



# **A-Z of School Life**

Important school information for students starting in 2018



### **ABSENCES**

If your child is going to be late or away from school please advise the school via our website. Click on the '**CONTACT**' tab which is on our homepage (bottom right hand corner) as this ensures an email is sent to the office as well as the class teacher. Alternatively, call the school office on 630 1109 and press 2 to leave a message.

Please do not email the teacher directly or use the school office email ([ani@ani.school.nz](mailto:ani@ani.school.nz)) as these may not be checked before our administration staff call you. It is important that all students sign in at the office if they are late. We follow up all unexplained absences with a text and phone call.

### **AWARDS ASSEMBLIES**

Awards assemblies are held at the end of each term. Parents/Caregivers are emailed in advance if their child is receiving an award and asked to RSVP if they will be attending the assembly.

### **BADGES (ANI Taonga)**

There are five types of badges that students can gain and five types of shields. Badges should be sewn on the left sleeve of student's hoodie or jumper and shields should be sewn on the right sleeve.

#### **ANI badge, awarded for:**

- Two ANI certificates
- Outstanding academic achievement, e.g. high distinction or distinction in ICAS, Science Fair, Mathex, etc
- Provide service to ANI by participating in a long term group e.g. leadership group, sustainability group, librarian etc.

#### **Sport badge, awarded for:**

- Member of a school team e.g. netball, water polo, etc for the year
- Member of a Central Zone team that is placed first, second or third
- An individual or team who goes forward to the Interzone Championships
- Gain a Sports participation certificate in a Central Zone event
- Five sports participation certificates earns a sports badge

#### **Cultural badge, awarded for:**

- Cultural group member for whole year
- Orchestra for the year
- Choir for the year
- Participation in Cultural Festival or Production

#### **Principal's badge, awarded for:**

- Two Principal's award certificates. These certificates are issued for outstanding learning or achievement

#### **International Baccalaureate badge, awarded for:**

- Three learner profile certificates.

### **SHIELDS**

#### **Shield, awarded for:**

- Any two badges of the same type e.g. two sports badges = sports shield

### **PREMIER BADGE**

#### **Premier Badge awarded for:**

- Any three of the five shields. Premier badge application forms can be collected from the SLT office. Students need to fill these in and hand to the Principal's PA Mrs Hulme. Parents will be invited to a whole school assembly to see this presentation take place.

## **BLOGS**

Each Learning Common (two or three classroom spaces) has a blog that is regularly updated by classroom teachers. On the blog you can find photos of learning and school activities or events for that Learning Common. The blog link will be emailed to parents of each Learning Common.

## **BULLYING**

At ANI we believe that:

- Every student has the right to a safe and happy school environment, both in the classroom and the playground.
- Our students should accept responsibility for their own behaviour and actions, making good choices for themselves and consider the rights of others.
- As a school community we need to ensure that students can learn and teachers can teach in a happy, secure and safe environment.
- Auckland Normal Intermediate needs to be free from verbal, emotional and physical harassment, where respect for self, for others and property is apparent.

Students are encouraged to talk to their class teacher or duty teacher if they have any concerns – no matter how small.

Bullying is never ignored; we take a serious stand against any bullying (physical or verbal) behaviour. Students and parents are urged to tell us if any bullying behaviour occurs. Students can write on e-bully website.

## **CAR PARK**

The school car park is for staff and official visitor use only. There is a disabled park outside the school office where students can be dropped off or collected if they have difficulty with mobility. Restricting access to the car park assists the school in providing a safe environment for students. Students are not permitted in the carpark before or after school.

