

# PARENTS' HANDBOOK 2023



# Ponsonby

## Intermediate School

[www.ponsonbyintermediate.school.nz](http://www.ponsonbyintermediate.school.nz)

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# Welcome to Ponsonby

Welcome to Ponsonby Intermediate School. I am extremely fortunate to have the opportunity to lead such an amazing intermediate school into a new year. Ponsonby has changed dramatically over the past ten years, and now I believe it stands unrivalled as an example of excellence in Intermediate education. This handbook explains the routines and details you as a parent or caregiver need to know about the 'The Ponsonby Experience'.

I look forward to getting to know you and your child over the next two years.

**Nick Wilson**, Principal

## 'The Ponsonby Experience'

When your child begins their journey at Ponsonby Intermediate they will embark on what we call 'The Ponsonby Experience'. This experience is our personalised approach to middle school teaching designed to give your child a wide variety of opportunities across the curriculum using our specialist teaching model.

The students at Ponsonby Intermediate always come first. You can expect your child to be well taught, well looked after and, in partnership with you, they will receive the best possible education over their two years with us. We know that after their time at our school, all students will be equipped with the knowledge, skills and attitudes necessary for personal success and an easy transition to high school. We aim to develop articulate, energised achievers; ready for the future. At Ponsonby Intermediate we ensure our students enter the next stage of their lives with a positive self-image and that they look back on their time with us as an important and engaging one.

Our staff are a dedicated highly skilled and hardworking team – always ensuring that excellence in programme delivery is maintained. The staff welcome parent contact and feedback, remembering that class time is paramount. An appointment via email ensures your concerns are addressed with the attention they deserve.

We look forward to getting to know you as you find your place in 'The Ponsonby Experience'.



## How will my child benefit from the 'The Ponsonby Experience'?

- Specialised teaching model with teachers passionate about their subject area
- Strong pastoral care through our form time programme where student wellbeing is at the forefront using the Māori concept of Hauora
- Enrichment opportunities across all areas of the curriculum
- A "Positively Ponsonby" culture where all students are valued and celebrated
- Recreation programmes involving sport and outdoor pursuits
- Weekly curriculum based options that serve as a taster programme to harness students' interests
- Recognition and celebration of our commitment as a bicultural school through Tikanga and Te Reo
- A wide and extensive range of extra-curricular activities that take place before, during and after school
- Implementation of technology in all curriculum areas through our BYOD programme and a large number of school-wide device pods

## What does specialisation mean for the students?

- Enthusiastic, highly experienced staff for each subject
- Innovative and engaging programmes
- Teaching to strengths and passions
- High levels of student engagement, often this is the most obvious aspect observed by our visitors
- Student Voice – A curriculum where students know their next learning steps and help review topics and lessons with the teacher
- Full Curriculum coverage – All subjects from the curriculum have a specific amount of time set aside through a well-balanced and strategically planned weekly timetable
- Specialist Te Reo and Tikanga classes

## What is the role of the Form Teacher?

- Understanding and getting to know students over the two years
- Creating a supportive class culture
- Tracking progress of form class e.g. academically, behaviour issues, recovery, achievements
- Encouragement and support of participation with extra-curricular activities
- Help students to adapt to the new environment and timetable structure
- Consistency with behaviour and routines
- To be the first contact of support for the student and parents over a two-year period
- Communication with teachers and parents of form class
- Administration – Notices, roll, any important information students need to know
- Teaching thinking skills that nurture and accelerate student learning
- Using our 'Graduate Profile' to track student progress through their 'The Ponsonby Experience'

## Changes your child can expect at Ponsonby Intermediate:

As your child settles into a new school...

