

# HIGHLANDS INTERMEDIATE SCHOOL

Te Kura Takawaenga o Pukekura



Spectemur Agendo

*– By our deeds we are known*

Ina te mahi, he tino Rangatira





## Highlands Intermediate School Te Kura Takawaenga o Pukekura

# WELCOME FROM THE PRINCIPAL



As the Principal of Highlands Intermediate, I would like to welcome you to our school.

Highlands has a proud tradition of care and educational excellence for all its students.

These years of education are unique. A challenging and exciting range of experiences, together with our tradition of high academic, sporting and cultural achievements is one that we are proud of.

The real strength of this school is the high degree of professionalism and commitment of our staff. The identification of student needs and the desire to realise their full potential, can be demonstrated in an ever increasing range of learning experiences. We pride ourselves on the opportunities available to our learners.

Our Staff are committed to providing the best education for our students.

We look forward to taking this journey with you and your child.

**Mark Luff**  
Principal



# SCHOOL ORGANISATION

Our school is divided into 4 teaching teams supported by the Mātanga Team. The teams are Huatoki, Kaitake, Pouakai and Te Henui. They are made up of both Year 7 & 8 classes.

Each team has a Whānau Leader who is also a Deputy Principal.

## CLASSES

The Year 7 & Year 8 classes are organised through mixed ability, ethnicity and gender.

We believe the movement of students on a subject by subject basis is not in the best interest of this age group. However at times teachers may work with classes other than their own to utilise strengths to influence student learning.

We do our utmost to place students with a teacher who best suits their learning style, temperament and personality. This placement is based on information provided by the student's previous teacher and school.



## **MATĀNGA – Highlands offer 5 specialist programmes which are designed to support classroom teaching:**

### **Food Technology – Being a Chef**

Food Technology introduces the students to the skills and knowledge needed when working with food in a food tech environment. The students learn how to read a recipe, use equipment and ovens. Be safe in the room as well as learning and understanding about nutritional information. As part of this programme, students plan meals and have a master chef competition where the teachers judge their creations.

### **Hard Materials – Being an Engineer**

The Hard Materials class is learning through hands-on activities using a range of tools and materials, including timber, acrylic, metal and electronics. Students also learn how to work safely with machines in a workshop environment.

### **Performing Arts – Being a Performer**

Performing Arts is aimed at developing skills and talents across the 3 disciplines of Dance, Drama and Music.

Students explore, prepare, perform and view a variety of genre and culturally diverse items.

Students have the opportunity to perform for an audience.

### **Science – Being a Scientist**

We aim to grow young scientists by giving them exciting, hands-on science experiences.

Developing science capabilities in students in a laboratory based setting.

### **Visual Arts – Being an Artist**

Students create art through a range of forms such as drawing, painting, printmaking, sculpture, photography and photoshop to develop their own artistic style. They are also able to explore the foundations of art.

### **Reporting and Home Communication**

Parents receive appropriate information during the year to support their understanding of their child's progress and achievement. Engagement in the school initiated events provides students with opportunities to share the outcomes of their learning with Parents/Whanau.

We encourage and support ongoing communication between parents/caregivers and the school.

#### **Term 1 Meet the Teacher Before the First Day of School**

**End of  
Term 1 Parent / Teacher / Child**  
Learning Conference  
Learning Report

**Term 2 Parent / Teacher / Child**  
Learning Conference if required

**Beginning  
Term 3 Parent / Teacher / Child**  
Learning Conference  
Learning Report

#### **Term 4 Summative Written Report**

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### **Students with Priority Learning Needs/ Special Abilities / ELL**

Students with special abilities are provided for both in class and across the school learning areas with challenging programmes to suit their needs and strengths.

Those students identified as needing additional assistance with literacy or numeracy are provided with specialist plans to meet their needs. There may be an opportunity to work in small groups with one of our excellent Support Teachers. The Support Teacher also works along with the Classroom Teacher to support learning in the classroom.

Students with ongoing resourcing will have Individual Education Plans (IEPS) created for them with parent and support agency involvement.

English Language Learner (ELL) Students may be provided with extra tuition and specific planning. They may have a Teacher Aide working alongside them in class and at different times throughout the day.

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### **Pastoral Care of Students**

The Principal and Deputy Principals, Resource Teacher of Learning and Behaviour, Members of the Special Education Service, Police and any other agencies involved, meet regularly to monitor learning and/or behaviour of identified students. From these meetings action plans are developed and monitored to ensure the students are supported at home and school.

