



GENERAL INFORMATION

Year 7 Enrolment Procedures

Enclosed in this pack is an enrolment and information form. Parents or guardians are requested to complete these forms and return them to Mt Roskill Intermediate.

Mt Roskill Intermediate School
Denbigh Avenue, Mt Roskill
Auckland 1041

Parents who wish to enrol their child in person, or who wish to discuss any matter about their child are welcome to arrange a time through the school secretary to meet the Deputy Principal.

Placement in a class is not final and adjustments are made when and where needed – although we make every attempt to maintain stability.

Enrolment forms should be returned as soon as possible, to enable us to process the applications, send out acceptance letters, and begin organising Year 7 classes for 2019.

Closing Dates:-

In zone enrolments will be sought by Wednesday 5th September 2018
Please refer to the map for the School Home Zone.

Out of zone enrolments will be sought by 5:00p.m. Wednesday 5th September 2018
The ballot date is Wednesday 12th September 2018.

School App. The School App. can be used to notify absences, view the School newsletter and will be used to alert you to any emergency or important information. The School App is easily downloaded by:

iPhone/iPad IOS

1. From your mobile device, go to the App Store and search for School Stream
2. Tap the FREE/GET button to the right of the School Stream listing
3. Tap the INSTALL button. Enter your Apple ID and password & tap OK
4. Wait for the install icon to change to OPEN. Tap the OPEN button
5. You will be prompted to accept push notifications; you will need to select OK
6. Start typing Mt Roskill Intermediate into the search, then SELECT Mt Roskill Intermediate

Android /Tablet

1. From your mobile device go to the Play Store and search for School Stream
2. Tap the School Stream Listing
3. Tap the INSTALL button
4. Tap the ACCEPT button
5. Wait for the app to install then tap the OPEN button
6. Start typing Mt Roskill Intermediate into the search then SELECT Mt Roskill Intermediate
7. Tap the DONE button in the top left

A MESSAGE FROM THE BOARD OF TRUSTEES

I extend a warm welcome to all students and their whanau who will be a part of our school in 2019.

The Board of Trustees is an elected body of parent representatives, a staff representative and the Principal. The Board is responsible for the overall governance of the school with the central focus of student learning and achievement. Our school's over-arching goal "For our Students to Thrive" is at the heart of all we do.

The Board is currently made up of the following people:

| | |
|-------------------|-------------------------|
| Chairperson: | Mr Roger Deverell |
| Members: | Mrs Nicola Baker |
| | Mr Yousef I Al-Afaghani |
| | Mr Peter Leilua |
| | Mr James Bruce |
| | Mrs Anora D'Costa |
| | Mrs Kerry Martin |
| Staff Trustee: | Mrs Marianne Levy |
| School Principal: | Mrs Kristen Walsham |
| Secretary | Mr Ross Berry |

The Board usually meets on the 3rd Monday of each month at 7:00p.m, but please refer to the school website for exact dates. Parents are welcome to attend.

We are very proud of Mt Roskill Intermediate School, the opportunities we can offer every one of our students and we constantly strive to improve the school for the benefit of our children.

As a school we view the education of our students as a partnership between school and family, so we look forward to working with you and warmly welcome your involvement in the life of our school.

Roger Deverell
Chairperson

The School Day

Children are expected to be in their rooms by 8:35a.m, ready for school to begin at 8:40a.m. School closes at 3:00p.m, with morning interval and lunch time breaks. Punctuality is important. Lunch time is 12:30p.m. to 1.30p.m. There is no early closing on 'wet days'. Unless children are involved in an organised activity they must leave the school grounds by 3.10p.m.

An Afterschool care programme is available through Ihub. Contact Hazel or George for information on cost and enrolment, phone 275-3458 or 0800 900 754. Email george@skids.co.nz

Absences

Student absences can be notified by a parent via our school App, emailed to the office and class teacher or telephoned to the office before 8:30a.m. by a parent. For your convenience there is an answer phone for those who need to ring when there is no one in the office.
Ph: 620-8508.

