SCHOOL INFORMATION BOOKLET

ASHBURTON INTERMEDIATE SCHOOL

Aspire
Interact
Succeed

ASHBURTON INTERMEDIATE SCHOOL

OUR VALUES



ASHBURTON INTERMEDIATE SCHOOL

144 Cass Street Ashburton 7700

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School Mobile: 027 3321186

Email: office@ashinter.school.nz
Principal: principal@ashinter.school.nz
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Welcome

A warm welcome to Ashburton Intermediate is extended to all students. Ashburton Intermediate offers all students a quality learning environment which provides challenge and opportunity with programmes that are designed to focus on individual learning needs. Our teachers are committed to effective teaching practices that build the self esteem of students and develop in them positive attitudes towards people and learning. Students' learning is a co-operative effort between home and school and we, as a staff, would like to work together with parents and caregivers to provide the best possible education for all students.

Each student will be encouraged and assisted to do his or her best and take greater responsibility for their own learning.

Teachers are readily available to discuss student progress and the school's programme in action. Parents are encouraged to contact the school if they have any questions or concerns. Staff members are always willing to assist both parents and students on any matters concerning the school and students' learning.

We believe that the two years that students spend at Ashburton Intermediate will be valuable and memorable life experiences.

We look forward to a close working relationship between home and school.

General Information

Our school opened in 1974 on the old site formerly occupied by the Ashburton College and the Ashburton High School.

Schools that currently contribute to our school are; Allenton, Hampstead, Netherby, Tinwald, Chertsey and Fairton. Our school welcomes enquiries from other areas of Mid Canterbury.

Our buildings have been greatly upgraded and grounds improved since the introduction of 'Tomorrow's Schools' concept. We are now in the process of rebuilding a large portion of the school.

At present we have a large, well used hall, a library and resource rooms stocked with interesting resources, and rooms especially designed for art, food, materials, textile and information technology. McLean Park is part of our school environment and this resource gives extra courts and playing areas.

The school has two turf courts that are popular with students as are the fields and Adventure Playground.

Absences

If any pupil is to be absent, please telephone, email, or text the office, not the classroom teacher in the morning with an explanation. Phone 308 9563. Cell phone 027 332 1186.

The school has an Early Notification system that sends out texts to parents if students are absent from school without an explanation or notification of absence. Medical absences over 3 days will require a medical certificate.

Aims

Our school aims to provide:

- Rich varied learning programmes that cater for all students
- An emphasis on personal growth and development
- A wide variety of sports, electives and skills programmes
- Support and guidance
- A secure friendly environment
- An open communication with parents
- Teachers and resources to enhance students' learning

Our students will develop positive attitudes towards personal pride, self discipline, a sense of responsibility, respect for others, independent thinking and to achieve their full potential through their own initiative and effort.

Allergies

The school needs to be aware of serious allergies that your child has for safety reasons, e.g. bee stings requiring an epi-pen, food allergies that should be brought to the attention of the Food Technology teacher. Children who suffer from hay fever are advised to take antihistamine medication at home as the First Aid room does not have a supply of this medication.

Assemblies
We hold regular Full School or House Assemblies, at which notices, reminders and awards and commendations are given out. Visiting speakers and pupils also make contributions.

Assessment
Regular assessment of all subjects is taken throughout the year, generally after each unit. These results are recorded on the school report given to each pupil at mid and the end of the year. They are also discussed at the mid-year interviews.

Automatic Payments/Direct Debits
The school welcomes a weekly or fortnightly payment to cover all contributions, camps, stationery and school sporting trips to avoid lump sum payments that cause problems for many new families. Please discuss this with the office staff. These can be made to ASB Bank 12 3271 0211305 00 with the student's name as a reference please.

Awards
A Merit award is given at Assembly, to one pupil per class, for such endeavours as class work, sportsmanship, special efforts, good conduct, responsibility etc. Pupils may also be given Kapai tickets, for most of the above, which are put into a class box. One is drawn out for each class and that pupil is announced at Assembly and given a small reward and one lucky student gets the chance to spin the wheel for a special prize.

Behaviour
Ashburton Intermediate School has a highly regarded Behaviour Management Programme. All routines emanating from this are in the Behaviour Management Programme Handbook which is reviewed and available online during enrolment.. You acknowledge the reading of this book during enrolment. A copy is also available on the school website.

