



PUKEKOHE HIGH SCHOOL STUDENT AND WHAANAU HANDBOOK

Whiria te taangata, whiria te angituu
Weave the people, create success



PRINCIPAL'S WELCOME



A very warm welcome to Pukekohe High School.

Our school serves the community of Pukekohe on the southern edges of Auckland.

We are at an exciting stage in our one-hundred-and-four-year history, with an expanding student roll and improved facilities and opportunities for our students. We aim to provide a holistic education for our learners with a strong emphasis on academic qualifications, co-curricular experiences, student leadership and pastoral care. We have high expectations for our young people in terms of their effort, behaviour and attendance.

Providing learning experiences that will enable all our students to develop the skills, attributes and qualifications that they will need in life beyond school, is at the heart of our work. We place an emphasis on choice throughout our curriculum to meet the needs of our diverse student body.

Our Pukekohe High School values of Manaakitanga (respect), Kotahitanga (unity), Puumautanga (resilience) and Araahitanga (leadership) are critical in preparing our students for life in 21st century New Zealand and the wider world. Living these values help shape good learners and good people.

Our five Houses – named and depicted in our pou at the front of the school – and horizontal form structure mean that our learners are known and cared for as individuals. The school's team of Deans, Counsellors, Nurses and Careers staff work closely together to support all our young people.

Encouraging resilience and wellbeing are vital. Involvement in sport is a strength of our school and is key to developing a sense of enjoyment as well as physical and mental wellbeing. Opportunities for students to explore and engage with their cultural heritage through involvement in groups such as Kapa Haka are important at our school. A large number of our students successfully participate in the Duke of Edinburgh's Hillary Award. Music has long been a notable feature of our school and opportunities in Drama and in Dance are increasing.

This is a taste of the many opportunities that our learners enjoy. We invite you to explore our website and official social media pages to learn more about our school. We are proud of what our school has to offer and look forward to welcoming you to Pukekohe High School.

Murray Saunders
Tumuaki | Principal

PUKEKOHE HIGH SCHOOL VALUES



PUKEKOHE HIGH SCHOOL STRATEGIC PLAN





PHS KEY CONTACTS 2026

Year Level		Pou Tuarongo	Senior Leadership Team
Year 9	He Kaakano The Seed	Jude Webber Nikki Bhana PT09@pukekohehigh.school.nz	David Faitala ftd@pukekohehigh.school.nz
Year 10	Kia Tupu To Grow	John Cook Rajal Singh PT10@pukekohehigh.school.nz	Kirsty Couper cpk@pukekohehigh.school.nz
Year 11	Kia Hua To Prosper	Jody Harnor Sukhjot Kaur PT11@pukekohehigh.school.nz	Hester Myburgh mu@pukekohehigh.school.nz
Year 12	Kia Puawai To Sustain	Colleen Jacobs Aisea Talia PT12@pukekohehigh.school.nz	Martin Bennett bt@pukekohehigh.school.nz
Year 13	Tuu Rangatira To Stand as Leaders	Jackie Green Chantal Krybolder PT13@pukekohehigh.school.nz	Sofia Kaur kas@pukekohehigh.school.nz
Learning Support Sarah Mwanankopa mws@pukekohehigh.school.nz		Years 9/10 Assistant Dean Mel Devaney dvm@pukekohehigh.school.nz	To view our complete staff list, click here

Pou Taahu Curriculum Leaders

Staff Name	Learning Area	Email
Vicky Moore-Allen	Arts	mo@pukekohehigh.school.nz
Shalini Saxena	English	sa@pukekohehigh.school.nz
Sarah Hainsworth	Health and Physical Education	hw@pukekohehigh.school.nz
Amy Price-Williams	Mathematics	pc@pukekohehigh.school.nz
Pascale McMillan	Languages	mmp@pukekohehigh.school.nz
Esther Williams	Learning Support	wi@pukekohehigh.school.nz
Ben Silk	Social Science	slb@pukekohehigh.school.nz
Molly Vale	Science	vl@pukekohehigh.school.nz
Paul Reynolds	Technology	ry@pukekohehigh.school.nz
Sylvia Patu	Te Wahanga Whakaako	pts@pukekohehigh.school.nz

Ko te manu e kai ana i te miro, noona te ngaahere. Ko te manu e kai ana i te maatauranga, noona te ao.

The bird that partakes of the miro berry reigns in the forest. The bird that partakes in the power of knowledge has access to the world.

We are proud to be able to offer our students a broad curriculum. Our learning areas review content annually to ensure what we offer remains relevant to students and builds meaningful pathways beyond their school journey.

For information about NCEA, please click [here](#).

LEARNING SUPPORT

Our Learning Support Department supports students to ensure everyone gets what they need in order to be successful at Pukekohe High School. These supports range from specialist support in literacy and numeracy, Teacher Aide in-class support, Ministry of Education applications, assistive technology support, specialised co-ordination across teaching staff and pastoral teams, and co-ordination with community agencies. The school has three dedicated Learning Support Coordinators who assist students and staff in this area.



