themes to identify core values voiced by both staff, students and parents. This has been assembled to form our 'core values' ethos – known as PRIDE at W.I.S.

The recurring values, known as "core values" for Whangarei Intermediate are:

**P**ersonal Best

**R**espect

**I**ntegrity

**D**etermination

**E**njoyment

## **The W.I.S. Way to Values Education has four components:**

(Adapted from The Virtues Project, L. Popov, 2000)

### **1. *Explicit Teaching***

Before values can be infused and integrated into the learning environment, an understanding is paramount. We cannot assume that students know what each core value means in its actuality; therefore it is vital that they are explicitly examined. Classroom Teachers examine each value at the beginning of the year with their class, by following the outline: What it is (definition), Why practice it? How do you practice it? What it would be like if (scenario), Signs of success, and a follow up activity that caters for a wide variety of learning styles.

### **2. *Integrating Values***

Teachers examine values within units of work giving students the opportunity to examine their own values and the values of others in learning experiences over the year.

### **3. *Speaking the Language of Values***

Students and Teachers are encouraged to speak the language of values to acknowledge excellence and effort, to guide, to correct.

### **4. *Infusing Values***

Values are infused within our school through multiple ways. For example, speaking the language of values, the classroom environment, displays, school assemblies, school notices, school awards and recognising the teachable moment.

## **How You Can Help?**

Check the school notices for the value focus. Discuss these with your child. Acknowledge your child when you observe the PRIDE values in 'action', or when guidance and/or correction are required.

# School Organisation

The school is divided into five teams **Whero, Kowhai, Karaka, Kikorangi** and **Kakariki** led by team leaders. There are four or five classes in every team. The teams have an equal number of year 7 and year 8 classes.

We run a five-day timetable with Day 0 being for school wide events. There are seven 40-minute periods in each day and a 50-minute period for maths after interval. Students work with their class teacher for English, Science, Social Studies, Health and PE. We cross-group for maths within teams to allow for extension and remedial classes. Specialist teachers run programmes in Music, Art and Technology. Students may also attend classes in Computers, Languages, Maori, Drama, Dance and Library Studies. Enrichment classes operate across the school to give students a wider experience of learning activities.

## A Sample Timetable

	Day 1	Day 2	Day 3	Day 4	Day 5
1	Reading	Reading	Specialist	Spelling/ Grammar	Library
2	Written Language	English Grammar	Specialist	PE	Written Language
3	Maths	Maths	Maths	Maths	Maths
4	Specialist	Library	Spelling/ Grammar	Written Language	Drama
5	Specialist	Unit	Unit	Reading	2 <sup>nd</sup> Language
6	Oral Language/	Team Assembly	Enrichment	Unit	PE
7	Visual Language	Sport	Enrichment	Unit	Visual Language

## School Hours

8:45	Roll Call/Notices
8:50	Period One
9:30	Period Two
10:10	<b>Interval</b>
10:35	
10:35	Period 3 (MATHS)
11:25	Period 4
12:05	Period 5
12:45	<b>Lunch</b>
1:35	
1:40	Period 6
2:15	Period 7 (School finishes at 3:00pm)

On wet days the school day is not shortened and still finishes at 3.00pm.

## Dates for 2011

Term 1:	Tuesday 1 <sup>st</sup> February to Friday 15 <sup>th</sup> April inclusive
Term 2:	Monday 2 <sup>nd</sup> May to Friday 15 <sup>th</sup> July inclusive
Term 3:	Monday 1 <sup>st</sup> August to Friday 7 <sup>th</sup> October inclusive
Term 4:	Tuesday 25 <sup>th</sup> October to Wednesday 14 <sup>th</sup> December inclusive

# BOARD OF TRUSTEES

## CHAIRPERSON

Te Aupouri Whautere

## PRINCIPAL

Hayley Read

## BOARD SECRETARY

Carleen Still

## STAFF TRUSTEE

David Kelly

## MEMBERS

Justine Payen

Mandy Edge

Christine Kelman

# STAFF FOR 2010

PRINCIPAL:	Hayley Read	M.Ed Hons, B Ed (Tch), B Prks/Rcrtm Mgmt, Dip Tch
DEPUTY PRINCIPALS:	Wiremu Rankin Paul Botica	M.Ed, Adv Dip Tch, Dip Ed Man. B Tch L, Hghr Dip Tch, Dip Tch
TEAM LEADERS:	Graeme Whitehead Sam Robinson Patsy Bryers Claire Turton David Kelly Marian Miller	M.Ed Admin, Adv Dip Tch, Dip Ed Man Dip Tch Dip Tch B Ed Geog Hons B Ed (Tch) B Tch, Hghr Dip Tch
CLASSROOM TEACHERS	Beryl Kelly Grant Smith Pat Tamainu Kane Fannin Karen Hinge Renee Lowther Shannon Watson Marama Levuimata Danica Miller Renee Dean Colleen Fannin Glenis Goodall Katarina Harrison Neke Adams Jo Beaumont Rhonda Kelly	Dip Tch Dip Tch, Dip Ed Dip Tch B Ed, Dip Tch Dip Tch B Ed (Tch) B Ed, Dip Tch Dip Tch, Dip Maori B Ed (Tch) B Ed (Tch) Dip Tch Dip HSc/Grad Dip Tch B Ed (Tch) Dip Tch B.Ed (Tch) B.Ed (Tch)
SPECIALIST ART:	Juliana Hoogeveen	B.Ed, B. Vis Arts
SPECIALIST MUSIC:	Bruce Kessell	Dip Tch
FOOD TECHNOLOGY:	Marian Miller	B Tch L, Hghr Dip Tch,
HARD MATERIALS (Metals)	Alistair McDonald	Dip Tch, NZ Cert Bldg, NZ Cert Lnd Srvy
HARD MATERIALS (Wood/Plastic)	David Moore	B Tch L, Higher Dip Tch
INFORMATION/COMMUNICATION	Graeme Pulham	B Ed, Dip Tch
RESOURCE TEACHER OF LEARNING AND BEHAVIOUR	Shelley Wells	Dip.Tchg, Higher Dip Tchg, B Tchg L, P.G.Dip. Ed (Gifted and Talented)
SPECIAL NEEDS TEACHER AIDE:	Jenny Forster	Cert NZ Lib Assn
TEACHER LIBRARIAN:	Garth Rodda	Dip Tch
STUDENT SUPPORT	Christine Heke	Nat Cert in Social Services
TEACHER AIDES:	Zane Mason, Sue Botica, Gemma Wells, Julie Carter	
<b>OFFICE:</b>		
EXECUTIVE OFFICER:	Carleen Still	NZIM Management, NZ Cert T/Aide
SECRETARY/FIRST AIDER:	Marie McKerrow	
RECEPTIONIST/FIRST AIDER:	Maylene Robbie	
CARETAKER:	Gerry Phillips	
CANTEEN MANAGER:	Pat Hemara	

