



2021

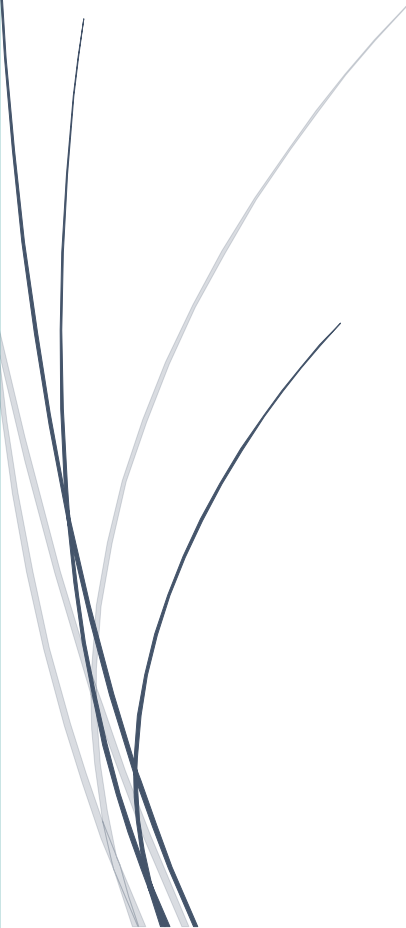
# GENERAL INFORMATION



MOUNT MAUNGANUI  
INTERMEDIATE

**Mount Maunganui Intermediate School**

21 LODGE AVENUE, MOUNT MAUNGANUI 3116



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## GENERAL INFORMATION

### Adolescent Health Nurse

An adolescent health nurse from BOP District Health Board (Community Child and Youth Health Services) visits the school regularly, offering free health services. The nurse accepts self-referrals from students, as well as referrals from parents, caregivers and staff. Contact with parents is valued and welcomed.

### Attendance

It is an official requirement that we obtain an explanation every time a pupil is absent. The office can be contacted between 8.00am and 8.30am to inform us of daily absences.

Phone No. 07 575 5512 [extn 1]

Absentee Text Only 027 232 0446

Email [absentees@mtint.school.nz](mailto:absentees@mtint.school.nz)

Class roll is taken every morning and afternoon. Parents are contacted by text and/or email if the school is not informed of reasons for absences.

Doctor and dentist appointments should be, as far as possible, made **out of school hours**. However, please notify the school in advance, if your child needs to go to an appointment during school hours.

Attendance is tracked every term and parents are contacted if attendance is less than 90%, or students are late to school more than 5 times per term. There is an official attendance officer who will be called upon to assist with attendance issues.

### Lunchonline

Lunches are ordered through Lunchonline on Wednesdays, Thursdays and Fridays. Orders must be placed by 9.00am. [www.lunchonline.co.nz](http://www.lunchonline.co.nz)

### Communications

Often a query can be resolved by a telephone call, or email, to your child's teacher. If further support is required, contact the principal or one of the deputy principals.

**Mt Maunganui Intermediate School**

**21 Lodge Avenue**

**Mount Maunganui 3116**

**Phone: (07) 575-5512**

**Email: [admin@mtint.school.nz](mailto:admin@mtint.school.nz)**

## **Eligibility and Enrolment**

Applications for admission for 2021 are acceptable from all students living in our zone.

## **Enrolment Scheme**

As the Ministry of Education has put an enrolment scheme in place, we cannot guarantee enrolment to out of zone students.

## **Enrolment Information**

This will be issued to contributing school students at their school (Mount Primary, Omanu School, Arataki Primary and Tahatai Coast School). Parents of Year 6 students attending non-contributing schools, who intend to apply for admission to Mount Maunganui Intermediate School, are asked to contact the school to obtain enrolment information.

Phone: (07) 575 5512

Email: [enrolments@mtint.school.nz](mailto:enrolments@mtint.school.nz)

Website: [www.mtint.school.nz](http://www.mtint.school.nz)

## **Information Evening and Open Day**

### **INFORMATION EVENING**

MMI School Hall, Links Ave entrance

**Wednesday, 19<sup>th</sup> August 2020**

*A number of classrooms will be open for inspection from 6.00pm – 6.30pm*

### **ACCELERATE CLASS INFORMATION SESSION**

**Room 9 at 5.45pm**

**Information/presentation in hall from 6.30pm – 7.30pm**

All prospective students and parents are invited to attend our information evening in our school hall. This is an opportunity for information to be shared and to meet school and BOT personnel and students. You can ask questions particular to your child and school community.

### **OPEN DAY**

See us “*In Action*”

**Thursday, 27<sup>th</sup> August**

**9.00am - 12.15pm**

On arrival at school, please come to the school office, via the Lodge Avenue entrance, where you will be met and shown around the school. Appointments are not required.

## **Enrolments close**

All enrolments close at 2.30pm on **Friday 18<sup>th</sup>, September 2020**, but we will be working with schools to have enrolments confirmed prior to this date.

Please inform our school office of any changes to home circumstance *eg change of address, phone number, contact details etc.* after the student's initial enrolment.

## **ACCELERATE CLASS**

All applicants for the accelerate class will be required to sit tests in English, Writing, Mathematics and Reasoning on **Wednesday 16<sup>th</sup> September**, at Mount Intermediate from 9.00am - 12.00pm. Parents are responsible for getting students to and from the testing.

Students who wish to apply, should be working at least high level 4 of the New Zealand Curriculum. **Please discuss with your child's current teacher, prior to your child being registered for testing.** Register with your school if attending Arataki Primary School, Omanu School, Mount Maunganui Primary and Tahatai Coast School. Students from other schools wishing to sit the tests need to contact Mount Maunganui Intermediate directly, and we will contact your child's teacher. Registrations close on **Thursday, 3<sup>rd</sup> September 2020**.

## **Accelerate Class Notification**

All applicants for the Accelerate Class will be notified no later than **Wednesday, 11<sup>th</sup> November 2020**, regarding their placement for 2020.

