



Parent Handbook

2024



THE SCHOOL OF
CHOICE FOR OUR
COMMUNITY



Welcome to Northcote Intermediate School.

Our Vision:

To empower, learn and grow together

Our Mission:

by equipping ākonga with meaningful knowledge,
FIRST skills and values

Our Values:

Whakaute – respect for:

Tātou anō - ourselves

Ko ētahi atu - others

Taiao - environment

This parent handbook contains important information about how things work in our kura.

Contact Us:

Reception: 09 481 1400, admin@ni.school.nz
Absences: 09 481 1400, absences@ni.school.nz

Phil Muir, Principal: principal@ni.school.nz
Angela Teague, Deputy Principal: angelat@ni.school.nz
Zane Cooper: zanec@ni.school.nz
Bronwen Davidson, Deputy Principal: bronwend@ni.school.nz

Northcote Intermediate Strategic Plan 2022 - 2024

VISION: To empower, learn and grow together

MISSION: by equipping ākonga with meaningful knowledge, FIRST skills and values

CHARTER GOAL

Foster high performing professional teaching and leadership practice

Deliver a relevant and engaging schoolwide curriculum

Provide effective, innovative, inclusive and culturally responsive pedagogy

Honour our commitment to Te Tiriti o Waitangi

WE WILL...

Undertake a deliberate staff professional development programme to meet needs of our people and our school.

Increase students' learning opportunities within the NZC through modern and progressive teaching strategies and activities.

Expect all of our learners to progress towards and achieve their individual best level across all curriculum areas.

Strive to ensure Te Ao Māori will flourish, and Māori students will succeed.

WE WILL ACTION...

- Leadership development
- Collaborative teaching practice plan in preparation for the new building
- Wellness strategies to support positive schoolwide culture

- Co-constructed, shared, schoolwide curriculum planning and overviews
- Effective leadership of curriculum areas
- Increased development through relevant and innovative opportunities

- Imbed Developing Mathematical Inquiry Communities (DMIC) principles
- Kahui Ako – case studies and across school support, revised goals (Curriculum, wellness)
- Education Review Office evaluation goal – culturally responsive pedagogy
- Effective review and development of reading, writing, social sciences and inquiry programme

- Establish new links and develop existing relationships with whanau, iwi and organisations to support success for Māori
- Ensure schoolwide curriculum provides quality learning opportunities to reflect the world of Te Ao Māori
- Ensure Māori students achieve success in their learning

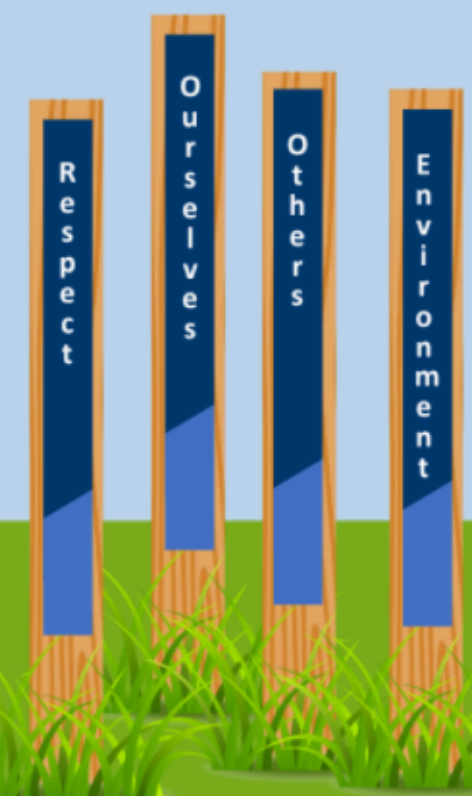
SUCCESS LOOKS LIKE...

Consistent planning across the school, growth in staff leadership, staff continuity, and excellent feedback from educational partners.

All of our learners are engaged in all areas of the NZ Curriculum, with positive student feedback and whanau consultation.

All students improve to achieve their personal best in reading, writing and numeracy over their two years at intermediate.

Te Ao Māori and Māori students are proud, thriving and achieving in the school environment to become the best they can be.



OUR VALUES

We are FIRST Learners

FIRST is our Learner Profile at Northcote Intermediate School. As a learning community, we are committed to ensuring that our young people have the very best educational opportunities.