Bicycles
At school, these are left (preferably locked) in the bike stands within the school site. These stands are out of bounds at all times other than when arriving or leaving school.
All cyclists need to have their bike in a safe, roadworthy condition, must wear their helmet, and obey all traffic regulations.

Board of Trustees
Monthly meetings are held each month at 5:30pm in the boardroom. Notification is always in the Newsletter.

Buses
Buses drop pupils at school on our Walnut Avenue entrance.
After school, an early Tinwald bus leaves at 2.55pm, the others all by 3:00pm. Pupils have the routines explained at a special bus assembly early in the year..
Information about routes and eligibility is available from Mid Canterbury School Transport Services (MSCSTS), phone 03 3084193 Extn:892 or go to the website www.mcsts.co.nz or email admin@mcsts.co.nz

Cell phones
We as a school strongly discourage students bringing a cell phone to school as students do have access to the school phone if necessary. Parents can always ring the school and leave a message for their child.
If a student brings a cell phone we expect it to be turned off and handed into the office for safe keeping. We also wish to point out that we take no responsibility for cell phones if they are damaged or stolen whilst at school. Once a student enters the school grounds, it is forbidden to use a personal cell phone unless express permission is given by a teacher for an educational activity. If a student is caught using their phone, then it will be confiscated and kept at the office until 3.00pm. The phone will then be returned to the student with a letter to take home explaining our policy on phones. If a child is caught using their phone for

a second time in the same manner during any given term, then they will be given consequences under the school's behaviour management system. The use of phones for inappropriate video recording and uploading to social media poses a significant risk and the school has a duty to protect all students from such activity.

Strategic Plan
A copy of the current charter is displayed on the noticeboard in the Administration foyer and on the school website.

Choirs
Participation in regular choirs is available each year, in order to practise towards performances in the Mid Canterbury Music Festival. Some practises take place during lunch hours. There is also the opportunity to audition for the district's representative choir.

Class organisation
Students spend most of their time in a home room with their classroom teacher working on a wide range of subjects. The emphasis is on the mastery of skills as they pertain to individual needs. All classes are mixed in ability and in gender. Classes are organized within the school, into teams providing greater flexibility and use of teacher strengths. Classes within the teams will interact regularly with shared planning of activities.

Communication
In the first instance, please communicate any non-routine matters with the appropriate class teacher. Any unresolved matter may then be brought to the attention of the Principal, or the Deputy Principal, especially if it concerns behaviour or pastoral care issues.

Competitions
Academic – ICAS – English, Maths, Writing, Spelling, Science and Digital Technology; Cantamaths; Otago Daily Times Spelling Bee; Social Studies Quizco; South Island Problem Solving.
Cultural – Speech competition; Chess.
Costs will be associated with some of these competitions.

Computers/Internet Use
Laptops are available in each class for pupil use and several in the library. All pupils must sign a form regarding appropriate and safe computer use, before they are allowed access.

Curriculum
Our Board of Trustees and teachers expect that every student will have the best possible learning opportunities.
By providing a wide range of programmes, Ashburton Intermediate endeavours to give each student the opportunity to acquire skills and knowledge that will develop positive attitudes to learning. Through a balanced curriculum students will be able to develop personal interests, to build independence, self-confidence and an awareness of their responsibilities for their own learning.
The school is continually widening its range of activities, programmes and resources to cater for students' learning needs and interests.
In teaching practice many areas may overlap. Knowledge, skills and attitudes are developed across all areas of the curriculum.

Damage to Property
Any deliberate vandalism or damage to property through inappropriate behaviour will have an appropriate cost attached or may result in consequences (level) as part of the school's Behaviour Management Programme.

Dental Services
A mobile clinic visits the school to check pupils' teeth. For students requiring treatment they will be given an appointment for this at a clinic that is located at the Ashburton Hospital. They have their own phone number 0800 846 983.

Discipline
Refer to your Behaviour Management Programme Handbook issued on enrolment with your classroom teacher. For serious inappropriate classroom, social or playground behaviour, you will be contacted as soon as practicable.

Donations
The school has opted into the Government Donation Scheme. We will not be asking for a donation but extra- curricular activities may still attract a charge.

Education Outside the Classroom (EOTC)
This generally takes the form of a camp in Year 8 in March at Peel Forest, involving tenting and outdoor cooking, as well as an activity programme. Year 7 may have day trips organised by class teachers.

Enrolment
Enrolment from contributing schools is done via the Principal of that school, although you are encouraged to make an appointment to meet with a member of the management team. (See also Transition)
You are required to fill in an enrolment form, and supply a copy of your child's birth certificate or passport.

