

A decorative header featuring a Maori art design. It includes a central motif of two stylized eyes or faces in red and white, surrounded by intricate blue and white scrollwork and patterns. The design is set against a dark blue background.

# **NAENAE INTERMEDIATE SCHOOL**

**100 Walters Street  
Naenae**

## **PROSPECTUS 2020**

**Principal: Ariana Tyson**

**Telephone: 567-7813**

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**Facebook: [Naenae Intermediate School](#)**

**“FULLY FOCUSED ON THE LEARNER”**



At Naenae Intermediate we give priority to developing and maintaining effective and meaningful learning relationships with our students. Understanding how students learn and supporting students to develop student agency are key factors to ensure better outcomes. Students learning is developed through Student Inquiry and throughout this learning process they are provided with rich learning experiences in authentic contexts.

At Naenae Intermediate we have **3 Strategic Goals**:

1. To empower all learners with the knowledge skills and beliefs needed to be successful, through authentic learning opportunities enabling them to be reflective lifelong learners.
2. To promote a positive and safe, functional learning environment that promotes wellbeing, diversity and cultural enrichment.
3. To create and strengthen powerfully connected relationships

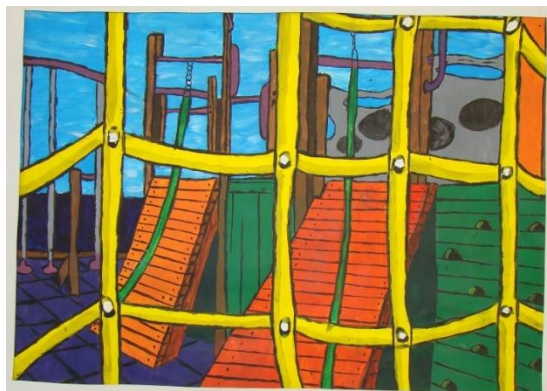
We show these through:

- Having a strong sense of manaakitanga and whanaungatanga.
- Having high expectations for all of our learners in both learning and behavior.
- Providing students with teachers who are committed to teaching and who have an excellent understanding at working with students at this critical age.
- Living by our school AKO Values and expect all students, all staff and all whanau are displaying these at all times.
- Celebrating diversity.
- Having zero tolerance to bullying.
- Maintaining the excellent reputation our school has in the community.

## Want to know more?

Come to our Information Evening on 21 May 2019 at 6pm in our School Hall.

Ariana Tyson  
Principal



## ORGANISATION AND PROGRAMMES

### CLASS GROUPINGS



In order to ensure a strong whakawhanaungatanga in classes and to ensure that students' individual needs are best catered for, we work in composite Year 7 and Year 8 classes. Experience has proven that the academic and social gains for students in this system are worthwhile.

Classes are grouped together in kete (usually 2 or 3 classes) under the supervision of a Kete Leader. Within each kete, students are grouped according to academic needs in various subject areas. Kete can also work together for such subjects as Physical Education, Drama, Technicraft, Maths, Literacy, Inquiry and EOTC (Camps, cook outs, trips).

### MEETING YOUR CHILD'S NEEDS



If your child has special academic needs, Naenae Intermediate is well-equipped to cater for them. We have teachers with specialist skills in every subject area, as well as staff with responsibility for such areas as Extension Programmes, Reading and ELL (English Language Learners). A phone call to the office will put you in touch with the required person. Students with social difficulties are assisted through our SWIS Worker, Maaike van Aalst

who is based on site. The school's philosophy in these areas is simple – if students have a need, we do our best to cater for it.

### CURRICULUM



Our school programmes follow New Zealand National Curriculum Guidelines. We have a strong emphasis on “the basics” as well as a belief in the importance of teaching pupils the skills they will need in the near future. In order to give our students these 21<sup>st</sup> Century skills, we have introduced an extensive specialist programme. Students have the opportunity to attend classes in Materials Technology, Visual Arts, Information and Communications Technology, Food Technology and Music.

### BEYOND THE CURRICULUM



The wider range of subjects offered in Intermediate Schools are evident at Naenae Intermediate. We give students the opportunity to be involved in Art (including pottery, painting, lino and screen printing and carving) and Music (singing, instrumental, choral). Sport is an integral part of our school life. Throughout the year students are provided with the opportunity to play for a school team in basketball, touch, netball and waterpolo in local competitions.

There are also a large number of sports where we compete against all of the other Wellington Intermediates. Some of these sports include netball, volleyball, hockey cross country, athletics, cricket, softball, Ki o Rahi, rugby and rugby league. For these one off competitions and to represent our school students need to trial and if they are successful will need to show a commitment to all trainings and meetings.