# School Routines and Activities

**ABSENCES** - When children are to be absent due to an illness or other unavoidable reason, it is expected that parents or caregivers will contact the school by phone before 8:45am. An answer phone is dedicated to absences so that parents may provide messages quickly. All unexplained absences are followed up either by text, phone or letter. The school is linked to the School Attendance Services and use this service where on-going absences are of concern. If you do not call the school or we are unable to contact you when your child is absent they will be classed as truant.



**BICYCLES** - If students ride bikes to school we insist that they wear a safety helmet and that the bike is roadworthy. Pupils who do not comply with this regulation will be required to find alternative means of transport. Racks for bikes are provided and are supervised by teachers, however we ask that chains and locks are used to secure the bikes in the rack.



**CANTEEN** The school has a variety of inexpensive and healthy lunches available four days per week. Students order and pay for their lunch from the Foods and Nutrition room before school and collect it from the canteen at the start of lunch. A menu is available. Students can order over the counter snacks at morning tea or lunch breaks

**COMPUTERS** - All students may be given access to the internet via schoolzone provided they sign up with parental permission to the school internet contract. This allows students monitored and filtered email and internet access at any time during school hours. Students have access to monitored email at home via schoolzone too. We have a well resourced computer room, library computers, classroom computers and five sets of classroom laptops for student use.



**HEALTH CENTRE** - Basic first aid is administered, and students are cared for, in the Health Centre. It is our normal procedure to phone parents and caregivers if we believe there is a need for the student to go home. First Aid is dealt with by the trained office staff. For injuries that cause us concern, we always seek the opinion and professional help of the doctors in the Medical Centre in Rust Avenue. Parents and Caregivers are notified.

**HOME WORK CLUB** The homework club operates from 3-4pm four nights a week after school. Parents ring Mr Rodda in the Library to book their children in. Please note this is not an afterschool care programme.

**KAPA HAKA** – Students can be a member of Te Roopu Atawhai our school performance Kapa Haka group. This group has regular after school practices and some school time practices. This group enters in competitions and festivals. During the year enrichment may offer other Kapa Haka practices.

**LIBRARY** – Our stunning, well resourced library is a hive of activity during breaks. It is open from 8.00am before school and during breaks for; games both indoor and outdoor, student computer use and for students to read a wide variety of books and periodicals.

**LUNCH-TIME ACTIVITIES** - There is always something to do at lunchtimes. Activities to promote Fairplay inter-class competitions are held in four-weekly blocks. They may be King's Court, Basketball, Netball, Capture the Flag, etc.. By offering a wide selection of activities we try to cater for the interests and strengths of all students. In summer the swimming pool is available daily for lunchtime swimming. There is also a large playground with plenty of physical challenges for students to hone their climbing skills. The Games Cave and Library have a large variety of indoor games to play in the cooler months Cultural activities such as choir and school band may also practice at lunch time.

**MESSAGES** - When phoning the school to ask that a message be given to your child, please give the teacher's name and if possible the classroom number and the office staff will do their best to make sure the message gets to the child. Students are permitted to use the office telephone for important issues if they have received their teacher's written permission. This costs 20c per call.

**MUFTI** - From time to time the student council raises money for various causes or projects of their own. One source of fundraising is paid mufti days. Parents are informed via the school newsletter.

**OPC's** - Each year there is a Year 7 trip to Great Barrier Island and a Year 8 trip to Tongariro. Students register interest at the start of the year, trips need a minimum of twenty students to proceed.

**OUT OF HOURS MUSIC CLASSES** - Whangarei Intermediate School currently has music classes for flute, keyboard, saxophone, drums & guitar. Under this scheme music teachers from the community are subsidised by the Ministry of Education to take one hour lessons, either before or after school. Students pay around \$30 per term.

**PUBLIC HEALTH NURSE** - The Public Health Nurse visits the school regularly and is available to discuss any issues as required.

**SCIENCE FAIR** - Each year Whangarei Intermediate School holds a Science Fair open to all pupils from the school. The exhibits achieving excellence have the chance to participate in the Mid-Northern Regional Science Fair at Forum North.



**SCHOOL FEES** - This is \$55 and covers the basic cost of materials used in technology including food, wood, plastics, internet, metal materials and a school magazine. A \$5 discount is allowed for payment by the end of the first term. Part payments are acceptable, however all fees need to be paid by the start of Term 4. Cases of genuine hardship should be brought to the attention of the Principal or the school's Executive Officer. Alternative arrangements may be made. Parents are also encouraged to donate up to \$40 to help with innovative resourcing of ICT and technological advances within our school.