## **CHANGE OF PERSONAL DETAILS**

In order to maintain efficient records and communication it is vital that the school be kept informed of new addresses, phone numbers, emails and other changes in family circumstances affecting our students. This is especially important in the event of an accident or emergency. Please advise the school office of any changes by contacting us at [ani@ani.school.nz](mailto:ani@ani.school.nz)

## **CHILDREN'S AFTER SCHOOL MUSIC AND LEISURE CLASSES**

Administered by Auckland Normal Intermediate, these classes offer your child a wealth of enjoyable, educational and challenging activities for after school participation. The programme is aimed at 6–13 year old primary school students from our local community. It is subsidised by the Ministry of Education and follows the New Zealand curriculum guidelines. You can enrol online <http://ani.school.nz/#after-school-classes> or email [afterschool@ani.school.nz](mailto:afterschool@ani.school.nz) for further information.

## **CLASS INFORMATION**

The school is divided into two year groups, Year 7 and Year 8. Each year group has two teams of six classes. We also have a number of specialist teachers who offer challenging and diverse learning programmes in Science, PE, the Arts, Technology and Languages (French, Mandarin and Māori). Academies in a variety of sports and the performing arts are also offered throughout the year for students who express an interest in these areas.

## **COMMUNICATION BETWEEN SCHOOL AND HOME**

The school website is the primary source of information for parents. A newsletter will be published on the website and emailed to parents/caregivers on the first Wednesday of each month and a weekly events email will be emailed to parents/caregivers every Friday. Team Newsletters are published on the website and emailed to parents/caregivers at the start of each term.

## **DENTAL CARE**

The Auckland Regional Dental Health Services mobile van visits school in term one each year. During this time they plan to see every student. Depending on their schedule, the van returns again for a short period in term three to follow up where necessary and assess those students who were away during the first visit.

Alternatively appointments can be made at Greenlane Children's Community Dental Clinic, phone 623 0078. [www.waitematadhb.govt.nz](http://www.waitematadhb.govt.nz)

## **EDUCATION OUTSIDE THE CLASSROOM (EOTC)**

In term one we offer a range of EOTC programmes for Year 7 and 8:

Year 7: Four days EOTC experience run by Birkenhead Leisure Centre (day time only)

Year 8: One week camp at Tui Ridge, Rotorua (students stay at camp for four nights)

Both experiences encourage risk taking, team building and a range of fun and challenging experiences.

## **EMERGENCY PROCEDURES**

The school has procedures in place in the unlikely event of a civil emergency or lockdown. These procedures have been developed in conjunction with an independent company that specialises in emergency management for schools. We will be implementing emergency protocol exercises regularly throughout the year to ensure all staff and students remain familiar with our processes.

Should you hear of a lockdown or evacuation at the school or in the event of a civil emergency, please do not attempt to attend or phone the school, as school management will not be in a position to respond. Your presence or contact may make it more difficult to manage the situation.

Any information pertaining to an emergency occurring at School will be updated on our website as regularly as possible and if we are in a position to do so we will text you.

## **FACEBOOK PAGE**

The School has a facebook page <https://www.facebook.com/ANormalSchool>

This is where we post all our photos and events.

## **FINANCIAL PAYMENTS**

Your payments are appreciated particularly in the areas that are voluntary. The income generated by these payments provide additional resources, extra specialist teachers over and above what the government provides, state of the art learning environments and ICT equipment.

## **GUIDANCE COUNSELLOR**

ANI have a qualified school counsellor (who is also a trained teacher) on site three days a week. His services are available to students, parents and families free of charge. Bookings are required and can be requested through email or a booking form in the library. He also works in the classrooms to assist students to identify their strengths and skills and how these can be used in future careers. He is also involved in assisting students with conflict resolution.

## **HOMEWORK**

Homework at ANI is designed for students to reinforce concepts taught at school, extend learning and help to prepare students for new learning. It helps students to take responsibility for their learning, improve their time management and develop effective study habits.

Homework at ANI is based around the Education Perfect computer programme and is done online. Children are usually set homework on a Monday and it is to be completed by Friday. In Year 7 terms one and two the expectation is that children complete 30 minutes of homework Monday - Thursday increasing to 45 minutes in three and four. In Year 8 children complete 45 minutes of homework Monday - Thursday in term one and two increasing to one hour each night in terms three and four. The increase in time spent on homework in terms three and four is to help prepare children for their move to secondary school.