## **Orientation Visits**

Year 6 students will be invited to our school for an orientation in term 4.

23/11/20	1.20pm - 2.20pm	Omanu Primary
25/11/20	9.15am - 10.15am	Arataki Primary
26/11/20	9.15am - 10.15am	Mt Primary
26/11/20	11.00am - 12.00pm	Tahatai Coast

## School Zone

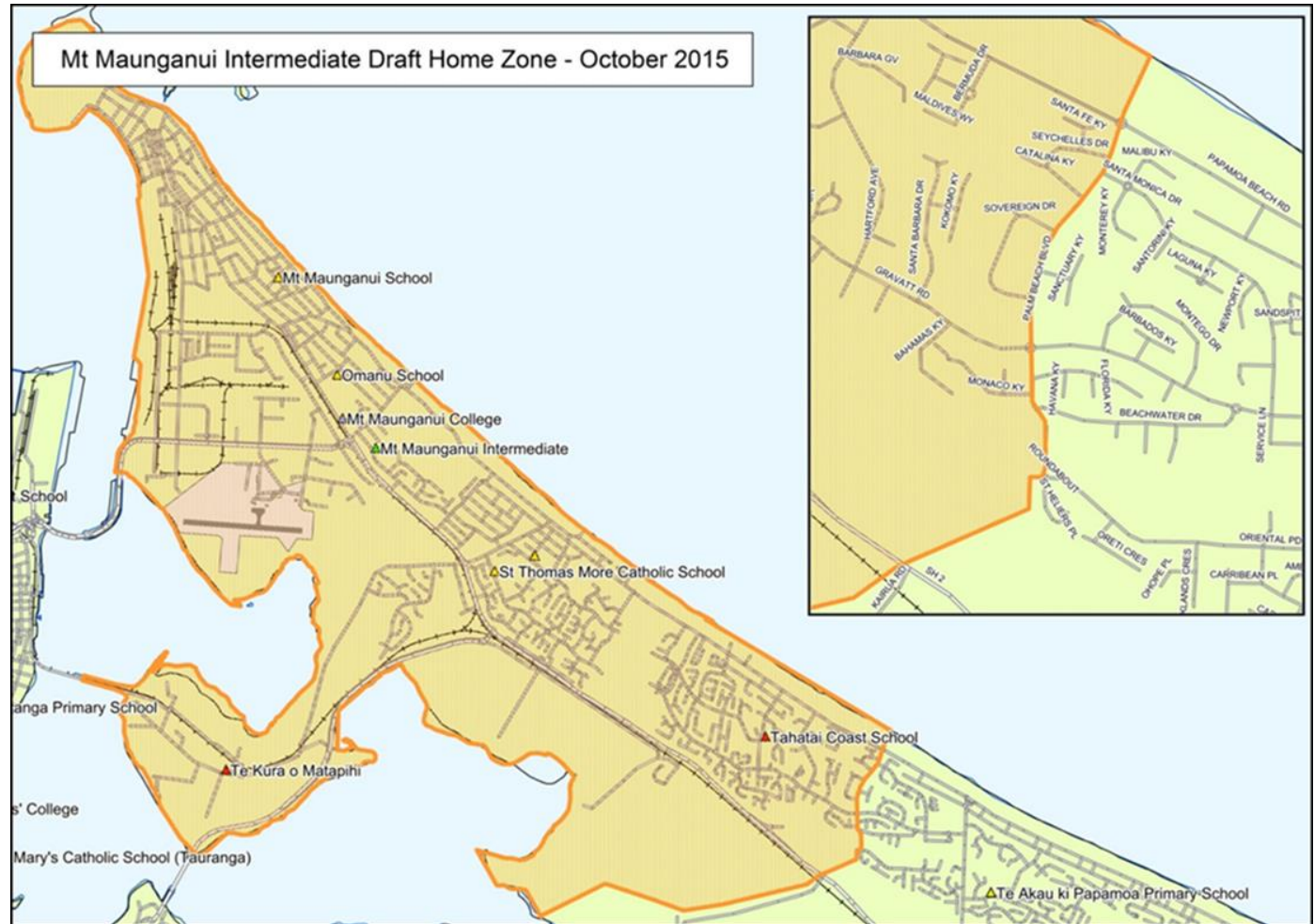
Start on the shoreline adjacent to the intersection of Papamoia Beach Road and Palm Beach Boulevard.

The boundary tracks along Palm Beach Boulevard, to the intersection with Oriental Parade and St Heliers Place, to include all addresses on the western side of Palm Beach Boulevard and excluding all addresses on the latter two streets.

From the south end of Palm Beach Boulevard, the boundary runs south-west towards Kairua Road, east of 1127 State Highway 2 (included) and 1189 State Highway 2 (not included). The boundary then turns west and runs above Kairua Road (not included) to Rangataua Bay.

The boundary then follows the shoreline, passing Tauranga Airport, intersecting State Highway 2 at Tauranga Bridge, tracking around The Mount and back down the east coast to the starting point adjacent to 432 Papamoia Beach Road

All addresses on either side of all roads included within this boundary will be entitled to enrol at Mt Intermediate.