- They will find it different
- They will be expected to be more organised
- They will need to relate to many different teachers
- They will be expected to be more involved in a wider range of activities
- Your child may take a week or two to adjust to a change of school structure

They will be expected to take more responsibility for:

**Themselves, their possessions and their learning**

- They will be encouraged to develop more independence
- They will experience many new and exciting challenges
- There will be more children together of their own age
- There will be more variety in their learning

## How Parents and Caregivers Can Help:

- Get involved with coaching, managing or transport for school trips where possible
- Provide a suitable place at home where homework can be done quietly
- Ensure your child has adequate rest and has breakfast and lunch provided
- Take an interest in what your child is doing
- Make sure of regular attendance – inform us of sickness or travel
- Make sure your child has the correct gear/equipment such as their tools for learning
- Make sure your child is dressed for success daily with appropriate fitness uniform, hat, sunscreen
- Read our regular newsletters and notices
- Let the school know if contact details or email address changes
- Communicate with the school if there is anything we need to be aware of

# Ponsonby Learning Pathway

## Our Vision

Articulate,  
energised achievers;  
ready for the future

New Zealand  
Curriculum

Ponsonby  
Community

At Ponsonby Intermediate we value:

### Growth Through Learning

We are open to change, treating each challenge as an opportunity to learn. As life long learners we strive to be the best we can be.

### Expressing Ourselves

We explore and share our thoughts, talents, feelings and beliefs because these make us who we are. We get the most out of life when we are true to ourselves.

### Making Connections

As a member of a class, a school and a community, we are part of a whole. We come together from many different cultures to learn from each other.

### Showing Respect for other People

Because we have confidence in who we are, we are able to appreciate and let others be themselves. We care for, and support each other, inside and outside the classroom.

## Personalising Our Path

School Values • Te Reo Māori • Hauora • Mitey • Learning Journals • Positively Ponsonby  
Specialist Teaching • Guidance • Student Council • Leadership Opportunities  
Art/Culture/Careers Weeks • Information Literacy • D.E.E.P. • E.O.T.C. • Options  
Camps • Sports days • Professional Development • Student Agency  
Curriculum Reviews • Mentoring • Keys to Success • Critical Thinking • Kori  
Habits of Mind • SMART Goals • Learning Centre • Sports Days • Academic Stretch  
ESOL • Graduate profile • GROWTH Coaching • Recreation • Market day  
School Bands • Production • Showquest • Roadshow • Tools for learning

## Key Competencies

### Mathematics

- Thinking
- Using language symbols and text
- Managing Self

### Humanities

- Thinking
- Relating to others
- Managing Self

### English

- Thinking
- Using language symbols and text
- Managing Self

### The Arts

- Thinking
- Managing Self
- Relating to Others

### Technology

- Thinking
- Relating to Others
- Managing Self
- Participating and Contributing

# Some important things you will need to know as parents

## Communication between Home and School

As your child starts their journey at Intermediate school you will find that we are encouraging them to take ownership and responsibility of their own learning. Because of this you may find that the amount of communication between school and home will be less than at primary school.

Parents/caregivers are welcomed and encouraged to make contact with staff throughout the year at appropriate times. Teachers can be contacted by email using our website.

## Student Planner

Every student is supplied with a student planner at the beginning of the year. This is a very useful tool to help students organise themselves and their home learning. Parents should check the student planner regularly as it will allow for some insight into what their child is participating in at Ponsonby. Although most of the home learning is digital and online, the student planner is also for students to record practices, events, reminders and important information given during our daily notices each morning. Please take the time on a regular basis to look at what your child is recording in their planner.

## Daily Notices

Our school uses Google Docs, which has our daily notices for each day. These are read out during form time at the beginning of the day and it is the responsibility of the students to record any important notices. We will be encouraging your child to record these in their Student Planner so they can share them with you at home. Alternatively, your child can also access these notices from home using their own login name and password.

## Tools for Learning

Students should have their tools for learning in every class: pens, pencil, ruler, student planner etc. Intermediate school is a huge step up from primary school and we expect students to manage themselves and be organised at the beginning of each day.

## Sports Uniform

Ponsonby Intermediate has a sports uniform. This sports uniform is to be worn during Kori, PE classes, recreation and school trips outside of school. Students are not required to wear it for other classes but may choose to do so. A hat is to be worn in Terms 1 and 4.

If your child regularly fails to meet these requirements with school uniform, they will receive a uniform detention. If it becomes an ongoing issue, the parent/caregiver will be contacted.



