



# Starting at Pasadena 2017

Student Information Booklet

# Welcome to Pasadena Intermediate School

## School Uniform

School Uniform and Stationery Boxes can be purchased through the School Office from Tuesday 24 January to Friday 27 January 9am - 1pm. From 31 January 2017 normal school hours will apply.

ZIP SWEATSHIRT - \$82- \$87.00.

SHIRT/BLOUSE - \$47 -\$49.00.

SHORTS (UNISEX) - \$41- \$45.00.

TROUSERS - (Orders required).

CULOTTES - (Orders required).

RAIN JACKET - \$85.00 (Orders required).

SCHOOL HAT - Navy Blue Baseball Style - \$18.00 or Navy Blue Full Brimmed Bucket Hat - \$14.00.

PE SHIRT - \$40.00.

PE SHORTS - \$30.00

SOCKS \* - White or black ankle length (can be purchased outside of uniform shop)

SHOES \* - Black; Lace-up (to be worn with socks)

SANDALS \* - Black or Brown with Heel Strap (to be worn without socks)

# Please ensure all uniform items are clearly named.



# Your child's first day at Pasadena Intermediate School

When does school start and finish?

School starts on Tuesday 31st January at 8.45am and finishes at 3.00pm.

What should I wear?

The correct school uniform. School Uniform needs to be worn to and from school. Please also bring your P.E gear.

What should I bring?

Your stationery box if you have one otherwise a pen and paper.

Where do I go?

Head straight to your classroom. If you are unsure which classroom you are in there will be staff available to show you where to go.

From 8.15am parents are also invited to the library to have a cup of tea and meet key staff and other parents.

Parents are also invited to attend a 9.00am Assembly in the school hall where staff will be introduced.

School hours

The school day goes from 8.45am - 3.00pm (school starts at 9.00am on a Friday)

Block 1 - 8.45am - 10.05am

Interval - 10.05am - 10.25am

Block 2 - 10.25am - 11.35am

Lunch eating 11:35am - 11:50am

Block 3 - 11.50am - 1.00pm

Recreation 1.00pm - 1.50pm

Block 4 - 1.50am - 3.00pm

Students are asked not to arrive before 8:00am, unless involved in an official school activity with a teacher, are asked to leave the grounds by 3:20pm.



# School Procedures

## Absence

Parents must notify the school office before 8.45am by telephone 09 846-2169 or by text 0274688003.

Students are to bring a note confirming the reason for their absence on the day they return to school. The note must be given to their classroom teacher.

## Lateness

If a student is going to be late to school they must report to the office and sign in. Students will need to have a legitimate reason for being late. Ongoing lateness will be monitored by the Deputy Principal.

## Incorrect Uniform

If, for any reason students arrive at school wearing incorrect uniform they must bring a note from their parents/caregivers and get a uniform pass from the Deputy Principal - Lisa White.

## Lost Property

Lost Property is located in the school office. If the item is named students will be notified.

## Homework

Students will get 30 minutes a night homework. This can be completed over the week. Teachers will explain the procedures in detail at the start of the year.

## Bikes and Scooters

Students who ride their bikes and scooters to school can lock them in the bike racks behind the school office. Please make sure they are locked at all times.

## School Lunches

The School Tuck Shop is open from Tuesday 7 February at interval (10.05am - 10.20am) and lunch eating time (11.35 - 11.50am). Lunches can be ordered using the website [www.tastytuckshop.co.nz](http://www.tastytuckshop.co.nz).

## School Office Hours

The School Office is open from 8.00am - 4.00pm. Uniform and stationery can be purchased during these times. The office is closed during term holidays.

## Pastoral Care

Our Deputy Principal Lisa White is in charge of pastoral care of students. She can be contacted via email on [lisa@pasadena.school.nz](mailto:lisa@pasadena.school.nz) or via the school office on 09 8462169.



## Key School Contacts

**School Office** - 09 8462169

**School Office email** - [office@pasadena.school.nz](mailto:office@pasadena.school.nz)

**School cellphone** - 0274688003.

**School Website** - [www.pasadena.school.nz](http://www.pasadena.school.nz)

**Principal** - Jonathan Hughes - [jhughes@pasadena.school.nz](mailto:jhughes@pasadena.school.nz)

**Deputy Principal** - Lisa White - [lisa@pasadena.school.nz](mailto:lisa@pasadena.school.nz)

## Kahurangi Team

**Strategic Leader and Team Leader of Kahurangi Team and Room 4 Teacher** -

Christine Abercrombie - [christine@pasadena.schol.nz](mailto:christine@pasadena.schol.nz)

**Room 3 Teacher** - Sarah Percy - [sarahh@pasadena.school.nz](mailto:sarahh@pasadena.school.nz)

**Room 5 Teacher** - Laura Pearton - [laura@pasadena.school.nz](mailto:laura@pasadena.school.nz)

**Room 8 Teacher** - Suzanne Davies - [suzanne@pasadena.school.nz](mailto:suzanne@pasadena.school.nz)

## Whero Team

**Strategic Leader and Team Leader of Whero Team and Room 10 teacher** -

Keith Ward - [keith@pasadena.schol.nz](mailto:keith@pasadena.schol.nz)

**Room 9 Teacher** - Alicia King - [alicia@pasadena.school.nz](mailto:alicia@pasadena.school.nz)

**Room 11 Teacher** - Jerome Brown - [jerome@pasadena.school.nz](mailto:jerome@pasadena.school.nz)

**Room 12 Teacher** - Kelly Rijnaarts - [kelly@pasadena.school.nz](mailto:kelly@pasadena.school.nz)

## Specialist Staff

**Performing Arts** - Maureen Donnelly - [maureen@pasadena.school.nz](mailto:maureen@pasadena.school.nz)

**Visual Arts** - Sue Elliott - [sue@pasadena.school.nz](mailto:sue@pasadena.school.nz)

**Technology** - Sarah Coughlan - [sarah@pasadena.school.nz](mailto:sarah@pasadena.school.nz)

## Learning Centre Staff

**Learning Support Teacher**- Wendy Allan - [wendy@pasadena.school.nz](mailto:wendy@pasadena.school.nz)

**Learning Support Teacher**- Sarah Coughlan - [sarah@pasadena.school.nz](mailto:sarah@pasadena.school.nz)

## Office Staff

**Administration Officer** - Thelma Teesdale - [thelma@pasadena.school.nz](mailto:thelma@pasadena.school.nz)

**School Receptionist** - Lina Fuimaono - [lina@pasadena.school.nz](mailto:lina@pasadena.school.nz)

