

# School Policies and Procedures

## Pre-Enrolment Form

To Parents and Caregivers,

When you enrol at Ponsonby there are some policies that we would like you to be aware of in regards to phones, uniforms and safety guidelines when travelling to and from school. These are not the only school policies but they are important to know about when being enrolled at Ponsonby Intermediate school.

### Phones

Phones are not required at school, however, if your child chooses to bring a phone to school, they are required to hand it in to the form teacher at the start of school (8:35am). The phone needs to be either turned off completely or on aeroplane mode.

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**.

If a student is found with their phone on them or using it during school time, the schoolwide behaviour procedures will be followed. The phone is given to the office and a parent will be required to come and pick it up

A further consequence may be given based on the extent of breach of the agreement.

### Sports Uniform and Dress Code

Ponsonby does not have a school uniform. However, we have a sports uniform that is required to be worn for the following:

- **Kori**
- **Physical Education Classes**
- **Recreation**
- **School trips**
- **Sports trips**

A 'Ponsonby' hoodie and track pants can also be worn as the sports uniform however, these two items are not compulsory. The hoodie and track pants are ordered through our school website.

**Students dress code should meet the following standards:**

Clothing and accessories should be practical and suitable for a school day, and appropriate for a place of work. Clothing and accessories should also comply with health and safety requirements, no earrings, necklaces, chains that could get caught or be a danger while participating in school activities such as sport and using equipment. Students will often choose to wear their PE uniform all day rather than changing into plain clothes. Suitable footwear for physical activity.

We have a no make-up policy

Parents will be notified if a student continually does not comply with our dress code policy.

**Safety to and from school**

It also needs to be made clear what the school’s obligation is around student safety to and from school. This includes students who bike, scooter, walk and take the school bus or public transport.

While students are travelling to and from school, they must comply with our school values such as showing respect within the community and ensuring they are making safe choices. This includes such things as following road rules and being polite to members of the public.

It is important that parents and caregivers work with the school in partnership to ensure students are safe and behaving appropriately to and from school.

**Other school Policies and Procedures**

On your child’s first day they will also receive information about our School Wide Bullying Prevention programme and our ICT/BYOD policy. These policies can also be found on our school website. The BYOD policy outlines the procedures for looking after and using their personal devices such as laptops and chrome-books.

They will also receive a Student Handbook that has all the information they need to know to ensure they have a great start to their “Ponsonby Experience”!

I confirm that I have **read and understood** the above guidelines at Ponsonby Intermediate school.

<b>Student Name:</b>	
<b>Parent/Caregiver’s Name:</b>	
<b>Parent/Caregivers Signature:</b>	<b>Date:</b>

energised achievers; ready for the future.

Articulate,