If absences have not been phoned in, notified via the App or emailed, the child will need to bring a signed note from home to explain the absence on their return to school.

School Office

There is a school secretary available from 8:00a.m. until 4:00p.m. Messages for teachers and pupils may be communicated through the school office between these times, or messages left on the school answer phone during out-of-school hours. You may also e-mail the school – office@mri.school.nz, or contact the teacher directly. Information is on our school website www.mri.school.nz

It is important that we have your current home address and telephone number, the correct work address and any other emergency contact numbers on file. Parents, please use our School App, or contact the office directly to update any changes in phone numbers, addresses or emergency numbers.

Visitors to the School

Parents are welcome in the school. Appointments with teachers can be made through the school office at any time during the year or by emailing the class teacher. All visitors entering the school or wishing to speak to a staff member or student, must first report to the office and be registered. This regulation is for the protection of all students. You will be asked to wear an identifying badge if you are moving about the school. Parents are required to sign out students who are leaving school early.

Immunisation

It is recommended that students attending Mt Roskill Intermediate School be immunised for diseases as suggested by the Department of Health, including Hepatitis B vaccination. This is available free from your Doctor.

Stationery

Stationery packs are available to be purchased from the School Office. We recommend that you purchase a pack from School for your child. Please ensure that the correct book size is purchased if you are buying stationery elsewhere.

A book list will be included with your enrolment acceptance letter. Please note that the list of essential items can be purchased from the School Office.

All students are registered for “Mathletics”, an online Mathematics programme which supports their learning at school. Students are able to access this from outside of school. Payment for this essential programme is included on the Stationery list.

Hapara Dash Board allows the school to monitor student use of Chromebooks at school. This helps to ensure safe and appropriate use of digital devices.

MRI will be implementing a BYOC (bring your own chromebook) policy from 2019. Your child will have the opportunity to bring and use their own chromebook in the classroom each day.

Parents have the choice of using our Noel Leeming partnership to purchase a chromebook bundle or can make their own arrangement.

Parents will need to purchase:-

- A chromebook with chrome operating system only and a charger.
- A bag or case for transporting it safely.

MRI will provide a recharging container if overnight storage is required.

MRI currently supplies up to 20 chromebooks in each classroom and this will continue in 2019. However these numbers will eventually be reduced over time.

Swimming

Swimming is an important part of the School's curriculum. Parents are asked to ensure their child has the appropriate swimwear. The School Pool is in operation during Term 1.

Note: Should a student be unable to take part in a swimming lesson for health or religious reasons, the classroom teacher must be contacted in the first instance.

Overseas Students

The School welcomes enquiries for enrolment of these students and further information can be obtained by writing to the Principal or visiting the school office.

Valuables and Cellphones

Teachers cannot be responsible for the custody of valuable articles. Pupils are advised not to bring them to school.

If a child has a genuine need for a cell phone, it must be checked into the office each morning at 8:30a.m and picked up again at 3:00p.m. We cannot accept responsibility for cell phones left in desks or student bags. Cell phones must not be used during the school day.

Homework

Year 7 and Year 8 teachers provide weekly homework, to support learning that is taking part in class. It includes aspects of revision, researching, and completion of class tasks. Regular homework routine is helpful in developing your child's independent study habits and supporting class work in preparation for Secondary School. We recommend that all children read for at least 10 minutes each day. Homework is not expected to take longer than 30 minutes per night during the week days.

Lunches

Lunch can be ordered online before 9am at ezlunch - www.ezlunch.co.nz and will be delivered to school by lunchtime. Order and pay by debit, credit card or bank transfer through your 'mykindo' family account. To create an account or log in to the existing account, visit support.mykindo.co.nz or call 0800 EZLUNCH 8am to 4pm school days. (Auckland (09) 475 5287). Students are not to leave the school grounds at lunch time to buy lunches. At each interval, students can purchase snacks from the Tuck shop.

