



29th January 2019

Dear Parents and Caregivers of Year 7 students

Tēnā Koutou Katoa,

A warm welcome to the 2019 school year. It was great to see parents and whanau at our pōwhiri this morning. My observations today indicate that our Year 7 students had a productive day and enjoyed the sausage sizzle we provided at lunchtime.

We would like to welcome all parents and whanau to our school on Tuesday 5th February at 5.30pm to a complimentary sausage sizzle from our Board of Trustees. This is an opportunity to meet your child's teacher and to find out what activities and responsibilities are available for students at our school this year.

This letter includes a number of explanations and reminders about our school procedures. We would appreciate your support in helping to ensure that your child understands and continues to meet our expectations.

Regular communication and co-operation is important in helping our children achieve their potential. If you have questions or concerns please call us. Your child's tutor teacher should be the first point of contact but please have no hesitation in calling me at school or on my mobile (021 777 947) if you need to discuss anything with me. Our website and Facebook page will help to keep you up to date with school events at www.melvilleintermediate.school.nz

We rate our school values as a very important part of our school. Our expectations of all students are high. We know that children of this age learn from their mistakes and we have a restorative way of repairing and rebuilding relationships if and when they are damaged. Every action has consequences and we are not prepared to tolerate students making the same "mistakes" repeatedly.

Our school comprises three Whanau Groups

Ruapane (Lead Teacher, Vicky Atarvia-Brown)

Tirohanga (Lead Teacher, Tash Strother)

Mahaukura (Lead Teacher, Karen Handley)

Whanau groups are made up of 3 or 4 tutor classes. We trialled elements of this approach in 2018 and found it provided real advantages for students and teachers. In 2019, after a careful review we refined this approach. It forms the basis for both competitive and co-operative activities. It is an enhanced version of the traditional school house groups.

Our Whanau groups meet in their wharenuī briefly 3 times each day, once just before interval for daily notices, admin matters and morning tea. Then again at the beginning of lunch and again at the end of the day.

Considerable thought has gone into the class placement of your child. I trust that your child has made many new friends today.

We are grateful for the input we received from parents on enrolling their child at Melville Intermediate School. We also thank the year 6 teachers at our contributing schools in helping us to make the best decisions for your child.

Classes and teachers are as follows:

Room 1	Vicky Atarvia-Brown
Room 5	Tom Hardy
Room 6	Afi Stewart
Room 7	Leonie Lye
Room 8	Lorraine Guzzo
Room 12	Tash Strother
Room 13	West Gerrard
Room 14	Darran Rowe
Room 15	Gaylene Hitchon-Parekura
Room 18	Karen Handley

Term 1 Calendar

5 th February	Welcome BBQ and Information evening for parents and students
6 th February	Waitangi Day – No school on this day
13 th February	Information evening for Makuhari Japan trip in September
21 st February	Board of Trustees meeting, 5.30pm
27 th February	Parent teacher student conference at school (1.00pm onwards)
6 th March	Whanau Hui 5.30pm
9 th March	Makuhari students arrive from Japan for 10 days

School Bell Times 2019

Monday Tech Programme		Tuesday to Friday Programme	
8.30 am	Students can enter rooms	8.30am	Students can enter rooms
8.45 am	Tutor Class	8.45 am	Tutor Class
9.00 am	Learning Block 1	9.00 am	Learning Block 1
10.30 am	Tutor Class	10.15 am	Morning Break
10.40 am	Morning Break	10.45 am	Learning Block 2
11.00 am	Learning Block 2	12.00 pm	Lunch Break
12.30 pm	Tutor Class	12.40 pm	Tutor Class
12.40 am	Lunch Break	12.50 pm	Learning Block 3
1.10 pm	Tutor Class	1.50 pm	Afternoon Break
1.30 pm	Learning Block 3	2.00 pm	Learning Block 4
3.00 pm	School finishes	3.00 pm	School finishes

Canteen

Students may order delicious and nutritious lunches online from [Lunch Orders.co.nz](http://LunchOrders.co.nz). The days for ordering are Tuesday, Wednesday and Thursday. Lunches are delivered to the school office just before lunchtime. More information can be found on our school webpage.

