



PUKEKOHE HIGH SCHOOL

# Student and Whaanau Handbook 2024

**Naa too rourou, naa taku rourou ka ora ai te iwi.**

*With your food basket and my food basket*

*the people will thrive*

*This whakataukī captures the idea that when we work in isolation, we might only survive;  
but when we work together we can take people beyond survival into prosperity.*

*It is appropriate for our Student and Whaanau Handbook  
as both home and school partner together to support our learners  
in their pursuit for excellence.*

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## From the Principal

Nau mai, haere mai!

A very warm welcome to the 2024 school year for all those students and families who are joining the Pukekohe High School whaanau and community for the first time.

This year, we have a full co-curricular programme including many events. Our house competition is alive and strong with Matai, Puuriri, Maahoe, Tiitoki and Maanuka being our newly named houses in 2023. This has helped to develop a strong sense of belonging and pride for all students.

We list below the key roles and labels you will need to be familiar with this year:

Year Level		Kaitiaki Akonga (Year Level Deans)	Kaiaawhina (Form Teacher)
Year 9	<b>He Kaakano</b> The Seed	<b>Mrs Jody Lafaele</b> <b>Mrs Sukhjit Kaur</b> <a href="mailto:9Kaitiaki@pukekohehigh.school.nz">9Kaitiaki@pukekohehigh.school.nz</a>	Whaanau Roopuu x 14
Year 10	<b>Kia Tupu</b> To Grow	<b>Mr Aisea Taliai</b> <b>Ms Sarah Caughley</b> <a href="mailto:10Kaitiaki@pukekohehigh.school.nz">10Kaitiaki@pukekohehigh.school.nz</a>	Whaanau Roopuu x 16
Year 11	<b>Kia Hua</b> To Prosper	<b>Mrs Jackie Green</b> <b>Ms Chantal Krybolder</b> <a href="mailto:11Kaitiaki@pukekohehigh.school.nz">11Kaitiaki@pukekohehigh.school.nz</a>	Whaanau Roopuu x 16
Year 12	<b>Kia Puawai</b> To Sustain	<b>Ms Jude Webber</b> <b>Mr David Faitala</b> <a href="mailto:12Kaitiaki@pukekohehigh.school.nz">12Kaitiaki@pukekohehigh.school.nz</a>	Whaanau Roopuu x 15
Year 13	<b>Tuu Rangatira</b> To Stand as Leaders	<b>Ms Joa Van Zyl</b> <b>Chrismari Dickinson</b> <a href="mailto:13Kaitiaki@pukekohehigh.school.nz">13Kaitiaki@pukekohehigh.school.nz</a>	Whaanau Roopuu x 13

### Learning Support Coordinators

Chantal Krybolder ([krc@pukekohehigh.school.nz](mailto:krc@pukekohehigh.school.nz)), Jude Webber ([we@pukekohehigh.school.nz](mailto:we@pukekohehigh.school.nz)) and Esther Williams ([wi@pukekohehigh.school.nz](mailto:wi@pukekohehigh.school.nz))

My very best wishes to you all for 2024.

Kia kaha koutou.

James Thomas  
Principal

## About Our School

### Our School Crest

Our crest was designed by Mona Morrow, a founding pupil of our school in 1921. 2021 marked 100 years of Pukekohe High School.

The Kohekohe motif represents our town and district



The Southern Cross stands for our country

The Shepherd's cross implies disciplined guidance

The crown suggests our involvement in the Commonwealth

Our values are:

#### **Kotahitanga**

- Community
- Whanaungatanga/ Relationships
- Working Together

#### **Manaakitanga**

- Respect
- Responsibility
- Kindness

#### **Puumautanga**

- Commitment
- Perseverance
- Resilience

#### **Arahitanga**

- Pride
- Honour
- Leadership

# School Values Look/Feel/Sound Like...

## Pukekohe High School Values

We value <b>AKO</b> in everything we do		What do these look / sound / feel like?			
<b>MANAAKITANGA</b> Respect Responsibility Kindness	<b>Always</b> <ul style="list-style-type: none"> <li>We use kind and appropriate language</li> <li>We listen to each other</li> <li>We embrace diversity</li> <li>We are prepared</li> <li>We are in the right place at the right time</li> <li>We help others if they need it</li> <li>We act with empathy</li> </ul>	<b>Learning</b> <ul style="list-style-type: none"> <li>We support each other's learning</li> <li>We develop responsibility for our own learning and behaviour</li> <li>We keep our cell phones on silent and out of sight, unless required for learning</li> </ul>	<b>Digital</b> <ul style="list-style-type: none"> <li>We look after school and personal devices</li> <li>We ask permission before taking photos or videos of others</li> <li>We consider how people will be affected before we post or send</li> </ul>	<b>Around the school and community</b> <ul style="list-style-type: none"> <li>We share recreational spaces and allow others room to move</li> <li>We treat our grounds and buildings as taonga</li> <li>We put our rubbish in a bin</li> </ul>	
<b>KOTAHITANGA</b> Community Whanaungatanga/ relationships Working together	<ul style="list-style-type: none"> <li>We get to know each other</li> <li>We include everyone</li> <li>We are actively involved in our school community</li> </ul>	<ul style="list-style-type: none"> <li>Waananga - we work things out together</li> </ul>	<ul style="list-style-type: none"> <li>We maintain positive relationships online</li> <li>We use technology to learn together</li> </ul>	<ul style="list-style-type: none"> <li>We all work together - learners, whaanau and staff</li> </ul>	
<b>PUUMAUTANGA</b> Commitment Perseverance Resilience	<ul style="list-style-type: none"> <li>We embrace new challenges</li> <li>We are open to change</li> </ul>	<ul style="list-style-type: none"> <li>We keep going even when it is difficult</li> <li>We are curious and critical thinkers</li> <li>We strive to achieve our goals</li> </ul>	<ul style="list-style-type: none"> <li>We are adaptable and open to new digital learning</li> </ul>	<ul style="list-style-type: none"> <li>We follow through our commitments</li> <li>We get involved in the wider life of the school</li> </ul>	
<b>ARAHITANGA</b> Pride Honour Leadership	<ul style="list-style-type: none"> <li>We develop mana of all</li> <li>We wear our uniforms with pride</li> <li>We are ambassadors for our school</li> <li>We are upstanders</li> </ul>	<ul style="list-style-type: none"> <li>We are able to give and ask for help</li> <li>We complete work to the best of our ability</li> </ul>	<ul style="list-style-type: none"> <li>We have online identities that are safe and positive</li> </ul>	<ul style="list-style-type: none"> <li>We are active in creating a safe culture in our school</li> <li>We are positive leaders</li> </ul>	

## Bell Times

- Period 1 will be the start of the school day.
- Year group assemblies will take place as notified during Whaanau Roopu time.

Bell times will be as follows:

	<b>MON</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRI</b>
	<b>Staff Brief</b> 8.30		<b>Staff Professional Learning</b> <b>8.30 – 9.25</b>		<b>Staff Brief</b> 8.30
<b>Period 1</b>	Bell at <b>8.40</b> 8.45 – <b>9.45</b>	Bell at <b>8.40</b> 8.45 – <b>9.45</b>	Bell at <b>9.25</b> 9.30 – <b>10.25</b>	Bell at <b>8.40</b> 8.45 – <b>9.45</b>	Bell at <b>8.40</b> 8.45 – <b>9.45</b>
<b>Period 2</b>	9.50 – <b>10.50</b>	9.50 – <b>10.50</b>	10.30 – <b>11.25</b>	9.50 – <b>10.50</b>	9.50 – <b>10.50</b>
<b>Whaanau Roopu</b>	10.55 – <b>11.10</b>	10.55 – <b>11.10</b>	N/A	10.55 – <b>11.10</b>	10.55 – <b>11.10</b>
<b>Interval</b>	11.10 – <b>11.30</b>	11.10 – <b>11.30</b>	11.25 – <b>11.45</b>	11.10 – <b>11.30</b>	11.10 – <b>11.30</b>
<b>Period 3</b>	11.35 – <b>12.35</b>	11.35 – <b>12.35</b>	11.50 – <b>12.45</b>	11.35 – <b>12.35</b>	11.35 – <b>12.35</b>
<b>Period 4</b>	12.40 – <b>1.40</b>	12.40 – <b>1.40</b>	12.50 – <b>1.45</b>	12.40 – <b>1.40</b>	12.40 – <b>1.40</b>
<b>Lunch</b>	1.40 – <b>2.10</b>	1.40 – <b>2.10</b>	1.45 – <b>2.15</b>	1.40 – <b>2.10</b>	1.40 – <b>2.10</b>
<b>Period 5</b>	2.15 – <b>3.10</b>	2.15 – <b>3.10</b>	2.20 – <b>3.10</b>	2.15 – <b>3.10</b>	2.15 – <b>3.10</b>

*\*Five minute warning bell rung between periods and after breaks\**

***Manaakitanga*** – *Waa tika, waahi tika - We are in the right place at the right time.*

Regular attendance is key to success in learning.

- Students must attend regularly and punctually.
- Students should be at school before the bell rings at **8.40am** each day, except Wednesday when school starts at **9:20am**.
- School closes at **3.10pm**.

Once students have arrived at school, they are not permitted to leave the grounds without the written permission, sighted and signed by school staff.

Students are not permitted to leave the school grounds to purchase food or go home for lunch. Where students are located off-site parents will be contacted by the school.

## Late-to-School Process

To promote punctuality and a positive start to learning each day, the school has a late process for students who arrive after 8:45am (the start of period 1). Students will be met at the Harris Street entrance to school and issued with a late pass. This will enable them into their period 1 class. Whānau will be contacted via email to notify them of the lateness. For students who are repeatedly late to school, a lateness detention will be issued.

We thank families for their support in getting students to school on time for their learning to begin each day.

## Explaining Justified Absences

### What do I do if I need to leave school for an appointment?

- Students with sighted and signed permission to leave school during the day must present this to staff at the Student Support Centre and sign-out using the electronic Student Register.
- When students return to school, they must go to the Student Support Building and sign back in using the electronic Student Register.
- Students being collected from school, must be met by a caregiver registered on the school system at the Main Office.
- The only gate students may leave from during the day is Gate 3: Harris Street. Please don't make arrangements to meet students at another other area of the school.

### What do I do if I am not at school because I am sick?

Parents/caregivers must phone or email or use our SchoolApp to report a student absence:

**SchoolApp:** follow this link to download or if already downloaded, click on **Absentee**

Download the SchoolApp here <https://pukekohehigh.apps.school.nz/share/>

**Email:** [attendance@pukekohehigh.school.nz](mailto:attendance@pukekohehigh.school.nz)

**Phone: 237 0198** – when students return to school, they should bring a note from home explaining the absence for the Kaiāwhina (Form Teacher)

### **What do I do if I have missed an important assessment or an NCEA assessment due to illness?**

- Parents/caregivers must ring the school's attendance phone number 237 0198. It is also helpful to phone the school and leave a message for the Faculty Leader or teacher of your subject/assessment.
- When students return to school, they bring a signed note from home explaining their absence for the Kaiaawhina (Form Teacher) and a medical certificate if they have missed an NCEA assessment.

### **What do I do if I know I am going to be away from school for more than two days?**

- Students will need to apply for leave from school.
- Students bring a note from home explaining the reason for the leave request and pick up a form from the Student Centre.
- Students take this form around to their teachers to see how the absence will impact upon learning while the student is away.
- Students return the form to the Student Centre.
- A Senior Leadership Team person will approve/decline the leave request of up to FIVE days.
- If it is accepted, it is the student's responsibility to catch up on any missed work and assessments in their own time.

