

TAKE UP THE CHALLENGE



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**BERKLEY**

Normal Middle School

# 2023 PROSPECTUS

# PRINCIPAL'S MESSAGE

## Welcome

Kia ora koutou

We extend a warm Berkley welcome to all prospective students and families. Thank-you for giving us the opportunity to share information about our school with you.

Berkley offers high quality educational programmes that engage Year 7-9 learners in a safe and supportive environment. Our teachers work hard to provide students with a connected curriculum where learning is fun and meaningful. Our school vision is for our learners to take up the challenge and get involved in all the many academic, cultural, sporting and social opportunities on offer. 2023 will see the return of our biennial New Horizons Programme. This is an exciting opportunity for our Berkley learners to explore a variety of outdoor educational opportunities that will enhance a particular interest or passion.

Berkley is proud to be an authorised International Baccalaureate (IB) School. The Primary Years Programme (PYP) prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others, and have the capacity to participate in the world around them. It focuses on the development of the whole child. The IB Learner Profile attributes and the PYP transdisciplinary themes, approaches to learning, concepts and action, enables students to learn and grow with confidence and rise to a variety of academic challenges.

We strongly believe that for our students to succeed, they need positive self-esteem and to be in an environment that rewards their attempts and celebrates their successes. Along with this they need the support of their families/caregivers, and a dedicated, caring school staff.

If you choose to join our school, you and your child will become an important part of our learning community. The support and participation of our parents and whanau at school activities and events is welcomed and encouraged.

We give you our commitment that we will do our very best to ensure that Berkley students will leave our school as confident and competent learners who have achieved success in a range of curriculum areas and are ready to take up the challenge.

**Nathan Leith | Principal**

Our school is a place where people want to be.

We specialise in meeting the needs of emerging adolescents, and this is reflected in our curriculum and student support programmes.

We recognise the importance of the trust you put in us to 'get it right' during these middle years.

**Nathan Leith**







## Our School Vision:

Berkley Normal Middle School will provide pathways for students to mature into young people who:



## Care (Kia manāki):

Knowing, holding onto and acting on values that will enable students to live effectively in a global community, and grow as life-long learners. Working to secure a sustainable social, cultural, economic and environmental future.



## Dare (Kia toa):

Using approaches to learning to develop confidence, strength, courage and excellence... and resourcefulness to face challenges; self-motivation; accepting responsibilities and aiming high.



## Share (Kia tiaki):

Understanding the importance of connectedness ... and its many rewards including respect in oneself and others (diversity), responsibilities and relationships with people, the land and environment.



# INTERNATIONAL BACCALAUREATE

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## Choice and challenge in the curriculum through the IB Primary Years Programme (PYP):

At Berkley the New Zealand curriculum is delivered through the framework of the International Baccalaureate Primary Years Programme (PYP).

The PYP focuses on students' academic, social and emotional well being, international-mindedness and the development of strong values. The inquiry based programme is structured into six related, transdisciplinary themes that are explored each year. These themes are selected for their personal and social significance and inspire a coherent, balanced and broad educational experience. Through these six themes learners have the opportunity to develop the knowledge, conceptual understandings, skills and the dispositions they need to be successful in an ever changing world.

These themes are selected for their relevance to people and society. They are described as transdisciplinary because they allow students to transfer new knowledge and understandings across all curriculum areas. Throughout the year, learners are engaged in investigations into important ideas, which require a substantial and high level of involvement and thinking.

Along with the attributes of the Learner Profile, the PYP is made up of four essential elements - knowledge, concepts, approaches to learning (skills) and action.