**SOCIALS** - Usually there is a school social held each term where a DJ is employed. Students must obtain written consent from parents or caregivers giving permission to attend and agreeing to collect students promptly at the conclusion.

**STUDENT PROPERTY** -Please clearly name all items of clothing.

Tape decks, iPods, electronic gadgetry or valuables etc are not to be brought to school. Money may be given to the classroom teacher to be looked after during the day. While we will do all we can to ensure the safety of student possessions, the onus is on students themselves to take care of their property and no responsibility is taken for loss, theft or damage. Cell Phones may be brought to school but no responsibility is taken for their security. Cell Phones are to be kept off and only used before or after school.



**SPORTS** The school enters teams in the local Saturday Netball competition and after school basketball. Other Saturday sports students need to join a club team. The school enters in a wide range of sporting events over the year including the AIMS games held in Tauranga. Students need to register interest when events are called for during the year.

**STATIONERY** - A list of stationery requirements will be issued on the first day at school. The school does not sell stationery in large amounts. However, replacement books and pens etc are available from the school office during the year.

### **Parent/Caregivers/ Student Teacher Communication**

The school recognises the importance of teachers, parents/caregivers and students learning in a partnership. Communication is therefore encouraged, particularly if difficulties are being encountered.

Mid-February -	Triadic: Parent/caregiver/teacher/student interviews
July/Aug -	Achievement reports are issued with follow-up triadic interviews
December -	Written reports are issued and, if necessary, parents may request to meet with the teacher

School policy is for the teacher to contact parents if there are any issues concerning your child

## **Student Support**

- The main goal for all of us at our school is to promote a learning environment where everyone feels safe and where students model are encouraged and acknowledged in achieving our values.
- We have developed the proactive student support programme that encourages desired behaviour and eliminates negative behaviour through a stepped intervention programme.
- Students are acknowledged for positive behaviour via a class reward system. They are also acknowledged at team level and school level. Students receive stripes for Academic, Sporting, Cultural and Citizenship achievements at school. Stripes are also awarded for school service, students who volunteer 5 hours receive a service stripe. Parents may receive letters from class teachers for excellent student conduct throughout the year. There are a variety of presentations at team and school assemblies to students for their achievements, positive attitude and displaying PRIDE. There are two end of year praise giving's to acknowledge outstanding student achievement over the year.
- Students go through an eight step consequence system for undesirable behaviour. The system was trialled during 2006 and there is a belief that it has had a significant impact in the interactions that occur in the playground and classroom. At steps 1-3 students attend team detentions. At Step 3 a letter is sent home. At Steps 4-6, students attend school detentions, at Step 6, a second letter is sent home. Step 7 is school report, Step 8 is a Parental meeting to discuss intervention to date.
- Regular Special Needs meetings happen to revise and reflect on interventions of students causing concern.

## **School Rules**

### **VALUES**

We aspire to have students manage their own behaviour and our values education is an essential part of this aspiration. We will encourage students to contribute what they and their class consider as important PRIDE values to live and learn by. We believe that if our children can develop useful values to base their learning and interactions on, discipline will be easier.

### ***Students must abide by our school rules:***

#### **STUDENTS MUST:**

Abide by the core values agreed on in class: be respectful at all times to staff and fellow students.

Bring all essential items to school for lessons.

Respect school property.

Read school newsletter and deliver these to parents/caregivers.

#### **STUDENTS MUST NOT:**

Bring dangerous items to school (offensive weapons, fireworks)

Bring drugs, alcohol or cigarettes to school

Swear, steal or fight

Bully others either by threatening, hitting, kicking, teasing, name-calling etc in a way that causes another child distress.

Bring chewing gum, fizzy drink or lollies to school.

Cell phones must be turned off in bags while at school.

Leave the school grounds without permission.

#### **SCHOOL UNIFORM CODE:**

Wear a total of 2 studs

No extra piercings, tongue, eyebrow (safety issue)

Taonga can be worn outside of shirt

Watch is permissible but no other jewellery

Sandals, black or brown

Shoes are black polishable, flat sole

No nail polish or make up

No hoodies or alternative sweatshirts

# Curriculum Goals

The school, through its Board, parents and staff, sees itself as having a variety of goals, all geared towards maximising each individual's capacity to become a life long learner and contributing member of society.

**ACADEMIC:** Our curriculum is based around the National Curriculum Statements. The school sees its role as advancing each student as far as possible along the continuum of learning. It also sees its role as commencing the development of skills and knowledge that will be required for academic success at secondary school. Extension programmes are available in most curriculum areas and remedial programmes are available in English and Mathematics.

**SOCIAL:** The school is committed to developing positive social skills. To this end, the school's non-violent policy is a keystone and pupils are encouraged and assisted to work through inter-relationship difficulties in a positive fashion. In-class and small group lessons are provided to assist the development of social responsibility. Students are encouraged to take on positions of responsibility such as the school council, canteen, library, sports monitors etc.

**EMOTIONAL:** The school's health programme focuses upon the changes which pupils of this age are experiencing. Assistance is provided to help pupils come to accept themselves the way they are and to themselves in a favourable light. The school has student support services however, counselling through external agencies is organised for pupils with particular difficulties.

**PHYSICAL:** The school operates a physical education programme which has focus upon regular activity, the development of co-ordination and movement skills and exposure to a wide range of sports and activities. The emphasis of the programme is full participation by all.

**CLASS ORGANISATION:** The school is organised into teams comprised of both Year 7 and Year 8 classes. A team leader is responsible for the management of each team.