## **ID CARDS**

Students are issued with an ID card at the start of the year for the duration of their time at intermediate school. Should they lose this card they are entitled to one replacement at no charge, additional cards are charged at \$5.00 each.

## **IMMUNISATIONS**

Each year nurses from the Community Child Health and Disability Service visit the school to offer Boostrix (Diphtheria, Pertussis and Tetanus) immunisations to all Year 7 students and HPV immunisations to Year 8 girls. Parents and caregivers will receive permission slips for each of these immunisations.

## **INTERNATIONAL BACCALAUREATE**

The IB is a non-profit educational foundation based in Geneva, Switzerland which offers the Diploma program (final 2 years of school), the Middle Years (11- 16 years of age) and PYP (3 – 12 years of age).

At ANI we implemented the Primary Years Programme (PYP) which is for students aged 3–12. It focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It provides an educational framework based upon what is currently known about how young students learn and draws on best practice in primary schools worldwide.

From 2009 - 2011 we were involved in the implementation phase of the programme. In 2012 ANI became recognised and accredited as an I.B. World School and in May 2016 we had our second IB accreditation visit to measure how well we delivered and implemented IB in our school.

The PYP framework is guided by six Transdisciplinary themes of global significance, explored using knowledge and skills with a powerful emphasis on inquiry-based learning. In this context the meaning of the prefix trans is twofold, the first meaning across all subject areas and the second meaning is to connect learning to the world around us.

The six Transdisciplinary themes that are covered in a year are: Who we are, Where we are in place and time, How we express ourselves, How the world works, How we organise ourselves and Sharing the planet. All areas of learning at ANI are integrated into the Transdisciplinary Themes including the Specialist subjects.

The main reasons we have adopted the IB framework:

- students gain a global view on the world
- it parallels the New Zealand Curriculum
- it provides our staff with world renowned Professional Development
- it combines the best research and practice from around the world
- it provides innovative curriculum resources
- it is another quality control mechanism
- it emphasises global networking for teachers and students.

There is a considerable amount of PYP vocabulary for students to learn in Year 7, but they will be well supported with this through their classroom programme. We also provide regular updates through the newsletter, and via parent information evenings. For more information, please visit [www.ibo.org](http://www.ibo.org)

## **JEWELLERY**

No jewellery is permitted unless for cultural or religious reasons.

## **LATENESS**

If your child is going to be late, please advise the school via our website. Click on the 'CONTACT' tab which is on our homepage (bottom right hand corner) as this ensures an email is sent to the office as well as the class teacher. Alternatively, call the school office on 630 1109 and press 2 to leave a message.

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## **LEADERSHIP OPPORTUNITIES (STUDENT AGENCY)**

There are a variety of student leadership groups which students can apply to join. These groups include head boys and girls, fundraising, cultural, sustainability, librarians, strategic planning, assessment, student coaching, and sports leaders.

## **LEAVING SCHOOL GROUNDS**

If you wish to take your child out of school during the school day please contact your child's teacher and the school office by email in advance. You must arrange for your child to meet you in reception at the time you have organised and he/she will sign out. Students will not be permitted to leave the school unaccompanied or leave directly from the class. They must come to the office if leaving the school. Please note when your child returns to school he/she must return to the office to sign in again.

## **LOST PROPERTY**

All student's property should be clearly labelled with their name so that if it is mislaid it can be returned. Lost property is kept at the school reception.