# The six transdisciplinary themes are:

- 1 Who we are:** Inquiry into the nature of the self; beliefs and values; person, physical, mental, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.
- 2 Where we are in place and time:** Inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationship between and the interconnectedness of individuals and civilisations, from local and global perspectives.
- 3 How we express ourselves:** Inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.
- 4 How the world works:** Inquiry into the natural world and its laws, the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and on the environment.
- 5 How we organise ourselves:** Inquiry into the interconnectedness of human-made systems and communities; the structure and function of organisations; societal decision-making; economic activities and their impact on humankind and the environment.
- 6 Sharing the planet:** Inquiry into rights and responsibilities in the struggle to share finite resources with other people and other living things; communities and the relationship within and between them; access to equal opportunities; peace and conflict resolution.





# UNIQUENESS OF OUR BERKLEY LEARNING COMMUNITY:

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## HOW WE MAKE A DIFFERENCE:

Every day 750 rapidly changing 10–14 year olds enrolled at **Berkley Normal Middle School** are making critical and complex life choices.

They are forming attitudes, values and habits of life that will direct their behaviour as adults.

Our Middle School is therefore here to enhance the healthy growth of our young adolescents as lifetime learners who are increasingly competent, self-sufficient young people who are optimistic about their future.



## The following conditions and characteristics are strengths at our school:

- Our balanced curriculum is based on the needs of young adolescents.
- Delivery of the New Zealand Curriculum through the International Baccalaureate Primary Years Programme (PYP).
- Individual needs are acknowledged and reflected in the varied instructional strategies teachers use.
- A full programme is delivered through a blend of homeroom and specialist teaching.
- Experiences with specialist teachers support the transition to future schooling.
- Our evaluation procedures are compatible with the nature of young adolescents. Students reflect upon their achievement relative to their own ability, rather than being in competition for grades and being compared to other students.
- Teachers plan co-operatively and provide a range of extra-curricular learning opportunities that students can choose to participate in.
- This is a time in the emerging adolescent's life when doors are opened and students have a wide range of experiences. By taking up challenges, students are in a strong position to pursue pathways of choice in future learning.

# Our middle school environment was specifically created to meet the unique needs of emerging adolescents.

## We address these needs in the following ways:

- A strong homeroom system where students spend the majority of their day with one teacher.
- A strong emphasis on the teaching of academic subjects by the homeroom teacher.
- Specialist teaching in Science, Technology, the Arts (visual and performing), Physical Education, Media and Second Language Learning.
- High quality teaching – supported by an intensive research based professional learning programme.
- Regular goal setting and reporting to parents culminating in a full written report at the end of the year.
- Provision of a safe, positive learning environment.
- A two year learning journey alongside a homeroom teacher that allows students to develop high quality one to one relationships.
- Classes carefully constructed to match students with teachers, and students with students.
- Extensive education outside the classroom experiences.
- Regular access to computers and digital devices as a tool for learning.
- An opportunity to develop healthy competition between peers within and across schools.
- A strong promotions programme which provides students with extensive opportunities to engage in actively supervised sporting, cultural and technological activities during break time.
- A rich and diverse programme of engagement in the Performing Arts including opportunities to perform to audiences.



# EDUCATION BEYOND THE CLASSROOM

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## Aongatete Camp:

Every even year (2024, 2026...) Berkley students enjoy a camping experience at the Aongatete Outdoor Education Centre (37 kms from Tauranga) in the Kaimai/Mamaku Forest Park. The lodge and its surrounding areas provide our students with an environment full of natural resources and challenges. A tramp over the Kaimai range will begin our four day experience. The programme aims for students to develop their confidence, a sense of adventure, an attitude of responsibility and bush craft skills. Time spent at Aongatete opens student's worlds and increases their awareness of the magnificent resources we have in our backyard and how to safely enjoy them.

## New Horizons:

Every odd year (2023, 2025...), our Berkley education outside the classroom programme provides an exciting set of opportunities, known as New Horizons.

Instead of going on a "camping" experience as a class, students select from a very wide range of activities which they participate in for three days. Activities as diverse as surfing, visual art, welding, cycling, hiking, digital problem solving, cooking, horse riding and movie making.

All of these experiences are an opportunity for students to demonstrate the attributes of the International Baccalaureate Learner Profile.