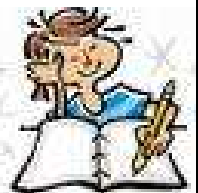
## Specific Curriculum Areas

**ORAL LANGUAGE:** This is a mandatory part of the classroom programme in which pupils are taken through activities to develop listening skills, discussion skills, and the capacity to speak clearly in more formal situations. An additional component is the opportunity for pupils to present themselves for Speech Board Examinations, Debating, Productions and School Speech competitions

**READING:** The school reading programme aims to enable pupils to develop literary understandings through whole-book experiences of quality fiction, to develop skills to extract and summarise information from non-fiction text and to develop research skills through the use of library, internet and other resources.



**WRITING:** The school writing programme aims to expand students ability to write both creatively (narratives, poems etc) and also to develop the written language structures for non-fictional purposes (reports, articles, essays etc). Regular spelling, handwriting and formal language programmes assist pupils in the full development of their writing skills. Pupils also have the opportunity to use computers to create, edit and present learning.



**MATHEMATICS:** The school's mathematics programme is mastery-based with pupils attempting to master objectives at a level which is appropriate to their achievement. Pupils are grouped at levels 2 - 5 (approximately Year 5 to Year 9). The programme includes recall of basic facts, skills development, applying skills in context and problem-solving activities.



**SOCIAL STUDIES:** Social studies helps students to understand their world and gives them the skills and knowledge to play their part in society. Pupils will cover units based on Identity, Culture and Organisation, Place and Environment, Continuity and Change and The Economic World.

**MAORI LANGUAGE AND CULTURE (TE REO ME NGA TIKANGA MAORI):** All students take part in oral language activities to promote appropriate pronunciation of Maori words, common greetings, a recognition of Maori language and culture as an integral part of New Zealand and understanding of the historical facts associated with the Treaty of Waitangi. We offer Y7 and Y8 bilingual classes. Application forms for this unit are at the rear of this pack.

**SCIENCE:** The science programme is balanced between science ideas, and the development of appropriate process skills of hypothesising, predicting, experimenting etc. Pupils are encouraged to participate in our annual science and technology fair.



**HEALTH:** The health programme is designed to assist pupils to understand the physical and emotional changes which they will go through in adolescence, to develop good healthy practices for themselves and act in a manner towards others which is socially responsible. Programmes include Changes at Puberty, Keeping Ourselves Safe, Self Esteem and the Life Education programme.

**MUSIC:** The school has a music room permanently established for the teaching of this Learning area. The school music programme enables students to understand how music is created, to develop skills to create and enjoy music and to understand music in its social setting. The programme is delivered by a specialist music teacher. Out-of-hours music tuition is available in a number of instruments.



**ART:** The school's lively art programme is based on coverage of three major areas:

- Sources of motivation (where to get ideas)
- Making art ( painting, drawing, printing, sculpture etc)
- Knowing about art (discussion, comments)

**TECHNOLOGY:** The school has four specialist technology teachers who have designed a programme based around the new curriculum. This replaces the workshop craft and home craft syllabus. Students will experience a variety of projects which will develop their technology capability and design ability.

**DRAMA:** The school produces a major production biennially, providing students with the experience of being part of a full-scale professional drama/musical. The school is fortunate in having a staff with vast experience and ability in this respect and students are able to extend their acting and musical abilities. The production usually takes place in even years.



**TALENT QUEST:** Each year we run a talent quest.

**SPECIAL NEEDS:** The school charter makes a commitment to the provision, where possible, of additional resources to pupils with special learning needs. To this end, a Special Needs Committee has been established to identify pupils whose learning needs are an obstacle to further learning, and to establish and resource programmes to meet such needs. Remedial programmes include:

1. Resource Teacher of Learning & Behaviour: Pupils are withdrawn for one-to-one assistance in language and mathematics.
2. A Special Needs Programme providing individual and small group situations to assist with Reading, Spelling, Writing and Maths. (Teacher Aide based).
3. Specialised Counselling: Where possible, the Special Needs Committee organises for specialised counselling of pupils with social and emotional difficulties.

**SPECIAL ABILITIES/GIFTED EDUCATION:** The school is committed to meeting the diverse needs of gifted students. These students are identified early in the year and programmes are run throughout the year to meet their needs. We also have a relationship with the Gifted Kids Programme based at Tikipunga Primary School for those students who were attending at primary school.

There is an expectation that class programmes cater for a diverse range of learning needs within the daily programme. Special projects occur during the year ranging from author workshops, drama, Science and Technology and debating or the School Paper.

**ENRICHMENT:** At different times through the year, blocks of up to 10 sessions are scheduled where children select (or are selected by staff) to explore an area of new learning, develop their expertise or interest. At times enrichment will consist of special projects for specific groups or authentic opportunities, while at other time the entire school is involved in a variety of opportunities.

# UNIFORM

Students are expected to wear their uniform with pride. Uniforms may be purchased from Bethell's Uniforms in the Strand Arcade. A used uniform sale may be held if there is a large enough supply prior to the first day of term.

## PLEASE NAME ALL UNIFORM ITEMS

### Girls Uniform

Regulation khaki shorts or long regulation khaki pants.

Shirt - white or blue regulation polo shirt (plain white T shirts may be worn as under garment in winter providing they are not visible)

Blue Whangarei Intermediate sweatshirt

Sandals – Slave or Roman – black or brown

Shoes – Polishable black with short white socks

School Hat – worn Terms 1 & 4 – (purchased from Bethells)

### Boys Uniform

Regulation khaki shorts or long regulation khaki pants

Shirt - white or blue regulation polo shirt (plain white T shirts may be worn as under garment in winter providing they are not visible)

Blue Whangarei Intermediate sweatshirt

Sandals – Roman – black or brown

Shoes – polishable black with short white socks

School Hat – worn Terms 1 & 4 – (purchased from Bethells)

### PE Uniform

Regulation black shorts and regulation blue top for both boys and girls.

**N.B.** If your child is not a standard size for their age, please liaise with Michelle at Bethell's as soon as possible so items can be made to fit.