## **LUNCH ORDERS**

A range of yummy snacks and healthy food can be purchased from the tuck shop during breaks. We also offer a convenient online pre-ordering service for tuck shop lunches. To find out more visit <http://www.ezlunch.co.nz>

To reduce the amount of rubbish at morning tea, students remain in class for the first three minutes to eat their food. If they need to finish eating they sit in the amphitheatre. At lunchtime students sit on the courts or grass (if fine) or in the classroom (if raining) for ten minutes to eat their lunch. If they need to finish eating once the bell has gone they can sit on the amphitheatre.

## **MAKEUP AND NAIL POLISH**

The wearing of makeup and painted nails is not permitted. This includes acrylic nails and nail polish.

## **MONEY**

All money (e.g. class trips, ICAS) has to be given to the CLASS TEACHER.

## **ONLINE SHOP**

You can purchase uniform items and enrol in our music and leisure classes through our online shop

<http://ani.school.nz/#school-shop>

## **OVERSEAS TRIPS**

We offer trips to Japan and Cairns each year. We are also investigating an exchange with an exchange with an IB school in Buenos Aires.

## **SAFE CYCLING**

A reminder to parents if your child brings a bicycle to school they are expected to:

- Wear a well-maintained and standards-approved helmet when riding.
- Have their cycle helmet adjusted correctly and securely fastened.
- Store their cycle in one of the stands in the bike shed.
- Provide a lock for the cycle.
- Take full responsibility for locking and securing their cycle.
- Maintain their cycle in accordance with the manufacturer's instructions.
- Walk their cycles in and out of the school grounds and across the road and pedestrian crossings.
- Checks on helmets and bikes may be completed from time to time. Students will be informed in advance when a check on the cycles road worthiness is to be made.
- The School reserves the right to revoke the privilege of cycling to/from school if deemed necessary. Parents/caregivers will be informed accordingly.

The school cannot accept any liability for the loss or damage of cycles brought to school.

## **SCOOTERS**

All students who bring a scooter to school will need to lock it in the bike shed (lock to be provided by students).

While we lock the bike shed each day the school cannot take any responsibility for scooters (locked or unlocked). It is advisable not to bring an expensive scooter to school. It will be the student's responsibility to lock their scooter up each morning. We encourage students to wear a helmet for their own safety.

*If your child brings a scooter to Auckland Normal Intermediate they are expected to:*

- Walk their scooter in and out of the school grounds and across the road and pedestrian crossings.
- Not use, or allow their scooter to be ridden, in the school grounds or buildings
- Lock their scooter in the bike shed during school hours
- Understand that the school will not accept any responsibility for the scooter while it is on school grounds or in buildings.
- The School reserves the right to revoke the privilege of using a scooter to get to/from school if deemed necessary. Parents/caregivers will be informed accordingly.

## **SPORTS**

ANI offers a range of long term and short term sports. Long term sports are water polo, netball, distance squad, milo cup cricket and miniball. Short term sports are advertised and trialled in school hours and attend a Central Zone event.

AIMS is a sports tournament offered to students in particular sports. This is an annual tournament in Tauranga during term three involving all of NZ. Teams are trialled and selected. External coaches take these teams.

## **STAFF CONTACT**

Staff can be contacted by email, contact details are on the school website <http://ani.school.nz/our-school/#staff>

## STATIONERY

Stationery can be purchased from the office anytime between 8:00am - 5:00pm, Monday to Thursday or 8:00am – 4:00pm Fridays. The cost is \$40.00. Should you wish to purchase stationery elsewhere you are most welcome to do so. We sell the packs as a convenience for parents. Students need to bring their stationery on the first day of school.

## STUDENT WELLBEING

At ANI we understand that our students can only learn to their potential if they have a sense of belonging and safety in our School environment. Support is provided via a number of channels:

- Classroom teachers are the first port of call and they keep a close eye on students within their classes.
- Year 7 and Year 8 Deans: Our year group leaders called Deans are closely involved with students at each year level and pay particular attention to their wellbeing.
- Our Deputy Principals provide additional support to classroom teachers when necessary. Any instances of bullying or other unacceptable behaviour are taken very seriously.
- Our Principal has ultimate responsibility for students and takes an active role in resolving issues and providing support where appropriate.
- International Students: Our International Student Coordinator Mrs Amy Harrison has close involvement with all our international students and maintains contact with their homestay families or Auckland based parents throughout their time at ANI.
- Our School Counsellor is available three days a week for students and parents. Referrals can be by email, phone or slips that are in the library.