## Hillary Outdoors:

Each year a group of students travel to the Hillary Outdoors Education Centre based at either Tongariro or Great Barrier Island. Here they spend a week experiencing a range of challenging activities, specific to the environment. Information about applying for this experience is available from Term Two.





# Sporting Programmes:

**Philosophy:** we believe that sport, physical activity and play are important for the personal growth and development of our students. Our students are regularly timetabled physical activity in the teaming programme.

**Promotions:** as an extension of the teaming programme, organised sporting opportunities are held every lunchtime for students to opt into. These are a fantastic opportunity for students to consolidate new sports skills learned in the teaming programme and socialise with their peers.

**Excellence through Sport and Culture:** student representative teams participate in a wide number of sporting and cultural events against Waikato Intermediate and Middle schools. The programme provides for those students who have exceptional skills and qualities in the sporting and cultural arenas.

**AIMS Games:** held annually in Tauranga, the Association of Intermediate and Middle School (AIMS) Games is an international sporting competition for our elite athletes. These games give 11, 12 and 13 year olds an opportunity to compete as an individual or in a team against the best of their age in a variety of different sports. Each of the sports offered is hosted in superb facilities. The aim of the event is to provide opportunities for the student in the middle years to compete at an elite level, be active, celebrate fair play and enjoy success.

**Sports Camp:** year 7 and 8 students have the opportunity of being involved in a week-long competition where they compete in a multitude of sports. A heavy focus on the athletes learning journey is prioritised in the build up and during competition week.



## The sporting opportunities offered throughout the year include:

Our sport and recreation facilities support the promotion of these important programmes.

- athletics
- badminton
- basketball
- bowls
- cricket
- cross country
- dance
- golf
- gymnastics
- hockey
- inline hockey
- netball
- padler tennis
- rippa rugby
- rugby
- sailing
- show jumping
- skiing
- soccer
- softball
- squash
- swimming
- table tennis
- tennis
- touch
- volleyball
- water polo
- futsal
- tough guy / tough girl



# PERFORMING ARTS

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## School Productions:

Our Biennial school production is always a highlight of the school year. Involving a large group of students in a range of on-stage roles, the production allows students to showcase their acting, dancing, singing and performing talent. Every other year we hold a Performing Arts Festival - this is an opportunity for students to work together to stage a range of performing arts including dance groups, cultural groups, bands and theatre sports. It is a great showcase of the theatrical and our students have a lot of fun choreographing and taking part in helping to produce this performance extravaganza.

## Cultural Activities:

- Band Slam
- Bandquest
- Rockbands

## Berkley Big Band:

Berkley's Big Band provides an opportunity for like-minded musicians to perform as a collective. Musicians play in a larger ensemble and practice contributing as an individual to the success of the larger group. Students perform in the WIMS music day in Te Awamutu as well as at school assemblies and Performing Arts evenings.

## Kapa Haka:

*Kōkiritia te kaupapa, whakamaua kia tīna!*

*Haumi e, hui e, Tāiki e!*

Kapa Haka at Berkley provides ākonga with the opportunity to experience Māori Performing Arts in an inclusive and connected environment. We aim to build a sense of whanaungatanga amongst our roopu whilst sharing knowledge, language and cultural customs through waiata, haka, stories, and traditional games.

We have been proud to have been involved with a range of performances and leadership opportunities for ākonga, such as the Hillcrest COL Festival, performances at our local primary schools, the annual WIMS Festival, as well as school performances and pōwhiri.





# EXTRA CURRICULAR PROGRAMMES:

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## Overseas Trips

Traditionally at Berkley students have the opportunity to apply to participate in travel either to Japan or Noumea. These trips give students an amazing educational experience and the exposure they have to a different culture and custom is unforgettable.

We are expecting both these trips to take place in 2023 and information will be available from the start of the year.