Our aim is for all our learners to be FIRST learners by the end of Year 8. This will mean they are well equipped for life at college and beyond. Our FIRST Learner Profile directly links to our nationally shared vision, values and key competencies as outlined in the New Zealand Curriculum.

Future-Focused

Learners understand their role as global citizens. They are able to reflect on their actions today and understand how these can impact tomorrow.

Inspired

To be inspired involves our students being motivated and committed as they explore their passions. They know they can make a difference and positively influence others.

Resilient

Resilient learners find strategies for coping in a variety of situations. They develop a growth mindset and the ability to adapt and make changes.

Successful

Being successful involves students setting goals and making the most of new opportunities. They are able to think and talk about how they learn and are willing to take risks in learning.

Thinkers

Students are creative, critical and reflective thinkers. They ask questions, form opinions and make decisions based on evidence.

Bell Times

8.30am	Teachers open classrooms
8.45am	Start of day / Block One
10.30am	Morning tea (Break One)
11.00am	Block Two
12.35pm	Lunch (Break Two)
1.25pm	Block Three
2.50pm	End of day tidy up
3.00pm	Students released

Key Staff

Name	Areas of responsibility	Email
Rangi Brothers	Administration Team Leader, Executive Officer	rangib@ni.school.nz
Karen Lydiard	Reception + Administration + Enrolments	admin@ni.school.nz
Geraldine Maxwell	Finance + Administration	geraldinem@ni.school.nz
Tharanga Liyanage	Property + Grounds	tharangaul@ni.school.nz
Keri McNaughton	Counsellor (Wednesday and Thursday)	kerim@ni.school.nz
Joseph Mellors	Counsellor (Thursday and Friday)	josephm@ni.school.nz
Maria Elston	ESOL Teacher (0.4) (Wednesday and Thursday)-	mariae@ni.school.nz
Christo Peters	Sports Coordinator	christop@ni.school.nz
Zane Cooper	SENCo	zanec@ni.school.nz
Alyce Keith	Learning Support Coordinator	alycek@ni.school.nz

Teaching Teams 2024 - Team Leaders highlighted

Team	Name + room			
Kawau	Emma Hegan Room 1	Chantal Straight Room 2	Erin Tiplady Room 3	Vaha Fapiano Room 4
Rangitoto	Mirela Lapuste Room 5	Kelsey McGhee Room 6	Lillian Beattie Room 7	Leonie Bloor Room 8
Motutapu	Jesse Burgess Room 9	Deborah Reed Room 10	Rebecca Firmston Room 11	
Rakino	Malcolm McQueen Room 12	Jennifer Allen Room 13	Emma Clarke Room 14	
Aotea	Scott Lemon Room 15	Nick Carey Room 16	Sarah Osborne Room 17	
Tiritiri Matangi	Elliot Thomas Room 18	Milika Nathan Room 19	Caitlin Kent Room 20	
Waiheke (Specialist)	Construction: Adrian Tyler	Visual Art: Craig Ellis	Science: Michael Wade	Te reo Maori: Carolynn Tepou
	Performing Arts: Sophie Day-Jones	Food Technology: Victoria Meys	Music: Bronwyn Babbage	Digital Technology: Vanessa Lyle

Absences from school

Student absence

Parents should advise the school if their child is absent or going to be late. You can do this via our school eTAP app, by phoning 481 1400, or emailing absences@ni.school.nz. Unnotified or unexplained absences are followed up via text message or phone call as soon as is practical. Unjustified or unexplained absences are tracked and contact made with the family if a pattern or trend is occurring. Contact will also be made if there are consistent 'justified' absences. Where appropriate, referrals may be made to external agencies to support students achieving regular attendance.

Arrival at School

Students

Unless they have an early sports practice, students are advised to arrive at school around 8.30am when classrooms are opened. This allows time to prepare for the day and to greet their friends and classmates. Once students have arrived at school they are not permitted to leave the school grounds until the end of the school day.

Behaviour

Our Behaviour Management Guidelines are based on our school value of Respect and are outlined in more depth in our [Student Code of Expected Behaviour](#).

Student behaviour is managed by the student's classroom teacher in the first instance. The next step is Team Leader involvement, with serious behaviour or ongoing issues referred to the Principal Team. Our aim is to act in the best interests of our students and to work through reflective and restorative practices. We appreciate and value strong home-school partnerships to achieve the best for our students.