Bicycles

It is important that students biking to school have a secure lock for their bike. The school will also keep the bike sheds securely locked during school hours. The school does not cover loss of bicycles or other valuable items. The wearing of bicycle helmets is compulsory. Please ensure that the helmet straps are adjusted correctly for safety.

Specialisation

Mt Roskill Intermediate School offers a range of Specialist teachers in Food Technology, Performing Arts, Science and Hard Materials Technology. Students will participate in all of these subjects. Closed shoes must be worn for these lessons to meet safety regulations, (sandals are not permitted).

Donations

The School Donation is a much appreciated addition to school funds. It is used to purchase additional equipment, especially in the sport, the Arts and Technology areas outside of our Government funding. Remember, the School Donation can be used as part of your tax return.

Important Information Procedures

1. Pupils must attend wearing the correct school uniform. If there is a problem with wearing the correct uniform, a signed note must be provided from home and carried by the student during the agreed period.

2. No pupil may leave the school grounds between 8:25a.m. and 3:00p.m. without prior contact from home via the school office. Students who are required for appointments during the day must be collected by a Caregiver from the office foyer and signed out.

3. All school equipment and clothing must be clearly named. This will help to have misplaced items returned to your child.

4. Notes signed and dated by parents or caregivers must be provided.
 - (a) Immediately on return to school after an absence and handed to the class teacher if prior notification has not taken place.

 - (b) For exemption from any part of the school programme (on medical grounds) such as sports or physical education.

Absence

The School Attendance Officer will contact parents of pupils who are absent if the School has not been advised of the reason for this absence.

ACES (Auckland City Attendance Service) will be contacted to follow up with families where there are concerns with attendance. This is a Ministry of Education service.

In the event of sickness or an accident to pupils at school, parents will be advised if at all possible, but in serious cases the School may have to act independently and seek medical aid. It is important that the school office is informed of any change of address and contact telephone numbers.

Your support and co-operation is appreciated.

Reporting to Parents

During the year there will be two written reports issued to mainstream students. Reports will give you information on your child's progress at school.

We know that parents want to support their children at home. There will also be opportunity for the parent to meet with the teacher to discuss their child's learning goals and progress.

Parents are also encouraged to contact the child's teacher or Deputy Principals, to discuss any concerns they may have. The more we are able to understand problems, difficulties and concerns, the better we are able to support your child and their learning at MRI.

Newsletters

A school newsletter is posted on the school website during the first week of each month. It will also be emailed to parents who have provided an email address and is available through our School App. Paper copies are available for those without an email.

Telephone Numbers

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|--------------------------------|--|---------------|
| Mt Roskill Intermediate School | 620-8508 | Fax: 629-2611 |
| E-mail | office@mri.school.nz | |
| Web Site | www.mri.school.nz | |

Web Site

The school website is an important part of our communication with parents. It is updated regularly and gives parents and families good information about what is happening at MRI. We encourage you to make use of it. www.mri.school.nz

In the case of an emergency the School will send out information via the School App, email and direct you to the School webpage for further information.

SCHOOL UNIFORM

All students must wear the correct uniform. Our uniform is breathable and also provides warmth and comfort. A number of options are available, including long sleeved shirts, trousers and jackets. Full uniform must be worn to and from School. Non-regulation sweatshirts should not be worn.

Ordering

Our school uniform is supplied through Argyle. This is an on-line supplier. Links to ordering the uniform are available through our school website and our school App.

Parents and caregivers find this system quick, easy and efficient to use. You can start ordering uniform any time. You will be able to pay by credit or debit card, direct credit or cheque. You can also generate a WINZ quote to take to WINZ. Orders are delivered directly to your door. You can call Customer Service on 0800 274 953 to answer any queries you may have.

Tape measures are available from the school office to enable you to measure your child as per the instructions on the ArgyleOnLine website. Measuring your child to ensure the correct size is selected is very important because sizes vary from garment to garment, and uniform sizes often differ from retail clothing brand sizes.