## Academic Activities

- Waimaths / Baymaths
- EPro8 Challenge
- Chess
- Lit Quiz
- Otago Maths
- Science Fair
- ICAS
- Esports

## Out of School Performing Arts

Out of School Performing Arts (OOSPA) is an opportunity for both new and experienced performing artists to enjoy the pursuit of developing a life-long passion within the performing arts area. This programme offers after school lessons for students in a group tuition environment, taught by experienced specialist teachers.

Instruments on offer are:

- Band
- Clarinet
- Cornet
- Drums
- Flute
- Guitar
- Keyboard
- Saxophone
- Singing
- Trombone
- Trumpet
- Violin

Drama classes on offer are:

- Glee Club
- Broadway Big Shots  
*Musical Theatre*
- Theatre Sports  
*Improvisation and Theatre Games*
- The Art of Acting  
*Actor development and working with scripts*
- Shakespeareance  
*Perform "Shakespeare's" Comedies and Tragedies*





# INTERNATIONAL STUDENTS:

At Berkley, we are proud of the opportunities provided for our international students. We are enriched by the diversity different cultures bring to our positive, supported and friendly learning environment. All international students have access to our specialised Enhanced Learning Centre (ELC).

## Meila Deng

Hi, I'm Meila, a year 7 student at Berkley and I'll tell you what I like about Berkley.

1. Berkley has given me many opportunities such as competing in the Aims Games, class camp, sports and a lot more. Which is a great chance for me as I love outdoor activities.
2. In different categories such as learning I get heaps of support from teachers and friends.
3. Berkley has a lot of facilities for students to use and develop our learning.

Overall I really like spending time at Berkley, "Taking up the Challenge" and challenging myself.

你好, 我是美啦一个七年学生, 今天在Berkley, 今天我会告诉你什么我喜欢Berkley。

1. Berkley给了我很多机会包括 aims比赛, 越野, 运动 有很多, 尤其我来是一个很好的机会因为我喜欢课外活动。
  2. 在不同类别比如学习, 我得到了很多同学和朋友的支持。
  3. 与我以前的学校相比, 伯克利有更多的设施供我学生使用并展示我的学习。
- 总的来说, 我真的很喜欢在伯克利度学校时光, "接受挑战"并挑战自己。



## We provide:

- Full immersion in all school life and student activities (academic/cultural/sporting)
- Opportunities to gain knowledge and appreciation of New Zealand life and culture
- Specialised English Language Learning classes for speakers of other languages (ELL)
- Co-operation with other school and organisations undertaking similar programmes
- Peer support and buddy systems
- Effective pastoral guidance and support
- Highly qualified staff
- English language learning assistance school-wide



# Poon Chongcharoen

Hello, my name is Poon and I moved from Thailand two years ago.

In 2020, I started out as a Year 7 at Berkley and adjusted to my new school life. I made a multitude of friends and went on lots of trips, from the Kiwi House to countryside farms. The Big Day out at Waterworld at the end of the year was my favourite.

Year 8 was much more eventful. I 'took up the challenge' by joining the Social Action Group to support the environment and community, travelling to Whangārei for SeaFari Northland in New Horizons (an opportunity to experience and explore our interests on a three day trip), and signing up to be a librarian.

This year, as a Year 9, I am one of the leaders of the school. My class of Year 9's take on many responsibilities such as hosting assemblies, organising a hangi to celebrate Matariki, and planting hundreds of trees on Arbor Day. We appreciate the many opportunities to extend ourselves such as swimming at the University pools, welding in small groups, planning and conducting a market day to raise money for our Year 9 camp and day trips to experience outdoor learning.

Berkley has been a great place for me to connect to others and broaden the way I see life.

