



**19 January 2026**

### From the Tumuaki

Kia ora koutou katoa and warm greetings.

Welcome to the 2026 school year and the start of your secondary school journey here with us at Pukekohe High School. We are proud of our school, its place in the community and the opportunities that it provides for young people to thrive.

Our school vision is '*Whiria te taangata, whiria te angituu / Weave the people, create success*'. By bringing people together in our school and providing opportunities for engagement we aim to create an environment where young people can succeed.



To help you settle into the new year, we have compiled all the information that you will need for a smooth start. This includes:

- **First few days**
- **Uniform, Stationery & BYOD**
- **Important people**
- **School rules and processes**
- **Important dates**

We look forward to getting to know you and seeing all the wonderful things that you will achieve.

Ngaa mihi nui

Murray Saunders  
Tumuaki / Principal

### Start of year dates

#### **Day 1: Thursday 29 January - Poowhiri and start of Te Maahuri (form class programme)**

8.45am	<p>Students and whaanau are invited to gather for poowhiri at the front of the school. <b>Gather along Harris Street.</b> At the start of the poowhiri, you will be called to <b>enter via Gate two</b>. Please be aware of the movement of traffic and school buses on Harris Street and do not stand on the road.</p> <p>You may gather in the carpark at gate 3 (main entrance) but please do not come onto the quad or school grounds until after the poowhiri – this ensures we follow poowhiri protocols.</p> <p>Girls and women will be at the front of the procession followed by boys and men.</p> <p>Staff will be present to help with this process.</p>
9.00am	Poowhiri begins with a procession moving into the school.
9.30am	Students and whaanau are asked to share kai to formally conclude the poowhiri proceedings outside the library.

10.00am	Students move into the hall for Year 9 Assembly. Te Maahuri (form) classes will be announced at this stage. At the conclusion of this assembly, whaanau are welcome to leave.
10.15am – 3:10pm	Orientation activities begin with students in their Te Maahuri classes with their Kaihaapai (form teacher).
3.15pm	End of day one!

### **Day 2: Friday 30 January - Continuation of Te Maahuri programme**

Today, all students will be on-site. Year 9 students should meet in their Te Maahuri classes for the start of the school day at 9:00am. Today involves the continuation of Te Maahuri programme with students with their Kaihaapai (form teacher). Students are dismissed from school at **12:55pm**.

### **Day 3: Monday 2 February - First day on timetable**

This will be the first day where all students will be on timetable. Students will follow their timetable given to them on Thursday and meet five of their subject teachers on this day.

### **Poowhiri Protocols**

#### ***Kawa and Tikanga – Protocols and Practices***

A Poowhiri (Pōhiri) is a traditional welcome ceremony which brings newcomers or visitors into a space, organisation or marae. The Poowhiri process is about making connections and bringing groups together as one with a common purpose.

The start-of-year Poowhiri at Pukekohe High School involves the following protocols:

- Manuwirhi (visitors / new people) gather at the gate (please don't come on-site until you are called as a group).
- Karanga – a traditional call of welcome
- Whakaekē – the visiting group enter (women in front, males behind), and take their places (Males seated in front, women behind).
- Karakia and Hiimene – an opening prayer or traditional incantation followed by a hymn or song.
- Whaikoorero – a series of speeches by speakers on each side
- Waiata – each group stands to sing a song to support their speaker
- Hariruu – greeting (hongi – pressing of noses) or handshake
- Kai – everyone has some food to whakanoa (transition from the protocol to everyday activity).

### **Timetable, stationery, uniform & parent access to the Kamar portal**

#### **Timetable:**

Students will receive a hard copy of their timetable on the first day of school. They will also receive instructions as to how to access their timetable on our student management system (SMS) Kamar.

#### **Stationary:**

Students will not require stationary for the first two days of school other than a pen.

The Year 9 stationery list can be found at [this link](#). Should families wish to purchase stationary at this time it is recommended that items for core Year 9 subjects are purchased. These include: Mathematics, English, Science, Social Studies.

Pukekohe High School is a BYOD school that values digital learning. You can find information about our BYOD policy and recommendations for devices for learning [here](#).

**Uniform:**

Please follow [this link](#) to find information about what uniform items to purchase. Our school uniform can be purchased at The Uniform Shoppe at 7A Glasgow Road, Pukekohe.

Our Parent Teacher Association will be hosting a second-hand uniform pop-up shop at school on Monday 19<sup>th</sup> January from 12:00 to 1:00pm (cash or bank transfer only). The pop-up shop will be hosted in the Massey Block corridor (between the office and hall). You can also find the [PTA Facebook page](#) and contact them directly with details about required sizes and availability of second-hand uniform to purchase.

**Kamar portal:**

Please use the following address to access the KAMAR portal: <https://pukekohe.school.kiwi>. This will give you access to timetable via attendance information.

