

TAKAPUNA NORMAL INTERMEDIATE



Learner Information 2020



International
Baccalaureate

Takapuna Normal
Intermediate School



Welcome to Takapuna Normal Intermediate School

Tēnā koutou e te whānau he mihi nui kia koutou katoa

So that you have a successful time with us at Takapuna Normal Intermediate School (TNIS), we've put together this booklet for you and your whānau. It has lots of information about how we do things at TNIS and how you can get the best out of your two years at intermediate school. We are really excited about getting to know you next year!

A message from our Principal Wendy Sandifer.

Takapuna Normal Intermediate School (TNIS) is a learner-centred environment. We are proud to be part of the International Baccalaureate, Primary Years Programme (PYP), nurturing and developing young people to be caring, active participants in a lifelong journey of learning, as well as have an emphasis on fostering a positive community that is safe, collaborative and supportive.

We are very proud of the high quality teaching and learning that we offer at our school with many opportunities for our learners to learn, achieve and succeed academically, socially, culturally and in sports. Being a diverse and inclusive community we offer both the New Zealand Curriculum and the International Baccalaureate Primary Years Programme (PYP) which are highly compatible in terms of learner intentions, themes, concepts, attitudes and values, with the PYP emphasising three more elements: inquiry, action and international-mindedness.

TNIS provides opportunities for our adolescent learners to experience personal growth and develop the skills and attributes they will need as communicators, creators

and contributors. Our learners and staff work collaboratively to achieve personal bests and make connections in their own and the global community.

Our committed and talented staff ensure that we offer a future focused curriculum that is personalised, innovative and includes action.

Welcome! We look forward to working together.



Wendy Sandifer, Principal
M Ed Admin. B Ed

School Hours and Bell Times

Term Dates

8am	School Opens
8:45am	Start of School
9:00am	Block 1
10:30am	Morning Tea
10:35am	Interval
10:55am	Block 2
12:25pm	Lunch Eating
12:35pm	Lunch Break
1:25pm	Environment tidy
1:30pm	Block 3
3:00pm	Final Bell

Term 1

Monday 3 February – Thursday
9 April

Term 2

Tuesday 28 April – Friday 3 July

Term 3

Monday 20 July – Friday 25
September

Term 4

Monday 12 October – Tuesday
16 December

Holidays

Auckland Anniversary – Monday 27 January

Waitangi Day – Thursday 6 February

Good Friday – Friday 10 April (during school holidays)

Easter Monday – Monday 13 April (during school holidays)

Anzac Day – Saturday 25 April (holiday observed Monday 27 April)