สวัสดีครับ ผม"ปุ่น" นะครับ ผมมาจากประเทศไทยเมื่อ 2 ปีก่อน

ในปี 2020 ผมเริ่มเรียน Year 7 ที่โรงเรียนบาร์คเลย์ และเริ่มปรับตัวให้เข้ากับชีวิตนักเรียนที่นี่ ผมมีเพื่อนใหม่หลายคน และได้ไปทริปทัศนศึกษาหลายแห่ง อย่างเช่นบ้านนกกีวี่ (Kiwi House) ได้ไปดูชีวิตในฟาร์ม แต่ทริปที่ผมชอบมากที่สุดคือ Big day out ที่สระว่ายน้ำในร่ม (Water World) เมื่อตอนสิ้นปี

พอ Year 8 (2021) ยังมีทริปเพิ่มมากขึ้นอีก ผมได้เข้าร่วมกิจกรรม Social Action Group เพื่อสนับสนุนกิจกรรมเกี่ยวกับสภาพแวดล้อมของชุมชนที่นี่ นอกจากนี้ผมยังได้ไปทริปที่สนุกมากเป็นเวลา 3 วันที่เมืองวังกาเรย์ (Wangarai) ในทริปที่ชื่อว่า "Seafari" ซึ่งอยู่ในโปรแกรม New Horizon ของโรงเรียน ทริปนี้โรงเรียนได้จัดขึ้นเพื่อให้นักเรียนได้เลือกไปทริปตามความสนใจของตัวเอง นอกจากทริปต่างๆแล้ว ผมยังได้ลงชื่อเป็นบรรณารักษ์ของห้องสมุดโรงเรียนด้วย

ตอนนี้ผมอยู่ Year 9 (2022) เป็นนักเรียนชั้นสูงสุดของโรงเรียนและได้เป็นหนึ่งในทีมหัวหน้านักเรียน ในระหว่างเป็นนักเรียน Year 9 ผมและเพื่อนๆ มีหน้าที่รับผิดชอบหลายอย่างมากขึ้น เช่นเป็นคน จัดการงานประชุมของโรงเรียน จัดงานเลี้ยง Hungi (อาหารพื้นเมืองของชาวเมารี) ในวันฉลองของเมารี (Matariki) และปลูกต้นไม้หลายร้อยต้นในงาน Arbor Day

ผมมีความประทับใจในประสบการณ์อันหลากหลายที่นี่มาก ผมและเพื่อนๆมีโอกาสได้ไปว่ายน้ำในสระว่ายน้ำของมหาวิทยาลัย (ไวกาโต) ได้จัดการวางแผนงาน Market day เพื่อหาทุนไปแคมป์และ ทริปอื่นๆของ Year 9 ด้วย

โรงเรียนบาร์คเลย์เป็นสถานที่สำคัญสำหรับผมมาก เพราะทำให้ผมรู้จักที่จะทำงานร่วมกับผู้อื่น ตลอดจนได้เปิดโลกกว้างให้กับผมครับ

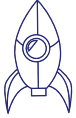
ปุ่นณวิษ จงเจริญ



# YEAR 9 STEAM



Science



Technology



Entrepreneurship



Arts



Maths



## What is STEAM?

STEAM is a curriculum based on the idea of educating students in five specific disciplines — science, technology, entrepreneurship, the arts, and mathematics — in an interdisciplinary and applied approach.

Rather than teach the five disciplines as separate and discrete subjects, STEAM integrates them into a cohesive learning paradigm based on real-world applications.

## Why STEAM?

What separates STEAM from the traditional science and math education is the blended learning environment which shows students how the scientific method can be applied to everyday life. It teaches students computational thinking and focuses on the real world applications of problem solving. At Berkley, we have state of

the art facilities and skilled teachers that provides Year 9 students with outstanding hands-on learning experiences that challenge inquisitive minds, fuel innovative thinking and create a culture of teamwork and collaboration.

## The philosophy of STEAM at Berkley is to provide:

- An engaging interdisciplinary approach for Year 9 students that integrates the areas of science, technology, entrepreneurship, arts and mathematics.
- An inquiry-based approach that helps develop critical thinking, creativity and spur innovation and invention. Students are empowered to take control of their own learning, preparing them to be problem solvers in the real world.
- Innovative and enlightening learning experiences that are transformational for both Year 9 students and educators.







