



60 Shirley Road, Christchurch 8013  
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03 385 2229  
[www.sis.school.nz](http://www.sis.school.nz)  
[office@sis.school.nz](mailto:office@sis.school.nz)  
Principal - Brett Cooper

Kia ora Whānau/Caregivers

With the 2025 school year just around the corner, we have some important dates and information to share with you to enable you to prepare your child for their first day at Te Oraka Shirley Intermediate.

To ensure that all staff, students and parents are informed with up-to-date information please visit our website [www.sis.school.nz](http://www.sis.school.nz). The school's website is used to assist whānau/caregivers with events and news as well as information on recent events and all school information.

Our school uses the Hero platform for all communication. Please download the app using the link below:

<https://linc-ed-hero.zendesk.com/hc/en-us/articles/34865709271321-Logging-into-Hero-Information-for-Families>

From here, you will be able to submit attendance, view student information, book school interviews and receive the latest information from the school.

If, for some reason, you cannot log in to Hero, it could be that the email you provided the school with is incorrect or different. Please contact the school to help troubleshoot.

If your child is absent from school please send through an absentee message via Hero, or contact the school office on 03 385 2229 and provide us with an explanation for the absence. If your child is absent with no explanation you will receive a text message and a follow up phone call from the school admin team.

School Uniform/Stationery Lists for 2025 can be found on our website. All stationery required for 2025 can be purchased at any stationery outlet store, although Qizzle have a full stationery pack that can be ordered and delivered to your address using this link, [Schoolpacks.co.nz](http://Schoolpacks.co.nz). Students will need to have all required stationery on their first day of school. Please make sure your child is in the correct school uniform for the beginning of Term One 2025, our school uniform can be purchased from Mainland Uniforms in Peterborough Street or ordered [online](#).

The school newsletter is sent out fortnightly via email. If you are not receiving these please contact the office as your email address we have is probably incorrect. Please notify the office with any changes to phone numbers, contacts and email addresses.

Cell phones are to be handed in daily to the class teacher. The phones are locked away for safekeeping in the school office during the school day and handed back at the end of each day. No responsibility is taken by the school for stolen or lost cell phones. Any child caught using a cell phone during the day will have it removed and parents will be contacted.

Our school receives healthy school lunches. If a special dietary requirement is needed and you did not stipulate this on your enrolment form please let the school office know as soon as possible.

Senior management are in the process of arranging class placements for 2025. We will email your child's class and teacher at the end of this term.

Our school office will be open from Monday 20th January from 10am-2pm. Alternatively, you can contact us at [office@sis.school.nz](mailto:office@sis.school.nz) or 03 385 2229.

### **2025 Term One Start Dates:**

Tuesday 28th January	Meet the Teacher Day You will book a time to meet with your class teacher, using the School Interviews platform.
Wednesday 29th January	8.55am - 2.45pm Year 7 and new to the school Year 8s will spend the day in their new learning base. Students are to meet at 8.55am in the middle quad outside the new learning hub.
Thursday 30th January	9am - 2.45pm Whole school begins. Powhiri/welcoming our new students and staff in the hall at 9am.

### **School hours**

8.30am	Students are allowed inside learning bases
8.55am	First bell rings to signal the start of the day
9.00am	Block 1 starts
10.35am	Eating time in class
10.40am	Morning break play time
11.00am	Block 2 starts
12.30pm	Lunch eating time
12.40pm	Lunch play time
1.15pm	Block 3 starts
2.45pm	School ends

We look forward to meeting and welcoming you all into Te Oraka Shirley Intermediate in 2025.

Ngā mihi nui

Brett Cooper  
Tumuaki/Principal  
Te Oraka Shirley Intermediate