



Parent Handbook 2025



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 Value:

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, Deputy Principal / SENCo: zanec@ni.school.nz

Bronwen Davidson, Deputy Principal: bronwend@ni.school.nz

Northcote Intermediate Strategic Plan 2024 - 2025

VISION: To empower, learn and grow together

MISSION: by equipping ākongā 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 whānau, 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 whānau 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.

Respect

Our selves

Others

Environment

OUR VALUES

We are FIRST Learners

FIRST is our Learner Profile at Northcote Intermediate School. As a learning community, we are committed to ensuring our students have the very best educational opportunities. Our aim is for 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 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
Keri McNaughton	Counsellor (Wednesday and Thursday)	kerim@ni.school.nz
Christo Peters	Sports Coordinator	christop@ni.school.nz
Zane Cooper Alyce Keith	SENCo Learning Support Coordinator	zanec@ni.school.nz alycek@ni.school.nz

Teaching Teams 2025 - Team Leaders highlighted

Team	Name + Room		
Kawau	Emma Hegan Room 1	Irene Liu Room 2	Chantal Straight Room 3
	Vaha Fapiano Room 4	Nicola Le Lievre Room 5	Laura Mickell Room 6
Rangitoto	Mirela Lapuste Room 7	Spencer Emery Room 8	Lillian Beattie Room 9
	Leonie Bloor Room 10	Kelsey McGhee Room 11	Catherine Cavanagh Room 12
Motutapu	Jesse Burgess Room 13	Deborah Reed Room 14	Rebecca Firmston Room 15
Aotea	Scott Lemon Room 16	Nick Carey Room 17	Claire McCurran Room 18
Rakino	Malcolm McQueen Room 19	Jennifer Allen Room 20	Emma Clarke Room 21
Tiritiri Matangi	Elliot Thomas Room 22	Milly Nathan Room 23	Caitlin Boles-Kent Room 24
Waiheke (Tech Specialists)	Science: Michael Wade	Construction: Adrian Tyler	Digital Technology: Vanessa Lyle
	Performing Arts: Sophie Day-Jones	Food Technology: Victoria Meys	Music: Bronwyn Babbage
Learning Support	SENCO: Zane Cooper	LSC + TA Team Leader: Alyce Keith	ESOL Teacher: Maria Elston
	Counsellor: Keri McNaughton	Social Worker: Min Lee	
Teacher Aides	Steph Pickerell	Cathy Lio	Leontine Bryce
	Luke Hadfield	Rachelle Payne	Matthew Paterson
Release Teachers	Erin Tiplady	Sarah Osborne	Stella Poulos
	Adrian Tyler		

Absences from school/Attendance

Parents/guardians should advise the school as soon as possible 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. Regular attendance is classed as being present at school for more than 90% of the time. Parents/guardians are expected to ensure regular attendance by encouraging good attendance habits, ensuring open communication with school about attendance challenges, and engaging in attendance management plans when necessary.

Arrival at School

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 all 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.

We ask parents and caregivers to understand that at times we see behaviours at school that may not be evident at home (and vice versa). It can also be the case that expectations at home and school can be different. Our staff do their best to proactively address behaviour, however, at times we do need to implement consequences. We never do this lightly and ask our whānau to trust that we have the best interests of all our students at the centre of the decisions we make.

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 them from the gate to the bike rack or scooter trees at the beginning of the day and walk them out to the gate again 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 very highly encouraged. We recommend Chromebooks. All computers must be used in an appropriate way and students may only access the internet once they have signed the [Digital User Agreement](#). Students are responsible for bringing their device fully charged to school each day and taking it home each afternoon.

Buses

Buses run before and after school, with the first bus leaving our bus bay at 3.05pm. There is always a staff presence at the school bus bay to supervise. Here is the [School Bus Timetable](#). We recommend students are supported to practice taking a bus prior to school starting. Students will need an active Hop card to tag on and off the bus.

Camp

Students attend camp in Year 8. Camp is 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. In 2025, Year 8 camp will be held at in the last week of Term 1. Year 7 students will engage in a range of Auckland-based EOTC (Education Outside the Classroom) activities during the same week as Year 8 camp. Further details will be communicated to parents via the newsletters and classroom teachers.

Cell Phones / Smart Watches

Cell phones and smart watches are not permitted to be used by students during the school day. If students have cell phones or smart watches for before/after school use, they must be handed in to the office via their classroom phone box. As per our [Digital Users Agreement](#), any cell phones or smart watches seen during the day will be sent to the office. The cell phone or smart watch will need to be picked up by a parent or caregiver. This also 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](#). We do not tolerate our staff members being subjected to abusive or unreasonable communications, and insist that all complaints or concerns are communicated respectfully.

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](#).

Counsellors

Keri McNaughton is our School Counsellor. She is on-site on Wednesdays and Thursdays. Students can be referred by staff, parents, or self-referrals. Keri encourages 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 via admin@ni.school.nz.

Dental Clinic

A mobile Dental Clinic is located at NIS or Onepoto Primary for parts of the year.

