



## Evans Bay Intermediate 2021 Information

### Contact us: Communication with the School

The school office is staffed between 8.30 am—3-30 pm

**Office phone:** (04) 939 32472

**Physical address:** 14A Kemp Street Kilbirnie Wellington

**Postal address:** PO Box 14-084, Wellington

**Website:** The school website is the first port of call if parents want information.

[www.ebis.school.nz](http://www.ebis.school.nz) Our school website has much of the information you will need whilst your child is at EBIS.

**Online Enrolment Form:** <https://enrol.etap.co.nz>

Parents/Caregivers please use the code **2837** to access the EBIS enrolment online form.

Telephone or email inquiries about the progress or welfare of your child are welcome at all times

If we have missed something please do not hesitate to give our office a call and let us know.

**Parent portal:** The portal allows parents to view key information about their child and the school. Information regarding the Parent portal is on the school website, [www.ebis.school.nz](http://www.ebis.school.nz)

**Phone:** (04 939 3247) Parents are encouraged to phone the school if they have any questions.

At EBIS we value the important educational relationship between teachers, students and parents. We have a variety of ways communication between the school and home can take place:

### Email:

- Office email: [secretary@ebis.school.nz](mailto:secretary@ebis.school.nz)
- Bursar email: [bursar@ebis.school.nz](mailto:bursar@ebis.school.nz)
- Absences email: [absences@ebis.school.nz](mailto:absences@ebis.school.nz)
- Teachers email: Email addresses for teachers are on the school website and are made up of: the first initial of their first name, their surname@ebis.school.nz

Our teachers will also regularly communicate with parents to update them on their child's progress at school.

## School Hours

The school is open for instruction from 8.45am until 2.55pm Monday to Friday.

We encourage families to ensure students do not arrive before 8.30am as staff are not on duty before school.

Students arrive:	8.30am
School starts:	8.45am
Morning interval:	10.30— 10.55am
Lunchtime:	12.30— 1.05pm
End of day:	2.55pm

## School Term Dates 2021

Start of year: 1 and 2 Feb - Interviews with new teacher - year 7 and new year 8  
3 Feb - half day induction - year 7 and new year 8

Term 1:	4 Feb - 16 April
Term 2:	03 May - 9 July
Term 3:	26 July - 01 Oct
Term 4:	18 Oct - 16 Dec

## A-Z OF FAQ's

### Absences

Student absences must be explained by the parent/ caregiver. Please do not send students to school if they are unwell.

- Parents/caregivers have the choice of the following to let the school know about an absence:
  - Telephone: 04 939 3247
  - Email: [absences@ebis.school.nz](mailto:absences@ebis.school.nz)
  - Website: <https://www.ebis.school.nz/absences>

If a student's absence is unexplained you will receive a text message, asking for a response as to their absence. Students going home for lunch require parental permission. Students are not permitted to leave the school grounds during the day.

If students arrive late or leave during the day to go to an appointment, they must sign in and out at the school office.

## **Activity Donation/ Technology**

The school is now part of the Ministry of Education School Donation scheme and receives funding from them. This could change if the school does not continue to opt-in with this programme with the Ministry in 2021. More information will follow closer to the end of 2020.

## **Behaviour Management**

EBIS is a PB4L (Positive Behaviour For Learning) and restorative practices school, where we acknowledge and reward appropriate student behaviour, through the use of Yellow Slips, (leading towards Bronze Awards, Silver Awards and gold Awards) and Student Leader slips.

All classroom teachers and syndicate teams also have a variety of their own awards. As a staff we believe in 'looking for great behaviour, celebrating and encouraging it'.

For the safety of all students, EBIS has a school wide behaviour management plan which staff follow. This involves investigating behavioural incidents and putting in place restorative conversations and /or consequences for unacceptable behaviour.