Bicycles & Scooters

Students are permitted to ride bicycles and scooters to and from school. "Wheels" may not be ridden in the school grounds - students must walk their "wheels" from the gate to the bike rack / scooter trees at the beginning of the day and walk them out to the gate at the end of the day. Students should wear a helmet. Students may not lend their "wheels" to other students. We recommend bikes are chained to the bike racks and are taken home each day. The school accepts no responsibility for any damage or loss to bikes or scooters while they are stored at school. Students may lose the privilege of bringing their "wheels" to school if they do not abide by the above rules.

BYOD

BYOD is highly encouraged. We recommend Chromebooks. All computers must be used in an appropriate way. Students may only access the internet once they have signed the Digital Agreement. Students should bring their device fully charged to school each day and take it home each afternoon.

Buses

Buses run before and after school, with the first bus leaving at 3.05pm. There is always a staff presence at the bus stop to supervise students getting on the bus. Here is the [School Bus Timetable](#).

Camp

As a school, all students get the opportunity to attend school camp. Camps are held at Finlay Park Adventure Camp, nestled on the edge of the Waikato River, just outside of Cambridge. Finlay Park has an outstanding reputation for delivering great camps and we are very proud to provide this opportunity.

For 2024 our school camps will be held at the end of Term 1. Further details will be communicated to parents via the school newsletter and classroom teachers.

Cell Phones

Cell phones are not permitted to be used by students during the school day. If students have cell phones for before/after school use, they must be handed in to the office via their classroom phone box. Any cellphones seen in use during the day will be confiscated and sent to the office. The cellphone will only be returned if a parent/caregiver comes to pick it up - it will not be given back to the student. This applies to students using other students' phones.

Charter

The school charter is reviewed each year by the Board of Trustees with staff input. The charter sets out the strategic goals and direction for the school. Our charter can be viewed on [our school website](#).

Complaints/Concerns

Information about our Complaints Process can be found on [our school website](#).

Communication

School newsletter

This is sent out via email and posted on [our school website](#) at least once a fortnight. You can also see a copy on our school eTAP app.

Daily Notices

These outline important events/activities/sign ups for students. Students should check these notices regularly on top of the daily check done in class each morning. A link to the Daily Notices can be found [here](#).

Counsellor

Keri McNaughton and Joseph Mellors are our School Counsellors. Between them, they are on-site on Wednesdays, Thursdays and Fridays. Students can be referred by staff, parents or self-referrals. Our counsellors encourage students to tell their parents they are seeing a counsellor but we do not insist on parental permission. All sessions are confidential between the counsellor and the student. Parents can refer students to counselling via admin@ni.school.nz.

Dental Clinic

A mobile Dental Clinic may be located at NIS for part of the year or at Onepoto Primary. This is used by our students and students from Onepoto School as well as pre-schoolers.

Donations & Technology and Online Resource Contribution

The Northcote Intermediate School Board of Trustees has set the school donation at the same level as 2023, which is \$200.00. The Technology and Online Resource contribution is \$180.00. This allows us to run a hands-on learning programme for all our students as well as funding a number of online learning programmes. Our preferred method of payment is via Kindo. Bank details are found [on our school website](#).

Emergency Procedures

A continuous bell indicates a need to evacuate to the top courts. A pulsing bell indicates a Lock Down. In the event of a Lock Down, parents/caregivers are asked NOT to come to school. Communication will be sent to parents via email and our school website.

End of Year Activities

Year 8 Graduation Dance

This is usually held a week before school finishes. A team of staff/parents/students set up and decorate. This is a catered event. Dress is formal and students may be taught formal dances prior to the Graduation Dance.

Awards Assemblies

These are held during the last two weeks of the year. Certificates are given for service to the school.

End of Year Prizegiving

This is held in the last week or two of the year. It is a formal event. Cups and trophies are awarded, but students are not permitted to take these home. Parents of prizewinners will be invited in advance.

Facebook, Instagram and LinkedIn

We are active on social media. Regular posts are uploaded on our Facebook and Instagram pages (links to these are on [our school website](#)). These posts provide an insight into our daily school life and classroom learning activities.

First Aid/Medication

The Administration Team are the designated First Aiders in the school but all teachers are expected to have a current First Aid certificate. Sick or injured students are sent to the office to be evaluated and decide on treatment/action. Any medication needs to be kept at the office or in the fridge and administered by one of our Administration Team.