## **Uniform**

**Aarahitanga** – *We wear our uniforms with pride.*

Students are expected to wear **correct school uniform** at school, when travelling to and from school, at official school events and on official school trips as appropriate. All uniform items should be clean and tidy and worn correctly at all times. All uniform items must be clearly named. If, for a valid reason, a student is unable to wear correct uniform they need a note from home.

Uniform can also be purchased from **The Uniform Shoppe at 7A Glasgow Road, Pukekohe.**

Uniform can also be ordered online from The Uniform Shoppe:

<https://www.theuniformshoppe.co.nz/product-category/pukekohe/pukekohe-high-school/>

#### **Uniform (All years):**

- School jersey
- School fleece
- School jacket
- Plain black shoes (including black sole and laces)
- Black or brown sandals with a heel strap - no socks to be worn with sandals
- School cap
- School bucket hat
- School beanie



- Black scarf
- Black socks
- School tie

#### Standard Uniform (Compulsory Years 9-10)

- White blouse or grey jacquard polo shirt
- Charcoal pleated skirt - knee length
- Charcoal pleated skirt – long
- Charcoal grey shorts
- Charcoal grey long pants
- Black socks or black opaque pantyhose



#### Senior Uniform (Optional Years 11 – 13):

Year 11, 12 and 13 can opt to wear the senior uniform. This is **optional**. Students do not have to wear it; they can continue to wear the other standard uniform for their whole schooling time at Pukekohe High School. If chosen, the senior uniform must be worn in its entirety - not a mixture of this and the Year 9-10 uniform. **Students can start wearing the senior uniform from the beginning of Year 11.**

#### Optional Senior Uniform

- Black and white blouse
- Long sleeve shirt
- Short sleeve shirt
- Black pleated skirt - knee length
- Black pleated skirt -long
- Black shorts
- Black trousers
- Black socks



### Physical Education

There must be a change of clothing from normal school uniform. Any clean, non-offensive shirt and shorts are permissible.

Additionally, a t-shirt or singlet in house colour is useful to have for inter-house competitions.

- Mataii – Black
- Puuriri– Red
- Maahoe – Blue
- Tiitoki – Green
- Maanuka – Yellow

### Other Uniform Options:

- Both males and females can wear the full range of either standard or senior uniform. There are also long pants available for both males and females.
- Year 13 will have the option of wearing their leavers apparel as part of their uniform.
- Students who acquire other Pukekohe High School uniform items through participation in sports, music or other cultural events are allowed to wear these items as a part of their school uniform.

### Additional Uniform Guidelines:

Students are expected and encouraged to take pride in their general appearance and follow these guidelines:

- Hair should be kept clean and tidy.
- Skirts should be correct school uniform and of appropriate length.
- The only items of jewellery permitted are sleepers or plain studs, a watch, a culturally significant item such as a taonga worn around the neck. Allowed jewellery should be removed when necessary for health and safety reasons (such as during Physical Education). Other body piercings (e.g. nose, eyebrow) must be free of jewellery during the school day.
- Additional dress guidelines are issued prior to any mufti days.

## Uniform Problems

**Aarahitanga** – We wear our uniforms with pride.

### **What do I do if I don't have the correct uniform to wear to school?**

Wear an item of clothing that is similar in colour to the uniform item that you don't have and bring a note from home explaining why you aren't wearing the correct uniform, with a contact number for the parent/caregiver issuing the note.

Students take this note to the Student Support Centre at the start of the day, open from **8:15am** for the purpose of issuing uniform passes before 8:40am.

For students without a note, home will be contacted.

Uniform Passes will be entered on KAMAR and directly messaged to teachers on KAMAR.

Students retain the note for the purpose of showing duty staff, at interval and lunch.

