

Message from the Principal



Message from Gary Sweeney

Ngā mihi mahana kia koutou kātoa and welcome to Pukekohe Intermediate School.

Our school mission statement is ***“To provide the best learning environment for the social, physical and academic development of our students”*** and the Board of Trustees, PTA, staff and students are all fully focused on aiming high and being the best!

As a school, we embrace the New Zealand Curriculum. This document makes particular mention of students in years 7 – 10. At Pukekohe Intermediate school we know we are ***“laying a foundation for living and further learning”*** in our students. We are also a Positive Behaviour for Learning (PB4L) School and the objectives inside this programme will be an important part of your child’s education at this school.

Intermediate provides your child and your family the option to step into a school environment that acts as a bridge between primary and secondary. We continue home room classrooms for all students and add to this, programmes and opportunities across a number of other classrooms with specialist teachers. We strive to meet the learning needs and styles of all students.

I welcome you again and look forward to meeting you over the time your child is enrolled at this school.

Ko te manu e kai ana i te miro, nōna te ngahere.
Ko te manu e kai ana i te mātauranga, nōna te ao.

Ngā manaakitanga
Go well

Gary Sweeney

OPENED IN 1966.

Throughout the 20th century Pukekohe grew considerably and a number of new schools were opened to accommodate this increase in the population. In 1966 Pukekohe Intermediate was opened replacing what was known at the time as Pukekohe Primary School.

Pukekohe Intermediate is rather unique in being one of the few semi-rural Intermediates in New Zealand. Our contributing schools are:

- ➡ Mauku School
- ➡ Patumahoe Primary School
- ➡ Pukekohe East Primary School
- ➡ Pukekohe Hill School
- ➡ Puni School
- ➡ Valley School.

Pukekohe Intermediate has an enrolment zone. A map and written description of the zone can be found further on in this prospectus. At enrolment, proof of residency and a birth certificate are both required.





The Board of Trustees is elected every three years, with the next election taking place in May 2022. The board is entrusted to work on behalf of the stakeholders of the school under the umbrella of 'governance' ensuring that their focus is on the students' needs rather than the administrative details such as the day to day running of the school which is a management responsibility.

BOARD OF TRUSTEES

Chairperson	Stacey Davis
Secretary / Principal	Gary Sweeney
Members	Laura Anderson
	Karl Lindner
	Rob Davis
	Dave Cockerton
Minute Secretary	Michelle Harding



- 4 new classroom are being opened early in 2020.
- The school is well resourced for digital learning, with drones, laser cutters, spheros, ollies, 3D printers, iPads and Chromebooks featuring strongly in the school's curriculum programmes.
- There are a number of purpose built specialist classrooms including food technology, hard materials, drama, science, music, visual arts and robotics.
- The school has large, flat grounds which are fully fenced providing a safe and pleasant outdoor environment.
- The school site also encompasses sports fields, netball, basketball courts and a turf.
- A challenging and age appropriate adventure playground is being opened in 2020.





First Term

Wednesday 29 January (Year 7 only)

Thursday 30 January (whole school) – Thur 9 April

Second Term

Tuesday 28 April – Friday 3 July

Third Term

Monday 20 July – Friday 25 September

Fourth Term

Monday 12 October – Friday 11 December



Pukekohe Intermediate prides itself on its ability to provide authentic learning experiences for all of our students. The school provides a dynamic, evolving curriculum with a strong emphasis on literacy and numeracy while also delivering high-quality programmes in all the areas of the New Zealand, English, Mathematics, Science, Social Science, The Arts, Health, Physical Education and Technology. Students are encouraged to collaborate, be innovative and to develop skills in the key competencies of thinking, using languages and text, managing self, relating to others and participating and contributing. The core curriculum is primarily taught by the student's classroom teacher.

In addition to their regular class programme, students spend time with specialist teachers in the curriculum areas of Drama, Food, Health and Nutrition, Hard Materials, Kaupapa Māori and Ngā mea Māori, Science, Robotics/Electronics — C3 and Visual Arts. This gives students the opportunity to experience higher levels of learning in these areas with specialist teachers and facilities.





We also offer students the chance to test themselves in a range of additional academic opportunities including: Kiwi Assessments in English, Mathematics and Science, the Franklin Schools' Pasifika Speech Competition, The Franklin Schools' Māori Speech Competition — Te Puna Re o Te Pu aha o Waikato, the Franklin Schools' Speech Competition, Otago Problem Solving Challenge, Literature Quiz, the Franklin Science Fair, the NIWA Science Fair and the Franklin EPro8 Challenge.

Use of Digital Technology:

Digital technology provides students with access to the 21st-century information sources and tools that can be integrated into learning. It has huge potential for growing self-directed learning and provides multiple avenues for student creativity, design, communication and presentation. Digital technology also provides students with the ability to be technologically confident and flexible and provides opportunities for students to learn in new and innovative ways.

We use a range of technologies now and as new forms of information and communication technology becomes available we plan to be in a position to make the most of these where we can to support student learning.