A range of uniform sizes are held in the school office if you need to try an item on. The school office can also support you through the process of making an on-line order and generating WINZ quotes.

Pop up shop dates: This is held in the school hall, dates to be advised. You can be measured and be supported with the on-line ordering process by Argyle staff.

Special orders

If your child is likely to need a special item made to order for them, because of their size or body proportions, it is important that you attend the pop up shop prior to the end of the year to ensure that it can be manufactured in time.

WINZ Quotes

If you are likely to need a Work & Income New Zealand (WINZ) quote to support your child's uniform purchase, these are easily created and printed from www.argyleonline.co.nz by following the instructions provided. Take the quote to your nearest WINZ office for processing. Please arrange for WINZ to pay the quoted price directly into the account number provided, Argyle cannot accept payment cards.

We suggest you make an appointment with your WINZ case worker before the end of 2018 to ensure that your child receives their uniform in time.

On the occasion that there are delays with the manufacturing of uniform items, the supplier will notify you and the school.

Deviations to the Uniform:

Muslim Girls – Plain black trousers are to be worn under the skirt and under P.E. shorts.

Girls required to wear a head scarf for religious reasons: The plain white scarf is to be purchased through the school office.

Old Clothing (not P.E. gear) must be worn for contact sports on the field in the winter.

Optional:

Sun Cap: A plain bottle green cap can be worn over the summer months. These are only available from the school office for \$7.00.

Shoes:

Please only purchase shoes that are permitted.

School shoes must be flat plain black shoes, not boots. These must be fully enclosed.

Plain black sandals can be worn during summer, but covered shoes must be worn in the technology classrooms for safety.

Sports shoes are only to be worn for P.E., and not worn to and from school.

Jewellery:

Students may wear small plain stud earrings in their ears.

Cultural taonga can be worn. Permission to wear any other jewellery of importance can be obtained by making a request in writing to the Deputy Principal.

Nail Polish is not permitted.

Clear naming of all school uniform items is important in reducing lost items.

Can you please clearly name all of your child's uniform items, including their shoes.

Steps for Ordering your Child's Uniform on-line:

- Step 1: Click the link on the Mt Roskill Intermediate School Website or go directly to www.argyleonline.co.nz and find Mt Roskill Intermediate School in the Upper North region schools.
- Step 2: Select the garment you require.
- Step 3: Choose your size and quantity after measuring your child carefully and add to cart.
- Step 4: Review your shopping cart after repeating steps 2 & 3 or for additional garments.
- Step 5: Go to checkout and select your preferred payment method. Payments can be made by:
 - Credit or Debit Card (Visa or MasterCard)
 - Direct Credit
 - Cheque (payable to ArgyleOnline)
 - WINZ quotes are also available online.
- Step 6: You will receive an order confirmation by email followed by a courier track & trace email when your order is collected by the courier. Expect delivery 3-5 working days after payment.

Terms and Vacations for 2019

Mt Roskill Intermediate School will be open for instruction on the following days.

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| Term 1: | Thursday 7 th February | - | Friday 12 th April |
| Term 2: | Monday 29 th April | - | Friday 5 th July |
| Term 3: | Monday 22 nd July | - | Friday 27 th September |
| Term 4: | Monday 14 th October | - | Friday 20 th December |

The school will be closed on these days: (Public Holidays)

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| Waitangi Day | - 6 th February (Wednesday) | - In Holidays (school starts the next day on 7 th February) |
| Good Friday | - 19 th April (Friday) | - In Holidays |
| Easter Monday | - 22 nd April (Monday) | - In Holidays |
| Tuesday after Easter | - 23 rd April (Tuesday) | - In Holidays |
| Anzac Day holiday | - 25 th April (Thursday) | - In Holidays |
| Queen's Birthday | - 3 rd June (Monday) | - In Term 2 |
| Labour Day | - 28 th October (Monday) | - In Term 4 |