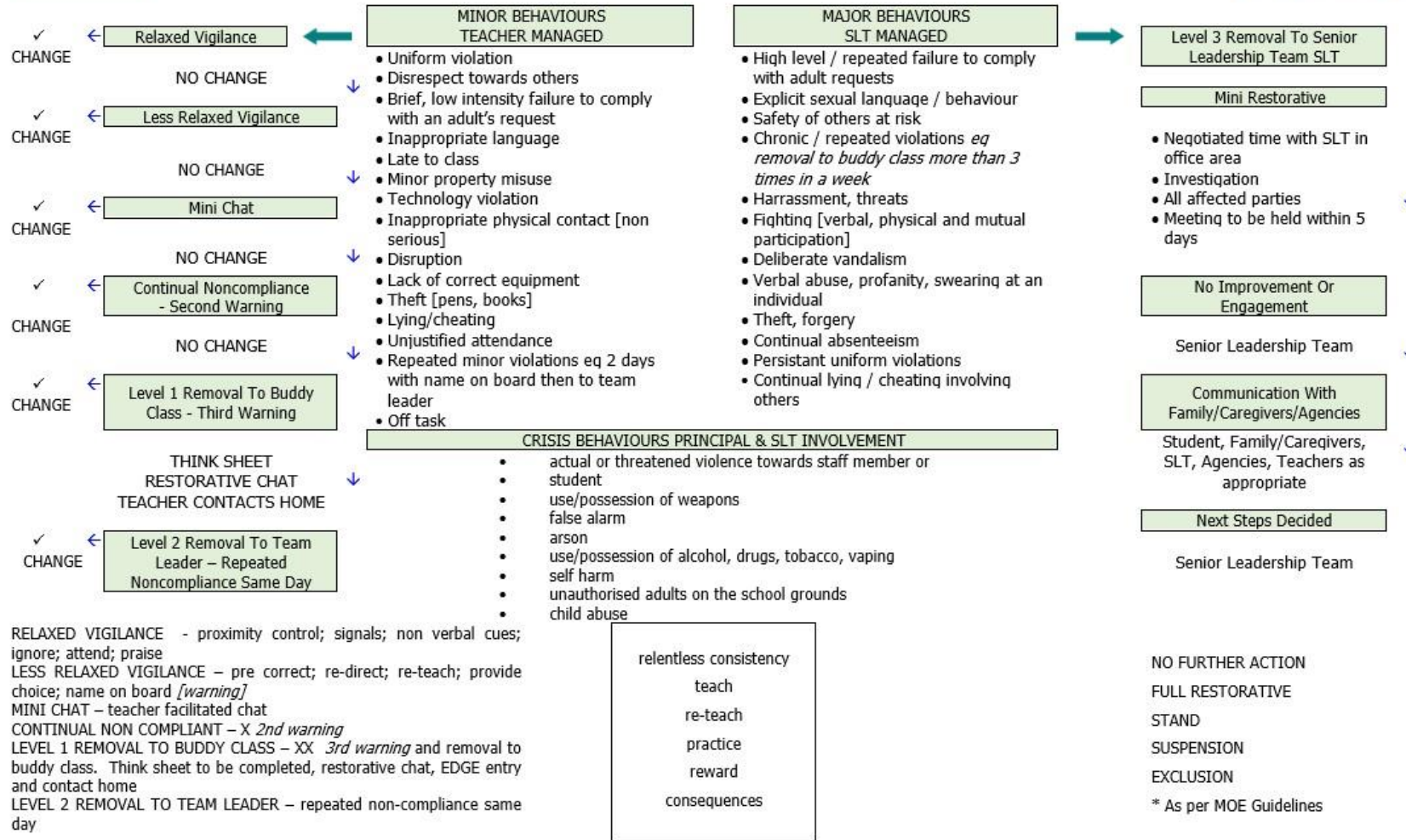
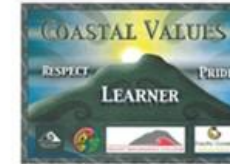






**COASTAL VALUES**

**DO THE RIGHT THING – THE MMI WAY**  
 PROVIDE EXPLICIT INSTRUCTIONS  
 USE FREQUENT, GUIDED AND REINFORCED PRACTICE OF DESIRED BEHAVIOURS  
 GIVE GENUINE AND POSITIVE FEEDBACK  
 BUILD AND MAINTAIN POSITIVE  
**OBSERVE INAPPROPRIATE BEHAVIOURS**



RELAXED VIGILANCE - proximity control; signals; non verbal cues; ignore; attend; praise  
 LESS RELAXED VIGILANCE - pre correct; re-direct; re-teach; provide choice; name on board [warning]  
 MINI CHAT - teacher facilitated chat  
 CONTINUAL NON COMPLIANT - X 2nd warning  
 LEVEL 1 REMOVAL TO BUDDY CLASS - XX 3rd warning and removal to buddy class. Think sheet to be completed, restorative chat, EDGE entry and contact home  
 LEVEL 2 REMOVAL TO TEAM LEADER - repeated non-compliance same day

- CRISIS BEHAVIOURS PRINCIPAL & SLT INVOLVEMENT
- actual or threatened violence towards staff member or student
  - use/possession of weapons
  - false alarm
  - arson
  - use/possession of alcohol, drugs, tobacco, vaping
  - self harm
  - unauthorised adults on the school grounds
  - child abuse
- relentless consistency  
 teach  
 re-teach  
 practice  
 reward  
 consequences

## KIA MAIA SAFE SCHOOL      CODE OF PRACTICE

Mount Maunganui Intermediate is a PC4L school. Positive Culture for Learning is a structure which enables the development of a positive school wide learning culture by:

- developing positive and respectful relationships through ongoing consultation with, and decision making by parents, students, community and all staff.
- developing a caring culture where students and staff feel valued and the whole school community feels safe.
- the development of consistent expectations across all settings and by all staff.
- teaching behaviours instead of “expecting” that students just know what to do.
- maximising the time spent on student learning.

### Coastal Values

Respect	Whakaute
Pride	Whakahii
Learner	Aakonga

### Positives Consequences

- Kia Maia certificates
- Kia Maia cards and prize draw
- Email/phone calls home
- Blues
- House points
- Class rewards
- Coastal Values certificates

### Consequences for Inappropriate Behaviour

Teacher encourages students to modify their behaviour and to get back ‘on-track’. If this does not redirect behaviour, then

- Name on board.
- X by name.
- Another X by name (XX) and sends to buddy room for the next period to complete independent work.



## AND

- \* The student completes a think sheet.
- \* The sheet and behaviour is discussed with and completed by the teacher who sent the student to the buddy room.
- \* Teacher contacts parents.
- \* A copy is sent home for parents to sign.