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### **Newsletters / Daily Notices / Permission Slips**

Newsletters are produced fortnightly and these are emailed to parents/whanau. This can also be accessed through the school APP. Students are read the daily notices each morning about information and activities for the day.

Permission Slips are completed online. Please ensure your email address is up to date.

Parents/Caregivers can make contact with their child's teacher, they can email at any time. Teacher's email addresses are [firstname.lastname@highlands.school.nz](mailto:firstname.lastname@highlands.school.nz)

Additional meetings can be scheduled at an arranged time. Should a parent feel a situation has not been adequately addressed, they may refer the matter to the Deputy Principals or Principal.

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### **Facebook/ School APP**

Our Facebook page has up to date information for events and activities for our school.

Our website is a static view of our school. [www.highlands.school.nz](http://www.highlands.school.nz)

At the start of the year you will be emailed information on how to download the Highlands School App. The APP allows you to check daily notices, record student absence, read newsletters and school reports.



Students are offered a wide range of sporting opportunities in which they can participate. Regular Interschool competitions are held, where students can represent their school.

### **SPORTS OFFERED INCLUDE:**

**Athletics • Netball • Badminton • Padder Tennis • Basketball • Rippa Rugby • Rugby Canoe Polo • Chess • Rugby 7s • Cricket • Cross Country • Football • Golf Surfing • Gymnastics • Table Tennis • Hockey • Tennis • Indoor Bowls • Volleyball Touch Rugby • Inline Hockey • Mountain Biking**

Fees incurred for these activities are advised and are required to be paid prior to participation. The school office administers the charges.

#### **AIMS Games**

The Association of Intermediate and Middle School games are held annually in Tauranga and involve a wide range of sports.

Recently we have sent teams/individuals for:

Badminton, Hockey, BMX, Mountain Biking, Multisport Cross Country, Netball, Football, Basketball, Hockey, Rugby 7s, Hip Hop, Golf, Tennis

These involve a strong commitment to fundraising and practices.

#### **Outdoor Education**

Year 8 Students go on Camp at the start of the school year. Notification and information will be sent home well in advance of the camp dates. The cost will be advised during the school year.

Year 7 students have an overnight stay at school and participate in day activities based around one of the school teams. Huatoki, Kaitake, Pouakai and Te Henui.



# CULTURAL

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## Band

The Highlands Bands are made up of a group of students and staff, who already play an instrument. This is a chance to get together and compose a variety of live music. They compete in a national band competition and perform live music at various locations around town.

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## Choir

The Highlands Choir sings a range of genres and a mixture of music from around the world.

Each year they take part in local choir events and perform for school visitors and events.

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## Orchestra

The Highlands School Orchestra is for students who can read music and play an instrument.

Practice is weekly and they perform at school events and attend local orchestral events.

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## Kapa Haka

Kapa Haka is open to all and involves a large number of students. The group

meets weekly to learn elements of Te Reo Maori such as Waiata, Poi and Haka.

A performance group is selected to attend different cultural events throughout the region.

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## Performance

Students are given the chance to perform in a production or festival. This provides an opportunity for them to showcase their talents through drama and music.

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## Out of School Music Lessons

For a small fee music lessons – Drums, flute saxophone, trumpet, violin, keyboard and guitar – are available at school outside of school hours. Instruments can be hired where necessary.

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## Recreational Activities

A variety of recreational activities, clubs and practices are organised during lunchtimes and sometimes after school.

- Fitness
- Knitting
- Outdoor Ed
- Chess
- Lego
- Cubing
- Rainbow Club
- Drama
- Sign Language
- Marine Studies
- Dance
- Mad Scientist





# LEADERSHIP

Students are given a number of opportunities to take on leadership roles. The school motto, Spectemur Agendo “by our deeds we are known” – Ina te mahi, he tino rangatira, and the vision statement of RAWE ‘Strive for excellence, be great in everything we do’ are constant guides for students.

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## Head Students

We have 2 head students for terms 1 and 2, these change in terms 3 and 4. Students apply for school leader roles which are Academic, Cultural/Arts, Services/Duties and Sports.

Students attend a Leadership day which involves activities to plan and prepare for the 2 terms.

