



## IMPORTANT GENERAL INFORMATION for new students - 2021

### **School Communication**

To ensure our school families are kept up to date with the latest news from Mount Roskill Intermediate School (MRI), we communicate regularly by either our monthly Newsletters, letters from either the Principal or our Board of Trustees, as well as notices for specific events or activities that will be taking place. We send these out by email, via our school App (Schoolstream), or for those who request it, we can provide a printed out copy to give to your child to bring home.

It is important that you provide the school with your current email address and mobile number when entering your details on your child's enrolment form, or advising the school as soon as possible if these details change.

It is highly recommended that you download the following, free school app :

#### **School App. - Schoolstream**



The School App. is used for accessing all of the school's communications including its newsletters. Through this App, you can also notify the school of your child's absence, access our contact details, and the school will also use this app to alert you to any emergency or important information. The School App is easily downloaded via:

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

#### **Website**

The school website is another important part of our communication with parents. It is updated regularly and gives parents and families information about what is happening at our school.

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

Weekly Student Notices are located on the website, via the News & Events tab. This provides your child with up to date information on exactly what is happening each day.

## **The School Day**

Children are expected to be in their rooms by 8:45a.m, ready for school to begin at 8:50a.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.

No pupil may leave the school grounds between 8:30a.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 Parent or Caregiver from the school office and be signed out.

For exemption from any part of the school programme (on medical grounds) such as sports or physical education, a note signed and dated by the parent or caregiver must be provided.

In the event of sickness or an accident to pupils at school, parents will be contacted straight away by the school, but in serious cases the School may have to act independently and seek medical aid.

A Before and/or After School Care & Holiday programme is available for Mt Roskill Intermediate students, through Mt Roskill Primary school in their hall.

Please contact Stephanie for information on cost and enrolment by:

**sKids** | t: 0800 274 172 | m: 027 478 4479 | e: [admin@skids.co.nz](mailto:admin@skids.co.nz) | w: [www.skids.co.nz](http://www.skids.co.nz)

## **Absences**

If your child will not be coming to school for any reason, you must notify the school as soon as possible. The parent or caregiver can notify the school by either our school app, email the office and class teacher or by telephoning the office. Please ensure you provide your child's name, room number and the reason why they won't be in.

If the school has not been notified of your child's absence, a note, signed and dated by the parent or caregiver must be provided on their return to school.

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

## **School Office**

The school office is open from 8:00a.m. until 3.30p.m, Monday to Friday during Term Time. Messages for teachers and pupils are to 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 email the school – [office@mri.school.nz](mailto:office@mri.school.nz), or email the teacher directly.

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 to your contact details. It is also important that the school office is also informed of any custody arrangements.

## **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 signed in. 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. You will be required to sign out when you leave.

## **School Uniform**

All students must attend school wearing the correct 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.

Our uniform is breathable and also provides warmth and comfort. A number of options are available, including long sleeved shirts, trousers and jackets. Non-regulation clothing 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, our school App, or go directly through to their website [www.argyleonline.co.nz](http://www.argyleonline.co.nz) and select Mt Roskill Intermediate School in the Upper North Region schools.

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 the Argyle 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.

### **Fitting day dates:**

Towards the end of each year (usually in late November/early December) and also in January, the school will host a Fitting Day, where there will be the opportunity to come to the school hall where Argyle will be on site to assist you with selecting the correct sizings and will support you with the on-line ordering process.

Dates for these Fitting Days, will be announced closer to the time.

### **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.

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

### **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](http://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 2020 to ensure that your child receives their uniform in time.

### **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 black cap can be worn over the summer months. These are only available from the school office for \$10.00.

### **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.

### **Stationery**

We have a mixed model of working with books and technology at our school, so stationery will be required to be purchased for your child.

Complete stationery packs are available to be purchased from the School Office. We recommend that you purchase a pack from School for your child.

If you choose to buy your stationery from elsewhere, please ensure that the correct book size is purchased. A Stationery / book list will be included with your enrolment acceptance letter.

MRI has implemented a BYOC (bring your own chromebook) policy. Your child has the opportunity to bring and use their own chromebook in the classroom each day, and this is something that we encourage.

Parents have the choice of using our Noel Leeming partnership to purchase a chromebook bundle. Just mention the school name in store to get the partnership benefits.

If parents choose for their child to BYOC, you 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.

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

## **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).

## **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.

## **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. A 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 weekdays.

## **Reporting to Parents**

During the year there will be two written reports issued to mainstream students. These go home in July and December. 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 opportunities for the parents to meet with the teacher to discuss their child's learning goals and progress. This happens twice a year in Terms 1 & 3.

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.

### **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.

### **Lunches**

Lunch can be ordered online before 9am at ezlunch - [www.ezlunch.co.nz](http://www.ezlunch.co.nz) and this will be delivered, same day to school by lunchtime.

The ezlunch website will guide you through creating an account, then it is an easy process to place an order and make payment by either debit, credit card or bank transfer.

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.

### **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 8:45a.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.

### **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.



## MT ROSKILL INTERMEDIATE SCHOOL

### Term Dates and Holidays for 2021

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

Term 1:	Thursday 4th February	-	Friday 16th April
Term 2:	Monday 3rd May	-	Friday 9th July
Term 3:	Monday 26th July	-	Friday 1st October
Term 4:	Monday 18th October	-	Thursday 16th December

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

Waitangi Day	- 6th February (Saturday)	- In Term 1
	Recognised on Monday 8th February	
Good Friday	- 2nd April (Friday)	- In Term 1
Easter Monday	- 5th April (Monday)	- In Term 1
Tuesday after Easter	- 6th April (Tuesday)	- In Term 1
Anzac Day holiday	- 25th April (Sunday)	- In Holidays
	Recognized on Monday 26th April	
Queen's Birthday	- 7th June (Monday)	- In Term 2
Labour Day	- 25th October (Monday)	- In Term 4