If same behaviour necessitates a second removal, then student moves to team leader. Refer to majors and minors flowchart.

*Students who have ongoing behaviour issues and have not shown good self-management skills will be reviewed before representing the school or being invited to participate in extra activities.*

## FAST TRACK

*This is for very serious/deliberate, unprovoked acts including:*

- Vandalism
- Violence
- Theft
- Possession of alcohol, cigarettes, vapes or drugs

Students will be referred immediately to a member of the senior leadership team. They have discretion to take action depending on the circumstances e.g. withdrawal, stand down, suspension.

In these circumstances, parents will be informed promptly and included in the discussions with the student and the teacher involved, as quickly as possible.

## **Donations**

Mount Maunganui Intermediate School has opted into the Government School donations scheme. You can read about this here - [School Donation Scheme](#).

## **Other Payments (Extra curricular/activities)**

If you choose for your child to participate you will be asked to cover the costs of these activities.

## **Camps**

The school will ask you to pay a donation for overnight school camps. You can choose to pay all, some or none.

The school accepts cash, EFTPOS and credit cards, paid directly to the school office. You may also pay online or set up automatic payments. Details are below.

### **BANK ACCOUNT DETAILS**

**for Automatic Payments or Online Banking:**

**12-3146-0104711-03    Student's Name:    Particulars:**

If you would like to set up automatic payments for next year, please state "2021" in the Particulars column.

## **Health and Emergencies**

Students who have minor accidents are treated in the sickbay. Sometimes contact is made with parents so that expert medical opinion can be sought.

While considerable effort is made to keep the school facilities/equipment safe, accidents can still happen. The Board of Trustees will not accept any liability for injury sustained during school organised activities.

The school does not have the facilities, or personnel, to cater for sick students for long periods. **Please do not send students to school who are unwell.**

## **International Students**

Mount Maunganui Intermediate welcomes students from overseas to study for varying lengths of time, from short stays to two years. Long term students are fully integrated into classroom programmes and enjoy the same opportunities as New Zealand students. As well as this, international students are offered specialist English as a second language classes, to help develop English competency.

The school has a guideline of one fee paying international student, of the same nationality, per class to ensure the child receives the best individual care and becomes fully integrated as a member of our school community.

Our international students are encouraged to participate in a range of sporting and cultural activities that includes individual and team sports, golf, chess and performing arts.

At Mount Maunganui Intermediate we welcome parent involvement in school activities. Parents are encouraged to support students' learning and be part of our school community.

Mount Maunganui Intermediate has a close association with Mount Primary School and Mount Maunganui College, who both also host international students. This means families can have children attending schools at all levels where there is a natural pathway for students to continue their education seamlessly.

Most of our long term international students are here with their mother or father, living in rental accommodation. Where necessary, we can find suitable, caring homestay accommodation for students who come alone to study.

Short term groups are found homestay accommodation with families within our school community.

As a signatory to the New Zealand Code of Practice for the Pastoral Care of International Students, the school ensures that the accommodation meets the legislative requirements and is a safe environment.

For further information, please contact:

International Student Director  
Mount Maunganui Intermediate School  
21 Lodge Avenue  
Mount Maunganui 3116  
New Zealand

School Phone +64 7 575 5512

Mobile Phone 021 233 6367

Email [international@mtint.school.nz](mailto:international@mtint.school.nz)

## **Medical Precautions**

If a child suffers from an allergy or is prone to sudden illnesses, the school must be notified. Where appropriate, medication (eg allergy pills) should be lodged in the school office. These must be clearly labelled with the child's name. Pupils are responsible for their own asthma inhalers.

It is also of assistance to have the name of the family doctor on file, so that we can make urgent appointments when these are required.

## **Money**

On the occasions when children have money at school for activities, they are required to bring this to the school office and not to leave money in bags or desks. Money is to be placed into a named envelope and dropped into the office drop box, either before school or during morning interval. Receipts will be issued only on request.

## **Mufti Days**

Several times a year, the school has a mufti day with the proceeds going towards student welfare, visiting performers, local charities or school resources, which directly benefit our students.

## **Parent Support Group [PSG]**

We have an active Parent Support Group who meet once a month to plan events, fundraising and community working bees.

The Parent Support Group is actively involved in many aspects of school life:

- Second hand uniform sales in January
- School discos
- Community working bees
- Fundraising

Please tick the box on the enrolment form or contact the school office if you wish to be involved.

## **Permission to Leave School**

To help us in the monitoring of children leaving the school grounds during the day, we ask that parents notify us if their child is required to leave the school. The parent is required to sign the student out and sign back in, on return.

### **Note:**

*If, for any reason, you need to contact your child during the school day, please do not make arrangements to meet outside the school grounds. In the interests of the safety of the children, we require you to come to the office and arrange to meet your child through the office staff.*

## **Personal Belongings**

All care is taken, however, no responsibility can be accepted in the event of accidental damage to, or loss of, any personal belongings given to a staff member for safe keeping.

## **Road Safety**

We stress the need for road safety with the pupils several times during the year, but it is important that parents play a major part in encouraging their children to act responsibly on the roads. Please make regular checks on the safety of your child's bicycle. All bicycles and scooters are required to be secured with a chain and/or padlock.

The wearing of cycle helmets is compulsory for all children riding to and from school.

We request that when children are being picked up by car after school the road rules be observed so that the safety of all our pupils is not jeopardised.

**~ PARKING IN THE BUS BAY IS PROHIBITED ~**

**~ PARKING ON YELLOW LINES IS PROHIBITED ~**

**~ NO PARKING OR STOPPING IN STAFF CARPARKS ~**

## **School Bus Transport**

The Schoolhopper network is managed by Bay of Plenty Regional Council. It is a dedicated school bus service, which services 17 schools across Tauranga. Schoolhopper fares for the Schoolhopper network can be obtained from the BOP Regional Councils website.