Leisure Education also includes a range of “elective” recreational and interest activities each week. This gives our students the opportunity to learn new skills and to pursue interests. Upwards of 20 options are available during each three or four-week cycle, including art and craft activities, cultural and music activities, plus varied technicraft type activities.



The school operates a two-year cycle of major events designed to provide additional desirable learning experiences. All students have the opportunity to be involved in an Outdoor Education Camp, a mid-winter Ball and a major Musical Production during their time at Naenae Intermediate.

## SCHOOL UNIFORM

Parents are requested to see that students are properly dressed and also bring clothing for physical education, in a clean and tidy condition. All personal property and clothing should be **marked with the pupil's name**. Studs and watches are acceptable. Taonga (religious crucifix, bone carving, greenstone) may be worn underneath clothing.

Parents should stress to students the need to respect and care for uniforms. While we make every effort to track down the owners of found clothing, the task of tracing ownership is difficult if items are not named.



## PHYSICAL EDUCATION AND SPORT

All students are to wear uniform shorts and the school PE T-shirt. Our school has a special sports uniform given to students to wear at the numerous Interschool Sports.

## UNIFORM FOR 2020

Our school uniform is practical, versatile, hard wearing and relatively inexpensive. The uniform is uni-sex and consists of the following items:

### Summer/Winter

- Polo shirt with school logo, open neck with collar; short sleeves.
- Knit shorts, navy blue with school name.
- PE Shirt.
- White above the ankle socks for girls, navy above the ankle socks for boys.
- School sweatshirt.
- School navy blue cap or any navy blue hat (no writing on it).
- Navy blue track pants with the school logo. These can be worn all year round.

School Uniform can be purchased from:

### NZ Uniforms

92 High Street  
LOWER HUTT

### Opening Hours:

Monday to Friday: 9.00 am – 5.00 pm  
Saturday: 9.00 am – 1.00 pm

## FOOTWEAR

**Students must wear black leather shoes or black leather sports shoes with black laces.** Sandals with a back strap (not jandal or scuff style) can be worn in the summer months.

For both girls and boys, covered footwear is essential for Technology/Specialist classes. This is a legal requirement for safety purposes.

## EXPECTATIONS OF OUR PUPILS

We have high expectations of our students, both academically and socially. Particular emphasis is placed upon our school values **AKO**:

**A**cting Respectfully

Valuing **K**nowledge

**O**rganising Ourselves

Our expectation is that for all people (staff, students, visitors to our school and whanau) in all settings across our school are able to reflect, display and show these values. This will allow our school to be a safe place of learning for everyone, where cultures and diversity are celebrated.

At Naenae Intermediate we have zero tolerance towards any form of bullying. We take this matter very seriously and if we know about these incidences they will be dealt with accordingly.

## EXPECTATIONS OF OUR PARENTS

At Naenae Intermediate we encourage whanau to be actively involved in their child's learning. Whanau can expect open and honest communication from us and we expect whanau to do the same. If you have a concern, question or query about your child please contact your child's teacher in the first instance. Depending on what needs to be discussed may mean you will need to book an appointment with them to make a time to meet.

We also expect our whanau to support their child and the school by:

- Having your child attend school every day and arrive to school before 8.50 am.
- Reading the school newsletters or any other notices that are brought home.
- Having your child in correct uniform every day.
- Encouraging your child to participate in all activities, not opting out e.g. school swimming, athletics etc.
- Talking to us if you have any concerns or queries.
- Sharing with us the 'good stuff' that you may see or hear.

Our staff in the office are incredibly helpful so feel free to contact them about any school queries and they will direct you to the right person.



## GENERAL INFORMATION

### SCHOOL HOURS

8.50 am to 2.50 pm.

Morning tea is 10.35 am – 10.55 am.

Our lunch break is 12.25 pm to 1.15 pm.

### LUNCH SERVICE

We have a school snack shack where a variety of 'snack items' can be purchased by students at morning tea and lunchtime.

Snacks include moosies, juicies, popcorn, variety of potato chips and cool sips. We also offer lunches online where Subway, Pita Pit and Ara Sushi provide lunches on specific days. N.B. This may not be an option for 2020.



Students are not permitted to leave the grounds at all during the day except for urgent reasons that should be supported by a written request from the Parent/Caregiver.

### STATIONERY

A stationery list will be distributed to all students prior to the start of the year. Stationery packs can be purchased at school. Dates for sale will be advised with acceptance letters.