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## PB4L

Highlands Intermediate is involved with a programme called PB4L, which is ‘Positive Behaviour For Learning’. The programme is nationwide and focuses on teaching and learning positive behaviour within school life. It is all about improving the behaviour and wellbeing of our young people, ensuring everyone within our school is a positive role model.

Our behaviour system is based around ‘RAWE’. This means to ‘Strive for Excellence in everything we do – be great.’

PB4L links our school values of:

Respect Manaakitanga – People  
Responsibility Kaitiakitanga – Place  
Leadership Rangatiratanga – Self

If you demonstrate these values, you are showing ‘RAWE’.

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## RAWE Rewards

RAWE Bronze = 25  
Points RAWE Silver = 50  
Points RAWE Gold = 75  
Points RAWE Platinum = 100  
Points RAWE Diamond = 150  
Points RAWE Jade = 250

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## Hey You Projects

These are a series of extra curricular practical projects that happen twice a term. They are designed to be challenging and fun activities by which they can earn extra points for their CV. These can include Wearable Arts, Bottle Rockets, Trolley Derbys, Boat Races and Team Banners.

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## Merit Awards

To encourage all students to be involved in our diverse school culture, the Highlands Intermediate RAWE Badge System recognises students' talents and involvement. It rewards commitment and success with vouchers towards points and excellence badges for participation in the following areas.

Academic Cultural/Arts  
Services/Duties Sports

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## Merit Badges

Students keep a CV that records their participation. When all 4 areas have been achieved they receive their Spectemur Agendo badge at a special Spectemur Agendo Assembly.

Student's names are recorded on the Honours Boards in the school hall.

Students can download the Badge Activity sheet from the Highlands Website or collect a physical sheet from the Badge Folder in the Deputy Principals office. Students complete selected tasks from the sheet then submit their completed tasks to the staff member responsible for marking the badge.

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## Assembly

Assemblies are held fortnightly on a Friday. Whanau assemblies are every other week.

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## The School Day

Students can enter their classrooms from 8.20am. The school teaching day commences at 8.40am and concludes at 3pm.

First Bell: 8.20am

Second Bell: 8.40am

Interval: 10.30am to 10.50am

Lunch: 12.50pm to 1.30pm

Last Bell: 3pm

During the day students may move between classes within their team for subjects such as Matanga, Mathematics and Mandarin.

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## School Office Hours

The School office is open from 8am to 3.30pm Monday - Friday during term time.

Office holiday hours will be advised on Orientation day in the booklet, as well as Facebook and the school website.

If your details need updating during the school year please email [office@highlands.school.nz](mailto:office@highlands.school.nz)

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## Attendance

All Students are required by law to attend school everyday. If your child is unable to attend for any reason, parents are required to inform the school by 8.40am each day they are absent. Attendance is marked twice daily and where necessary, text messages, emails, phone calls are made to parents/caregivers to check the whereabouts of students. If leaving school early, students are required to sign out at the office. Parents are asked to provide the school with a letter/email if they intend taking their child away during term time.

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## Money / Valuables / Mobile Phones

Valuables should never be left in school bags or desks. Money and mobile phones must be handed to the classroom teacher before school and collected at the end of the school day.

Payments for activities/sports should be made to the office at the beginning of the school day.

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### **Stationery**

The school stationery list is available on the school website and in the Orientation booklet.

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### **Damage to School Property**

While we do budget for normal wear and tear, damage occurring either willfully, through non-observance of school rules or boisterous play in confined spaces will be charged for.

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### **School Uniform**

Highlands students are expected to wear their uniform with pride, as a uniform gives a sense of belonging and allows students to be equally well dressed.

### **Uniform**

- Highlands skirt, skort or shorts
- Highlands Short Sleeve polo shirt
- Highlands sweatshirt
- Summer – Sandals need to be black and with a backstrap. No slides, jandals or crocs. (No sport shoes).
- Winter – Black shoes that can be polished, black tights or black socks
- The only jewellery permitted is a wrist watch, single plain gold or silver stud earrings
- Hair must be tidy – tied back if long and natural in colour.
- Hair ties – plain black, green or white (No patterns, dreads or way out styles or colours)

- A plain black jacket is allowed in winter.

All students are encouraged to wear the Highlands Hat with Logo when outdoors during terms 1 and 4.

### **PE Uniform**

- Highlands PE Shirt
- Highlands Black PE shorts/ or girls can wear black bike pants.

### **Sports Uniform**

These are issued during the year for the sports codes. Students are required to return these at the end of each sporting code season.