## Absences and Lateness

If your child is absent, please call and leave a message on the school absence line (09) 376 0096 Extn 1, or follow the prompts from the school website/app to notify the school office. If you know in advance your child will be away, please email their form teacher and the office.

If your child is late, they must provide a note from a parent/caregiver providing an explanation. This needs to be written in their Student Planner.

If an explanation is not received for their lateness it will be recorded and if there is an ongoing issue, parents/caregivers will be contacted. If a teacher feels there are too many unexplained late passes, they will be in contact with parents.

## Phones at School

Students can bring their phone to school. They must hand in their phone to their form teacher before 8:35am. The phones are locked away in a safe area in the form class. Students collect their phone from their form class at the end of the day. Phones are not to be used or in the students' possession during school time, no exceptions.

## IT Contract and Devices

All students are required to sign an IT contract at the beginning of the year. This is to ensure students are aware of the expectations around using technology and devices at school. It also outlines our BYOD policy and the routines around what students need to do to keep their device safe.

## Home Learning

Home learning or homework is only given by the Maths and English teachers and will often be found online.

Homework is to be completed by the set date that is given by the teacher and failure to complete set home learning could result in your child making up this time during morning tea or lunchtimes.

## Fortnightly Newsletter

Regular newsletters are emailed home every second Wednesday as a means of informing parents/caregivers and the wider community of what is going on at Ponsonby Intermediate.

The newsletter is an opportunity for the school to celebrate our students' successes, as well as inform the students of important events coming up. Therefore, we encourage you to read through the newsletter at home with your child.

Newsletters are emailed to parents/caregivers and posted to the school website and App. If you are not receiving the newsletter or other information through email, please contact the school to update your address.

## School Website

[www.ponsonbyintermediate.school.nz](http://www.ponsonbyintermediate.school.nz)

## School App, Skool Loop - Ponsonby Intermediate

The Ponsonby Intermediate Skool Loop App can be downloaded from either the Google Play or App Store and search Ponsonby Intermediate.

## Guidance Coordinator

The Guidance Coordinator has two main functions at Ponsonby Intermediate:



## SENCO - Special Education Needs Coordinator

Identifies and tracks 'Priority Learners', these are students who may need extra support with their learning and or their behaviour. The SENCO arranges IEP's (Individual Education Plans), resource teachers, liaises with outside agencies and manages the Learning Centre where students receive a variety of interventions which set students up for success in a positive environment.

## School Counsellor

The School Counsellor works with students one-on-one or in small groups to support wellbeing for issues such as grief, loss, anger, low mood, friendship, social skills, anxiety, trauma and more. The counsellor draws upon many proven therapeutic modalities such as Sand Tray, Drawing Therapy, Mindfulness, Narrative, Talk Therapy and Cognitive Behavioural Therapy.

## Contacting Teachers

If you would like to contact your child's teachers, please use the email addresses on our school website. Our teachers are encouraged not to email during teaching time – as your child's learning is a priority – you can expect a reply within 24 hours of sending the email. It may be longer if the teacher requires time to consult with the leadership team or other teachers to give them time to provide the most informed response. If it is urgent, please contact the office and a message can be left for the teacher. They will get back to you at the most convenient time.

However, we do encourage you to seek information from your child first as Ponsonby Intermediate places a huge importance on students managing their own learning. We would like your child to become increasingly independent as they progress through their 'The Ponsonby Experience'. Becoming independent requires the student to stay informed about their own learning, which can then be regularly discussed with parents and caregivers.

## Reporting to Parents

When reporting orally and in written form to parents/caregivers, the school will endeavour to be open and honest as well as encouraging. Each child is regarded as a unique individual with varying talents and abilities. It is our aim to find each child's potential in whatever field. To achieve this, home and school must work together.

Reports are received twice a year, at the end of Term 2 and the end of Term 4. These reports outline your child's learning progress with regards to Maths and English and other subjects they are taking at that point in the year.

We also hold student-led conferences throughout the year. The process for booking a time and when they are will be explained in our newsletter and the school website.

## Parental Assistance

Parents/caregivers and members of the community are warmly invited to join our team of helpers.

Below is a list of some of the ways in which you could assist with the successful operation of our school. Please feel free to come forward at any time and offer your assistance or suggest some other ideas.