### TELEPHONE MESSAGES

Messages for students can only be taken if of an urgent nature. Similarly, the school telephone is only available for students' use in emergencies. Students may use the telephone to contact parents after school. Permission is needed from the office staff.

### PUPIL ABSENCE

When a student is to be absent, parents are asked to telephone the school between 8.30 am and 9.15 am to let us know. (Telephone 567-7813) or leave a message on our Message Line (Telephone 567-7816) after hours. If we have not heard from you by 9.15 am, we endeavour to contact you by a phone call to find out the reason for absence. We are very strict in ensuring that truancy does not occur and that students arrive at school safely. For medical and dental appointments during school hours, permission is always given provided there is verification by an appointment card, letter or phone call.

### SECURITY

For students who bring their own devices, that are to be used during the day for learning, need to ensure these are handed into their classroom teacher for safe keeping during the day. They will then be handed to the student during learning times.

All cellphones must be handed into the classroom teacher for lock up at the beginning of each day and they will be returned to the student at the end of the day. Large amounts of money, boom boxes, speakers and hand held games are not to be brought to school. School takes no responsibility for items that have not been handed in for safe keeping during the day.



## VOLUNTARY SCHOOL DONATION

Our school donation continues to be the lowest of any Intermediate in the valley. The donation for 2020 is expected to be:

One pupil - **\$80.00** Family - **\$100.00**

## TECHNICRAFT EXPENSES

Technicraft expenses are only partly met by government funding. The school provides specialist teaching in 5 subjects.

The combined expenses, covering all costs, is: **\$20.00** per term (with 4 terms per year) that's **\$80.00** per year. Most parents combine the total fee payment with stationery purchases at the beginning of the year. We realise, however, that many families nowadays are under great financial pressure. We are only too happy to accept payment in stages throughout the year – please contact Mrs Carrington in the office. Many of our families pay their total account (expenses, stationery and trips) by Automatic Payment, spread over the year. Contact the office staff for further information.

## COMMUNICATION BETWEEN HOME AND SCHOOL

Early in the year we hold our “Meet the Teacher” evening. However, it is always wise for parents to contact the class teacher immediately regarding concerns. Staff will often contact parents regarding students’ needs. During Term 1 classroom teachers will make contact with every child’s family, either via telephone, email or a face-to-face meeting. Mid-year reports in late June are a combination of interview and written report. Final written reports are sent home in the last week of the year.

## MOVING ON TO COLLEGE

The majority of students from Naenae Intermediate progress to Naenae College, with whom we have close ties. We also maintain links with, and supply student records to all secondary schools, including Hutt Valley High, Taita College, St. Pat’s Silverstream, St. Bernards, Sacred Heart, St. Orans, Chilton St. James, Wellington Girls’, Wellington College, Wellington East and the Upper Hutt and Wainuiomata Colleges.

Naenae Intermediate’s wide-ranging programme equips students well for futures years of secondary schooling. Our students have developed a reputation for good work habits, sound study skills and academic and sporting achievement.

Enrolments at secondary schools are carried out during the second and third terms for Year 8 students. The Naenae College prospectus is sent automatically to parents of all Year 8 students. Copies of the prospectus for most other secondary copies are held at our school office, or are obtained by phoning the office of the school concerned.





## STARTING AT NAENAE INTERMEDIATE

Starting a new school can be a daunting prospect for children. However, parents can be assured that, even before students arrive here, considerable efforts have already been made to ensure that each child makes a positive start to, what we expect will be, an enjoyable and highly successful time with us.

### Before Your Child Arrives .....

#### School Visits

The Deputy Principal and Principal visit the contributing schools to discuss strengths, needs and desirable peer group placements for each individual child. They may also talk to the pupils about Intermediate life and answer questions that are important to the children.

#### Pupil Visits

Students come to our school for an induction visit. They are given an opportunity to look around the school, ask questions and find out where to meet on the first day.

#### Parent Visits

Parents are invited to attend the Information Evening. We also encourage individual visits by parents and we are always delighted to show people around the school, while classes are in action.

### The First Day .....

All Year 8 students meet outside the school hall by 8.50 am on the opening day of the new school year. They are to wait to be invited into the hall where class lists will be read out. Year 7 students arrive between 9.30 am – 9.45 am and wait quietly outside the school hall. We will then welcome them with a Powhiri starting at 10.00 am. Upon completion of the Powhiri, class lists will be read out and students will be taken to their classroom by their teacher.



- Uniform must be worn.
- Paper, pen or pencil will be required for the day's activities. Stationery packs can be purchased at school.
- Lunches must be brought from home. No lunches can be ordered at school on the first day.
- Stationery and uniform lists will be posted out when enrolment forms are received. These items may be purchased at local stationery outlets or stationery packs can be purchased at school.

