



# Ponsonby Intermediate School

www.ponsonbyintermediate.school.nz

50 Clarence Street, Ponsonby, Auckland 1011 Tel (09) 376-0096 Email: office@ponsint.school.nz

## A Message from our Principal

Welcome to Ponsonby Intermediate School. I am extremely fortunate to have the opportunity to lead such an amazing intermediate school into a new year. This handbook explains the routines and details you as a parent or caregiver need to know about 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

#### 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 for 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
- · Regularly discuss with your child about what they are learning and participating in at school
- 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 of 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

**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

Specialist Teachoing · Outdoor Education · Student Well-being (Hauora) **Graduate Profile** • Sporting opportunities • Celebrating the Arts • School Production · Roadshow · Positively Ponsonby Programme Talent Quest • Leadership Opportunities • Acceleration and Extension Te Reo and Tikanga · Pastoral care as Form teachers · Celebrating Diversity



#### 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...

#### 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. Covered shoes are required, ideally sneakers. Crocs, slides or jandals are not permitted.

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. Phones are not to be used or in the students' possession during school time and this includes before school as soon as they enter the front gate, **no exceptions**. Students 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.

#### **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.

Ponsonby Intermediate has class sets of devices (Chromebooks) available for each and every student in all classes.

#### **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

#### 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.

#### Parent/Caregiver Contact Details

It is the responsibility of the parent or caregiver to provide up to date information such as phone numbers and addresses to the school. If you have any information that may change during your time at Ponsonby Intermediate, please contact the office and provide the updated information as soon as possible. This is particularly important in case of an emergency and overall student safety.



#### **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**

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.

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 '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.

#### **Wellington Tour**

At the beginning of Term 2 Ponsonby Intermediate will be taking a group of students to Wellington to learn about the history and arts of New Zealand along with how we are protecting our native plants and animals. There will be more information about the application process in the daily notices and newsletters throughout Term One.

#### **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

#### Other school Policies and Proceedures

On your child's first day they will also receive information about our School Wide Bullying Prevention programme, uniform policy and our ICT/BYOD policy. These policies can also be found on our school website. The ICT policy outlines our expectations for students when using a device at school and how to keep themselves safe online.

As the parent/caregiver you will be required to sign these forms to ensure you have read and understood our school-wide policy and procedures as well as your obligation as a parent to help support the school.

Form Time/Kori

#### 'The Ponsonby Experience'

## What does a school day look like?

#### School Hours and Bell Times

**School Day** - 8:35am - 3:05pm

8.35am - 0.10am

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

#### Term Dates 2026

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	Thursday 29 January	Thursday 2 April
Term 2	Monday 20 April	Friday 3 July
Term 3	Monday 20 July	Friday 25 September
Term 4	Monday 12 October	Thursday 10 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.

- 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 '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 '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. 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 2.



# Opportunities for Success at Ponsonby Intermediate

#### What extracurricular activities does Ponsonby have to offer?

We offer a range of extracurricular 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/

#### **AIMS Games**

Ponsonby Intermediate will not be sending sports teams to AIMS Games in 2026. This ruling is based on the Education Act - Equity for all as well as the range of sporting opportunities already provided by the school during their 2 years at Ponsonby Intermediate.



### 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
Leader	. Penelope Dunn
Team Leader of Technology & Science	. Cobey Bennett
Team Leader of Arts & Humanities	. Sarah Valintine

#### **Staff**

Our Staff List and their contact details are available on our website here.

#### **Support Staff**

Office Administration Team	Paula Hollick
	Rebecca Sullivan
	Anne Ingham
	Keshani Naidoo
Property Managers	Julian Bolesworth

#### **Board of Trustees**

Chairperson	Hamish Hopkinson
Principal	Nick Wilson
Board Secretary	Paula Hollick
Trustees	Adrian Bullock
	Carla Hood
	Damien Leng
	Dave Saunders
Staff Renresentative	Andy Wilson

#### 2026 Costs

NB: Subject to review

To maintain the high standard of facilities and the educational opportunities/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 2026 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...

Yes, that is correct! We will not ask for money for trips, fundraising activities, educational excursions etc...