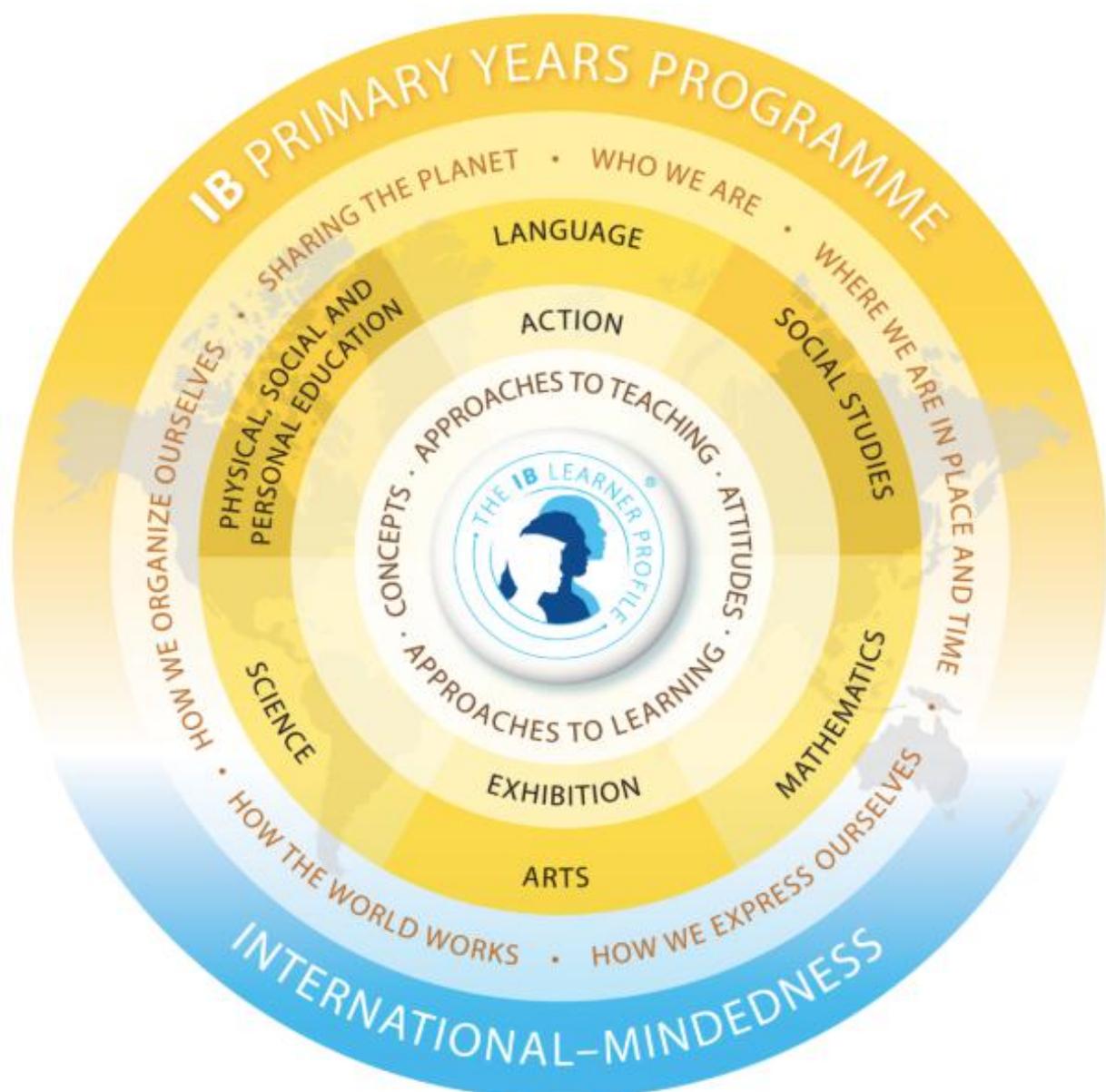
Queen's Birthday – Monday 1 June

Labour Day – Monday 26 October

International Baccalaureate: Primary Years Programme

The IB Primary Years Programme (PYP) for children aged 3 – 12 nurtures and develops young learners as caring, active participants in a lifelong journey of learning.

Through an inquiry-led, trans-disciplinary framework, the PYP challenges learners to think for themselves and take responsibility for their learning, as they explore local and global issues and opportunities in real-life contexts.



Whānau Communication

Contacting Teachers

With regard to home/school communication, your child's teacher should be your first point of contact. We encourage you to email them or telephone the office for an appointment.

Teachers are busy people, so you will receive a response to your email within 48 hours.

Contacting Your Child

If you need to contact your child during school hours, please contact our school office.

Collecting Learners During School Hours

All learners must be picked up from the school office and signed out by a caregiver. An email or written note to advise of the absence is required for our records.

Absences

Learner absences must be reported daily and include an explanation for the absence. You can inform us in the following ways:

1. Call the school office, ph. 489 3940
2. Email absentee@tnis.school.nz
3. Click on the website absentees link and fill in the required fields.

If you do not communicate the reason for your child's absence on the day of an absence, we will endeavour to contact you that day and the day following. If no contact is made, the absence will be recorded as truant.

SchoolApp

The school app is our main form of communication. Go to the Apple or Android App stores and search "SchoolAppsNZ" to download the app. Then search "Takapuna Normal Intermediate School" to find our school app. Any emergency notifications will be made using this app. Therefore, it is most important that you download and start using the app as soon as possible.

Daily Notices

The Daily Notices Google Doc contains daily reminders and information for learners. It is the best place to find out what is happening at TNIS on a daily basis. Details of activities and how and when to sign up are included here throughout the year. You and your child can access these notices from school and home by following this [link](#).