### **Uniform Shop**

The uniform shop is open Monday to Thursday 8.30am to 9.30am during term time. You can contact the shop on 06 7584162 ext 709 or message through the Highlands Uniform Facebook page.

The Shop is open extra hours in December, January and February. The hours will be posted on our website and Facebook pages. These hours will also be in the Orientation booklet given to students when they visit the school in Term 4.

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### **Buses**

Highlands Intermediate routes are covered by local bus companies and the District Council.

Bee Cards can be purchased through these places. Please contact them for further information.

Actions that are deemed as inappropriate will not be tolerated on the buses. Students will lose the privilege of using the service if behaviour is not acceptable.

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### **Vehicles in School Grounds**

We ask parents not to drive into the school grounds to deliver or collect students unless there are special reasons. Please observe the parking restrictions at the main entrance when dropping students off. Failure to do so creates a traffic hazard.

The school gates are closed between 2.45pm - 3.15pm each afternoon. This is to keep our students safe, especially with the large numbers that use this exit each day.

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### **Bikes / Scooters / Skateboards**

Students who cycle, scooter or skateboard to school must wear a helmet. Once the students have entered the school grounds they must walk. A secure locked shed is available next to the uniform shop for storage. We advise students to bring a lock for your bike. If students want to use their bikes, scooters during interval and lunchtime, these can be put in the shipping container at the start of the bike track before school starts.

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### **School Donation**

The School community currently receives the Government subsidy for school donations.

This situation is reviewed each year. You will be advised if a donation is payable at the beginning of the year.

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### **School Board**

The Board is the Governing body of the school. They have 2 formal meetings per term with dates advertised.

Any parent or member of the public are welcome to attend these meetings.

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### **Information Centre / Library**

The School is resourced with a modern, well equipped Information Centre facility. Classes are timetabled to use the centre. Students are encouraged to exchange books or conduct research during this time. A resource person is available to assist the students. Catalogue systems and book processing is fully computerised. Students are able to access the catalogue information from other areas of the school.

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### **Bring Your Own Device (BYOD)**

At Highlands Intermediate our learners often use the Google Classroom applications to support their learning. At our school it is not compulsory to have your own device, but where possible we do encourage it. If you are considering purchasing a device to support your child's learning, it needs to be able to connect to google and have a screen size no smaller than a 10" screen.

A Chromebook is more than sufficient for what learners will be engaged in at Highlands Intermediate

On leaving us our three local secondary schools prefer

- NPBHS - Chromebooks during Yr 9 - 10 years however purchasing something else at Yr 11 will be encouraged

- NPGHS and Spotswood College - Microsoft 10" screen with a minimum of 4GB of Ram

#### **Please note:**

- Either of the above options would suit your students' needs at Highlands.

- Responsibility to keep the device secure rests with the individual owner. It is recommended that skins (decals)

and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

- Mobile phones, tablets and ipads are not appropriate as a BYOD device.
- Please refer to our website:  
**[www.highlands.school.nz](http://www.highlands.school.nz)**  
under docs and policies.

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### **Pepeha - Identity**

Throughout the year as part of Team Culture, each Year 7 team will have an overnight stay at school where they explore their team name and how it relates to their identity with the school.

Ko Taranaki te maunga  
Ko Pouakai, ko Kaitake ngā pae maunga  
Ko Te Hēnui, ko Te Huatoki ngā awa  
Ko Tokomaru te waka  
Ko Te Atiawa te iwi  
Ko Ngāti Te Whiti, Ngāti Tūparikino ngā hapū  
Ko Parihamore, ko Puketarata, ko  
Pukewarangi ngā pā tawhito  
Ko Te Kura Takawaenga o Pukekura te kura

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### **Contact Information**

Highlands Intermediate  
260A Coronation Avenue  
Welbourn  
New Plymouth 4312  
06 7584162  
[office@highlands.school.nz](mailto:office@highlands.school.nz)  
[www.highlands.school.nz](http://www.highlands.school.nz)