- Helping with Camp Week, class excursions and field trips
- Sports team coaching
- Assisting staff on sports days, Themed Weeks and Careers Week
- Teaching within our Options Programme
- Maintenance, repairing and cataloguing of resource materials
- Making apparatus and teaching equipment
- Assisting with the School Production
- Helping with Special Event days
- Parent Reading Programme
- Assisting in the Library
- Assisting with school environment and our Eco-Warriors



## Pre-Enrolment Policies and Procedures Form

When your enrolment at Ponsonby Intermediate is confirmed you will receive and be asked to agree to our enrolment policies and procedures regarding uniform, phones at school and general health and safety. Please ensure that you, as well as your child, are familiar with these policies. A copy of these policies are provided as part of our Information Pack, emailed with your enrolment confirmation. More information about our policies can be found on our school website [www.ponsonbyintermediate.school.nz](http://www.ponsonbyintermediate.school.nz)

### ‘The Ponsonby Experience’

# What does a school day look like?

### School Hours and Bell Times

**School Day** - 8:35am – 3:05pm

8:35am	-	9:10am	Form Time/Kori
9:10am	-	9:55am	Period 1
9:55am	-	10:40am	Period 2
10:40am	-	11:00am	Morning Interval
11:00am	-	11:45am	Period 3
11:45am	-	12:30pm	Period 4
12:30pm	-	1:15pm	Lunch Time
1:15pm	-	1:35pm	S.S.R.
1:35pm	-	2:20pm	Period 5
2:20pm	-	3:05pm	Period 6

#### Weekly Assemblies:

Music Assembly	Thursday	1:35pm – 2:05pm
School Assembly	Friday	9:40am – 10:40am

## Sample Weekly Timetable

All 20 form classes have a different timetable, with no classes having the same day twice in a week. This timetable will stay the same for two years with Module subjects changing each term and their Learning Language and social studies classes changing over halfway through the term. Please note your child will move from class to class for each subject.

Timetable - Term 1 2023							
Year : 7    Room: 17    Teacher: Mr Jardine							
Time	Period	Monday	Tuesday	Wednesday	Thursday	Friday	
8.35		Form Time (25 mins) and Kori (15 mins)				Hauora  Positively Ponsonby  Assembly 9.45 – 10.40	
9.10							
9.10	1	Health	English	Home Economics	Home Economics		
9.55							
9.55	2	English	Mathematics				
10.40							
10.40 11.00		Interval					
11.00	3	Science 1	English	D.E.E.P.	English	Mathematics	
11.45							
11.45	4		Languages		Mathematics	Languages	
12.30							
12.30 1.20		Lunch					
1.20 1.35		S.S.R.					
1.35	5	Mathematics	Science 1	Recreation	Music Assembly 1:35 – 2:05	Mathematics	
2.20							
2.20	6	English				Options 2:05 – 3:05	PE
3.05							

## Term Dates 2023

Below are the known dates as at the time of printing this handbook. If there are any changes to these dates, you will be notified immediately.

Term 1	Wednesday 1 February	Thursday 6 April
Term 2	Monday 24 April	Friday 30 June
Term 3	Monday 17 July	Friday 22 September
Term 4	Monday 9 October	Friday 15 December

## School Calendar

A detailed overview of 'The Term in Action' will be sent home with the newsletter at the beginning of each term and uploaded to our school website. This will inform you of all the activities, functions and happenings within the school. Some activities will not be known at the beginning of each term, but when they are, you will be given ample notification.

# The Ponsonby Curriculum

Throughout the year, your child will be involved in a wide array of programmes and subjects, both compulsory and personal choice. The following is a summary of these programmes so that you know what is available.

## 1. Whole year Curriculum Subjects

These are the compulsory learning areas students will learn every week:

- English (five 45 mins sessions a week )
- Mathematics (five 45 mins sessions a week )
- Social Studies / Languages (two 45 min sessions a week)
- Health and Physical Education (two 45 min sessions a week)

### PIP (Ponsonby Intermediate Pathway)

This takes place in Term 1 in conjunction with the EOTC programme and focuses on our school values and learning their importance within our school culture.