### Whangarei Intermediate School Hats - Sun Safe

In an effort to encourage Safe Sun practices, school hats are to be worn in Term 1 & 4

### Wet Weather Protection

Pupils are able to wear suitable wet weather protective gear to and from school during inclement weather. Non Uniform wet weather gear must be removed during school hours.

### Jewellery and Accessories

Pupils may wear a watch. They may also wear a simple chain. Pupils may wear small plain (no coloured) studs in their ears with a maximum of two per person. Pupils may wear clear nail polish only. The wearing of taonga or items of cultural or religious significance is allowed on the understanding they are worn beneath upper body clothing. Any variation of these rules would need the prior approval of the Principal.



### Hair

Hair must be cut, trained or tied back in such a way that it does not impede normal learning processes, i.e. it does not fall across the eyes when carrying out reading and writing activities. In certain specific situations such as some technology activities, pupils may be expected to have their hair arranged in such a way that it does not present either physical or hygienic danger.

### Second Hand Items of Uniform

There may be a used uniform sale prior to the start of the year if there is enough of a supply. This sale will be held prior to first day of school.



# Bus Information

## BUS TIMETABLE

North City Bus Ltd

438 7142

### ONERAHI BUS (am) 1 bus only

\$1.50 each way, \$13.50 concession

Mackesey Rd	7.40am
Onerahi Primary	7.45am
McKenzie Ave Bus Stop "Hairport"	
Kaiwaka Street	
Pah Road Bus Stop	
Raurimu Avenue	
Sherwood Road	8.00am
Ross Street	
Old Onerahi Rd	
Kokich Cres	8.02am
Waimahanga Road	8.05am
Whangarei Intermediate	8.20am approx

For the afternoon service, two buses are supplied to depart school at 3.05 pm Airport Loop and Ross Street-Waimahanga Route.

Prices are for 2010. Lets hope that the diesel reduces for the start of next year

### MAUNU HAWKEN RD ROUTE

am

Hawken Rd	8.20am
Maunu Primary	8.25am
Highfield Way/Tui Cres	
Pukenui Rd	8.25am

pm

Pukenui Rd	3.10pm
Transfer Maunu Primary	3.15

### MAUNU

#### CEMETERY- ROAD

am

Catch High School Buses. 8am at Rosvall's Mill. Wait at Maunu Primary for Intermediate Bus at 8.30am

pm

Catch Maunu Bus transfer at Maunu Primary.

### OTAIKA

North City Bus Ltd

am

Loop Road/Tavinor Rd	7.45am
Blue Goose Transfer	8.05am
W.I.S.	8.25am

pm

Transfer High School Shuttle	3.25pm
WBHS Depart	3.45pm
LoopRd/TavinorRd	4.05pm

### PORTLAND

North City Bus Ltd

am

Portland Township	7.55am
Blue Goose Transfer	8.05am
Mania View School	8.10am
W.I.S	8.25am

pm

Transfer High School Shuttle	3.25pm
WBHS Depart	3.45pm
Portland Township	4.05pm

### WHANGAREI HEADS/TAMATERAU

North City Bus Ltd

am

Currently the situation of the use of High School buses is under review Whangarei wide.

pm

### OUT OF ZONE

Out of zone students are not entitled to catch High School buses. However contractors may carry WIS students if there are sufficient seats on a particular service and the School administering the service agrees to allow WIS students to travel. From 2011 a fare will be charged.

# Whangarei Intermediate School

## Enrolment Scheme

### Home Zone

The area inside the following boundaries shall be known as the Home Zone.

The boundary for the home zone is from the lights at Whau Valley Road in a direct line to Whau Valley Dam, from the Dam it extends to the end of Te Hape Rd and follows Te Hape Rd to State Highway 14. From SH 14 proceeds directly south to the Nihotetea Stream and across to Raumanga Stream. The zone runs north of Raumanga Valley Rd to meet Tarewa Rd at the Visitors' Centre. From the Visitors' Centre it runs directly to the intersection between High St, Anzac Road and Morningside Road. The boundary then runs in a direct line to the intersection of Kioreroa Rd and Port Rd from where it follows a line in the centre of the harbour, touching shore again at Scott's Rd, Tamaterau. From Tamaterau a line is drawn to the corner of Abbey Caves Rd and Whareora Rd, follows Whareora Rd to A.H. Reed Memorial Park, including Clapham Road and Quarry Road and then follows a line north of Paranui Valley Rd to the intersection between Paranui Valley Road and Kiripaka Road. The line then includes all of the area of Otangarei. It then runs to the end of McClintock Street to Whau Valley lights.

### Enrolment Scheme:

Those students whose current residence is within the Home Zone will be enrolled at the school unconditionally:

Priority for selection of students who live outside the school's home zone:

- **First Priority:** Siblings of current students
- **Second Priority:** Siblings of former students
- **Third Priority:** Children of Board of Trustees employees
- **Fourth Priority:** All other students

If there are more applicants in the second, third and fourth priority groups than there are places available, selection within the priority group will be by ballot.

### Pre-enrolment

By 1st September each year the Board of Trustees will decide:

- how many pre-enrolment periods there will be
- whether the ballot will cover the whole school or Year 7 & 8 separately
- when the ballot(s) will be held

By 15th September the Board of Trustees will advise parents of the likely number of out of zone places. Deadline for applications will be no later than 16th October. Deadline for the ballot will be no later than 30th October.

# WHANGAREI INTERMEDIATE SCHOOL

## WAIMIRIRANGI BILINGUAL UNIT

HE MIHI NUI KIA KOUTOU KATOA, NAU MAI! PIKI MAI! HAERE MAI!