# ENROLMENT TIMELINE

## TERM 3

## AUGUST / SEPTEMBER 2024

<b>1st July 2024</b>	2025 Enrolments Open
<b>Wednesday 7th August 2024</b>	Parents/Student Information Evening (6pm to 7pm in the Highlands School Hall) This is a brief introduction about our school and then a tour around the classes
<b>Friday 30 August 2024</b>	Enrolments close for Out of Zone Applicants. In Zone students have automatic acceptance. (Where possible we would like all enrolment forms in by this time)
<b>Monday 23rd September 2024</b>	Ballot to take place if necessary for Out of Zone applicants
<b>Friday 27th September 2024</b>	Notification email to Out of Zone Applicants
<b>Friday 11th October 2024</b>	All successful Out of Zone Enrolments need to be confirmed by this date
<b>End October 2024</b>	Out of Zone Applicants on waitlist notified successful/or not
<b>November 2024</b>	Out of Zone Enrolment Process completed

## TERM 4

## NOVEMBER 2024

### Orientation at Highlands Intermediate School Hall for all students new to Highlands Intermediate 2025

<b>Tuesday 29th October 2024</b>	9.30am	Welbourn School Merrilands School
<b>Tuesday 29th October 2024</b>	11.30am	Central School Lepperton School
<b>Wednesday 30th October 2024</b>	9.30am	Woodleigh School Fitzroy School
<b>Wednesday 30th October 2024</b>	11.30am	Vogeltown School Frankley School All students from other schools not listed above

## TERM 1

## JANUARY 2025

<b>30 &amp; 31 January 2025</b>	Whanau Hui (10 mins) with the students new teacher. An online booking code will be emailed in the middle of January 2025 to the primary caregiver. This is compulsory for all students and whanau to attend.
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**Monday 3rd February 2025**



# ONLINE ENROLMENTS

**For all Enrolments please refer to pages 14 to 20 of this Prospectus. These are the guidelines/expectations for you and your child at Highlands Intermediate.**

At Highlands Intermediate all Enrolments are submitted online through our website. If you are unable to do this online, hard copies of the enrolment form can be picked up from the office during school hours.

**Go to [www.highlands.school.nz](http://www.highlands.school.nz)**

- Click the tab "Enrolment info"
- Enrolments
- [enrol.etap.co.nz](http://enrol.etap.co.nz)
- School Code: 2172
- Your email address

Please ensure you have the following documents ready to fill in this form:

- If you live In Zone a copy of recent electricity or rates account, or rental agreement (we do not accept bank or visa statements)
- Verification Documents if not a NZ Citizen
- Copy of Immunisations (optional to attach)

Complete all relevant sections. Do not click the back button when filling in the form as you may lose your information.

Out of Zone enrolments close Friday 30 August 2024. Inzone Students have automatic acceptance with proof of their address. Where possible we would like all Enrolments in by this time to help us finalise numbers for 2025.

If you have any issues with the form please email [enrolments@highlands.school.nz](mailto:enrolments@highlands.school.nz) or phone 06 758 4162



# SCHOOL ENROLMENT SCHEME

The following Enrolment Scheme was implemented 13 June 2011. If you have any questions, please contact the school office 06 7584162 or [enrolments@highlands.school.nz](mailto:enrolments@highlands.school.nz).

## Highlands Intermediate Home Zone Description

All students who live within the home zone described shall be entitled to enroll at the school.

The zone perimeter shall be defined as follows:

- Starting from the western most end of Dawson Street and traversing a clockwise route, the zone perimeter follows a line from the end of this road heading north to the northern coastline.
- The perimeter then follows the coastline in a roughly easterly direction until it reaches Ngamotu Links.
- The zone perimeter then turns south following the western boarder of Ngamotu Links, before continuing roughly north east along State Highway 3 (all properties on the seaward side of this section of State Highway 3 are Out-of-Zone), until its intersection with Richmond Road.
- The zone perimeter then turns roughly south along Richmond Road, until its intersection with Wortley Road. Richmond

Road after the junction with Wortley Road is Out-of-Zone.

- South along Wortley Road until its intersection with Davis Road. This continues to the western limit of Davis Road.
  - From this point the zone perimeter is defined by a line connecting to the eastern end of Little Lepper Road and along Little Lepper Road to its southern limit.
  - From this point, the zone perimeter is defined by a line connecting to the northeastern end of Lower Lepper Road (designated Lepper Road Lower), to its intersection with State Highway 3.
  - The zone perimeter then extends in a more or less northwesterly direction until its intersection with Mangorei Road.
  - From the intersection of Junction and Mangorei Roads heading north, all properties are In-Zone.
  - The zone continues south along Mangorei Road until its intersection with Baker Road, along Baker Road, until its intersection with Carrington Road, and then continues roughly south along Carrington Road until its intersection with Frankley Road.
  - The zone perimeter then continues roughly north along Frankley Road and into Dawson Street to its northern end.
- The zone perimeter thus defined is a closed circuit encompassing the home zone.