### **Using the bus - *Where do I catch the bus in the mornings?***

Each route has specific stops, with timings given for key stops. You can find out the location of these stops and the timings for them on the [individual route pages](#) on the Bay Bus, School Hopper Site. The buses deliver students to the Mount Maunganui Intermediate School bus bay. Afternoon buses depart from Mount Maunganui Intermediate School.

<https://www.baybus.co.nz/tauranga-schools/school-bus-routes-2020/>

The bus service will begin for intermediate students on **Tuesday 2<sup>nd</sup> February 2021**.

The various routes are colour or area coded for ease of identification. Students are required to travel on the appropriate bus - nearest pick up point to home. Some buses carry both Mount Maunganui College and Mount Maunganui Intermediate students.

**School Hours:** 8.45am – 2.45pm

### **School Term Dates for 2021**

Term 1	Tuesday	2 <sup>nd</sup> February	Friday	16 <sup>th</sup> April
<b><i>Interviews on 2<sup>nd</sup> February, Classes start 3<sup>rd</sup> February</i></b>				
Term 2	Monday	3 <sup>rd</sup> May	Friday	9 <sup>th</sup> July
Term 3	Monday	26 <sup>th</sup> July	Friday	1 <sup>st</sup> October
Term 4	Monday	18 <sup>th</sup> October	Wednesday	15 <sup>th</sup> December *

\* *end date may vary depending on any allocation of teacher only days*

### **Stationery Packs**

Stationery packs are sold online through Bay Office Products at exceptionally competitive prices. These are available to be purchased online at the beginning of the new year. [*These are sold at approximately \$35.00, includes online portfolio*]. Stationery is not sold from the school office.

### **Bring Your Own Device [BYOD]**

Mount Maunganui Intermediate is a BYOD school. Where possible, students are asked to bring an iPad or a chrome book to school each day. Online safety software is run through the school server. Devices will be stored securely when not in use. Teachers will direct how these are to be used as part of learning programmes within the classroom.



## **Uniform**

Uniform may be purchased from either of our stockists -

- The Warehouse, Papamoa Plaza, Papamoa
- NZ Uniforms – Elizabeth Street, Tauranga

## **Uniform Expectations**

- No jewellery may be worn except one pair of simple ear studs, a watch and a medical alert bracelet.
- Only natural hair colours are acceptable.
- No spray deodorants or other aerosols are permitted at school.
- Under garments are not to be visible when uniform is worn correctly.

It is important that the above uniform expectations are adhered to.

- 1) Please ensure that ALL clothing has your child's name clearly marked on it.
- 2) Please see that your child changes into his/her ordinary clothes after school as this ensures his/her uniform remains in good condition for the two years he/she is here. We also encourage students to go home first and change before meeting friends after school.
- 3) Please provide an explanatory note if for some reason your child is unable to wear the correct uniform for a limited time.
- 4) Students must be in correct footwear, unless for medical reasons. In such a case, we require a note from the physician/podiatrist.
- 5) All students must have the correct uniform for physical education and suitable footwear during technology lessons.

## UNIFORM LIST – BOYS AND GIRLS

### Suppliers

Polo Shirt	Bottle green, monogrammed	NZ Uniforms – Tauranga The Warehouse – Papamoa
Boys Short	Black summer drill shorts	NZ Uniforms – Tauranga The Warehouse – Papamoa
Girls Culottes	School tartan	NZ Uniforms – Tauranga The Warehouse – Papamoa
Polar Fleece	Bottle green, monogrammed	NZ Uniforms – Tauranga The Warehouse – Papamoa
Jacket	Black with monogram	NZ Uniforms – Tauranga The Warehouse – Papamoa
PE Top	Bottle green/black techno dry	NZ Uniforms – Tauranga The Warehouse – Papamoa
PE Shorts	Black techno dry	NZ Uniforms – Tauranga The Warehouse – Papamoa
Trackpant	Black with monogram	NZ Uniforms – Tauranga The Warehouse – Papamoa
Socks	Black <i>[plain]</i>	NZ Uniforms – Tauranga The Warehouse – Papamoa
Tights	Plain black opaque [not sheer] may be worn in winter terms [terms 2 and 3].	NZ Uniforms – Tauranga The Warehouse – Papamoa
Beanie	Optional in Terms 2 and 3 - Plain black	Office (while stocks last) NZ Uniforms – Tauranga The Warehouse – Papamoa
Sunhat	Compulsory in Terms 1 and 4 - green bucket	NZ Uniforms – Tauranga The Warehouse – Papamoa
Footwear	<p>Black School Style Sandals, (<i>must have a back strap</i>) or Plain black shoes, ankle cut, heel no more than 20mm in height. If a sports shoe is preferred, it must be entirely black with no white/coloured emblems, labels etc.</p> <p>For Health and Safety reasons, shoes <b>MUST</b> be worn in the Technology rooms at all times.</p> <p><b><i>Boots and platform shoes are not permitted.</i></b></p>	

**Physical Education and Sport: [for all students]**

This is a separate uniform which, for reasons of hygiene, is not to be worn as an undergarment.

**Second hand uniform sales are held in the school hall in the last week of January**

*Further details will be available from the school office in December*

## **Reporting to Parents**

- **Learning Conferences**

Student led learning conferences will take place twice a year. In these three way conferences students will share and discuss their learning, achievement and learning goals. Learning Conference sheets will be available as a formal record of the student's achievement, goals and action plan. In addition, summative reports and portfolios/e-portfolios will be sent home in December.

- **Specialist Programme**

Reports are written by specialist teachers as students complete each cycle. Specialist teachers are available during learning conferences for you to discuss your child's learning and how your child has adapted to the specialist classroom and subject.

- **Home School Partnerships**

Staff will also contact parents, when a need arises, to discuss news of successful achievements or any concerns or queries. Communication concerning the welfare and progress of children is encouraged at all times. A parent's first contact should be to the class teacher.

## **Visiting the School**

All visitors, including parents, are required to enter via the school office and digitally sign in.