### DEEP Learning

DEEP runs through Terms 2, 3 and 4 on a Wednesday. Students will focus on Numeracy and Literacy topics delivered by their form teacher.

## 2. Modular Subjects

The students will have two of the following modular subjects each term with two different science topics (two 1.5 hour sessions a week per module). This means students will get to do science twice each year, as well as the option of Science Fair.

- Science
- Home Economics
- Exploring Technology
- Design Technologies
- Visual Art
- Performing Arts
- Music

## 3. Other Programmes

**Kori (Play and Movement):** Monday-Thursday, 15 minutes for all students during form time.

**SSR:** 20 minutes every day from 1:15pm – 1:35pm

**Hauora:** Friday mornings. This subject focuses on student wellbeing and creating a positive, safe, and nurturing classroom environment.

**Positively Ponsonby:** This is a student-led lesson that helps build positive relationships within each form class amongst students and form teacher. Students also have an opportunity to share thoughts and feelings about their 'The Ponsonby Experience'.

**Music Assembly:** 30 – 40 minutes every Thursday from 1:35pm – 2:05pm

## 4. Discovery Programmes

### EOTC – Education Outside The Classroom

This takes place every Wednesday for Term 1 and features a number of adventures around Auckland. There is no additional cost for these trips; all we require from parents is their help attending each trip, to ensure we have appropriate numbers of adult to student ratios.

### Graduate Profile

Using our school values we track and assess the progress of students within the two year 'The Ponsonby Experience'. This can help the teachers personalise their experience and ensure they are making the most of each term and what Ponsonby has to offer. It also allows teachers to identify areas where your child may need extra support and guidance.

### Options

Each term, students are able to choose one other subject that they would like to take.

This takes place on a Thursday afternoon for one hour every week. This changes every term to ensure that by the end of the year, students will have participated in four different subjects of their choice.

Some examples of the contexts for options are: Photography, Languages, Digital animation, Drama, Sports development, Cooking, Problem solving, Horticulture and many more.

### Recreation

During Terms 2, 3 and 4, students will participate in a school-wide sport rotation every Wednesday afternoon. This is part of our Physical Education programme and focuses on developing students' motor skills as well as their game sense. It is also a house competition and teams are rewarded for their hard work, fair play and sportsmanship.

### Camps

During Week 1 of Term 4 is when our school camps take place for all classes, both year 7 and 8. These camps are located all over the wider Auckland region and focus on adventure-based learning and developing students' interpersonal skills. There is an additional cost for these camps. Form teachers will provide all the necessary information in Term 3.

# Opportunities for Success at Ponsonby Intermediate

## What extracurricular activities does Ponsonby have to offer?

We offer a range of extra-curricular activities outside our normal curriculum programme. We are not limited to these sports and are more than happy to help coordinate with parents if there is interest in an activity we do not currently offer.

Please note, these activities may not occur every year and will depend on availability of resources (facilities and equipment) and the level of student interest.

We also offer a number of leadership opportunities and groups that your child could be a part of across the school.

**Please check out the list of Extracurricular activities on our school website:**

<https://www.ponsonbyintermediate.school.nz/extracurricular/>



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# Our People

## Senior Administration

Principal .....	Nick Wilson
Deputy Principal .....	Matt Bennie
Coordinator of Guidance .....	Rachel Maitland -Smith
Assistant Principal .....	Katie Fiddian
Assistant Principal/ Maths Team Leader.....	Cherie Bolesworth
Team Leaders of English.....	Penelope Dunn Angela Lane
Team Leader of Technology & Science .....	Cobey Bennett
Team Leader of Arts & Humanities.....	Paul Curtis

## Support Staff

Office Manager .....	Jill Charlton
Office Administrator.....	Paula Hollick
Office Staff .....	Anne Ingham
.....	Rebecca Sullivan
Property Managers.....	Greg Chambers Julian Bolesworth