## Elena McCrossan

My Year 9 experience thus far, is one I shall always remember as an iconic year in my lifetime. To have the confidence and courage to host assemblies and speak in front of the whole school is a challenge we all learn to take up in due course.

Camp Aongatete has many challenges in store, but to learn to handle money and finance fundraisers for the Year 9 camp is another challenge and an authentic learning opportunity for us. We also help plan a camp that is within the interests and goals of every peer of the Year 9 class

As a Year 9 at Berkley, we embrace the benefits of being in a smaller class, in a closer community and in a range of environments. Our learning takes on a different format, where we are offered extended programmes such as welding and specialised technology and PE programmes suited to our needs as Year 9's.

With a teacher like Mrs Dale, who can take advantage of the smaller number of students and support our academic strengths and needs one-on-one, we can enjoy lessons at the right level and have a good laugh in the process.

Year 9 is an experience that I feel most Year 7's and 8's would enjoy and look back on with a smile and a sense of achievement. I'm looking forward to what else Berkley has in store for us during the remainder of 2022.



## Benefits of being a Year 9 at Berkley:

**I will** have access to a Chromebook that I will use to support my learning - all Year 9 students will have access to a Chromebook provided by the school.

**I will** have the opportunity to attend a Year 9 Specialist Camp. The philosophy around the Year 9 camp is to increase students confidence, build leadership, and develop strong connections with their peers. The camp's physical location varies from year to year depending on the groups strengths, needs and passions.

**I will** develop my Entrepreneurial skills. I will learn the concepts of supply and demand, set a budget, plan and run a business, sell a product for return and learn effective money management skills. All proceeds will go towards the funding of the Year 9 shirt for 2023.

**I will** be coached and mentored by Berkley staff to develop my leadership skills.

**I will** learn how to engineer - welding with recycled metal will require creativity and resilience. Students will learn the required skills necessary when working with metal and put their problem solving skills to use as they engineer and test their products against a design brief.

**I will** have an opportunity to be involved in a specialised Year 9 Arts and Technology programme and extended science programme.

**I will** experience high quality teaching and learning through STEAM where programmes are specifically tailored to students needs and strengths.



# E-LEARNING @ BERKLEY:

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## E-Learning at Berkley Normal Middle School

E-Learning and the development of digital technology skills, knowledge and understanding are a critical component of learning at Berkley.

All Berkley classrooms are equipped with a range of digital devices. We also welcome students bringing their own devices to school to use as a tool for learning. We ask students and parents to visit our school website ([www.berkley.school.nz](http://www.berkley.school.nz)) to find links to our school BYOD documentation and information about our guidelines for the use of devices across the school.



## Digital Technologies Programme

Our digital technologies programme aims to teach students how to design their own digital solutions and become creators of, not just users of, digital technologies.

Digital literacy and digital fluency are two concepts used to describe the knowledge and dispositions learners need to acquire in the process of becoming capable and confident users of digital technologies.

- Digital literacy – builds on traditional literacy learning. It involves learning about how to use digital technologies and what to do with them.
- Digital fluency – includes digital literacy but is more than technical proficiency. It includes many social and dispositional skills necessary to use digital technologies wisely, safely, and respectfully. A digitally fluent person can choose when and articulate why a specific digital technology will achieve a particular purpose.

Our DT Programme is designed to deliver the objectives from the new Digital Technologies Curriculum (2020). Students will be offered opportunities to develop these essential understandings:

- Computational thinking – Students will develop an understanding of computer science principles that underlie all digital technologies. They'll learn core programming concepts so that they can become creators of digital technology, not just users.
- Designing and developing digital outcomes – Students will learn how to design quality, fit-for-purpose digital solutions.