## **Use of School Telephone**

The school is classified as a business. As all calls are charged, pupils are discouraged from using the school telephones, except in cases of emergency. Pupils wishing to make telephone calls must receive teacher approval.

Because we are helping children reach independence and managing self, calls to home for classroom materials, sports clothing or left lunches are discouraged.

## **Mobile Phones**

Mount Maunganui Intermediate School expectations for students' phones:

*If students bring phones to school they need to:*

- Hand them to the teacher at the beginning of the day.
- Teachers will have a container for these to be placed in.
- The teacher will place them in a locked cupboard for the day.
- Phones will be given back to the students at 2:45pm.
- If the child needs to phone home for a valid reason, they can do this from the school office.

*Consequence for not handing phone in:*

The phone will be held at school until a parent/guardian can come and pick up the phone and the expectations will need to be explained to the parent.

*Purpose of handing phones in:*

- Health and safety of our tamariki.
- To ensure students are interacting with peers face to face.
- To avoid social media issues within school time.
- To ensure phones are not lost, stolen or damaged.

At present there is no need for students to use phones for their learning – students have access to school ipads/computers or students can bring their own school approved device.

*The school will not accept any responsibility for any lost, damaged or stolen phones. Students who bring mobile phones to school, do so at their own risk.*



EMERGENCY PROCEDURES  
Situation requiring immediate return to class  
and lockdown  
L O C K D O W N

Office staff to be informed immediately if the reason for Lockdown is not in the office area.

Office staff to dial 111 immediately

Alarm

Signal      -----      ---      ---      *[repeated if possible]*  
                 1 long,      2 short

If possible, get normal bells turned off (a call to the International Student area for someone to do this)

Office Staff

- ≈ Lock all doors into the admin area
- ≈ Shut blinds as able
- ≈ Move to the main office, away from windows
- ≈ Need access to phone / laptop
- ≈ If the threat is in the office, EITHER move to another area of the school where it is safer OR move into the store room and lock the door (take a phone with you)

If in Classroom

- ≈ Any visitors in the school are to stay where they are.
- ≈ Students who are in a class other than their own - the teacher in that room is to inform the office.
- ≈ All students to sit quietly on the floor. Teachers call roll then contact the office to inform who they have in their room including LA's and visitors and who is not accounted for.

- ≈ Teachers to organise for windows to be closed and “double doors” locked. Classroom door locked once all students are accounted for
- ≈ If there are blinds in the room they need to be pulled shut
- ≈ Voices are to be kept to a minimum

### If in the Hall

- ≈ Children remain in the hall and follow classroom procedure

### If Outside

- ≈ Return immediately to classrooms by the fastest route OR by the route and to the place directed by a staff member
- ≈ Teacher to conduct a roll call to see that all are present immediately
- ≈ Follow the ‘if in classroom’ procedures
- ≈ If the lockdown is during a lunch break, teachers are to check the next door class in case anyone is offsite. If no teacher, move the two classes together.
- ≈ If near the end of the day, the bus company would need to be informed [office responsibility]
- ≈ If a class is off-site, the teacher[s] would need to be informed to stay safe (office staff)

*Families informed, if possible, via email tree, text / website (office staff)*

### Signal to return to normal

Informed by senior management/office staff, who will come to allocated rooms and unlock these from the outside

DP1	Field Modcoms, Rms 5-8, Rms 11-14
DP2	Rms 15-20, Dance/Drama, Foods, Caretaker’s office
Office 1	Rms 1-4, 9-10, Art Rm Block, Music, Hard Mat
Office 2	Library, Digitech, SenCo, International, Hall





## EMERGENCY PROCEDURES

### Emergency Evacuation of Buildings due to: F I R E

#### Alarm

1. This will consist of a continuous ringing of the electric bell system.
2. Should this not be operating, the alarm will be raised by voice or hand bell.
3. The alarm is linked directly to the Fire Service.

#### Evacuation

1. Leave buildings in an orderly manner, by the quickest and safest route. Doors and windows to be closed.
2. Move to the field and sit in class lines near the cricket pitch. The teacher's first responsibility is to ensure that all pupils are clear of buildings and accounted for.  
*NB If classes are at specialist subjects, specialist teachers bring students to the assembly point and seat student in their class lines.*  
*Non-teaching staff/visitors to the school are to meet together on the golf course side of class lines, to be accounted for by an office staff member*
3. Office staff to check sickbay.
4. At the assembly point, wait with your class. Office staff will distribute rolls to teachers.
5. Teachers check on the distributed roll, those absent [a] and present [p]. If anyone is unaccounted for, advise the "warden" immediately.
6. Once checked, teacher to raise hand to indicate all accounted for. Hand up until "warden" indicates it can go down. Office staff will collect roll from you.
7. Teachers are to remain with their class until person in charge dismisses everyone.

### Dispersal of Pupils

Whether to send pupils home will be decided by the Principal or Deputy Principal.

Families will be informed, if possible, via email tree, text.

They will not be released until it is safe to travel.

Parents may uplift their own children after notifying the class teacher who will report to the Office Manager.

Other children will remain under the supervision of staff until they are uplifted.

Bus pupils will remain at School until transport arrangements have been made.

