



**PUKEKOHE HIGH SCHOOL**

# **Student and Whaanau Handbook**

**2020**

**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!

In 2020, we will see several key changes taking place at Pukekohe High School. Each of these will strengthen our capacity to better support our learners in their pursuit of excellence. For students and whaanau there will be new organisational labels and language to get accustomed to, as well as new personalities to get used to.

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

Year Level Profile		Kaitiaki Aakonga (Year Level Deans)	Kaiaawhina (Form Teacher)
Year 9	<b>He Kaakano</b> The Seed	<ul style="list-style-type: none"><li>Mrs Carol Mulcahy</li><li>Mr John Cook</li></ul> Email: <a href="mailto:9Kaitiaki@pukekohehigh.school.nz">9Kaitiaki@pukekohehigh.school.nz</a>	Whaanau Roopuu x 14
Year 10	<b>Kia Tupu</b> To Grow	<ul style="list-style-type: none"><li>Mrs Hester Myburg</li><li>Mr Steven Langdon</li></ul> Email: <a href="mailto:10Kaitiaki@pukekohehigh.school.nz">10Kaitiaki@pukekohehigh.school.nz</a>	Whaanau Roopuu x 13
Year 11	<b>Kia Hua</b> To Prosper	<ul style="list-style-type: none"><li>Ms Hine Smith</li><li>Mr Robert Cooper</li></ul> Email: <a href="mailto:11Kaitiaki@pukekohehigh.school.nz">11Kaitiaki@pukekohehigh.school.nz</a>	Whaanau Roopuu x 16
Year 12	<b>Kia Puawai</b> To Sustain	<ul style="list-style-type: none"><li>Mrs Amelia Bodman</li><li>Mr Steven Granshaw</li></ul> Email: <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	<ul style="list-style-type: none"><li>Mrs Marilyn Masemann</li><li>Mr Sione Niupulau</li></ul> <a href="mailto:13Kaitiaki@pukekohehigh.school.nz">13Kaitiaki@pukekohehigh.school.nz</a>	Whaanau Roopuu x

We wish you well for all that 2020 holds and look forward to celebrating our combined successes throughout the year.

Kia kaha koutou.

Richard Barnett  
Principal

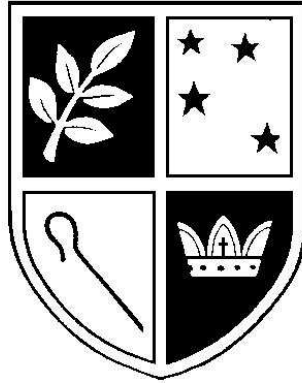
# About Our School

## Our School Crest

Our crest was designed by Mona Morrow, and founding pupil of our school in 1921.

The Kohekohe branch represents our town and district.

The shepherd's crook implies disciplined guidance.



The Southern Cross stands for our country.

The crown suggests our involvement in the Commonwealth.

## Our school Whakataukii/Motto:

- He waahi whai-mana kite rapu matauranga.  
(Translated: a prestigious place to acquire knowledge.)
- A positive place of learning

## 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

*Manaakitanga - We are in the right place at the right time.*

Bell sounds on the times written in **BOLD**

	MON	TUES	WED	THURS	FRI
<b>Whaanau Roopuu</b>	Bell at <b>8:40</b> 8:45 – <b>9:00</b> Year 9 Assembly	Bell at <b>8:40</b> 8:45 – <b>9:00</b> Year 10 Assembly	Bell at <b>8:40</b> 8:45 – <b>9:00</b> Year 11 Assembly	Bell at <b>8:40</b> 8:45 – <b>9:00</b> Year 12 Assembly	Bell at <b>8:40</b> 8:45 – <b>9:00</b> Year 13 Assembly
<b>Period 1</b>	9:05 - <b>10:05</b>	9:05 - <b>10:05</b>	9:05 - <b>10:05</b>	9:05 - <b>10:05</b>	9:05 - <b>10:05</b>
<b>Period 2</b>	10:10 - <b>11:10</b>	10:10 - <b>11:10</b>	10:10 - <b>11:10</b>	10:10 - <b>11:10</b>	10:10 - <b>11:10</b>
<b>Interval</b>	11:10 - <b>11:35</b>	11:10 - <b>11:35</b>	11:10 - <b>11:35</b>	11:10 - <b>11:35</b>	11:10 - <b>11:35</b>
<b>Period 3</b>	11:40 - <b>12:40</b>	11:40 - <b>12:40</b>	11:40 - <b>12:40</b>	11:40 - <b>12:40</b>	11:40 - <b>12:40</b>
<b>Period 4</b>	12:45 - <b>1:45</b>	12:45 - <b>1:45</b>	12:45- <b>1:50</b>	12:45 - <b>1:45</b>	12:45 - <b>1:45</b>
<b>Lunch</b>	1:45 - <b>2:25</b>	1:45 - <b>2:25</b>	<b>School ends for students at 1:50</b>	1:45 - <b>2:25</b>	1:45 - <b>2:25</b>
<b>Period 5</b>	2:35 - <b>3:25</b>	2:35 - <b>3:25</b>	<b>Staff PL: 2:25- 3:25</b>	2:35 - <b>3:25</b>	2:35 - <b>3:25</b>

## Assembly:

Students are to go directly to the hall and sit in Whaanau Roopuu (Form Classes).

Seating will be clearly marked.

Your Kaiaawhina (Form Teacher) will mark the roll.

# 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
- Blazer



#### 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.

- Blake – Silver/Black
- Day - Red
- Jellicoe - Blue
- Massey - Green
- Perkins - 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.

## Attendance

*Manaakitanga - 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.
- Any students arriving after **8:50am** must sign-in at the Student Support Centre.
- School closes at **3.25pm**, except Wednesday when school closes at 1.50pm for staff professional development.

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.

Students found off-site may be brought back to school when found by NZ Police. In this instance, parents are informed and truancy supports are put in place.

## Year 13

From 2020, Year 13s will remain on-site at all times during the school day. H4 is a designated space provided to support study during Study Periods.

# Explaining Justified Absences

*Manaakitanga - We are prepared.*

## 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 Centre 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 the school's attendance line:

☎ 237 0198 - When students return to school, they should bring a signed note from home explaining the absence for the Kaiaawhina (Form Teacher)

✉ [attendance@pukekohehigh.school.nz](mailto:attendance@pukekohehigh.school.nz) explaining your absence.



## 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.

# 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 on silent and out of sight, preferably in the student's bag. The only exception to this should be if the teacher taking the lesson has given an explicit instruction that phones can be used for some aspect of learning.
- 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.
- In the event of improper use of cell phones that disrupts learning, staff should refer to the PHS Values Matrix, particularly the column entitled 'Digital'. This will provide consistency in the ways that we deal with cell phones. Confiscation should be a last resort after attempting a reasoned conversation.
- Confiscated items may only be collected by a parent or guardian from the school's main office.
- It is expected that all phones and devices will be used according to the schools Appropriate Use of Computers policy, which you signed on enrolment.

## **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 2020. 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.

# Making Contact with 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 letter staff code followed by the email stem:

[@pukekohehigh.school.nz](mailto: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.

## 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.

## Stymie – Anonymous Concern Reporting

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

This year we begin 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 ground and buildings as taonga.*