To support and consolidate these skills and understandings, students will be offered opportunities to work with technologies such as:

- Coding platforms - eg. Hour of Code, Scratch and Gamefroot (Blockly, Javascript and Python), MaKeyMaKey, Micro:bits, Spheros, Virtual Reality, Augmented Reality, Digital Breakouts, Robotics - eg. Maqueens, bit:bots, and MOVE Mini buggies, Paper circuits, Minecraft Education, Google Workspace - eg. Docs, Slides, Sites, and Forms.



# WORKING TOGETHER:



## Berkley Website, App & Social Media

Our website - [www.berkley.school.nz](http://www.berkley.school.nz) is an important portal for parents/caregivers. For up to date information, cancellations and changes to our school day, check out our Facebook page or download the BNMS app. We use these means of social media to communicate instantly and effectively with our community.

## Agenda Book

This book is a regular and important form of communication between home and school. Each day students record their homework tasks and attach any school notices. We seek parent support by requesting your signature which confirms to us that the information has been received and read.

## Homework

All 10-14 year olds, regardless of what they say to the contrary, are expected to do 20 minutes homework, a minimum of three times per week. This is not a set amount, but rather in the nature of a challenge "How much can I do?"





## School Hours

School begins at 8:45am and finishes at 3:15pm. To ensure that learners are able to make the most of the programme of learning at Berkley, students are to be at school by 8:30am to prepare for the day ahead and are expected to remain at school for the full school day. Students using public transport to and from school need to use timetabled routes that are scheduled outside of school hours.

## Term Dates 2023:

**Term 1:** Tuesday 31 January - Thursday 6 April

**Term 2:** Monday 24 April - Friday 30 June

**Term 3:** Monday 17 July - Friday 22 September

**Term 4:** Monday 9 October - Friday 8 December

## Absences

All absences must be communicated and explained to the school before 9.00am in the morning. If the absence is for 3 days or more a medical certificate may be requested.

Our preference is for parents to report student absences via our school website homepage absences link or the Berkley app. Alternatively please ring our office line - (07) 856 6537 ext 1 and leave a message.

Our office staff will send a notification text message if your child is absent without an explanation. The school can request support from IAS (Integrated Attendance Services) for unexplained or lengthy explained absences.

Students who arrive at school after 8.45am must report to the student counter at the school office to sign in.

## Leave Requests

During the school day, no student may leave the school grounds without staff permission. An explanatory note from parents or caregivers must be presented on each occasion and students must sign out and be collected from the office. It is expected that these occasions will be infrequent.

Requests for periods of leave during term time are to be directed, in writing, to the principal.

## Travel To and From School

Our students are expected to maintain school standards by:

- Wearing school uniform correctly from the time they leave home in the morning until they return home at the end of the day.
- Maintaining a high standard of behaviour is expected at all times including on school and city buses.
- Showing courtesy to all members of the public.

## Travel by Car

Parents who deliver their child to school by car should use the Mullane Street entrance. We encourage parents to pick up and drop off students on Morrinsville Road.

We seek your co-operation with this request as the Berkley Avenue entrance (including the bus bay turn-around area) must be kept clear at all times.

## Cyclist and Pedestrian Safety

Cyclists and pedestrians are expected to know and follow the "Rules of the Road" including using the appropriate crossings.

Regulation cycle helmets are compulsory and students will not be allowed to bring bicycles to school without one.

Cycle stands are available and all bicycles and scooters need to be padlocked.

## Homestay Families

We seek homestay families who can provide a friendly, supportive and caring home environment for our students during their time here at Berkley Normal Middle School. We view the homestay experience as an opportunity for students and homestays to share cultures and create memorable experiences together. We want homestays who will care for students as they would their own child or whanau/family member.

We welcome new homestay applications from the school and local community throughout the year. Our international students range from 10 - 14 years of age. Like all young people they need support, not only with the challenge of a new school environment, but also learning English, new customs and adjusting to family life. For some students this is the first time away from family and they can get homesick. With patient and caring support, students quickly adapt to their new life.