Proof of residence within the home zone will be required. Each year, applicants for enrolment in the following year from In-Zone students will be sought by a date that will be published in a daily community newspaper circulating in the area served by the school. This will enable The Board to assess the number of places, which can be made available to students who live outside the home zone.

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### **Out-of-zone Enrolments**

Each year The Board will determine the number of places, which are likely to be available in the following year for the enrolment of students who live outside the home zone. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school.

The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for enrolment will be processed in the following order of priority:

**First Priority** This priority category is not applicable at this school because the school does not run a special programme approved by the Ministry of Education Secretary.

**Second Priority** Must be given to applicants who are siblings of current students.

**Third Priority** Must be given to applicants who are siblings of former students.

**Fourth Priority** Must be given to any applicant who is a child of a former student of the school.

**Fifth Priority** Must be given to any applicant who is either a child of an employee of the Board of the school or a child of a member of the Board of the school.

**Sixth Priority** Must be given to all other applicants.

If there are more applicants in the second, third, fourth, fifth or sixth priority groups than there are places available, selection within the priority group will be by a ballot conducted in accordance with instructions issued by the Secretary under Section 11G (1) of the Education Act 1989. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school. Applicants seeking second or third priority status may be required to give proof of a sibling relationship.

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### **Declaration of In-zone Address**

The address given at the time of application for enrolment must be the student's usual place of residence when the school is open for instruction. This means that if you currently live at an In-Zone address but move to an Out-of-Zone address before your child's first day of attendance at the school, your child will not be entitled to enroll at the school.

The Ministry of Education has advised that parents should also be warned of the possible consequences of deliberately attempting to gain unfair priority in enrolment by knowingly giving a false address or making an In-Zone living arrangement which they intend to be only temporary e.g.

- Renting accommodation In-Zone on a short-term basis
- Arranging temporary board In-Zone with a relative or family friend
- Using the In-Zone address of a relative or friend as an "address of convenience", with no intention of living there

Before enrolment takes place (ie: before attendance begins), if the Board of Trustees has reasonable grounds for

believing that the given In-Zone address will not be a genuine, on-going living arrangement, the Board may withdraw any offer of a place which it may have made on the basis of the given address.

After attendance has begun, if the school learns that a student is no longer living at the In-Zone address given at the time of application for enrolment and has reasonable grounds to believe that a temporary In-Zone residence has been used for the purpose of unfairly gaining priority in enrolment at the school, then the Board may review the enrolment.

Unless the parents can give a satisfactory explanation within 10 days, the Board may annul the enrolment. This course of action is provided for under section 110A of the Education Act 1989.

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### **Use of Internet Chromebooks & Devices**

The measures to ensure the cybersafety at Highlands Intermediate are outlined on our website [www.highlands.school.nz](http://www.highlands.school.nz) under docs and policies. These are based on our core values.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at Highlands, and to the effective operation of the school.

Our school has rigorous cybersafety practices in place, which include cybersafety use agreements for all school staff and students. The overall goal of the school in this matter is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations.

Students are provided with internet access through parent consent as part of the enrolment process.

This internet is to be used for educational purposes. Students get an individual login which gives them access to the school's network. As part of this they will get a personal email address and have access to the schools internet. While the school will do its best to restrict students access to offensive/dangerous or illegal material on the internet through email. It is the responsibility of your child to have no involvement in such material.

Students need to report any breakages or damage of school devices.

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### **School BYOD Agreement**

No student will be permitted to use personal technology devices unless the Enrolment Application Booklet 'Declarations' agreement is signed by both Student and Caregiver.

Students and parents participating in BYOD must adhere to the Highlands Intermediate Computer Use Code of Conduct, as well as all Board policies. In addition, please read the Highlands Intermediate BYOD Policy Document found on the school website [www.highlands.school.nz](http://www.highlands.school.nz) under docs and policies.

Students take full responsibility for their devices. The school is not responsible for the security of personal technology. Personal devices cannot be left at school before or after the school hours.

Please understand that the use of personal devices to support learning is not a necessity but a privilege.

With respect of the rules, this privilege will benefit the learning environment as a whole.