## TERM DATES 2020

Term 1	Monday 3 February to Thursday 9 April
Term 2	Monday 28 April to Friday 3 July
Term 3	Monday 20 July to Friday 25 September
Term 4	Monday 12 October to Tuesday 16 December

Term dates could be changed to accommodate staff professional development programmes.

## MAKING AN ENROLMENT

Please complete all sections of the enrolment form enclosed with this prospectus and return it to Naenae Intermediate or drop it off at your child's school.





**NAENAE INTERMEDIATE SCHOOL**  
**2020 ENROLMENT FORM**  
**"Fully focused on the Learner"**



Child's Family Name:	Gender: Male/Female	Date of Birth:
Child's First Name:	Preferred name:	(Please enclose a copy of the birth certificate or passport.)
Address:		Postal Code:
		Phone:

Ethnic group child relates to:	Maori: (Please state Iwi.)	Country of Birth:
Language(s) spoken at home:	Date of arrival to New Zealand: (If applicable.)	Permanent resident: Yes/No (If no, please attach appropriate visa documentation.)

Last school attended:	Town:	Current year level:
Name of Brothers/Sisters currently attending Naenae Intermediate School:		

Mother/Caregiver First Name and Surname:	Address:	English speaker: Yes/No
Contact Numbers:	Work Phone:	
Email address:	Language(s) spoken at home:	

Other Information: (Restricted Access etc):

Father/Caregiver First Name and Surname:	Address:	English speaker: Yes/No
Contact Numbers:	Work Phone:	
Email address:	Language(s) spoken at home:	

Emergency Contact:	Address:	Relationship:
Contact Numbers:	Work Phone:	
Emergency Contact:	Address:	Relationship:
Contact Numbers:	Work Phone:	

## Medical

Doctor's name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Is there any medical, health or disability issues that the school should be aware of?

Allergies/Asthma: \_\_\_\_\_

Sight/Hearing/Other: \_\_\_\_\_

All diagnosed allergies need to provide the school with the action plan from the GP as well as an Asthma Action Plan.

Is the student on prescribed medication, please state reason and any other relevant information:

Yes/No

Medication(s): \_\_\_\_\_

Please provide a copy of your child's Immunisation Form (located in your "Well Child Tamariki Ora Health Book").

Is the student restricted from strenuous exercise or contact sport:

Yes/No

If yes, please give details: \_\_\_\_\_

I agree to a staff member administering a Panadol tablet/Pamol to my child if required:

Yes/No

Signed: \_\_\_\_\_

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

## Permissions

### Declaration by Parent/Caregiver:

I agree to pay such sums levied by the Board of Trustees. I agree that my child complies with the rules of the school as set out in the prospectus, arrives on time and attends each day. I consent to the school obtaining records and information from previous schools.

Yes/No

I agree that my child will adhere to the **Uniform Expectations** as set out in the Prospectus.

Yes/No

**Computers and Internet** will be used according to the school policy document, a copy of which will be included in your Letter of acceptance.

Yes/No

**Cell phones** will only be used in accordance with the school's cell phone policy and must be handed to the Classroom teacher each day. The school will only be responsible for cell phones that are handed to the classroom teacher and put in "lock up" each day.

Yes/No

**Photo images** of my child may be used in conjunction with:

☐ School publications ☐ School class photos ☐ School website ☐ School Facebook page

Place a tick in the appropriate box if you agree. Please note: All School Class Photos are placed in the Year Book and are also displayed in the school foyer.

### School / Class Trips:

I give permission for my child to participate in school trips and events which may involve bus travel, transportation in the school minivan, staff vehicles, parent helper vehicles or walking to venues within a reasonable distance from Naenae Intermediate, during school hours: 8.30am-2.50pm. I also understand that we will be kept fully informed about these trips and events.

Yes/No

### Declaration by Student:

I will comply with the rules of the school, arrive on time and will act with common sense and consideration of others.

Student Signature: \_\_\_\_\_

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

## Civil Emergency

In the event of a civil emergency, i.e. earthquake/flood, my child may be collected by: \_\_\_\_\_

All attempts will be made to contact parents or caregivers to ask them to collect their child. In cases where the school is unable to contact parents or nominated caregivers, staff will enlist the help of those people named by you to take care of that child. This person should be known to the child. The child will be held at school until a designated person collects them.

I understand that the information on this form will only be used for normal school procedures and routines in accordance with the "Guidelines for the Privacy Act 1993 - Principles 10 and 11".