## **Bicycles, Skateboards and Scooters**

Cycle and scooter racks are provided at school. Students' bicycles should be locked at school and each student who brings a bike is asked to supply a padlock (preferably with a combination lock so that the bike can be secured to the rack). The school does not replace lost or stolen bicycles or scooters. Pumps and other removable equipment should not be left on bicycles. Helmets are required by law and can be stored in the classroom.

Skateboards and scooters can be brought to school any day but are to be used only on the backcourts during break and lunchtime. Ramps and other materials, which are likely to damage the asphalt surface are not allowed.

Any student who brings a scooter is asked to supply a padlock (preferably with a combination lock and secured to the bike rack). Skateboards can be stored in the classroom. The school does not replace lost or stolen skateboards or scooters.

## **Buses**

School buses transport students home each day. They leave the school at approximately 3.00 pm. Buses travel to Miramar, Miramar Heights, Strathmore and Seatoun. Bus routes are located on the Metlink website at [www.metlink.org.nz](http://www.metlink.org.nz) – click on Timetables – School timetables.

## **BYOD (Bring your own device)**

While a device is not a compulsory part of your child's stationary, we strongly recommend that they have one as so much of their learning is now on line

### **What device should students have:**

We recognise that students are only at Evans Bay Intermediate for 2 years so parents should also take into account any requirements that secondary schools may have if buying a brand new device.

### BYOD Devices for use at Evans Bay Intermediate should have:

- A screen greater than 10"
- Be WIFI capable (recommend WiFi N minimum)
- A working battery with a rated 6 hour use
- A keyboard (can be portable/bluetooth)
- Up to date operating system and antivirus software
- Must be able to run Google Chrome

Device	Recommendation	Notes
Chromebook	Recommended	Good value for money and natively accesses all apps used at EBIS. Always connected to the internet.
Windows 10 Laptop	Recommended	Very versatile and is easily available. Able to work offline using installed applications.
Apple Macbook	Recommended	More expensive option with a longer device life with OS upgrades. Consider if your student creates a lot of multimedia.
Apple Ipad	Not recommended	Limited to onscreen keyboard only! Not able to use all applications and not compatible with some school applications.
Android Tablets	Not recommended	Limited to onscreen keyboard only! Not able to use all applications and not compatible with some school applications.

### Enrolment and induction at Evans Bay Intermediate

We have moved to an online enrollment. In order to do this please access the form through this URL <https://enrol.etap.co.nz>. Please use the code **2837** to access the EBIS enrolment online form.

We are very aware of the importance of the transition from Primary to Intermediate and want to make it really successful for the new members of the Evans Bay Intermediate community.

Our enrolment process at EBIS includes the following steps:

- **Visiting the intermediate** - Year 6 students from our contributing primary schools visit EBIS for a few hours to experience life at Evans Bay Intermediate School - this takes place on different days between **15 - 18 June 2021**.
- **Prospectus delivery** - EBIS staff and student leaders deliver the school prospectus to contributing schools between **27 and 29 July 2021**.
- **EBIS Open Day and Night** (another opportunity for parents and students to experience life at EBIS by coming in during the school day and observing the school in action, or coming in during the evening where staff and students will be showcasing some of the

programmes offered at Evans Bay Intermediate) - **Thursday 27 August 2021, 9.00am to 2.30pm and 6pm to 8pm in the evening.**

- **Interviews** for all new enrolments on **8, 10 and 17 September 2021.**

We want to interview all the new Year 7 and new Year 8 students and their parents prior to starting. EBIS is a very popular school and with the large numbers of students that we have enrolling each year, we want to be able to make the best possible placements for them. In order to do this, we ask you to book and attend an interview with your child, with one of the members of the senior management team as part of the enrolment process. More information about how to book an interview will be shared with you at a later stage.

- **Meet the teacher** - At the start of the new year we want to give new parents and students an opportunity to meet their child's new teacher in the week before school starts. The dates for this are **1 and 2 February 2021.**

Parents will be able to go online to the same site as before - [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz) with a new log in and book a time.