Homestay families are also needed each year for 2 weeks in March when we host students from Makuhari Junior High in Japan. Sometimes in term two we welcome students from Thailand into our school and seek homestay families for them. We also have International Students who require a homestay family for a year or more.

If you are interested in becoming a homestay family, the homestay coordinator will arrange a home visit to check on suitability of your home for hosting, as well as police vetting of all household members over 18 years. These are mandatory under 'The Education (Pastoral Care of International Students) Code of Practice. Full details of the Code of Practice can be found on the NZQA website [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

For more information on becoming a homestay family please contact the International Student Co-ordinator at Berkley Normal Middle School office.







## Reporting to Parents

Unit of Inquiry, mathematics and writing books are a record of student achievement. These books are a sequence of work samples that provide parents with information about the class programme and their child's growth and development.

We use Google Apps for Education for student learning. This secure cloud-based system utilises the multi-media dimensions and creativity of our students to capture growth and achievement.

Student led conferences are held each year. During these conferences students share their set goals and teachers report to parents on learning and achievement. Parents will receive regular updates about student progress and achievement in relation to the NZ curriculum achievement levels.

## Payments

Our preferred method of payment is through internet banking.

Our school account number is  
**12-3122-0202229-00**

Alternatively payments can be made by eftpos or cash at the school office.

## Money and Valuables

Money and valuables requiring safekeeping should be placed in a clearly labelled envelope and handed to the classroom teacher, who will follow our "all care but no responsibility" policy. No responsibility will be accepted for money or valuables not handed in.

All personal items, uniform, books and other equipment must be named. All students must respect the property of others and only use it with the owner's permission.

## Stationery

To begin the school year students are required to purchase a stationery pack from school that will be sufficient for all core programmes. The school operates a stationery shop in the Learning Centre for sales during the year.

## Canteen

Berkley has a canteen which is run by Libelle Group, NZ's leading school food & beverage service provider. They offer a range of freshly made hot and cold packaged items and drinks for students to purchase during break times. A menu is available on our website. Lunch orders should be placed before school - eftpos is available.

# UNIFORM

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Our Board of Trustees by-law requires our students to wear the regulation uniform in school at all times.

Uniform gives students a sense of belonging and allows all children to be equally well dressed.

All belongings must be named.

Berkley uniform can only be purchased from 'Direct Group Uniforms'. They are located at 6 Latham Court, Frankton, Hamilton.  
Their opening hours are Monday – Friday 8.00am – 5.00pm or for online purchasing – [www.directgroup.co.nz](http://www.directgroup.co.nz)



## Uniform Schedule

- Poloshirt – navy and jade short sleeved with Berkley logo
- Culottes – navy drill with Berkley in white print
- Shorts – navy drill with Berkley in white print
- Polar Fleece Sweatshirt – navy with Berkley logo
- Hoodie - navy with Berkley logo
- Puffer Jacket – navy with Berkley logo
- P.E. Shirt – navy with Berkley logo
- P.E. Short – navy with Berkley logo
- Cap/Hat – navy with Berkley in white print
- Socks – plain navy or black either ankle or mid-calf length
- Beanie – navy with Berkley in white print
- Scarf – navy with Berkley in white print

For guidance regarding accommodating religious beliefs and the school uniform, please speak to the enrolments administrator via the school office.

## Not available from the Uniform Shop:

- Shoes - plain black, polishable (no boots, no high heels)
- Sandals - Roman sandal, plain black
- Pantihose/tights (with feet) flesh coloured, black or navy
- Hair accessories - clips, ties, ribbons, headbands to be plain and in school colours (white, black or navy)

## Hair colour:

- Is expected to be the student's natural colour

## Jewellery:

Students may wear:

- One pair of small studs in the ears
- One wrist watch
- One plain chain or bone carving of spiritual or cultural significance
- Nail polish and makeup are not permitted





TAKE UP THE CHALLENGE

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# BERKLEY

Normal Middle School

(07) 856 6537

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