Pukekohe Intermediate uses **The New Zealand Curriculum** as the reference point when assessing students and reporting to parents. Assessment is ongoing throughout the two years at Intermediate and evidence is gathered from many sources to help teachers make overall teacher judgements and report on progress and achievement. The reporting schedule runs over two years, both year groups will receive two written reports and parents will be invited to attend face to face **Student-led Conferences**.

Student-led Conferences at Pukekohe Intermediate are prepared and run completely by the students. This is an important part of a student's education as set out in the New Zealand Curriculum. Through the conferences students will demonstrate their understanding of their own learning and their role in the learning process. It is very important that students have the opportunity to make this presentation.

As well as the formal reporting, parents are always welcome to make appointments to discuss their child's learning at any time.





Accelerate Class

One year 7 class is established as an accelerate class. Students are 'tested' for this class in Term 4 of their Year 6 year. The class may be re-organised for Year 8.

Assemblies

Learning community assemblies are held in the school hall and whole school assemblies at the town hall. These are opportunities for students to share their work and talents with their Learning Community and/or the whole school.

Attendance

Attendance is compulsory. A note, phone call or email message is required if a student is absent. You can also text to 027 8621 371. Absences of three (3) days or more must be supported by a medical certificate. All absences will be closely monitored by our Attendance Officer who will contact parents by phone or text for any unexplained absences. Students arriving late to school are required to sign in at the office before going to class.

Buses

A large number of our students make use of the school bus service. Exemplary behaviour is expected on all buses and it is also important that students be punctual. At the end of the day students remain at school and are supervised until

the shuttle bus arrives to transport them to the High School. They must not make their own way to the High School. If you are outside the school transport zone there is a \$100 per term fee charged.

Camp

Each year there is a Yr 8 camp. In 2020 it will be held in early April at Ngaruawahia. Details for 2021 will come home with Year 7 students in Term 4.

Carpark

Please note the staff carpark is for staff and visitors only and is not a collection or drop off zone for students. Students are not permitted in the carpark or to enter or leave the school by the carpark entrance.

Cellphones

Students bring cellphones to school at their own risk. They are not a school requirement. They are locked away in a secure cupboard during the day. If a student is found using a cellphone during the day or using it incorrectly, it will be confiscated and must be retrieved by a parent.

Classes

Class composition is undertaken using information obtained from current Year 6 teachers, parents and from some testing.

Cultural Activities

Over the two years students could become involved in the cultural activities including Kapa Haka, Mau Rakau, and Pasifika groups. There are also a number of out of school opportunities to do with this including Polyfest, Multicultural festival, etc.

Cybersafety/Publicity Agreement/Local visits permission slip

The school has a cybersafety policy. An agreement form will be sent home early in Term 1 and includes publicity permission allowing the publication of student photos. There will also be a separate sheet seeking permission for students to visit local places of interest.

Devices and other valuables

Devices are optional in classrooms. When not in use they are locked away and kept secure by the classroom teacher. Any devices being used incorrectly will be confiscated and must be retrieved by a parent. Any other valuables such as money should be handed into the Student Centre for safe keeping.

Enquiries

All enquiries should be directed through the school office, class teacher or if necessary, Senior Management. All

visitors to the school must report to the office before going to classrooms. Visitors will be asked to sign in and wear a 'Visitors' badge for the time they are on the school property.

Facebook

The school has a Facebook page - search 'Pukekohe Intermediate School Approved'. Alternatively, you can click on the link on the school website. Each Learning Community has a closed Facebook page that parents can join once they know what class their child is in. This information will be shared by the Learning Communities.

Forbidden items

Drugs, alcohol, cigarettes, lighters, weapons of any kind, vivid markers and twink are not permitted in the school grounds.

Fundraising

The school and the PTA have a number of fundraising activities throughout the year. All proceeds from these activities are returned to student learning or resources.

Hardship

The BOT provides funding in instances of student hardship. If you would like to know more please speak to a member of the Senior Management Team.



Homework

Homework requirements are designed to develop the skill of self and time management and develop a desire to read for pleasure. They will vary depending on what Year level and what class your child is in and be relevant to what is being taught.

Hours of School

First bell	8.40
School begins	8.45
Interval	10.30 - 10.50
Lunch	12.30 – 1.25
School finishes	3.00
We encourage students to be at school by 8.30am	

International Students

The school has students come from other countries and the income derived from this assists with the learning resources for all students. We will be looking for homestay families for 2020 and if you require information about this, email I_sharp@pukekoheint.school.nz

Jewellery/Body Piercing

Students are permitted to wear no more than two plain studs in either ear. Sleepers are not permitted.

Karakia

All learning communities start and end the day with a school Karakia. Our 2020

Karakia will be on our webpage and on Facebook.

Learning Communities

Six learning communities are in operation at school. Ngata, Rutherford, Te Puea, Sheppard, Batten and Hillary. Each learning community consists of 3 or 4 classes and is a mix of Year 7 and 8 classes, they work together on the classroom curriculum as well as extra-curricula activities and sport.

Learning Support

Students who have learning needs are supported in class by our specialist trained staff. Parents can contact r_austin@pukekoheint.school.nz for more information.