Below is a breakdown of costs. The total amount is \$650.00 for the year or \$162.50 per term.

We thank you for your support and trust this format 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

#### School Bank Account Details:

Ponsonby Intermediate Board- ASB a/c - 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

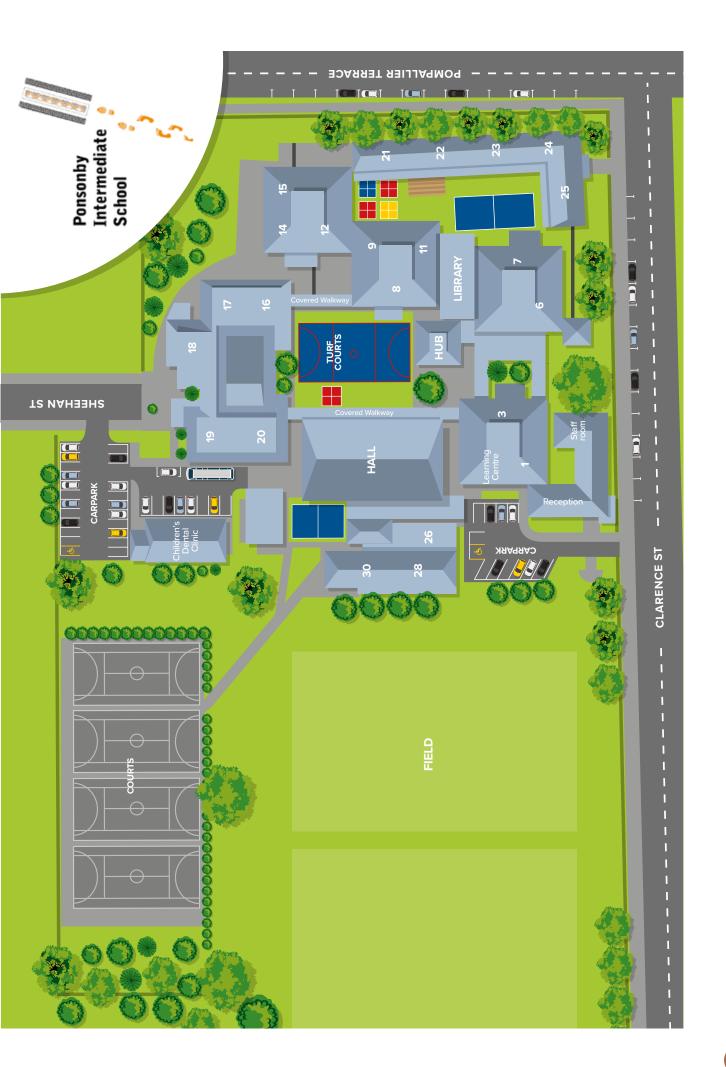
Or follow the link below:

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

#### We offer a 5% discount on the full amount of \$650.00 if paid before the end of March 2026.

Sports and Ed. Outside the Classroom	\$60.00
Special Events/Trips	\$60.00
Options Modules	\$60.00
Printing (including School Magazine)	\$45.00
The Arts	\$60.00
Internet Levy	\$60.00
Transport	\$40.00
Technology	\$115.00
Activity Costs	\$500.00
School Donation	\$150.00
Total Per Year	\$650.00







# Community Services for your information

#### **Bus Services**

To and From Ponsonby Intermediate	Contact	
Mt Albert to Ponsonby in am and return to Mt Albert in pm https://at.govt.nz/bus-train-ferry/timetables/school-timetables/ponsonby-intermediate	Auckland Transport 010 Service Lost Property (09) 373 9100	Auckland Transport (09) 366 6400 or www.at.govt.nz
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	Damanda Jatawa di ata Cabad	(00) 444 5 ( 54
After School Programme	Ponsonby Intermediate School	(09) 444 5654

#### Auckland Regional Dental Service - Dental Clinic

Auckland Regional Dental Service - Dental Clinic is located at the rear of the school in Sheehan St.

Hours: 08.15am - 4.00pm

(09) 376 6327