- Device: Students are allowed a maximum of one device
- A minimum screen size of 10" is requested.
- The device needs to be Internet capable

and device needs to have a keyboard.

- Students will be using Google to merge their learning at Highlands Intermediate School.
- Mobile phones are not considered BYOD at Highlands Intermediate School.

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### Section for Student

My responsibilities include:

- I will read this cybersafety use agreement carefully.
- I will follow the cybersafety rules and instructions whenever I use the school's ICT.
- I will also follow the cybersafety rules whenever I use privately owned ICT on the school site or at any school related activity, regardless of its location.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school community.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask my teacher if I am not sure about anything to do with this agreement.

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### Section for Parent / Caregiver

To the parent/caregiver, please read this page carefully to check that you understand your responsibilities under this agreement and sign below:

I understand that Highlands Intermediate School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to

restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities.

- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in Cyberspace.
- Keep a copy of this signed use agreement on file.
- Respond to any breaches in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issue.

My responsibilities include:

- I will read this cybersafety use agreement document.
- I will discuss the information with my child and explain why it is important.
- I will return the signed agreement to the school.
- I will support the school's cybersafety programme by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICT.
- I will contact the Principal to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.
- I will monitor my child's online activity.

Please note: This agreement for your child will remain in force as long as he/she is enrolled at Highlands Intermediate. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

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## Education Outside the Classroom (EOTC)

Education outside the classroom activities compliment the student's learning and are a significant part of the school programme. The annual permission slip covers trips within the New Plymouth City Boundary, including but not exclusive to Puke Ariki, Govett Brewster Art Gallery, Pukekura Park, sports and cultural practices and trips. The provision of an annual Permission slip eliminates the need to returning multiple permission slips during the year.

The Highlands Education Outside the Classroom Policy states that:

- The school will provide the same standard of care for students whether on or off the school premises.
- The school is responsible for student's safety on school outings. The EOTC policy must be followed to ensure the safety of the students, staff and helpers on trips.
- The Principal will approve all trips.
- Parent/Caregivers will be informed of the purpose, location, transportation details and approximate time of return to school through a school email detailing the above.
- Parents/Caregivers will be required to give further online permission for their child to take part in any activity or trip which is outside school hours, or outside the greater New Plymouth area eg:

Sports trips, camp etc.

- The school may ask Parents/Caregivers for money to offset a visit or trip expenses.

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## Family Declaration

- I consent to the personal information that I have provided being used for school-related purposes and as required by protocols between school and external agencies.
- I understand that information may be

used by or for:

- Enrolments, Liaison, Records, Library, Security and School Reports.
- Senior Management, Guidance, Teaching and Administration Staff of the school.
- Ministry of Education and other agencies where disclosure is required for the maintenance of law and order as defined in Principle 11 of the Privacy Act 1993.
- I understand that I have the right to see and correct, if necessary, the information that I have provided.
- I agree to follow the uniform requirements.
- I give permission for my child to be included in photographs taken while involved in school activities. I understand these photographs may also appear in the school website.
- I give permission for my child to be involved in research from accredited educational institutions approved by the Principal.
- I understand that the school will act on my behalf in case of sudden illness or injury.

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## Players Code of Conduct and Ethics

- Respect your coach and fellow team mates by turning up to practices and games. If you cannot attend a practice or game, be responsible and make sure you let your coach or manager know.
- Demonstrate your responsibility by wearing your uniform correctly and with pride.
- Play the game within the rules.
- Abide by the principles of RAWE and fair play.
- Respect both opponents and your own team players.
- Respect the rights, dignity and worth of

all participants regardless of their gender, ability, cultural background or religion.

- Respect the decision of the officials and referee. If you are concerned, talk to your coach, captain or teacher at half-time or after the game.
- After the game thank the officials and opposition players.