## Staff (Subject to change for 2023)

Jane Jeon	Maths	Room 1
Rachel Wilson Margaret Hunt Amy Pennington	Reading, Special Programmes and Teaching Assistant	Room 2/ Learning Centre
Kristen Rees	Maths	Room 3
Christine Cullen	Performing Arts	Room 6
Paul Curtis	Music	Room 7
Charlotte Stone	English	Room 8
Sarah Valintine	English	Room 9
Katie Fiddian	English	Room 11
Lorna Cooney	English	Room 12
Jaimi Athy-Timmins	Science	Room 14
Margaret Marsick	Science	Room 15
Kelly Richardson	Home Economics	Room 16
Sam Jardine	Health/PE	Room 17
Sione Taupeaafa	Art	Room 18
Andy Wilson	Exploring Technology	Room 19
Cobey Bennett	Design Technologies	Room 20
Kellie Spencer	English	Room 21
Angela Lane	English	Room 22
Penelope Dunn	English	Room 23
Holly Francis	Languages	Room 24
Sarah Howie	Social Science	Room 25
Andrea Sherrock	Maths	Room 26
Rachel Maitland-Smith	Guidance Coordinator	Room 27
Katherine Busch	Maths	Room 28
Ian Wannamaker	Maths	Room 30

## Board of Trustees

Chairperson..... Carla Hood  
Principal ..... Nick Wilson  
Board Secretary ..... Jill Charlton

Trustees ..... Angela Dixon  
Damien Leng  
Paul Marsick  
Adam Dodds

Staff Representative ..... Andy Wilson



# 2023 Costs

NB: Subject to review

To maintain the high standard of facilities and the educational opportunities and programmes our school now offers, it is necessary to supplement the grant we receive from the Ministry of Education with specific funding via student costs. The Ministry of Education grant does not provide for any of the 'extras' or 'frills' of the educational programme/resources we provide.

We are very aware of the expenses facing parents/caregivers at the beginning of the school year. We have therefore tried to keep costs as low as possible. We are also aware that schools have a terrible habit of asking for money throughout the year for various reasons and know that this becomes an inconvenience for parents/caregivers.

For 2023 we pledge that the total cost asked for now will cover all costs for the entire year's activities/trips with the exception of the Term 4 Class Camp. However there are additional costs for activities such as – Ski Team, Hockey, Netball, Basketball, ICAS exam etc, if your child wishes to participate in these.

We thank you for your support and trust this form of payment makes it easier for you.

Activity costs are expenses that all schools would collect at the beginning of the year and for such things as Special Events/Trips, Special Programmes, etc. and throughout the year as events occur.

School Donation is optional although we obviously encourage you to pay this and appreciate it greatly if you do. School Donations can be claimed back on your annual tax return.

Costs and Donations can be paid by Automatic Payment, Credit card, Term by Term or the total for the year.

Below is a breakdown of costs. The total amount is \$580.00 for the year or \$145.00 per term

**We offer a 5% discount on the full amount of \$580.00 if paid before the end of March 2023.**

Sports and Ed. Outside the Classroom	\$50.00
Special Events/Trips	\$50.00
Options Modules	\$50.00
Printing (including School Magazine)	\$40.00
The Arts	\$50.00
Internet Levy	\$50.00
Transport	\$30.00
Technology	\$110.00
Activity Costs	<u>\$430.00</u>
School Donation	\$150.00
Total Per Year	<u>\$580.00</u>