Donations & Technology and Online Resource Contribution

The Northcote Intermediate School Board of Trustees has set the school donation at \$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 lockdown. In the event of a lockdown, parents/caregivers should 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 on the last Monday of Term 4. A team of staff and students set up and decorate. This is a ticketed and catered event with formal dress required. Students must maintain school behaviour expectations.

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, however, students are not permitted to take these home. Parents of prizewinners will be invited in advance and the event will be livestreamed for those who are unable to attend.

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 Admin Team are the main First Aiders in the school, however, all teachers should have current First Aid certificates. Sick/injured students who can be safely transported go to the office for evaluation and treatment. Where appropriate, help will be taken to students in situ. Any medication must be kept at the office and administered by one of our Admin Team. Students can only be sent home through the office and may not contact parents themselves.

Google Suite

We use a range of Google tools, such as Classroom, Docs, Sheets, Slides, Gmail, and Drives. Each student has their own school email account - this is the only account students are permitted to use at school.

Health and Safety

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

Homework

[Our Homework Kaupapa](#) outlines our research-based thoughts around homework. We encourage our students to read daily and to finish 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, studs or sleeper earrings, and bone carvings or other culturally or religiously significant items. No facial make-up is permitted, although natural-coloured nail polish may be worn on short nails.

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 arrive at school (eg. to get forgotten items or go to the shops). If they need to leave through the day, they must be signed out at the office by a parent/caregiver.

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. Students should keep lunch rubbish (wrappers, etc) in their lunchbox and take it home. We are strictly a water only school. Parents can order lunch through Ezilunch (via Kindo). Account set up is online and orders are delivered in time for lunch each day. Orders must be in by 9.00am. Students can collect orders from the Tuck Shop window (by the hall).

Money and Valuables

Students should not bring money/valuables to school. Money/valuables should be sent to the office in the phone box for safe keeping. The school accepts no responsibility for loss /damage to money/valuables brought to school.

Music

The Music in Schools programme has tutors come to school and withdraw students for a 30 min music lessons (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 them to schedule a make-up lesson. You can contact Bronwyn Babbage for more information at bronwynb@ni.school.nz.

Newsletters

Newsletters are emailed out every second Thursday. Copies of the newsletter can be found on [our school website](#).

Out of Bounds Areas

We have a number of out of bounds areas. They are: all car parks, the driveway, the field behind the RTL block) . All other inside areas are considered out of bounds if not under staff supervision.

Parent Helpers

We encourage parents to help in a number of ways, such as at camp, sports, cultural events, and trips. When helping, expectations will be outlined beforehand. Helpers should be familiar with any risk management documentation.

Parent Communication

Meet the Teacher 3 February (9.00am-5.00pm)

A chance for teachers to learn about students' backgrounds and interests. An online booking system is used and details of this have been sent with the start of year information packs.

Parent Information Evening 18 February 2025 (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.

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. We insist that all communication between parents and staff members is respectful.

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, written reports are distributed at the end of Terms 2 and 4.

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 further up and down Lake Road.

School Board

The School Board are the legal employers of all staff. They delegate the day to day running of school and all management issues to the Principal. The Board meets twice 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 lots of opportunities, including term sports and zone days. These are advertised in the [Daily Notices](#). Should you be interested in coaching or managing, please contact Christo Peters - christop@ni.school.nz.

Sports Camp

Is held in Term 2. Trials are usually held in Term 1. These will be advised through the [Daily Notices](#).

Stationery

A school stationery list can be found on [our school website](#) and can be ordered through [Warehouse Stationery](#).

Student Leadership

Head Students & Student Leaders

We aim to select our Head Students and Student Leaders during Term 4 of Year 7. We usually have four Head Students and a team of around 15-20 Student Leaders. These numbers can vary. These students organise school events, fundraisers, projects or initiatives to improve our school, and represent NIS in the community.

Student Council

Each class has one or two representatives on the Student Council. Student Councillors may review school curriculum and initiatives, organise team events, and provide a link between classrooms, Student Leaders and Staff. The Student Council also has a strong focus on enhancing wellbeing for NIS staff, students, and our community.

Te Reo & Tikanga Māori

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 through a school-wide rotation of lessons and follow up activities.

Technology/Specialist Subjects

All classes attend specialist rotations for one block a week. Our techs are: Food, Construction, Music, Science, Performing Arts, and Digi Tech. There may also be extension programmes for some students.

Uniforms

Our school uniform is gender-inclusive with a range of options to suit all students. New uniforms can be purchased from [NZ Uniforms](#). More information can be found [here](#). Students must wear correct uniform at all times -either full formal or full PE uniform, not a mixture. Students can wear either a school hat or a plain blue hat. School hoodies can be worn as part of the formal or PE uniform.

Vaping and Smoking

The entire school grounds are smoke and vape free at all times. We have zero tolerance for students vaping or smoking or being in possession of vaping or smoking implements.

Visitors to School

All visitors, including all parents and whānau, are required to sign in at the school 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.