If you are considering placing your child in the Bilingual Unit next year, here is a brief explanation regarding the programme that runs in the unit:

Children are not taught totally in Te Reo Maori. The children receive more education in Te Reo Maori me nga tikanga Maori, than other students in the school. They cover all curriculum areas ie. oral, written, visual language, reading, maths, social studies, science, art, music, PE, technology and aspects of Te Reo Maori are incorporated into their programme where possible. Each day starts and ends with karakia. It is compulsory for students in the Bilingual Unit to be involved in the school Kapa Haka group. Emphasis is placed on the tamariki having PRIDE in who they are, where they come from and having a supportive whanau.

This year we intend holding interviews for prospective Year 7 students for the Bilingual Unit 2011, in Term 4. The interview itself is very informal, and takes place in the school WhareHui "Te Puna O te Matauranga". This gives you a chance to meet the teacher of the bilingual class and other whanau support members, to korero and ask questions. You are welcome to bring whanau along to the interview. Once the interviews are complete, you will be contacted regarding your child's placement in the Year 7 Bilingual Class 2011.

No reira,  
Ma te Atua Koutou e manaaki e fiaki i nga wa Katoa.

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### WAIMIRIRANGI BILINGUAL UNIT 2011

I would like my child: \_\_\_\_\_  
(full name)

to be considered for placement in the Year 7 Bilingual Class 2011. My child has attended \_\_\_\_\_ Primary School.

My phone number is \_\_\_\_\_ so that we can be contacted for our interview day and time.

Parent/Guardian Signature \_\_\_\_\_

**PLEASE ATTACH THIS TO YOUR ENROLMENT APPLICATION FORM**

# IMPORTANT SCHOOL POLICIES

## ATTENDANCE AT SCHOOL

Parents whose students intend to return to our school after a prolonged absence will be required to furnish a written note of their intention to do so.

**Teachers must monitor students who have irregular or unacceptable attendance. The student support person is to be informed of any such students with their attendance figures on a fortnightly basis.**

Unless there are special circumstances, all students are expected to participate in all curriculum activities.

The student's teacher may exempt him/her from particular lessons for temporary medical reasons where the parent/caregiver has made a request. The Principal may exempt a student from particular curriculum activities where there are good physical, religious or cultural reasons. In all cases the parent/caregiver of the student must have made a formal application to the Principal. The Principal if satisfied that there are good educational reasons, may allow a student to be in non-attendance for other short periods of time.

## MEDICATION

1. Parent must bring and collect medication from school.
2. The amount of medication at school should be no more than is required for a fortnights dispensing.
3. Agreement/consent form needs to be signed by parents giving consent for a designated staff member to give medication. This commitment should last till the end of the school year at which time it needs to be renegotiated or until the child moves from one class to another.
4. Any training required in administering the medication shall be the responsibility of the parent.
5. Students must be made aware of routines and expectations to turn up and take medication. It is impractical for a staff member to be hunting throughout recesses to find a child.
6. A register needs to be filled in by a delegated staff member when medication is dispensed.
7. Medication must be stored in a safe, appropriate place.
8. Medication must by law, have the medical practitioners directions on it, and it must be dispensed according to those directions.
9. It is the parent or guardian's responsibility to inform the school of any change in the student's medical circumstance.
10. If students in your class who require medication are involved in EOTC, please ensure you have their medicine with you in a safe secure manner, on the trip.
11. Students who require injections or life saving medication must have a medical action plan reviewed annually (copy for teacher and available in office)

## HOMEWORK

Homework may be a good indication to parents of the level of work their child is doing. Most parents expect their students to have some regular homework. Research has shown that the appropriate use of homework assignments to extend academic learning time has a positive effect upon achievement.

1. Homework can be regularly set for all pupils.
2. Some system of recording of homework assignments by pupils should be established.
3. Wherever possible, homework assignments should be communicated to parents (e.g. homework notebook, homework worksheet).
4. Homework assignments must be meaningful, purposeful and an extension of the school's curriculum plan.
5. Homework assignments should not require resources which could lead to socio-economic or ethnic inequity.
6. Pupils are to receive timely feedback and positive reinforcement for homework they have done.
7. Homework should not require in excess of half an hour's reasonable work on any one night (maximum 2 hours per week).
8. Homework should include, over the year, assignments in a range of curriculum areas.
9. No child is to be punished or penalised in anyway for not completing homework. However, pupils may be required to give up some of their free time to carry out work during school hours which would otherwise have been expected to have been completed at home.

## **COMPLAINTS POLICY**

All complaints are to be resolved through open lines of communication to the benefit of all parties concerned.

### **Guidelines**

If there are any complaints about teachers, the Principal, other staff members, the Board of Trustees, individual Board members, pupils or parents, the following procedures will be followed.

Written records of any complaints made in writing will be kept with a note made of the action taken in the confidential file in the Principal's office. Any complaints about teachers by parents must be brought to the attention of the Principal and the teacher concerned.

### **Complaints against the Principal**

1. All complaints must be taken initially to the Principal.
2. All complaints about the Principal are to be made in writing and submitted to the Chairperson, Board of Trustees - to be discussed in committee. The arranged course of action will be documented with the Principal.
3. As part of this procedure the following will take place. A copy of the letter given to the Principal. All aspects investigated. Advise and support the Principal.
4. The BOT will delegate the chair to investigate the complaint, reporting to the Board at the next Board meeting, however if the complaint is considered serious by the BOT Chairperson or unresolved they may call a special Board Meeting.
5. If appropriate the B.O.T. Liability Insurer, NZSTA Industrial Advisor should be consulted.
6. If the complaint is considered serious by the BOT Chairperson, they may call a special Board Meeting. The complaint will be discussed by the Board in Committee and all aspects investigated. The Board may delegate the Chairperson to handle the complaint.
7. Outside agencies such as NZEI and NZSTA will be involved as appropriate.