Newsletters

Fortnightly newsletters are available via the app and the school website. They contain school information regarding upcoming events and also celebrate the successes of our learners.

Facebook

More timely than the newsletter, the school Facebook page is often updated daily with happenings at TNIS.

School Website

Our school website www.tnis.school.nz is where you find information about TNIS. It also contains the school calendar, which is live and updated with important school events. Clicking on an event will reveal further details.

Organisation

Composite Classes

Takapuna Normal Intermediate School classes have an average of 29 students and are comprised of both Year 7 and 8 learners. Each child is assessed to ascertain their learning and they work together with others at the same level in the classroom. All students are working towards Level 4 of the New Zealand Curriculum.

Multi-age classes provide opportunities for for **Tuakana-Teina** to take place. The tuakana-teina relationship, an integral part of traditional Māori society, provides a model buddy system. An older or more expert tuakana (originally a brother, sister or cousin) helps and guides a younger or less expert teina (originally a younger sibling or cousin of the same gender).

Classroom Learning

Learning in Reading, Writing, Maths, PE and Inquiry is included in home classes, allowing teachers to develop strong, positive relationships with their learners in addition to understanding individual needs.

Learners stay with their class teacher for five days and on the sixth day they attend specialist classes. They will have approximately ten lessons with each of the specialists over the course of the year. (See the next page for further information.)

In class, learners work independently and in groups, and attend small group teacher-led workshops that are targeted to their specific learning needs.

Timetable

TNIS works on a rolling six-day timetable enabling each team to have a full day with the Specialist teachers.

Teams

Each class belongs to a group of four classes or team – *Kōwhai*, *Mānuka*, *Rāta*, *Rīmu*, *Tōtara*. Your child will remain in the same team during their two years at TNIS, which helps to create a strong sense of belonging and community.



Specialist Programmes

Specialist classes run alongside the home classroom programme and are provided in the following areas:

- **Materials Technology**
- **Science**
- **Food Technology**
- **Visual Art**
- **Music/Drama**
- **Digital Technologies**

Our specialist teachers teach to their passion and deliver rich, exciting programmes to inspire and motivate learners to practise their creative skills.

A commercial kitchen, a science lab, an art room, a materials workshop, a music and drama room and a digital technologies lab are all fully resourced and purpose-built to meet the requirements of each curriculum area.

Learners rotate through each of the six specialist classes across the school year.



Devices - BYOD

Devices

TNIS is a Google school and as such, much learning and communication is done through the use of devices. We encourage learners to bring their own device to school.

A laptop or Chromebook is most preferred. Tablets and iPads do not have a separate keyboard and printing is not available, which can be a disadvantage to learners.

The best device option for the needs of our learners is a Chromebook with a minimum of 4GB of RAM.



Phones

Learners are permitted to bring their phone to school. Phones can be used by learners before the first bell and after the last bell at 3pm.

During the school day, learners must turn off their phone or switch it to “flight mode” and give it to their teacher or specialist teacher who will place it in a securely locked place in the classroom.

With teacher permission, learners can use their phone to record their learning during class time, by taking photos and video.

If a learner has their phone during school time without teacher permission, it will be handed to office staff who will call the learner’s parent/caregiver to come in and collect it.



Academic Opportunities

Alongside the classroom programme, there are a numerous academic opportunities provided for learners to take part in:

- **Mathex**
- **Lit Quiz**
- **Future Problem Solving**
- **ICAS – English, Maths, Science**
- **Writing Competitions**
- **Writing Extension**
- **Otago Maths Competition**
- **Science Fair**
- **Future Problem Solvers**
- **Speech Competition**
- **Epro8 Challenge**
- **Chef extension**
- **Science Badges**
- **Robotics**

Learners may be required to trial or audition for some groups.



TNIS Future Problem Solvers – 2nd place for their “Action Plan” at the international competition.

Arts & Cultural Opportunities

The Arts and Culture are highly valued at TNIS, and there are numerous opportunities for learners to take part in arts and cultural pursuits including the TNIS talent show. Activities that incur a cost will be advised.