Bookings for these interviews will open on 4 January 2021. You will receive an email before 4 Jan 2021 with the new code to allow you to make this interview time.

- **Half day induction** - The Year 7 and new Year 8 students will start on **3 February 2021** and attend school for a half day induction. This will allow them to find their feet before the rest of the students start.

The student leaders will be at school on this day with their teacher. During the day they will give the new students a tour of the school as well as being on hand with the teacher to induct our new students into EBIS life.

- **First day** - On Wednesday **4 February 2021 at 8.45am** all new students and staff to the school will be welcomed with a pōwhiri and school will commence.

Class placements are made after consultation with your child's teacher at their previous schools and with you at the pre enrolment interview. Our aim is to ensure we can make the transition from Primary to Intermediate school as smooth as possible.

We also set aside the first few weeks at the start of each year to assist students to develop new relationships as we know this is so important for everyone. This is done in class with the classroom teacher.

Year 8 students remain with their Year 7 teacher for two years unless there is an important reason for them to move. This needs to be discussed with the DP, AP or Principal prior to any move being initiated.

- **Online Enrolments** - click on link <https://enrol.etap.co.nz>

Parents/Caregivers please use the code **2837** to access the EBIS enrolment online form.

## **ICT use at EBIS**

Students are encouraged to bring their own device to school, charged up and ready to use each day. Before they will be allowed to use a device at school, they will need to sign the Responsible Use Agreement (RUA), which is enclosed with the prospectus.

The school uses the Network for Learning (N4L) to provide internet access to students and they provide the internet security whilst the children are logged onto the school network.

We also use a variety of digital platforms as part of the learning. All students will have their own Google email account and access to the Google suite applications for documents, calendars etc.

We strongly request that parents do not give students data to use and do not allow their children to have social media accounts, as most of our students are below the legal age to have one and also this is the area they experience the most problems with having a device.

Please make sure you monitor and are aware of what your child is doing on line.

## **Library and Lost Books**

The school has an excellent library which classes visit on a weekly basis. The library is open during the lunch breaks for those students who prefer to read, play board games or study. Students are encouraged to read widely and the reading of school library books is encouraged as a home learning activity. Our library books are an important asset. When a library book is lost by a student the School requests payment from the parent/ caregiver to replace the book.

## **Lunch Orders**

A range of lunches can be ordered online [www.kindo.co.nz](http://www.kindo.co.nz) and these are delivered to school. Options include:

- Sushi - Wednesday
- Pita Pit – Thursday
- Hells Pizza – Friday

## **Mandarin/Korean**

Children are given the opportunity to learn Mandarin through the Confucius Institute during their time at Evans Bay Intermediate. A Chinese tutor comes to the school and teaches the students in class groups for a period of time each year. As well as learning the language they also learn about some Chinese culture such as calligraphy, food and martial arts.

Korean is also an option that we are able to offer. This commenced in 2019 and is through the Korean embassy. A tutor comes to the school and offers Korean language and culture to the students in class groups.

## **Mobile Dental Clinic**

A mobile dental clinic visits the school approximately once a year. Teeth are checked and parents are informed if follow up work is required.

## **Mufti Days**

Mufti days occur once a month, with the date being listed in the school calendar which can be accessed through the school website: [www.ebis.school.nz](http://www.ebis.school.nz)

Students wishing to wear mufti need to bring \$2 to their class teacher on mufti day. Should your child not want to wear mufti they must come to school in their school uniform.