Environment
We pride ourselves on a neat, clean, tidy and attractive school setting and expect all pupils to help us keep it like that.

First Aid
Our office staff are fully trained and updated every second year in first aid procedures. Please note that the casualty room is for pupils who become ill while at school and for emergencies only. Pupils known to be sick should be kept at home – we have neither the facilities nor the staff to provide adequate care. Our policy is to contact parents of any children who are too ill to return to the classroom so they can be collected or sent home.
In the event of a serious accident or injury, (if the parents cannot be located) the Principal, Deputy Principal. or Office Staff will act in loco parentis and arrange for medical treatment with your child's own doctor where possible.

Gifted and Talented Programme
A register of students who are Gifted and Talented is kept. Classroom teachers are expected to meet their needs and extension programmes also operate. Mr Czerski runs sessions weekly for an identified group and that programme will include work in and around philosophy, creativity and critical thinking.
Extension groups are also taken by our specialist teachers, e.g. Art and Technology.
Talented students in the area of The Arts and Sports are catered for via Musical production, Itinerant Music Programme and Inter-Intermediate sports tournaments.

Hair
The school's expectation because of health and safety issues is if students' hair reaches collar length it is to be tied back at all times. This includes boys. In Technology rooms students with long hair may be required to wear a 'hairnet'.

Health
Vision testing for all Year 7, and catch-ups for Year 8, is carried out annually, at school, by the Area Health Board practitioners.

A Health Nurse is assigned to our school and can be available to offer guidance and advice confidentially, on a referral basis.

Homework

The school has an expectation that any homework is completed Monday to Thursday, not exceeding a half hour per night. This may include spelling, reading, maths, learning of basic facts, catch-up, research etc. Please contact your classroom teacher regarding any difficulties over this. A homework statement can be found in the school's Prospectus on our website (www.ashinter.school.nz).

Hours (School Day)

8:50 - 9:00 Home room time
9.00 - 10:00 Block 1
10:00 - 10:15 Break
10:15-11:15 Block 2
11:15 - 11:30 Lunch Break (eating time only)
11:30 -12:30 Block 3
12:30 - 1:00 Break
1:00 - 2:00 Block 4
2:00 - 3:00 Block 5

No student is expected to be at school before 8.10am. Students may not enter buildings until 8.20am.

Interviews

Casual interviews are welcomed by class teachers preferably with an appointment made prior to calling in, as we do have many after school meetings.

More formal interviews take place as follows:

Day One – enrolment interview.
Mid March (around Week 8) – classroom interview to set goals
Mid Year informal interview and classroom open evening.
A School Report is sent home mid year and end of year.

KAMAR

We use KAMAR as our school management system. Emails and texts will be generated via this system so it is important that details are kept up to date so that you receive information. This is also our emergency contact tool for notifications to be sent in an emergency.

Leave

Pupils may only leave the school grounds on presentation of a note written from their parent/caregiver, and signed out via the school office. On return to school they are to sign back in at the office. Main entrances must be used when leaving and entering.

Library Access

As well as class rostered times, pupils have access at intervals (as published to them) and may offer to train as librarians. Hundreds of attractive up-to-date books, and there is reference material available in a comfortable and attractive setting. The school is fortunate to have a full-time library assistant working for us.

Lunches

Lunch orders for Subway are every Wednesday and Friday. All orders are to be processed online. To order please visit the website www.subwaylunches.co.nz. This is an online order website not an app. School lunches can not be ordered through the Subway App, please use Safari (for I Phone) or Google (for Android). All orders must be in before 9.00am on the day but may be ordered anytime before this.

Medication
Parents need to complete an indemnity form to meet our procedures. All such medication must be handed in to the office for security reasons. The office staff are willing to supervise the taking of prescribed medication where necessary. This also applies for hay fever medication required.

Newsletter
School newsletters are emailed fortnightly, on a Thursday. Our newsletter is available on our website www.ashinter.school.nz and are sent out via KAMAR. We encourage the use of electronic mailing of all school notices. Please supply a valid email address on enrolment.

Notices
The school will attempt to notify parents about planned out-of-school activities, and will seek permission when necessary. **It is important that replies are received by the due date,** to ensure that your child takes part.