Music

Orchestra, Jazz Band, Rock band, String Group, Choir, Percussion Group, Music lessons.

Drama

Drama Club, Drama lessons.

Visual Art

Art extension, Fashion Club

Dance

Hip Hop, Contemporary, Jazz, Ballroom/Latin, Cheerleading

Cultural

Kapa Haka, Languages and Culture Club.

Learners may be required to trial or audition for some groups.

Group	Time Commitment
Choir	1 session per week
Ballroom/Latin	1 session per week
Dance	1 session per week
Guitar group	1 session per week
Jazz Band	1 session per week
Kapa Haka	1 session per week
Orchestra	1 session per week
Rock Band	1 session per week
String Ensemble	1 session per week

Other activity times will be confirmed in 2020 and there may be some changes to the activities offered.

Sport

Learners are encouraged to become involved in a wide range of sporting activities at TNIS. We will endeavour to provide all the sports described and there may be extra sports added.

Learners will be required to trial for many sports and sign-ups will be advertised in the [Daily Notices](#).

Weekly Sports

The following list gives details of sports and the time commitment each week. Activities that incur a cost will be advised. Further information regarding sport is available in the sports prospectus on our website.

Sport	Time Commitment
Badminton	Thursdays, Terms 2 and 3
Basketball	Mondays from 4pm, Terms 1 - 4
Hockey (Girls)	Tuesday afternoons or Saturday mornings.
Hockey (Boys)	Monday or Tuesday afternoons.
Netball	Tuesdays and Thursdays from 4pm Terms 2 and 3
Table-tennis	Thursdays 5 – 7pm, Terms 2 and 3
Touch Rugby	Thursdays, Term 4
Waterpolo	Tuesdays – Glenfield Fridays – AUT Millenium

Zone Days

Zone days are an opportunity for learners to play sport against their peers from other local intermediate schools.

Some of the zone days TNIS takes part in are listed below.

Zone Days	
Athletics	Orienteering
Basketball	Rugby
Badminton	Softball
Cricket	Swimming
Cross Country	Touch Rugby
Football	Triathlon
Hockey	Table Tennis
Futsal	Tennis
Waterpolo	Golf
Netball	Squash
Gymnastics	Dance
Volleyball	Beach Volleyball

AIMS Games and Sports Camp

These sports opportunities are offered to selected learners. Further information about AIMS, Sports Camp and the selection process is available on our website.



Transition to TNIS

Starting a new school is exciting and challenging. Learners will make new friends and learn to work in a new environment. Intermediate school is a big step-up from primary school and we expect learners to manage themselves and be organised at the beginning of each day. This may take a week or two of adjustment.

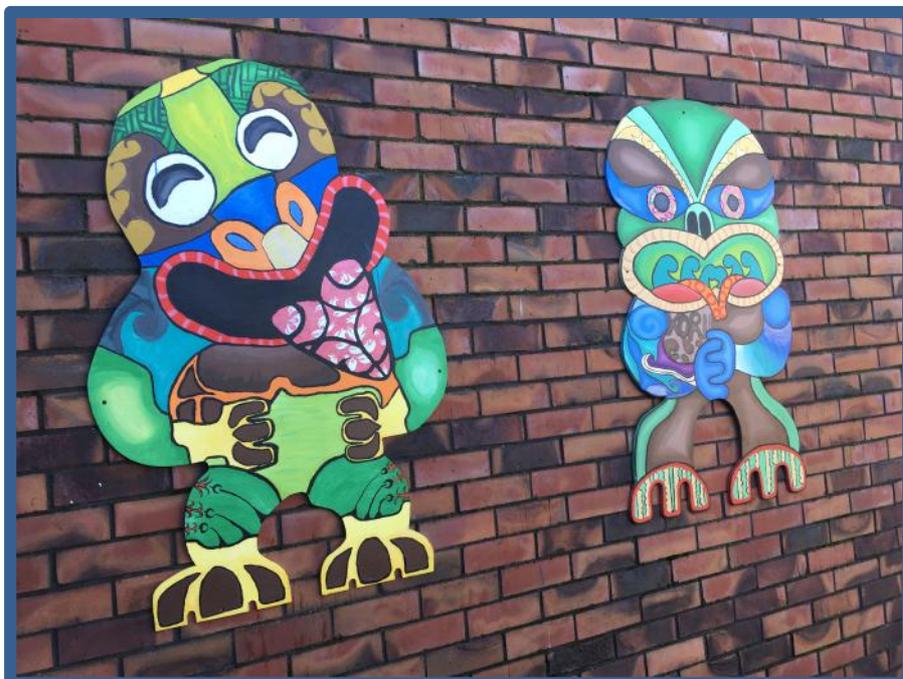
We encourage learners to:

- be well organised and responsible for themselves, their possessions and their learning,
- develop more independence,
- learn to relate to different teachers,
- mix and work with other students of their own age group, forming new friendships,
- take risks and challenges with their learning,
- become familiar with their new surroundings and find their way around the school.

As parents, you can help your child to adjust by:

- making sure your child has the correct gear/equipment each day,
- reading our newsletters and app alerts and being aware of what is happening,
- taking an interest in what they are doing at school,
- ensuring they have adequate rest and breakfast and lunch each day,
- spending extra time listening and talking to them through this transition.

Please contact us if you are worried about your child at home or at school. Someone will always be available to talk to you and help.



Travelling to School

Buses

Staff will be on duty each afternoon at our bus stops and crossings. Students travelling by bus must observe the rules set by the bus companies and follow the procedures for waiting safely for buses to arrive. These rules are listed below. Failure to follow the rules could cause your child to be banned from using this method of transport.

Learners must:

- be seated if possible. (Learners should not have their bags on a separate seat if there are learners in need of seats.)
- offer their seat to adults, if adults are standing
- keep the volume of conversations to a reasonable level and use appropriate language.
- use headphones if listening to music.
- not take photographs of other students on the bus
- only signal the driver once to stop.
- not eat or drink on the bus.

If a learner misses their bus, loses their bus card/money, they should come to the school office where help will be provided.

If you wish to find out more about school bus services, public transport or fare information please contact MAXX Auckland Transport by phoning MAXX contact centre on 09 366 6400 or viewing the website at www.maxx.co.nz.

Bus companies:

- | | |
|------------------------|--------------|
| • Ritiches | 415-9138 |
| • Bayes | (09) 4265504 |
| • Birkenhead Transport | 483-9119 |
| • NZ Bus | 373-9083 |
| • Party Bus Company | 417-0030 |

Cycling

Cycles must be placed in the bike racks and locked. Whilst all care will be taken by staff to keep an eye on cycles at school, it is the responsibility of each learner. All learners must abide by the rules of the road and wear a helmet and fluoro vest. Cycles must be walked into and out of the school grounds. After school, learners must walk their bikes to the nearest pedestrian crossing and only ride when they have crossed at that crossing.

Scooters

Scooters may not be brought to school.

Pedestrians

Pedestrians are required to use light-controlled pedestrian crossings at all times. When leaving the school each afternoon, learners must keep to the paths, as there are buses and cars using our driveways and main entrance.

Drop Off and Pick Up by Car

As a Travelwise School we ask that our learners walk a short distance to meet their parents in an area that is safe, e.g., Northcote Netball Courts, Taharoto Park and the surrounding suburban streets. In the interests of learner safety, we ask parents **not** to drop off or pick up learners.

- *Northcote Road Bus Bay* - This is for **the sole use of buses**, access to the car park is blocked between 2:30pm and 3:20pm.
- *Taharoto Road Driveway* - Parents **may not** drive into the staff car park in the school entrance on Taharoto Road. It is for the sole use of TNIS staff and visitors to the mobile dental clinic when it is onsite.

School Expectations

Expectations

At TNIS, a high standard of personal conduct is expected at all times.

The following qualities are valued – integrity, honesty, respect and loyalty for others, common sense, pride in self and pride in the school. To achieve the above, it is necessary to set the following expectations.