The parent and student login details have been sent out with your enrolment confirmation, if you have misplaced them, please email [info@pukekohehigh.school.nz](mailto:info@pukekohehigh.school.nz)

**KAMAR - PARENT PORTAL LOGIN details:**

**Username:** student ID number

**Password:** parent password

(Please note these are case sensitive)

**KAMAR - STUDENT LOGIN details:**

**Username:** student ID number

**Password:** student password

(Please note these are case sensitive)

**Student school email:** studentIDnumber@pukekohehigh.school.nz

## School processes - 2026

### Bell times:

The following are the timings and structure of our school week for 2026.

	MON	TUES	WED	THURS	FRI
<b>Period 1</b>	9.00 – 9.55am	9.00 – 9.55am	9.00 – 9.55am	9.00 – 9.55am	9.00 – 9.55am
<b>Period 2</b>	10.00 – 10.55am	10.00 – 10.55am	10.00 – 10.55am	10.00 – 10.55am	10.00 – 10.55am
<b>Te Maahuri</b>	10.55 – 11.25am	10.55 – 11.25am	10.55 – 11.25am	10.55 – 11.25am	10.55 – 11.25am
<b>Break one</b>	11.25am – 12.00pm	11.25am – 12.00pm	11.25am – 12.00pm	11.25am – 12.00pm	11.25am – 12.00pm
<b>Period 3</b>	12.00 – 12.55pm	12.00 – 12.55pm	12.00 – 12.55pm	12.00 – 12.55pm	12.00 – 12.55pm
<b>Period 4</b>	1.00 – 1.55pm	1.00 – 1.55pm	1.00 – 1.55pm	1.00 – 1.55pm	1.00 – 1.55pm
<b>Break two</b>	1.55 – 2.20pm	1.55 – 2.20pm	1.55 – 2.20pm	1.55 – 2.20pm	1.55 – 2.20pm
<b>Period 5</b>	2.20 – 3.15pm	2.20 – 3.15pm	2.20 – 3.15pm (Y9 & 10 Only)	2.20 – 3.15pm	2.20 – 3.15pm

- School will start at 9:00am each day. There will be no late starts.
- School will finish at 3:15pm everyday apart from Senior Students (Years 11-13) will finish at 1:55pm every Wednesday.
- Rostered assemblies will take place for all year levels and houses across the week during Te Maahuri time.
- Busses will continue to leave at the usual time in the afternoon (3:35pm). Senior students who need to catch an afternoon bus on Wednesdays can be accommodated in the school library should they need to stay on the school site between 1:55-3:15pm.

## **Late-to-school process and attendance:**

Attendance and punctuality are critical in ensuring a positive school environment where students can successfully engage and achieve with their learning in the classroom.

We have a late-to-school sign in process for students in the morning. Students who arrive after the morning bell (9:00am) will be required to collect a pass before they go to period 1. Those arriving late due to busses being delayed will not be required to do this.

A new school Attendance Management Plan is being implemented from the start of the school year in line with government expectations for continuing to improve levels of regular attendance across the country. We thank parents and caregivers for supporting their children and the school in ensuring that attendance is a priority. As a school, we are committed to continuing to improve our levels of student attendance, regular contact between school and home will occur for students who are not meeting the regular attendance requirements as set by the Ministry of Education.

## **Cell-phone use:**

As specified under government policy, schools must ensure that student mobile phones are not visible and in use throughout the course of the school day. We ask that students have their phones turned off and in their bags throughout the course of the school day. Urgent messages can be passed onto your child/ren via reception on 09 237 0117.

A confiscation system is in place for instances where phones are in use.

## **Important People**

If you or your child have any questions before the start of the school year, please feel free to connect with the following people who will be aligned with the Year 9 cohort.

### **Year 9 Deputy Principal**

David Faitala

E: [ftd@pukekohehigh.school.nz](mailto:ftd@pukekohehigh.school.nz)



### **Year 9 Pou Tuarongo (Deans)**

Jude Webber and Nikki Bhana

E: [we@pukekohehigh.school.nz](mailto:we@pukekohehigh.school.nz)  
[bhn@pukekohehigh.school.nz](mailto:bhn@pukekohehigh.school.nz)



### **Learning Support Coordinator**

Esther Williams

E: [wi@pukekohehigh.school.nz](mailto:wi@pukekohehigh.school.nz)



## Important Dates

The school office will be open before school starts from Thursday 22 January 2026 9.00am – 3.00pm.

### **Week 1**

- Thursday 29 January | Year 9 students start
- Thursday 30 January | All year levels

### **Week 2**

- Monday 2 February | All students on timetable
- Friday 6 February | Waitangi Day – School CLOSED

### **Week 4**

- Wednesday 18 February | Photolife ID Photos
- Friday 20 February | School Athletics day