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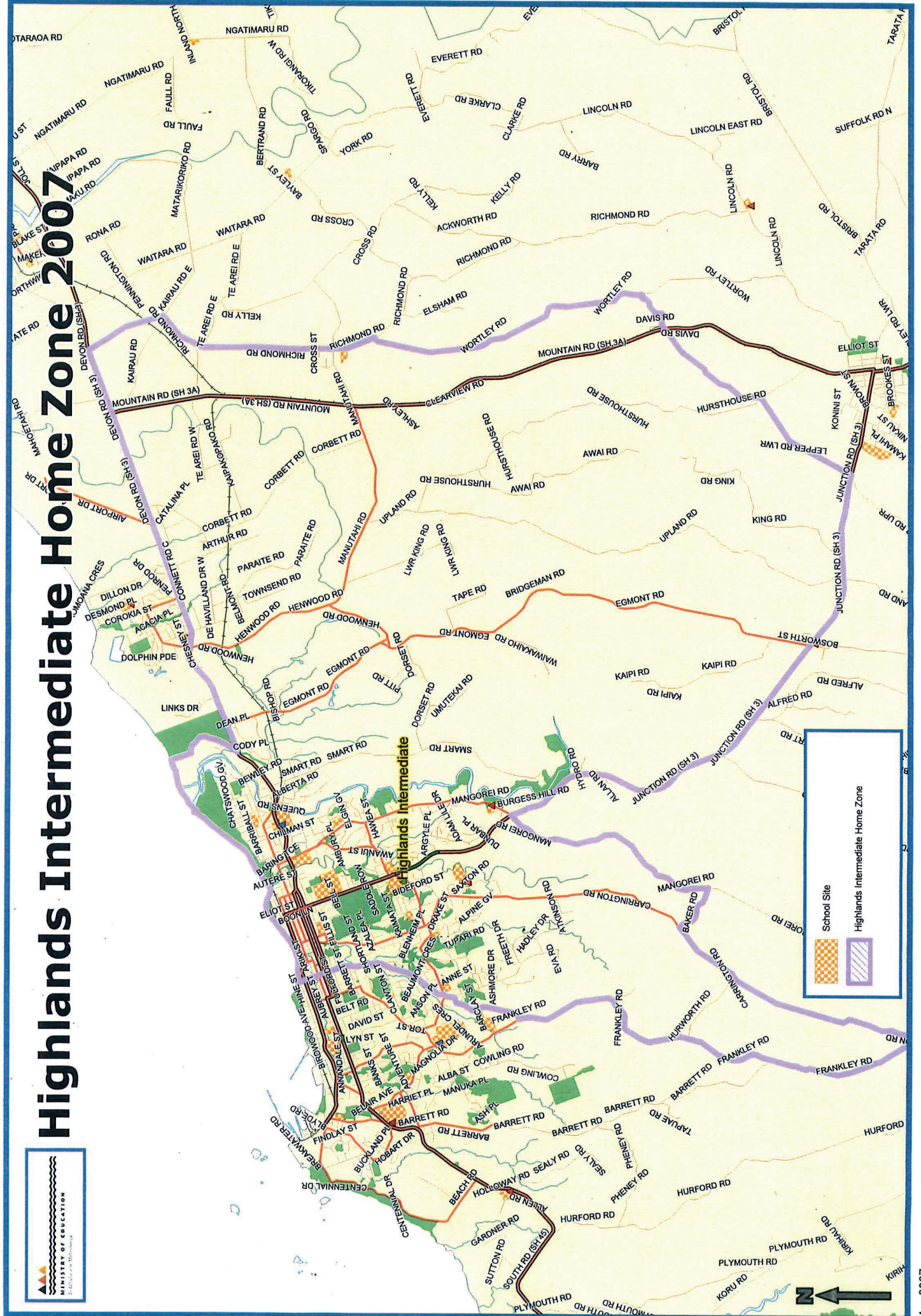
### **Parents/ Guardians Responsibilities**

- Encourage your child to demonstrate the RAWE way, play fairly and within the rules of the game.
- Discuss with your child the need to respect the decisions made by the match officials and coaches.
- Support the efforts and performance of both your team and members of the opposition.
- Remember that they are playing sport for fun and children learn best by example.
- Direct only positive verbal comments from the side line toward players and officials.
- Assist with the provision of transport to/ from and supervision at games where possible.
- Assist your child to wear their uniform with pride.
- Where possible show leadership by offering to help with coaching or managing a team. If you cannot do this support them in their roles.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Trials are run by the school and selectors. We trust the hard work and decisions made by the selectors and support their decision. The school will not engage in discussion re-selection with whanau/family over the trial outcomes.



# Highlands Intermediate Home Zone 2007



Census boundaries from Statistics NZ. Contains Crown and Critchlow Copyright data.





## **RAWE**

*Strive for excellence  
in everything we do  
- be great.*

**Respect** – Manaakitanga – People  
**Responsibility** – Kaitiakitanga – Place  
**Leadership** – Rangatiratanga – Self