1. Personal Conduct

We always:

- speak positively about others.
- respect each others' personal space.
- use our devices safely, carefully and respectfully for learning.
- include others during our classroom and break times.
- treat everyone's personal property and the school property with respect.
- dispose of our rubbish correctly.
- use language that is acceptable to everyone in our community.
- respond to requests from adults quickly and positively.
- ask questions politely.
- take ownership and responsibility for our actions.
- look out for others and seek help when it is needed.
- represent our school positively.

2. Moving Around the School

We will:

- move around the school safely.
- only use areas that are permitted.
- have an adult's permission to leave a class room.

3. Bringing Items from Home to School

- we only bring items to school that are necessary, appropriate and safe to use for learning.

Wrapper Free Lunchboxes

As a Silver Enviro School, TNIS encourages learners to be wrapper free. Please provide your learner with a lunchbox that food can be stored in without a separate wrapper.

4. School Uniform

Learners ensure that they:

- wear their uniform correctly and with pride.
 - bring their PE uniform to school for PE, Fitness and sport practices.
 - wear shoes that are plain black. All black trainers with a white sole are acceptable.
 - wear navy blue or black socks.
 - wear the TNIS school jacket during the school day but have the option to wear their own jacket to and from school (not non-uniform sweatshirts or hoodies).
 - wear their *full school uniform* to and from school each day.
 - always tie their shoulder length or longer hair up in a ponytail.
 - preferably have natural coloured hair.
 - wear small plain earrings if they wish. Other jewellery of religious or cultural significance is allowed on a case-by-case basis.
 - wear school bucket hats or caps every time they go outside in Term 1 and Term 4.
- **4. Consequences**

If learners do not meet school expectations, the following consequences may be incurred:

- restorative meeting with learners involved.
- reminder from teacher and then the Team Leader.
- reminder by email to parents.
- parents and learner invited to meet to discuss issue at school.
- incorrect item held in office for parents to collect.
- goal card to focus on changing expectations.
- helping with chores to tidy up the school environment during break times with a duty teacher.
- remaining under supervision during break times.
- TNIS trip/zone day representation opportunities or attendance at specific school events withdrawn.

Digital Devices & Internet Use

Expectations

1. Privacy and Security

Learners will:

- not give anyone on the Internet information about themselves or anyone else - addresses, phone numbers, photographs and/or credit card information.
- tell a teacher if they come across a virus or security problem.
- keep their password private and not share password information with anyone else.
- not access, damage or delete files belonging to any other school network user.
- respect the privacy of other school network users.

2. Use of digital devices and internet

Learners and parents/caregivers understand the following:

- the only purpose of digital devices is to support teaching and learning. Educational games will only be allowed when supervised by an authorised staff member.
- TNIS will do its best to keep learners safe online. Security and content filtering systems operate to achieve this. However, it is impossible for TNIS to restrict access to all controversial materials and the school and staff cannot be held responsible for any material acquired on the network.
- Learners are not permitted to access, download, store or distribute material that is offensive (e.g. pornographic), dangerous, inappropriate, or illegal. This applies on both school-owned and learner-owned devices.
- Learners are not permitted to send any messages that are offensive, dangerous, inappropriate, or illegal.
- TNIS may audit any digital device (including those owned by the learner) at any time.
- Learner activity on the school network and Internet is monitored and logged by TNIS.
- Learners may only use the Internet or e-mail at school if there is teacher supervision.
- Parents, caregivers and learners must take responsibility for insurance of learners' devices and the prevention of theft or damage to the device. During school time, locking and safekeeping will be available.

- During morning tea and lunchtime, learners may not use digital devices unless with the direct permission and supervision of a staff member.
- Teachers will encourage the use of learner-owned digital devices where possible as part of class work or extension activities and for home learning and special projects.
- The learner's digital device is for the use of the learner only.
- TNIS will not be held responsible for any data loss from learner-owned devices.

Learners will:

- Take care of all technology resources, such as computers/laptops and audio/visual equipment.
- Respect the copyright of software or digital content that prohibit copying. I will take care not to scan or display graphics, record or play sounds, or type messages that could cause offence to others.
- Use only school approved software on school owned computers. Requests for new software titles must be made to school Network Administrator.
- Be considerate and courteous towards other computer users, e.g., do not take advantage of someone who has accidentally left a computer logged into their account.
- Share available school equipment when required.
- Be careful not to waste computer related resources such as paper etc.
- Avoid disruption of any computer or network. I will not tamper with any school technology equipment.
- Remove immediately from the screen any material that would not be allowed at school that I may accidentally come across, and tell the teacher right away.
- Name their own digital device including their name and room number.