### **Complaints against Staff**

1. If a parent is dissatisfied with, or wishes to know more about something that has occurred while the child is in the care of the teacher, they should contact the teacher and discuss the matter. Discussions are to be held face to face. Email may be used to arrange the meeting times only.
2. If there is still dissatisfaction the parent should contact the Principal who will liaise with the Team Leader.
3. If necessary, a conference with the parent, the teacher, Team Leader, D.P, support personnel and the Principal will be arranged.
4. Complaints about non-teaching staff will be directed to the Principal.
5. If there is still dissatisfaction after these procedures have been followed, the complaint should be put into writing and sent to the Board of Trustees.
6. The complaint will be discussed by the Board and Principal in Committee. The Board will delegate the Principal to investigate the complaint, reporting to the Chairperson within 5 days.

#### **As part of this procedure the following will take place:**

1. A copy of the letter given to the teacher.
2. All aspects investigated.
3. Advice and support for the teacher.
4. A conference between the BOT Chairperson, the Principal, and those involved may be necessary.
5. If the complaint is considered serious by the BOT Chairperson and/or the Principal, they may call a special Board Meeting.
6. If appropriate the B.O.T. Liability Insurer, NZSTA Industrial Advisor should be consulted.
7. Outside agencies such as NZEI/PPTA and NZSTA will be involved as appropriate.
8. The Principal should seek assistance from their counselling body at the earliest point of a negotiation or discussion breakdown.
9. The teacher or staff member has the right to seek assistance from their counselling body.

### **Complaints about the Board of Trustees**

1. All complaints about the Board of Trustees, as a body or individuals, be made in writing and submitted to the Board via the Principal, Board Chairperson or Secretary.
2. The complaint will be dealt with by the Board involving STA, NZEI and The Ministry of Education where deemed necessary.
3. Unresolved complainants will be advised to contact the MOE

### **Complaints about Pupils**

1. The Principal or Deputy Principals will deal with each complaint according to the circumstances and in accordance with the School Wide Behaviour Management Policy.
2. Although the school does not have responsibility for the actions of pupils outside the school environment, the school will at times adopt a community pastoral care role.
3. The school may involve the parents, CYPS, or police if the situation is deemed serious enough by the Principal.

## Complaints by Pupils

The Principal or Deputy Principals will deal with each complaint according to the circumstances

## SUN HATS

1. This procedure is to be implemented during daylight saving months - October to March.
2. We require students to wear school sun hats which can be purchased from Bethells.
3. Incorporate programs on melanoma prevention into the curriculum (e.g. Health, science, PE).
4. We encourage staff to act as role models by:
  - a) Wearing appropriate hats, sunglasses and clothing for all outdoor activities.
  - b) Using a SPF 15+ broad spectrum water resistant sun screen for skin protection.
  - c) Regularly reinforce the Shady School Policy in a positive way through newsletters and activities.

**If programmes are organised that involve students be outside in the sun for any time such as sports etc, provision must be made for sun screen. Newsletters informing parents of such events should stress the need for them to send sun screen with their students. The local health Authorities are also very good at assisting with such supplies for these events.**

## DRUG ISSUES

When a pupil is suspected of, or known to be in possession of, or involved in drugs at Whangarei Intermediate School the following actions will be taken:

- The matter is immediately drawn to the attention of the Principal/Deputy Principals who will investigate the matter.
- The child or children are isolated while an investigation is undertaken.
- The parents/caregivers must be notified as early as possible, preferably and if appropriate before the Police are contacted.
- In every case where drugs are the issue and a disciplinary hearing is to be conducted the Principal or Deputy Principals will impose a suspension until the Board of Trustees Disciplinary Hearing is convened within 7 days.
- Each case will then be treated on its own merits by the Disciplinary Committee. This committee will determine the outcome on a case by case basis.
- The full Board of Trustees will be notified of **all** disciplinary meetings that are held in the time between meetings.
- If staff or any members of the Board of Trustees are contacted by concerned parent(s) or the media or any other party regarding disciplinary matters at the School their queries shall be directed to either the Principal or Chairperson of the Board of Trustees of the School.

## EMERGENCY CLOSURE OF SCHOOL

The Principal, after consultation with, and agreement from the BOT Chairperson or their Deputy, may close the school under the following circumstances.

1. If the school is or is to be without water or sewage disposal for any period exceeding two hours.
2. If damage to buildings by fire, storm, vandalism earthquake or other cause is such that occupancy is impractical and/or dangerous.
3. If, due to any occurrence such as an armed offenders squad call-out or riot, the safety of the students and staff is, or is likely, to be in jeopardy.
4. If through failure of the heating system, the working conditions for staff and students falls below, and is likely to remain below the comfort level of 6 C for a period greater than two hours.
5. If a Civil Defence warning is issued or flood threatens the school.
6. On the advice of the Medical Officer of Health.

## **Notification to Parents and Caregivers**

1. In the event of advance warning, notice is to be through the normal school newsletter and local radio stations.
2. Where the closure decision is made after the close of a school day but before the opening of the next school day, parents are to be informed through the local radio stations.
3. Where closure takes place during the school day, communication to parents will be through radio and telephone. Where there are any doubts about child safety, Teachers or staff are to be used as escorts.



**STUDENT NAME** \_\_\_\_\_

**Student Health Records:**

To help us care for your child in any illness/emergency situation, could you please indicate your:

**Family Doctor:** \_\_\_\_\_ **Dr Phone Number:** \_\_\_\_\_

Please list any medical or health concerns that we should know about and medication that should be kept at school.

\_\_\_\_\_

Permission for pain relief (Panadol) to be administered at school Y /N

\_\_\_\_\_

**Please Note :** To provide medication for serious medical or physical conditions we will require an action plan. Discuss this with our admin staff directly.