Ruatuna Camp

For several years Melville Intermediate School has been the custodian of a school camp at Lake Ruatuna (close to Ohaupo). We now run this camp in partnership with the Waipa District Council and the Department of Conservation. We are scheduling a one day trip to Ruatuna for each of our classes beginning late in February. A more detailed letter will be sent home soon. The cost of \$15.00 for this trip will cover transport and food for lunch. Parents will be invited to participate as parent helpers with their child's class.

Fee Payments to School

You are welcome to make payments to school by cash, cheque, EFTPOS, credit card, internet banking or automatic payments from your bank. Automatic payment forms for you to fill out are available from the school office. Please ensure that you include when you are making a deposit your child's name and a brief reference about the purpose of the payment so we know who and what to credit your deposit to. If the payment is for all payments please put **ALL** in the reference.

Materials Charge

The materials charge of \$80 per year is payable by all students. This fee partly covers the cost of take home materials that students use in their learning activities. It is a fee that is authorized by the Ministry of Education because it is a charge made for materials. This charge can be paid \$20 term by term or by auto payment from your bank. Please contact the office for details. It is a requirement that this fee is paid before a child can participate in out of school trips and camps which are subsidised by the school.

Stationery

The stationery shop located in the school office is open before and after school and at lunchtimes for the purchase of stationery packs (\$30) or individual stationery items.

Being on time

The school will have staff on supervision duty as from 8.15am (or earlier if we have arranged early sports practices or other activities).

We expect all students to be in tutor class by 8.45am. If they arrive at school after 8.45am they will be required to sign in at the office before going to class. If they are consistently late without a note from you they will make up time they have lost.

School Camp November 2019

In 2018 we had a whole school Activity Week in Term 4. We run a two year Outdoor Education programme. This year we are running a whole school camp in term 4. We will let you know the details and cost of this camp before the end of term 1 so you can budget for the activity and possibly offer your service as a parent helper on camp.

Trip to Japan

If you are interested in your child being part of our 2019 trip to Tokyo, Japan at the end of Term 3 you may like to come to the information evening on Wednesday, 13th February in the school library at 7.00pm.

Homestay opportunity

We are looking for families to host a student from Japan for twelve nights from 9th March. The homestay fee we pay you could be helpful at this time of year. A more detailed letter will be coming home next week. Don't hesitate to call the office or send a note to register your interest. Please let us know if you would prefer to host a boy or girl.

Mobile phones

We have a simple policy about mobile phones at school; they are not permitted **unless a parent has written a note to the Principal notifying him that they would like their child to bring a phone to school.** The phone is to be left in the school office for the school day to ensure safe keeping.

Digital devices (Tablets and Laptops) to support learning

Students at Melville Intermediate School are provided with access to desktop computers in each classroom as and when needed to support their learning. In addition the school owns 70 Chrome books which are used regularly by students in classrooms. From reading our computer use policy you will already be aware that we actively monitor safe and appropriate use of internet access at Melville Intermediate School. We encourage students to bring their own digital devices to school. However there is no requirement for parents to purchase a device specifically for use at school.

Uniform

Thank you for ensuring that your child is in complete school uniform. If your child's teacher has noted any problem with uniform a separate letter will be sent to you outlining our concern. Wearing correct uniform is a condition of attendance at this school. If at any time your child cannot be in full uniform for a day or two because of special circumstances please provide your child with a written note explaining the reason why. That note is acceptable just for that time.

If a student does wear items of clothing which are non-uniform and they do not have a note from you to explain why, those items will be confiscated and returned either at the end of the term or when you come in to pick them up.

Please note that all students need to wear a school uniform sunhat when they are outside during terms 1 and 4. Students wear a different uniform for PE. Plain red shirt (or t-shirt) and green shorts. All School uniform is available for purchase from NZ Uniforms, 244 Tristram Street, Hamilton. School sunhats and boys grey socks are available for purchase from the school office before and after school and during lunchtime (11.30 to 12noon).

School Newsletter

Our first newsletter will be coming home on Friday this week. For those parents who have provided us with an email address we will also send an electronic copy unless you request us not to.

Yours sincerely



David Cooke
Principal