Pastoral Care
We have appointed staff and supporting agencies, under the leadership of Mr Jones, to assist pupils and parents who need a listening ear and sounding board. This support resource is an important feature of our school, in dealing with an age group which often experiences social and emotional difficulties due to their physical changes. Pupils are notified about how to access help, and parents are very welcome to phone in regarding any issues.

Programmes For Support In Learning
Our Learning Support Co-ordinator and Teacher Aides assist in general classrooms where there is a student with special needs. Our LSC works with Teacher Aides and Teachers to support students who need targeted assistance.
Referrals are also made to outside agencies as required. Any discussions or requests can be activated through the Learning Support Co-ordinator Mrs Brook.

Reporting to Parents
January
Initial opportunity to meet the teachers: - an outline of classroom procedures and expectations of the teacher – opportunity for questions, exchange of information about students.
March
Ten minute parent-teacher-pupil interviews to report on student progress, discuss any problems and set goals/next steps based on initial testing.
June/July
Mid Year reports to report progress against the Curriculum levels. An informal parent evening is held.
December
The end of year written report informs you where your child is in relation to expected Curriculum levels for Reading, Writing and Mathematics. Other curriculum areas are also reported on.

Scooters
Students are permitted to ride their scooters to and from school. A space is provided for students to store these. Once at school they are not permitted to use their scooters in the school grounds unless it is during pre-organised events.

Sport
See the uniform code for the required clothing here. In general, sport takes place once weekly, apart from scheduled P.E. lessons and daily fitness. As well, our Sports Co-ordinator arranges lunch time interclass sport in netball, rippa rugby, soccer, basketball, etc. We also take part in all Christchurch Inter-Intermediate tournaments, with selected and coached teams, in swimming, cross country, indoor and outdoor winter codes, athletics, summer codes, and in South Island Inter-Intermediate events as they occur.

Stationery List
Book lists are notified in December so that pupils have all they need by the time school starts. The office stocks some replacements, and also items marked on the list, as being only available from the school.

Telephone Use
The **only phone** pupils may use is in the office foyer. A note from their classroom teacher **must** be given to the office staff to allow them to use the phone.
You may leave messages for staff, on their class telephones, by first phoning the office. The office has an answer-phone for out-of-school-time messages from you. **Please speak slowly and clearly.**

Transition (**Enrolment/Induction**)
The school prides itself on the care put into enabling a smooth transition for Year 6 to our school, and Year 8 into College to ensure students are secure in their new school environment.

Year 6's

An Open Night in September for prospective parents and Year 6 pupils;
A parent and pupil enrolment interview with the Senior Leadership Team (SLT), via appointment;
An induction visit for Year 6 pupils to Ashburton Intermediate School. The Senior Leadership Team (SLT) meets with the Year 6 respective class teacher to gather information;
An orientation visit to AIS – classes from contributing schools visit during the morning, students and their parents from non-contributing schools are offered either a time to visit during the afternoon. A Day One pupil/parent/teacher interview at the start of the year;

Year 8's

An enrolment pack from Ashburton College is issued to all Year 8 students;
An orientation morning at College is held late November;
An opportunity to apply for a College scholarship with an examination sat during late November and early December.
Additional transition visits for some students are arranged with the Year 9 College Dean.

Uniform
Tots to Teens – Their shop is the Burnett Street Arcade and stocks all uniform items and is the **sole stockist** of the girls' skirt, and P.E. uniform.
The Warehouse – Stock all uniform items **with the exception of the girls' skirt and PE uniform**.
A full uniform code is in your Prospectus. This code is strictly enforced at all times and pupils not wearing the correct uniform cannot take part in all activities. We pay particular attention to – correct socks, pulled up; clean shoes; shirts not hanging below the sweatshirt.
If, for any reason, part of the uniform cannot be worn, a note must be produced from you explaining this, **and a uniform pass be issued by either the Principal or Deputy Principal.**

Valuables
Any valuable item, or large sums of money, should not be brought to school. We cannot take responsibility for any such items.

Values Programme

We promote the values of Consideration, Integrity, Excellence and Innovation. These are practised and pupils enter the evidence of such, into an online document. On completion the pupil is presented with a certificate and badges so pupils can proudly display their achievements.

Visitors/Visiting

All people, whether expected or not, need to sign in at the Office. This is for security and safety reasons.

Volunteers

We welcome any extra help you may be able to give, especially with Camps, Sport and other Events. Do think of offering where you can – we very much appreciate the help we receive.

Website and Facebook

Please refer to www.ashinter.school.nz
Search 'Ashburton Intermediate School' on Facebook for our page.