TERM DATES

Term	Dates	Public Holidays
Term 1	Thursday 29 January – Thursday 2 April	Friday 6 February – Waitangi Day Good Friday and Easter Monday are during the school holidays
Term 2	Monday 20 April – Friday 3 July	Monday 27 April – ANZAC Day Monday 1 June – King's Birthday Matariki is during the school holidays
Term 3	Monday 20 July – Friday 25 September	-
Term 4	Monday 12 October – Friday 11 December	Monday 26 October – Labour Day



UNIFORM

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

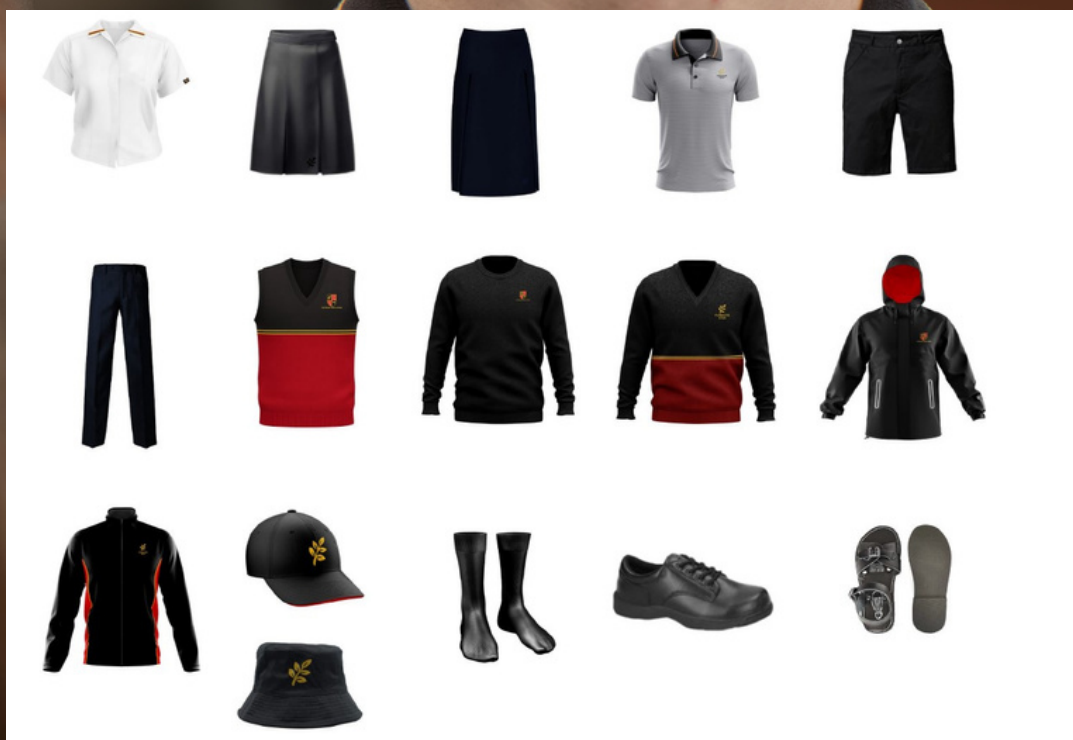
Uniform can also be ordered online from [The Uniform Shoppe](#).

UNIFORM (ALL Years)

- School blazer
- School jersey
- School jacket
- Plain black shoes (including black sole and laces) with white or black socks
- Black sandals with a heel strap – no socks to be worn with sandals
- School cap
- School bucket hat
- School tie
- School scarf

Standard Uniform (Compulsory Years 9-10)

- White blouse or grey jacquard polo shirt
- Grey/black pleated skirt – knee length or long
- Charcoal grey/black shorts
- Black trousers (excluding tracksuits pants, cargo pants and jeans)
- Black Tupenu



Standard Uniform (Optional Years 11-13)

- White blouse
- Long/short sleeve shirt
- Black pleated skirt – knee length or long
- Black shorts
- Black trousers (excluding tracksuits pants, cargo pants and jeans)
- Black Tupenu





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.

- Matai – 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 students will have the option of wearing their leavers apparel as part of their 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. Permitted 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

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 (include a contact number for the parent/caregiver who has issued the note).

Students must take this note to their Pou Tuarongo at the start of the day for a uniform pass. Uniform passes will be entered on KAMAR, and Kaihaapai (teachers) will be notified by message. Students must retain the note for the purpose of showing duty staff at interval and lunch.

Bell Times

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

Attendance

Regular attendance is key to success in learning.

- Students must attend school regularly and punctually.
- School will start at 9:00am each day. There will be no late starts.
- School will finish at 3:15pm every day. On Wednesday, senior students (Years 11-13) will finish at 1.55pm.
- Rostered assemblies will take place for all year levels and houses across the week during Te Maahuri time.
- Buses 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.

Once students have arrived at school, they are not permitted to leave the grounds without written permission from their parents/caregivers. This must be sighted and signed by school staff.