## SUN PROTECTION

All students are required to wear sun hat during outside activities in terms one and four, this includes morning tea time, lunch time, PE lessons and when participating in any other outdoor activity. This is strictly enforced – no hat, no play. Hats cost \$21.00 and are available for purchase at the school office. Only official school hats are to be worn.

## TECHNOLOGY AT ANI

### ICT Agreement

Each student who comes to ANI completes an ICT Agreement and this form allows them to bring their own device (preferably a chrome book) to school. It is very important that parents and students read these forms carefully before they sign them and are aware that by signing them, you do NOT have to bring in an electronic device. Basically the forms state common sense responsibilities and conduct for students using devices at ANI. We request that parents check devices regularly to ensure there are no 'R' rated games or apps on them. We also recommend that parents check their insurance policies as the school cannot accept any liability for the loss or damage of any device brought to school.

Each class has a lockable cupboard where devices can be stored during morning tea, lunch and when not needed in class.

### Bring Your Own Device (BYOD)

Our vision at ANI is to create 21st-century learners. Our students are growing up in a digital society and in order for them to be fully equipped and confident in a future economy, we offer a digital based curriculum.

Although it is not compulsory for ANI students to have their own device **we highly recommend it**. Constant access to the internet and easy access to Google Apps Suite will enable your son or daughter to more easily participate in all areas of learning.

The school network is open, meaning any wifi enabled device will be able to connect. However, a device with a keyboard is preferable. Our recommended device is a chrome book or laptop. Your son or daughter is able to have their phone or tablet in school but these devices will not enable them to fully access all the learning tools we use and should be seen as supplementary.

While the devices children bring to school will be used to support learning there is also an opportunity for them to use them recreationally in a supervised capacity. We run a technology club twice a week during lunchtimes where educational games may be played on their devices.

If students choose to carry their device during the day (e.g. a phone) they are only permitted to use it during breaks to continue their learning or access emails. We request students do not text parents to collect them during the day if they are not well. For Health and Safety reasons and the safety of our students, this must be done through the school office.

Should a student use their device inappropriately\* the following will happen:

- The class teacher will deal with the incident immediately
- If the inappropriate use continues, the Dean will be involved. Should it be necessary a Deputy Principal may also be involved.
- Parents will be informed if there is continual misuse of devices and limits will be put on web access. In some instances, a total ban will be enforced.

We accept that mobile phones are an important learning resource and a big part of the emerging adolescent's life in addition to helping parents check on their son/daughters whereabouts and safety. However, the school cannot accept responsibility for damage or theft.

We want to foster a culture of trust with our students and develop their independence in a safe and secure digital environment.

\* Inappropriate device use is defined as having a negative impact on the emotional safety and/or wellbeing of themselves or others.

## **UNIFORMS**

Uniforms are available to purchase from reception between 8:00am and 5:00pm Monday to Thursday and Friday 8:00am to 4:00pm or from our online shop <http://ani.school.nz/#school-shop>

Please remember to name your child's uniform so it can be returned if misplaced or taken home by another child by mistake. Lost property is located in the school reception area and students are welcome to claim lost items during office hours.

Students must wear the correct uniform to and from school, this includes the correct school footwear. They are not permitted to wear PE gear to and from school unless there is a whole school sports event scheduled like Athletics Day. These will be advised on the website and in the weekly updates emailed to parents.

## **VISITORS**

Parents are welcome in the school. In the interests of security and safety for staff and students, all visitors to the school are requested to report to Reception and sign in.