## Cell Phones and Other Electronic Devices

***Kotahitanga*** – *We use technology to learn together.*

Should you bring one to school, then the following rules must be followed:

- During class time cell phones should be switched off and in the student's bag.
- Cell phones should not be used for taking photographs or for filming other students or teachers. Again, the only exception would be if a teacher has given an instruction and taking film or photographs is required for classwork, for example, a photo of notes on the whiteboard.
- Students are encouraged to bring a device to school to support their learning that has a large screen size and a battery that will last the day. Cell phones are not seen as a suitable device to support their learning.
- Student cell phones and devices must be used according to the school's Appropriate Use of Computers policy, which students signed on enrolment.
- Confiscated cell phones can only be collected by the student or parent from the school's main office at the end of the day.

### **On the matter of BYOD security:**

There are locked cabinets for classes when in Physical Education.

We recommend that you take a photo of your device in the following positions and save this in a folder named "Security" on Office 365 – OneDrive:

- closed on the table, capturing any writing on the surface of the device.
- open on the table, capturing any writing on the surface of the device.
- underneath, capturing any writing.
- You should also create a file with the make, model and serial number of your device.
- Include your name, Whaanau Roopuu (Form Class) code and the date.

Please complete a **BYOD REGISTRATION FORM** in 2023. Your Kaiaawhina (Form Teacher) will have copies of this for you to fill out and get signed at home.

### **Use of Social Media – in and out of school**

We understand that social media (Instagram, Snapchat etc) have become very normal ways to communicate in our lives. Students are advised that harmful use of digital communication is treated seriously.

## Contacting the School

***Kotahitanga*** – *We all work together – learners, whaanau and staff.*

If you need to make contact with the school on any matter, call the main office on:

**Phone: 237 0117**

Teachers can be emailed using their two or three letter staff code followed by the email stem:

**@pukekohehigh.school.nz**

You are strongly advised to make contact as soon as you become aware of:

- any concerns about your child's learning or achievement,
- any upsetting behaviour that needs our attention, or
- if you have any questions.

### **The SchoolApp**

This offers a list of school contacts at the click of a button including accounts, office, Kaitiaki, sport coordinators and more. Newsletters, School Information including links to all of our platforms, Alerts, Notices and the School Calendar are all available through the App. Download the SchoolApp here <https://pukekohehigh.apps.school.nz/share/>

### **KAMAR Parent Portal**

***Kotahitanga*** – *We all work together – learners, whaanau and staff.*

You can use the KAMAR Parent Portal to have up to date information about our calendar, attendance, timetable, and achievement. Follow the link on our website. The school will email username and password details for all new enrolments.

[www.pukekohehigh.school.nz](http://www.pukekohehigh.school.nz)

### **Senior Assessment Information**

***Puumautanga*** – *We strive to achieve our goals.*

The Senior Assessment Information booklet is issued in February. This document outlines all regulations regarding NCEA.

## Student Clubs

Pukekohe High School values the opportunities for participation in our extensive co-curricular programme. This includes a wide range of sporting, musical, cultural and performing arts activities. In addition to activities, teams and groups in these areas the following clubs were offered in 2023.

Art club
Badminton
Beat Makers
Changemakers
Chess Club
Christian Group
GATE Club
Indian Dance
International Club
LGBTQIA+
Media Club
Painting
Rock climbing
Samoan Dance
Social Action
Table Top Role Playing Game
Theatre/Drama
Volleyball
Yr 9 painting enrichment Club
Zine Club

## Stymie – Anonymous Concern Reporting

**Manaakitanga** – *We help others if they need it.*

This is our third year of using Stymie to help students report incidents of concerning behaviour in a safe way. Students will receive expert tuition in how to use this tool to show care for their peers and help those in need. An anonymous report can be made using the following link:

<https://stymie.co.nz/>

# School Map

Manaakitanga – We treat our grounds and buildings as taonga.