Friends of the School - Te Kāhui Atawhai

This group engages in fundraising and seeks sponsorship for our school. Funds raised support our students to access a range of educational opportunities and supplement our Student Welfare Fund. If you are interested in supporting our school, please email jennifera@ni.school.nz or angelat@ni.school.nz for further information.

Google Suite

Our school makes use of the suite of Google tools, such as Google Classroom, Docs, Sheets, Slides, Gmail and Google Drives. Each student has their own school email account.

Health and Safety

We have an active Health and Safety Committee and regular checks occur. We follow guidelines provided by the Ministry of Health and the Ministry of Education.

Homework

[Our Homework Kaupapa](#) outlines our thoughts around homework. We encourage our students to read each day and to complete any tasks not completed in class. Some students may receive homework tasks that support their learning, such as spelling or basic facts practice.

Jewellery/Make Up

Students are permitted to wear a watch, stud or sleeper earrings, and bone carvings or other culturally or religiously significant items. No facial make-up is permitted, although natural nail polish may be worn.

Learning Support

Details of our Learning support staff are at the front of this booklet. Key contacts are Zane Cooper (SENCo) at zanec@ni.school.nz and Alyce Keith (Learning Support Coordinator) at alycek@ni.school.nz.

Leaving the School Grounds

Students may not leave the school grounds once they have arrived at school. If they need to leave early for a medical appointment or family event they must be signed out from the school office by a parent or caregiver. Children may not go home at lunch or morning tea time or to collect things they have left at home.

Library

Our school library is open during lunchtimes as well as to classes during their allocated weekly slot. We also have a good relationship with the Northcote Public Library and classes are able to visit and borrow books from there.

Lost Property

Lost property is stored at the Student Services entrance at the office. Parents are asked to ensure that all clothing and belongings are clearly named. Any students who have misplaced items should go to the Student Services window to ask for access to the lost property box.

Lunches

We discourage students from bringing 'treat' foods (such as sweets and chocolate) to school. We ask that students keep any lunch rubbish (wrappers, etc) in their lunchbox and take it home. We are a water only school.

Students are able to order their lunch through www.ezlunch.co.nz. Accounts can be set up online and the orders are delivered to school in time for lunch each day. Orders need to be completed online by 9.00am. If students have ordered their lunch, they can collect it from the Tuck Shop window (by the hall).

Money and Valuables

Students are reminded not to bring large amounts of money or valuables to school. Student valuables should be sent to the office in the phone box each morning for safe keeping during the day. The school accepts no responsibility for loss or damage to valuables brought to school.

Music

The Music in Schools programme operates in our school throughout the year. Music teachers come into the school and students are withdrawn for a half hour private music lesson in a range of instruments. This is a 'user-pays' system with parents paying the Music in Schools coordinator. If attending a class trip or camp, parents/students should let their music tutor know and liaise with the music tutor to schedule a make-up lesson. You can contact Bronwyn Babbage, our Head of Music, for more information at bronwynb@ni.school.nz.

Newsletters

Newsletters are emailed to parents, whānau and caregivers on every second Thursday. Copies of the newsletter can be found on our school website.

Out of Bounds Areas

All students need to be made aware of out of bounds areas as soon as possible. They are:

- All car parks
- The bottom field (behind Rooms 15-17 and behind the old Tiritiri Matangi block)
- Classrooms, Library and Hall and other inside areas at Break Times (unless supervised by an adult)

Parent Helpers

We encourage parents to help out in our programmes in a number of ways, such as EOTC events, sports zone days and after school sports, cultural events, and class or team trips. When parent helping, expectations will be outlined beforehand. We ensure our helpers are familiar with the processes outlined in our Risk Assessment documentation.

Parent Communication

Meet the Teacher 1 February (9.00am-5.00pm)

An chance for teachers to learn about students' backgrounds and learning styles. An online booking system is used and details of this can be found on our school website.

Parent Information Evening 13 February 2024 (6.00-7.00pm)

Held in our school hall and open to our parent/whānau community, this event is a chance to learn more about what we do at NIS, and to split into teams for some updates and information from your child's teacher and team leader.