Leaving School

Students must sign out at the student centre if leaving school. The student must have parental permission. Parents are also requested to collect them from the student centre.



Lockdowns

The school has systems and procedures in place for lockdowns, fire drills and evacuation. Information concerning lockdowns will come home to all parents early in 2020.

Lost property

Please ensure all items of clothing are clearly named. Lost Property items are stored in the student centre term by term before being disposed of. Named items are returned to students.

Lunches

The canteen is run by an outside provider and is operated 5 days a week. A full list of menu items is available. Preordering lunches in the morning is encouraged.

Messages

Parents are asked to ring the student centre and any urgent messages will be delivered to students. Parents are asked not to ring directly to classes. Classroom phones are only to be used by students with the teacher's permission.

Music Tuition

This may be available depending on the availability of tutors. Information will be sent home early in Term One.

Newsletters

Newsletters go home with students to keep parents informed of school events and activities. They are also available by email on request or can be downloaded off the website

www.pukekoheint.school.nz and Facebook page.

Parent help

The school encourages parents to become involved in school life by visiting, by helping, and by taking an interest in their child's activities and performances.

Beach Ed in Y7 is your first opportunity to help.

PB4L

Pukekohe Intermediate is a PB4L (Positive Behaviour for Learning) school. This initiative aims to:

- create a positive learning climate throughout our school.
- increase instructional time across all areas of teaching.





- identify, explain, model and REWARD appropriate behaviour.

The PB4L team believe this initiative will make Pukekohe Intermediate an even better place to live, learn and grow.

PTA

Pukekohe Intermediate has a very dedicated and active group of support parents and staff working together for the benefit of the school. Typically there are four meetings in the year.

Science Fair

Pukekohe Intermediate organises a very popular science fair in Term 2. Students work in pairs or individually on categories such as investigations, demonstrations, model making, research poster, collections and photography.

School Fees/Donation

The Board of Trustees is investigating the offer by the government to pay \$150 per student to the school in lieu of

parents being asked for fees/donations. Information about 2020 fees/donations will come home and be on our Facebook page late in Term 4 2019

School Rules

The school has a discipline system in place to deal with unacceptable behaviour which may involve the classroom teacher, the Learning Community Leader and /or the DP in charge of Discipline and Behaviour. We involve parents and caregivers at an early stage, where learning is being disrupted by behaviour. We also try and provide for the social and emotional needs of our students.

School Values

- Manaaki - to care for.
- Pono me to tika - honesty
- Whaia nga taumata - Aim High
- Kootahi - team work
- Rangatira - respect and responsibility

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The system is in place to deal with



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Stationery packs

Stationery packs for both year groups will be sold from the student centre for the start of the school year. They should also be available to order online.

Student Leaders

Student Leaders are essential to Pukekohe Intermediate's school organisation. They are chosen carefully by staff members in early Term One (1). Students will have to apply through an application form. Students who have selected for the roles will be presented with their 'Leadership Badge' at a school assembly.

The roles students can apply for are listed below:

- Māori Leader - Lead Morning & Afternoon Karakia and Waiata/ Heminei. Can go on special trips.
- Pasifika Leader - Same as above.
- Student Ambassador - Help around International Students & will go on trips with them as a mentor.
- Sports Leader - Organise school-wide sports events & fundraising activities, sets up LC fitness & sport
- PAL - Helps with LC sport & fitness time
- Environmental Leader - Looks after & protects the school's gardens and paths.
- Yearbook Committee - Writes, edits and helps publish the Yearbook which will be handed out school-wide.
- TACT - Helps with classroom and LC tech issues
- LC Leader - Leads the LC activities, helps around the school, attends meetings, attends young leaders day.





Community Conduct Expectations

From 2020 the new policy will apply and we seek your support.

Pukekohe Intermediate School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical wellbeing, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

To all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication

While on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

Standards of conduct

Pukekohe Intermediate School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints
- adhere to school policies and procedures (such as those listed below), and any legal requirements.

Example of unsuitable conduct include:

- threats, bullying, harassment
- profanity/offensive language
- insulting, abusing, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property
- smoking, possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol in accordance with school policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums
- wearing gang insignia on school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave.)

Uniforms are detailed in this Prospectus. The Board has decided that the wearing of the proper uniform at our school is compulsory.

The school uniform was updated in 2019 for our Year 7s. The new uniform is available at The Warehouse (Manukau Road) both instore and online. The previous uniform will still be able to be worn and will phase out at the end of 2020

Gary Sweeney
PRINCIPAL

Warehouse Prices

Girls and Boys

Polo Shirt (uniform plus PE)	\$33 - \$36
Polar Fleece Jacket	\$47 - \$54
Soft Shell Jacket	\$60
Cargo Shorts	\$27 - \$32
PE Shorts	\$25 - \$27
Skirt with pleat	\$50 - \$60
Hat - Bucket, Cap, Beanie	\$8 - \$15
Trackpants	tbc
Socks	\$7 - \$21.50

Please note shoes and laces are black only.

Tupenu / Sulu are purchased at school.

Sandals - plain dark colour leather - must have a heel strap