## School Bank Account Details:

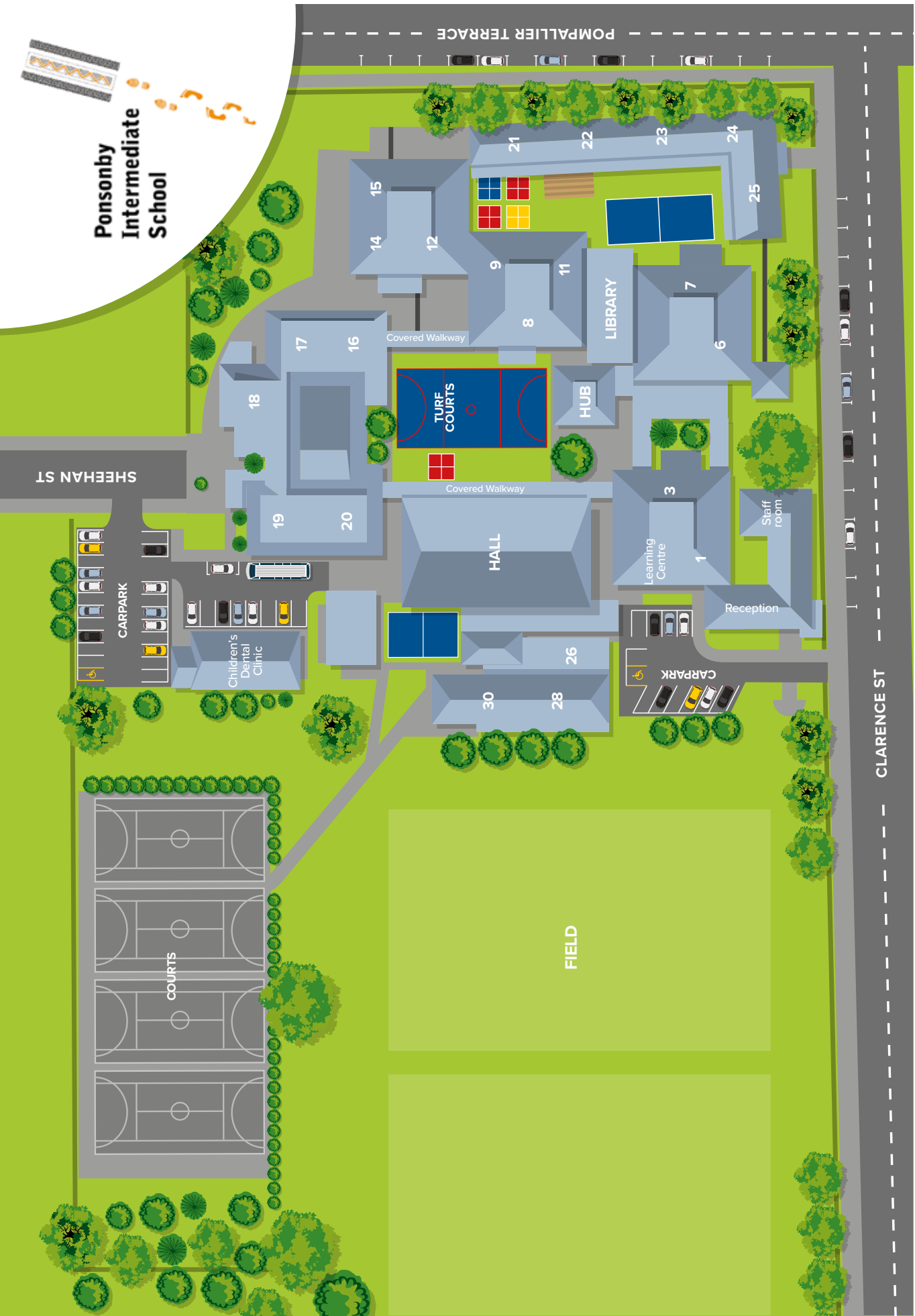
ASB PONSONBY 12-3019-0486833-01

Please use these three references when making an online payment.

1. Name of student
2. Room number
3. Specify the purpose of the payment

Or follow the link below:

<https://www.ponsonbyintermediate.school.nz/online-payment/>



# Community Services for your information

## Bus Services

To and From Ponsonby Intermediate School		Contact
Mt Albert to Ponsonby in am and return to Mt Albert in pm	Auckland Transport 010 Service Lost Property (09) 373 9100	Auckland Transport (09) 366 6400 or <a href="http://www.at.govt.nz">www.at.govt.nz</a>
Auckland City	Inner / Outer Link	(09) 373 9100

## After School Programmes

Youthtown (Pick Up from School)	Wellesley St, Auckland City	(09) 379 5430
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## Music Tuition

Music Education Centre After School Programme	Ponsonby Intermediate School	(09) 444 5654
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## Dental Clinic

Ponsonby Children's Community Dental is located at the rear of the school in Sheehan St.	Hours: 08.15am – 4.00pm	(09) 376 6327
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