<b>Student's Interests &amp; Abilities</b>		
<b>Cultural / Music</b>	<b>Sport</b>	<b>Citizenship / Leadership</b>

**Student Exceptional Abilities:**

To help us identify these students please indicate areas in which your child has exceptional abilities (eg: academic, creative, artistic, emotional, leadership, sport, etc.). Please attach evidence and/or reference to support this.

\_\_\_\_\_

**Learning Support :**

If your child has had any involvement with Education Support or other support agencies please indicate below

\_\_\_\_\_

**Parental Involvement / Support:**

Please complete if you or another family member would like to assist or be involved in one or more of the following areas:

<b>Name:</b>			
<b>Phone No:</b>			
<b>Sports: (Name Code)</b>			
<b>Parent Teacher Association:</b>			
<b>Maori Parent Support Group:</b>			
<b>Supervision for Camps:</b>			

**EOTC Permission to attend trips**

I give permission for my child to attend trips outside the school property for educational purposes. I understand that any private car used will be registered and warranted and the driver will be licensed. This permission slip covers transport i.e. walking, private transport (where a seat belt is compulsory). The school will comply with the relevant sections of the Ministry of Education Outside the Classroom (EOTC) guidelines for good practice i.e. parent/ teacher/child ratio.

**Promotional Photographs on the School Website**

I grant permission for my child to be used for promotional activities such as the school website or local papers, in the form of photographs taken during the course of school activities eg. sports, arts, productions etc

Parent Signature \_\_\_\_\_

**Gratuities:**

A school donation of up to **\$40.00** would be gratefully accepted to assist with extra resources and maintenance.

The annual school activity fee is **\$55.00**, (\$50 if paid in the first term) which provides revenue for technology resources. If your child enrolls through the year, the fee clarification is as follows: \$40 for 3 terms; \$30 for 2 terms; \$20 for 1 term.



# WHANGAREI INTERMEDIATE SCHOOL



## Internet Student Use Contract 2011

The Internet is a network which links computers at many sites around the world. At Whangarei Intermediate Internet access is available to children through the computer room computers, the library, networked classes and laptops. These computers also provide access to email. The cost of Internet access is currently met by the school.

Use of the Internet by students and staff is intended to facilitate learning and teaching by providing access to resources and people throughout the world. The school's Internet connection is through School Zone which gives continuous access to the internet. All student searches can be tracked by staff through school zone while access to inappropriate sites is minimised by security and filters provided by School Zone.

Children will be given training in correct and acceptable use of the Internet. Children will be expected to observe the conditions of use outlined in this policy. Behaviour which is considered inappropriate in terms of these guidelines will result in withdrawal of computer privileges, access to the Internet and/or other serious forms of discipline.

### **Internet Use Guidelines**

1. Students will follow teacher instructions regarding the uses of the Internet.
  2. Students will only access Internet sites with the permission of the teacher.
  3. Students will not use the Internet to access material that is offensive, rude, nasty, discriminative, dangerous or illegal.
  4. Students will not download files, mp3 files or play games on the Internet.
  5. If students accidentally access material such as that outlined above, they must tell a teacher so that the material can be removed and access to it blocked. Computers show a history of sites visited and this will be monitored by staff. If children find inappropriate sites and do not tell teachers, it will be assumed that access was deliberate and use of the Internet will be withdrawn.
  6. Students will not divulge personal information including their password, username, surname, address, telephone number, parents' details or the personal details of any other pupils or Teachers.
  7. If students come across any material including email, that makes them feel uncomfortable, they will tell a teacher. Students will not send email without teacher approval.
  8. Children will not engage in on-line chat.
  9. Students will not interfere with, or attempt to, change any computer settings without the approval of the teacher in charge of computers for the school. Students will be careful with equipment and furniture and not waste computer resources eg. paper. Students will not scan or display graphics, records or play sounds or type messages which could offend others.
  10. Students will not attempt to copy or download copyright software. Students must not install their own software or any other programmes on the school computers without the express permission of the teacher in charge of computing for the school.
- .....

### **Whangarei Intermediate School Internet Contract**

I have read the Whangarei Intermediate School Internet Use Guidelines and agree to abide by them. I understand that if I breach these Guidelines my access to school computers and Internet access at school will be withdrawn.

**Users Name (write neatly)** \_\_\_\_\_

**Users Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_



## Student Agreement and Parent/Caregiver Declaration



In connection with the enrolment of our son / daughter as named:

- We agree he / she will be subject to the rules and policies of the school;
- We undertake to ensure he / she will attend school regularly and punctually, and only be absent in cases of illness or emergency;
- We will ensure he / she wears the school uniform as prescribed;
- We agree to pay for any sports and specialist subject fees incurred;
- We undertake to inform the school of any change of address, telephone number or family circumstances;
- We authorise the school to make any such inquiries as necessary to assist this enrolment;
- We confirm all details provided in this enrolment are true and correct;
- He /she is a New Zealand citizen; or
- He / she has a residency permit / student visa – Passport No. – copy provided
- I give permission for the senior management of Whangarei Intermediate School to gain information about my child's school progress from his/her present school in order to assist in class placement and programmes offered at this school.
- I give consent for the school to seek medical help, if required, for my child, if I (or alternative emergency contact) is unavailable.

Whangarei Intermediate School undertakes to collect, use and store the information provided in this form according to the principles of the Privacy Act 1993. I agree that the information can be used.

Parent / Caregiver: \_\_\_\_\_

Enrolling Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Date to start: \_\_\_\_\_

### Parents Checklist: Please enclose

Birth Certificate :

Recent Vaccination Certificate   
(GP or Wellchild Certificate)

Bi-Lingual Application:

### Office Use Only

Donation Received

Fees Received

Technology

Dental Clinic

ENROL

eTAP

Student # \_\_\_\_\_