NetSafe Parent Evening 14 March 2024 (6.00-7.00pm)

Held in our school hall and open to our parent/whānau community, this event is a chance to learn more about how to support your child's online activities and profile.

Parent-Teacher interviews

Are held at the end of Term 1 and near the beginning of Term 3. Dates and booking information will be distributed via our school website, newsletters and social media sites.

Other Parent Communication

Parents are asked to contact teachers to pass on compliments, ask questions, discuss issues or concerns, or pass on relevant information regarding their child. Teachers will also contact parents and whānau as the need arises.

Policies

Our school policies are hosted online. At various times throughout the year, our community has the opportunity to review policies and offer feedback. Some policies come up for review over a three year cycle and others are reviewed more frequently. Go to: <https://www.schooldocs.co.nz/> (Username: northcoteint Password: Respect) to review.

Reporting to Parents

Formal reports are distributed at the end of Terms 2 and 4. These are supported by a number of Parent Teacher Interviews throughout the year.

Road Safety

Students are encouraged to use the raised pedestrian crossing at the lights at the front of school. Other crossings can be found by Countdown and further down Lake Road.

School Board

The School Board are the legal employers of all staff. They delegate the day to day running of the school and all management issues to the Principal. The Board meets, generally, in the third and eighth week of each term at 6:00pm. The Staff Trustee is Zane Cooper. Further information about our School Board is available on [our school website](#).

Smoking and Vaping

The entire school grounds are smoke and vape free at all times.

Sports Opportunities

We offer a range of sports opportunities, including termly team sports and zone days. Students are made aware of these opportunities through the Daily Notices (see above for link). Should you be interested in coaching or managing a team, please register your interest with our Sports Coordinator, Mr Christo Peters - christop@ni.school.nz.

Sports Camp

Takes part in Term 2 with selected students attending. Trials are usually held in Term 1. These will be advised through the Daily Notices (see above for link).

Stationery

A school stationery list can be found on [our school website](#).

Student Leadership

Head Students & Student Leaders

We aim to select our Head Students and Student Leaders during Term 4 (while they are Year 7s). We usually have four Head Students and a team of around 15-20 Student Leaders. These number can vary dependent on cohort. These students organise school events and fundraisers, work on projects or initiatives to improve our school, and represent NIS at events and ceremonies.

Working Groups

Working Groups are open to any student who wants to make a difference at NIS. Working Groups are supported by a teacher and a small number of Student Leaders to work on a project or event. Students who show exceptional dedication, passion and commitment to Working Groups and beyond may have an opportunity to become a Student Leader.

Student Council

Each class has one or two representatives on the Student Council. Student Councillors may review school curriculum and initiatives, provide a link between classrooms, Student Leaders and Staff, and may organise Team events.

Te Reo & Tikanga Māori Specialist

Kia mau ki ō tātou reo - Hold on to our language - Students are supported to grow their capabilities and confidence in Te Reo Māori and Tikanga Māori. All classes will have lessons with our specialist teacher.

Technology/Specialist Subjects

All classes attend specialist rotations for one block a week. Our specialist classes are: Food & Nutrition, Construction, Art, Music, Science, Performing Arts, and Digital Technologies. Over the year, each of these specialists also run extension classes for select students. Lunchtime clubs or activities are 'advertised' through the Daily Notices.

Uniforms

Our school uniform is gender-inclusive with a range of options to suit all students.

All students must wear the correct uniform at all times. Uniform regulations are here. Students should wear either full formal uniform, or full PE uniform - not a mixture of both. Students can wear either a school hat or a plain blue hat (this does not need to be a school hat, as long as it is blue). Official school sports hoodies can be worn as part of the formal or PE uniform.

We are phasing out the "old" formal polo shirts and polar fleece jackets. Students are able to wear either the "old" or new uniform items until the end of 2023. New uniforms can be purchased from The Uniform Shoppe (at the Netball Centre Main Foyer, 44 Northcote Road).

Vaping and Smoking

The entire school grounds are smoke and vape free at all times. We have zero tolerance for students vaping.

Visitors to School

All visitors to the school are required to sign in at the office on their arrival and sign out when leaving.

Website

The school website is www.northcoteint.school.nz. You might also like to connect with our school social media accounts on FaceBook, Instagram and LinkedIn. Links to these are also on our school website.

**Any questions? Please ask! We are proactive, positive,
and proud to serve our community.**