3. Consequences

- Violating any of the digital devices and internet use expectations, will result in school disciplinary action and/or legal action may be taken including access to this service being denied.

Well-being @ TNIS

Zero Tolerance for Bullying

At TNIS, we have zero tolerance for bullying. In order to identify if a behaviour is bullying, we use the following guidelines:

When someone says or does something unintentionally hurtful and they do it once, that's **RUDE**.

When someone says or does something intentionally hurtful and they do it once, that's **MEAN**.

When someone says or does something intentionally hurtful and they keep doing it - even when you tell them to stop or show them that you're upset, that's **BULLYING**.

If a learner identifies bullying targeted at themselves or others, they must tell an adult. They can tell their teacher or any other member of staff. If they are not comfortable talking in person, they can send an email to stopbully@tnis.school.nz The email will be received by one of the deputy principals.

TNIS Well Being Model

We believe that learner well-being is very important, and particularly during adolescence.

Developed in collaboration with our other Kāhui Ako (Community of Learning) schools, Takapuna Normal Intermediate School follows a well-being model that focuses on five areas; giving, being active, connecting, taking notice and learning.

Learners are encouraged to think about and take care of their own well-being through a range of strategies and activities. Well-being is taught explicitly in classrooms and there are a number of extra-curricular options to support learners' well-being.

Counsellor Support

Takapuna Normal Intermediate School funds the services of a qualified counsellor for one day per week. Please contact Sandy Harford shardford@tnis.school.nz if you feel your child would benefit from seeing our counsellor.



TNIS Well Being Model



School Payments

Kindo – Parent Payment System

We have a parent payment system called Kindo where you can pre order lunches, pay for donations, sports, trips, and other costs and activities. It's easy to use and open 24/7.

Kindo even offers a myKindo iPhone App.

- To get started, just search 'myKindo' on the Apple App Store.
- Download, sign in and set up a PIN (you can even use TouchID or FaceID).
- Pay for last minute lunches, sports subs, trip fees, fundraising products or anything school-related, right from your mobile device.
- Contact the Helpdesk Monday-Friday 8am – 4pm via email (hello@mykindo.co.nz) or telephone 0508 454 636 if you need assistance.



If you don't already have a Kindo account, please go to www.mykindo.co.nz Click on 'Create an account' and complete the online registration details. Add your items to cart, and remember to 'checkout'.

Swipe Cards

Currently, all new TNIS learners are given a swipe card, which can be used in school for printing/copying and school cafe purchases. Parents/caregivers can load and transfer funds through the My Monitor payment link. Alternatively, learners can top up with cash, using the automatic top up machine in the library.

All new families receive an email detailing their My Monitor log-in and temporary password. Please note that this email may go to your junk or spam folder as it will come from an email address called 'copier'.

This [link](http://mymonitor.tnis.school.nz/mymonitor/) (<http://mymonitor.tnis.school.nz/mymonitor/>) will take you to the My Monitor login page for TNIS My Monitor.

Other Useful Information

Lost Property

Please name ALL items of school uniform, lunchboxes and drink bottles. If an item of clothing or other property is lost at school, it will be placed in the lost property area outside the food technology room.

Music Lessons

Music lessons are available onsite during school time for a cost. Lessons for a range of musical instruments are offered. Once confirmed, the information for 2020 will be available on our website, the daily notices and through notifications via the school app.

After School Activities

A variety of after school activities are available. Some are provided by outside tutors and incur a cost. Once confirmed, the information for 2020 will be available on our website, the daily notices and through notifications via the school app.

School Cafe

The café is open at morning tea and lunchtime and sells a variety of sandwiches, muffins, hot food and snacks. As previously stated, lunches can be pre-ordered online using Kindo. Learners can also make purchases using cash or their swipe card.