### Emergency Kit (in main office)

#### First aid kit

- ≈ candles/matches [waterproof]
- ≈ strong torch
- ≈ spare batteries
- ≈ transistor radio
- ≈ blankets [sickbay]
- ≈ 600 stick-on labels
- ≈ Pens
- ≈ Vivids
- ≈ Paper

#### Office Staff also take -

- ≈ Visitor and 'offsite' register
- ≈ Mobile phone
- ≈ Absentee sheets
- ≈ Class lists
- ≈ Loud hailer [DP]



## EMERGENCY PROCEDURES

### Emergency Evacuation of Buildings due to:

#### Earthquake - During Class Time

1. On command "Take Cover" move under or beside desk.
2. Clasp hands behind neck, knees and elbows on floor.
3. Face towards centre of room ie away from windows, shelving etc.
4. Remain in this position until tremors have ceased.
5. Return to seats or evacuate if series of short rings on School bell is heard [or hand bell, whistle blasts] to assemble near the cricket pitch.
6. Roll check - a runner to report to Principal/Deputy Principal

#### Earthquake - During Recess

1. Move clear of buildings - **AND STAY STILL**
2. Move to cricket pitch area on evacuation signal – 3 long rings of the bell
3. Proceed as on next page

#### Earthquake - During Hall Assembly

1. Lean forward with hands clasped behind neck.
2. Remain in this position until tremors have ceased.
3. Move to cricket pitch area after organised dismissal from hall on evacuation signal.
4. Proceed as on next page

#### Evacuation

1. Leave buildings in an orderly manner, by the quickest and safest route. Doors and windows to be closed.
2. Move to the field and sit in class lines near the cricket pitch. The teacher's first responsibility is to ensure that all pupils are clear of buildings and accounted for.
3. Office staff to check sickbay.
4. At the assembly point, Office staff to distribute rolls to teachers.

5. Teachers check on the distributed roll, those absent [a] and present [p]. If anyone is unaccounted for, advise the “warden” immediately.
6. Once checked, teacher to raise hand to indicate all accounted for. Hand up until “warden” indicates it can go down. Office staff will collect roll from you.

Non-teaching staff/visitors to the school are to meet on the golf course side of the class lines, to be accounted for by an office staff member

### Dispersal of Pupils

Whether to send pupils home will be decided by the Principal or Deputy Principal.

Families will be informed, if possible, via email tree, text. They will not be released until it is safe to travel.

Parents may uplift their own children after notifying the class teacher who will report to the Office Manager.

Other students will remain under the supervision of staff until they are uplifted.

Bus pupils will remain at school until transport arrangements have been made.

*If there are extraordinary circumstances where staff need to leave the school, this must be communicated with a DP so arrangements can be made, as soon as possible, for this to happen.*



## EMERGENCY PROCEDURES Emergency Evacuation of Buildings due to:

### F L O O D I N G

CIVIL DEFENCE CO-ORDINATING OFFICER IS  
THE DEPUTY PRINCIPAL

#### Alarm

3 long bells or a verbal signal

Should this not be operating, the alarm will be raised by voice or hand bell.

#### Evacuation if required

1. Leave buildings in an orderly manner, by the quickest and safest route. Doors and windows to be closed.
2. Move to the cricket pitch and sit in class lines  
The teacher's first responsibility is to ensure that all pupils are clear of buildings and accounted for.

#### Specialist subjects:

If classes are at specialist subjects, specialist teachers bring students to the assembly point and seat student in their class lines.

Non-teaching staff/visitors to the school are to meet on the golf course side of the class lines, to be accounted for by an office staff member

3. Office staff to check sickbay.
4. At the assembly point, Office staff to distribute rolls to teachers.
5. Teachers check on the distributed roll, those absent [a] and present [p]. If anyone is unaccounted for, advise the "warden" immediately.
6. Once checked, teacher to raise hand to indicate all accounted for. Hand up until "warden" indicates it can go down. Office staff will collect roll from you.
7. Teachers are to remain with their class until person in charge dismisses everyone.

### Dispersal of Pupils

Whether to send pupils home will be decided by the Principal or Deputy Principal.

Families will be informed, if possible, via email tree, text.

They will not be released until it is safe to travel.

Parents may uplift their own children after notifying the class teacher who will report to the Office Manager.

Other children will remain under the supervision of staff until they are uplifted.

Bus pupils will remain at School until transport arrangements have been made.

*If there are extraordinary circumstances where staff need to leave the school, this must be communicated with a DP so arrangements can be made, as soon as possible, for this to happen.*



## EMERGENCY PROCEDURES Emergency Evacuation of Buildings due to:

### T S U N A M I

CIVIL DEFENCE CO-ORDINATING OFFICER IS  
THE DEPUTY PRINCIPAL

NB - we are within a "Tsunami Safe Zone" as determined by Tauranga City Council (*see map below*).

#### Alarm

If we are informed of a tsunami warning, via a community alarm system, or through notification from Civil Defence, the school will be informed by a number of