## **Newsletter/Bulletin/Notices to Parents**

The EBIS Bulletin is produced every week and is uploaded to the web on a Friday. All information, including sports registration forms, reminders of events happening in the school can also be found on the school website: [www.ebis.school.nz](http://www.ebis.school.nz)

## **Pastoral Care**

The wellbeing of each student is one of the most important characteristics of the EBIS culture. The school assists in the overall personal development of our students but also recognises that we work in conjunction with parents and the community to achieve our collective goals. Pastoral Care involves:

- PB4L - Positive behaviour for learning
- Restorative practices
- Support for those with learning and behavioural difficulties
- 24/7 Youth workers
- Counselling service for all students
- Opportunities for student leadership and service in all areas
- Stimulating class environments for learning and the development of positive relationships

The school expects and maintains a high standard of discipline. Behaviour whether positive or inappropriate, is shared with parents, teacher and student. This awareness, knowledge and working relationship strengthens the partnership between home and school. We know the importance of school and home working together to support the learning and behaviour of the students in our care.

## **Personal Property**

Students are required to hand in all valuable items (e.g. electronic devices and wallets etc.) to their class teacher at the beginning of each day. Each classroom has a security cupboard where the valuable items will be stored during the course of the day.

The School accepts no responsibility for valuables not stored in the secured cupboard.

## **Reporting to Parents**

We are in the process of altering how we report to parents, moving to real time reporting. 2021 will be part of the transition to this way of working and we will keep you in the picture of what we are doing as the year progresses.

We also believe the role of the parents is vital in the learning process. This means that we focus on communicating and meeting with our parents.

### Stationery

1B5 - 4 class, 2 spec	6
1E5 maths	1
Pencil - 6B Art pencil	1
Pencil - HB	2
Pen - Blue	2
Pen - Red	1
Ruler - 30cm clear plastic	1
Eraser	1
Pencil sharpener	1
Coloured Pencils - packet 24 colours	1
Protractor - 180 degree - clear	1
Compass	1
Headphones or earbuds	1
Pencil Case	1
Scissors	1
Glue Sticks	2
A8 Art ex.book – no lines, eraser,pencil sharpener, set of 24 good quality colour pencils-either OfficeMax, Fabercastel or Crayola	1
Chromebook, laptop, tablet (with keyboard)	1 strongly encouraged

### Student Leaders

Student Leaders are students who demonstrate leadership qualities, who consistently display our school values and have a high level of maturity. Student Leaders are a voice for the student body, support the staff and represent the school on various occasions.

The leadership programme at EBIS is designed to equip students with skills and abilities to solve problems collaboratively and creatively while being a role model to their peers. The leaders are selected through a voting process with input from both staff and students. In each class there are two leaders.



## Uniform

EBIS has a school uniform which we want our students to wear with pride. It is important for students to wear the correct uniform both for their own sense of wellbeing and to look smart out in the community as it reflects well on the school.

We ask that parents ensure that students wear the correct uniform to school each day and send a note if there is some reason that they are unable to.

The current uniform is a mix of old and new styles and there is no immediate pressure to purchase or for students to wear the new pieces.

Our EBIS uniform is made up of:

- EBIS polo shirt
- EBIS shorts
- EBIS long pants
- EBIS long sleeved polar fleece
- EBIS PE shirt
- Ankle socks — black
- Closed in shoes



Other items which may be worn are:

- Long sleeved black polyprops (winter) under their polo shirts
- Watch
- Simple studs
- Black or EBIS blue headbands
- Black or EBIS blue beanies - worn outside only
- Caps or sun hats - worn outside only in terms 1 and 4

Our students come from different ethnic backgrounds and different religious groups. Students can therefore wear such things as a cross, pounamu, or black or EBIS blue head scarf with their uniforms.

The following items students are asked not to wear:

- Hoodies
- Makeup
- Nail polish
- Leggings, tights, or knee high socks
- Necklaces, earrings, bracelets
- Extreme permanent hair colour e.g. red, yellow, blue, green, pink
- Non-prescription coloured contact lenses

At our end of term discos and on mufti days, students have the opportunity to wear all the things that they love to wear.

The school uniform can be purchased at: NZ Uniforms, 167 Thorndon Quay, Wellington, Phone (04) 238-4727 or online [www.nzuniforms.com](http://www.nzuniforms.com)