Students are not permitted to leave the school grounds to purchase food or to go home for lunch. If students are found to be off site without permission, school staff will contact parents/caregivers.

Attendance - Truancy Procedure

0-5 days

- Kaihaapai (teacher) contacts whaanau
- Student check-in with Kaihaapai (or Pou Tuarongo/Dean)
- Attendance expectations reinforced

6-10 days

- Hui/meeting with student, whaanau, and Pou Tuarongo
- Attendance plan developed
- Referral to Guidance Counsellor or Learning Support if needed
- Weekly monitoring

11-15 days

- 1st referral to Franklin Attendance Service (FAS)
- Formal attendance plan
- Attendance contact signed by student/whaanau
- Weekly monitoring

16+ days

- 2nd FAS referral
- Consultation with Tumuaki (Principal) and Pou Kaiaawha (Senior Leadership)
- Removal from school roll

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 9.00am (the start of Period 1).

Acceptable reasons for lateness:

- Medical reasons
 - sudden illness/injury
 - scheduled medical appointments
 - emergency dental work
- Transportation problems
 - bus delays, mechanical issues, accidents, or bad weather
- Unexpected home/family issues
- Court appearances/jury duty
- School-approved special circumstances

It's important that students/caregivers inform us straightaway. For some reasons (e.g. doctor's appointments), we may ask for a note/document as confirmation. School staff will determine if the reason for being late is acceptable.

LATENESS THRESHOLD (PER TERM)		
DAYS	RATING	ACTION
0 days	Commendable	-
Up to 5 days	Noted	Kaihaapai contacts caregivers
6-10 days	Cause for Concern	Referred to Pou Tuarongo (Dean)
11-15 days	Significant Concern	Referred to Pou Kaiaawha (SLT)
15+ days	Grave Concern	Consultation with Tumuaki (Principal) to determine next steps, which may include disciplinary action

Absences

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

- Students who have caregiver permission (in the form of a signed handwritten note) to leave school during the day must present this to their teacher and sign out using the electronic Student Register in the Student Support Building.
- When students return to school, they must return to the Student Support Building and sign in using the electronic Student Register.
- Students being collected from school must be met by a parent/caregiver who is registered on the school system (KAMAR).
- Students may leave using Gate 3 (Harris Street) only. Parents/caregivers are advised not to make arrangements to meet students at other gates/locations.

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

Parents/caregivers must phone, email or report an absence through one of the following:

- <https://www.pukekohehigh.school.nz/report-an-absence/>
- Phone: 09 237 0198
- Email: attendance@pukekohehigh.school.nz



Important Note:

Students who become unwell during the school day should see the School Nurses (with teacher permission) in the first instance. Students **must not** use cell phones to contact caregivers directly (see cell phone policy below). PHS staff will contact caregivers in the event a student needs to be collected from school.

What do I do if I am away for an extended period (for example, on holiday during term time)?

- Students must complete an application for leave (available from the Student Centre).
- Parents/caregivers must provide a signed letter to accompany the application for leave.
- Students must submit completed forms and supporting documentation to the Student Centre.

Cell Phone Policy

Cell phones must **not** be used by students during the following times:

- Monday to Friday from 9.00am to 3.15pm.



Cell phones must be switched off and put away during these times. If students use their cell phones within these time frames, staff will enforce our confiscation policy. Confiscated cell phones may be collected by students from Reception only after school finishes for the day (i.e. after 3.15pm).

Note: PHS enforces a three-strike policy for cell phone confiscation, meaning that students will be unable to collect their cell phones if they have been confiscated by staff on three occasions. In such cases, parents/caregivers will be required to collect cell phones from Reception.

In the case of ongoing confiscations, Pou Tuarongo and/or Senior Leadership will contact the student's caregivers to arrange an in-person meeting.

CONTACT US

If you need to contact the school, please call
Reception:

09 237 0117

To view our staff directory, please visit the [website](#).

Parents/caregivers are advised to contact the school as soon as possible if they have any of the following:

- concerns about the student's learning or achievement
- concerns about upsetting behaviour that may need our attention and support
- any questions

Other Key Contacts:

Health Centre – 09 237 0117 ext. 212

Guidance Counsellors:

- Year 9 – 09 237 0117 ext. 215
- Year 10 and Year 12 – 09 237 0117 ext. 243
- Year 11 and Year 13 – 09 237 0117 ext. 231



PUKEKOHE HIGH SCHOOL



PO Box 306 | 14 Harris Street | Pukekohe | New Zealand



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www.pukekohehigh.school.nz

HARRIS STREET

CATE 1

CATE 2

CATE 3

CATE 4

CATE 5

JOHN STREET

PUKEKOHE HIGH SCHOOL MAP



Think First! Remember the Upgrade Level
Evacuation Numbers

FIRE EVACUATION POINT
FOR VISITORS

PARKSIDE PARKING





PUKEKOHE HIGH SCHOOL