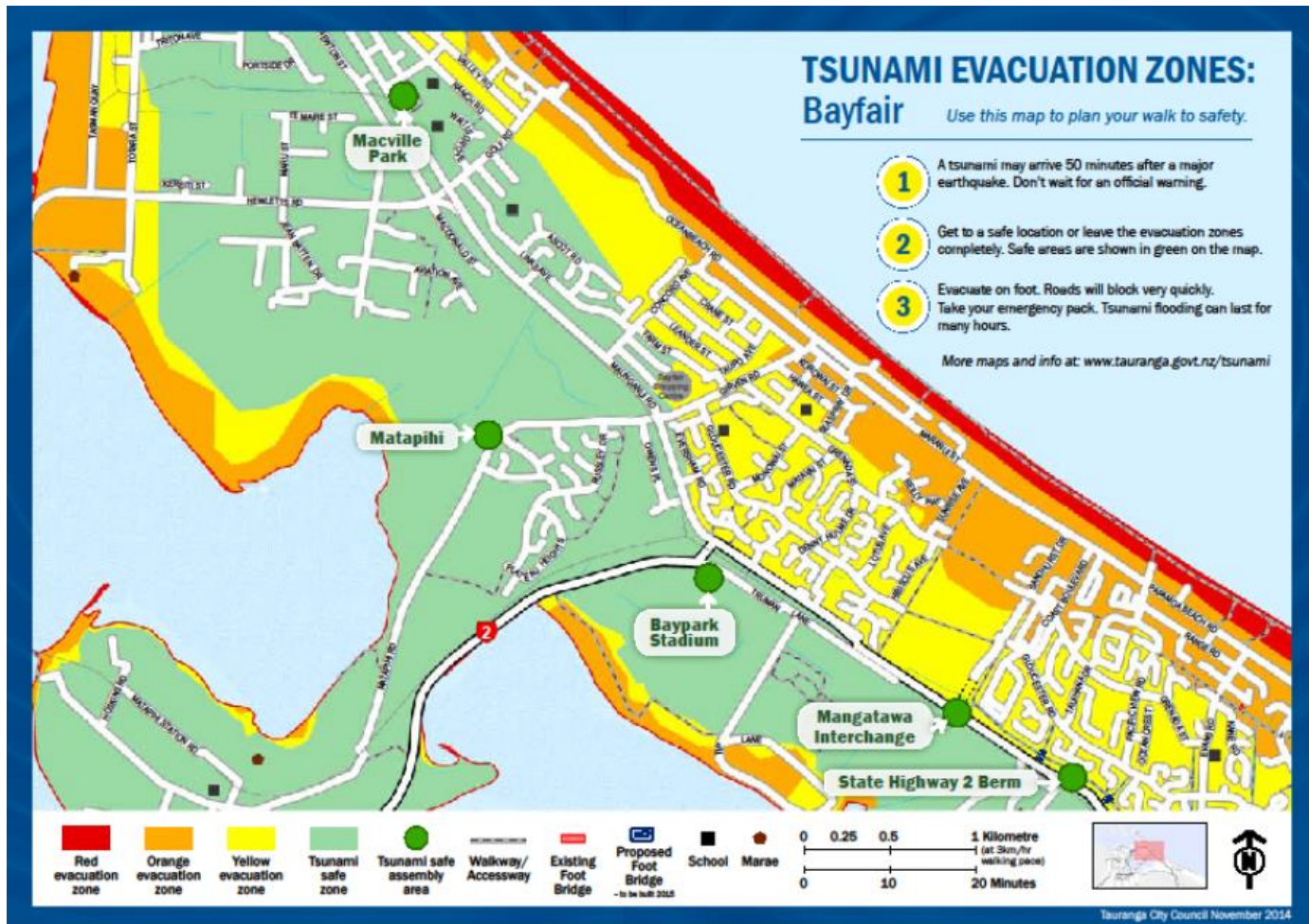
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(long, short, short, long)  
rings of the bell

#### Procedure

- Students and staff will return to / remain in classes - if at specialist, the students stay in those rooms and remain calm and settled and remain there until further notice
- All visitors must be accounted for by staff-member who they are visiting or office staff if visitors are in the admin area
- A roll check will be completed and the office informed by one of the following:
  - ≈ text office absentee number - 0272320446 \* preferred option
  - ≈ phone extn. 730, [cordless phone]
  - ≈ dial 0 from class phone or
  - ≈ call office on 5755512
- All staff present, if not with a class, are also to contact the office, so we can confirm whether or not they are on site
- Office staff will communicate with parents via the email tree
- Families can come to the office and collect their children, if they are able
- The school will follow Civil Defence instructions as they are available



≈ Macville Park is our nearest assembly area, if we are directed to move



*If there are extraordinary circumstances where staff need to leave the school, this must be communicated with a DP so arrangements can be made, as soon as possible, for this to happen.*

## PERSONNEL

[NB: This is the predicted School Staff for 2021 as at August, 2020. Changes still may occur for 2021].

### Board of Trustees

Chairperson: Shane Southby  
Deputy Chairperson: Sarah Shivnan  
Members: Kate Burns  
Lee Martin  
Adrian Tukaki  
Staff Trustee: Nicola Logan  
Principal: Melissa Nelson

### Senior Leadership Team

Melissa Nelson *Principal*  
Beryl Harvey *Deputy Principal*  
Debbie Howell *Deputy Principal*

### Specialist Teachers

Charles Gillies-Smith  
Sally Wylie  
Christine Pearce  
Morgan Smith  
Deb Barr  
Bridget Ward *Team Leader*

### Sports Co-ordinator

Andrew Spraggon

### International Student Director

Brett Muir

### Community of Learning

Harriet Lenihan - *Learning Support Facilitator/SENCo*  
Tania Clarkin - *Learning Support/ORS*  
Melissa Teirney - *Transition Leader/Curriculum Support*

### Learning Assistants

Anj Cavanagh  
Annabel Collier  
Jo Heke  
Deb Hinton  
Bronwyn Martin  
Roy Tetai  
Kathy Wilmshurst  
Rob Pitts  
Rachel Gregory  
Sam Murphy

### ICT Technicians

Grant Jeffcote  
Dale Leggett

### Teachers

Bronwyn Marshall  
Jordan Langton  
Nicola Logan *Team Leader*  
Natalie Workman  
Sandy Hubers  
Kristie Rihia  
Mikala Crawford  
Claire Simonsen  
Kate Flanagan  
Wendy Tuck *Team Leader*  
Jimmy Davis  
Danielle Craill  
Steven Entwisle  
Ashleen Fahy  
Tapuraka Rikihana  
Sharon Horne  
Tara Watson  
Renee Thurston *Team Leader*  
Jillian Johnstone  
Lisa Wallace *Team Leader*  
Jonas Turol  
Shaun Logan  
Shannon Kingsland  
Georgia Mills *Team Leader*  
Sophie Aitken  
Kirby Weis  
Mel Morgan

### Staff on Leave

Jenna Trousselot

### Administration

Denise Harris  
Jenny Pearson  
Karen McGovern

### Library/Learning Centre

Sandi Liddelot

### Property Manager

Jeremy Roberts  
Roy Tetai *Asst Caretaker*

### KiwiCan

Harmony& Bart

**07 575 5512**

*school office*

**[www.mtint.school.nz](http://www.mtint.school.nz)**

*website*

**<https://www.facebook.com/Mtint.school.nz>**

*Facebook*

**[admin@mtint.school.nz](mailto:admin@mtint.school.nz)**

*email*

**027 232 0446**

*Absentee text*

