



21 January 2025

From the Tumuaki

Kia ora koutou katoa and warm greetings.

Welcome to the 2025 school year. I hope that you all had a relaxing and rewarding summer break. To help you settle back into the new year, we have compiled all the information you will need for a smooth start of the year. This includes:

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

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

Ngaa mihi nui

Murray Saunders
Tumuaki / Principal



Year 9 Orientation Programme

Day 1 – Wednesday 29 January

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|---------|---|
| 8.45am | Students and whaanau are invited to gather for poowhiri at the front of the school. Girls and women will be at the front of the procession followed by boys and men. Staff will be present to help with this process. |
| 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. At the conclusion of this assembly, whaanau are welcome to leave. |
| 10.15am | Orientation activities begin with students in their whanau roopu class. |
| 3.10pm | End of day one! |

Day 2 – Thursday 30 January

Today, all students will be on-site. Year 9 students should meet in their Whaanau Roopuu classes by 8.45am. Today's programme involves house banner making, goal setting through MANA Learning Portfolios, Attitude talks and various assemblies. The day finishes at the usual end of school time of 3.10pm.

Day 3 – Friday 31 January

This will be the first day where all students will be on timetable. Following a whole-school assembly period 1, students will attend their period 2-5 classes.

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:

- Manuwhiri (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
- Whakaeke – 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).

Parking and Gathering

To avoid congestion, please do not park on Harris Street during the morning of the poowhiri. On-street parking is available on John Street, Roulston Street and Graham Street.

Gather along Harris Street – at the start of the poowhiri, you will be called to enter via Gate two. Please be aware of the movement of traffic and school buses on Harris Street and do not stand on the road.

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.

Uniform, Stationery & BYOD

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.

The Year 9 stationery list can be found at [this link](#). 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](#).

Other Information

- The Tooth Group provides free dental services to eligible Pukekohe High School students. Please check your eligibility and enrolment for this service on the following link on our [website](#).
- If you have any outstanding enrolment documentation, these must be provided to our enrolment registrar Courtney Kelly at ckelly@pukekohehigh.school.nz) or dropped off to the main office. Please note that until complete documentation is received, your child may not be able to access all school services.

School rule changes and processes

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. At Pukekohe High School, the current policy of confiscating phones seen during lessons will be expanded to include phones seen during break times. 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.

Late-to-school process:

We will be continuing with the late-to-school sign in process. Students who arrive after the second bell (8.45am) 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.

We thank students and families, in advance for supporting these changes. They are being implemented to ensure that our school can be the best possible environment for young people to flourish both academically and socially.

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 incoming Year 9 cohort.

Year 9 Deputy Principal

Kirsty Couper

E: kcouper@pukekohehigh.school.nz



Year 9 Kaitiaki (Deans)

John Cook & Rajal Singh

E: 9Kaitiaki@pukekohehigh.school.nz



Learning Support Coordinator

Chantal Krybolder

E: ckrybolder@pukekohehigh.school.nz



Important Dates

School office will be open before school starts from Thursday 23 January 2025 9.00am – 3.00pm.

Week 1

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

Week 2

- Thursday 6 February | Waitangi Day – School CLOSED

Week 3

- Friday 14 February | School Athletics Day

Week 4

- Wednesday 19 February | Photolife ID Photos
- Thursday 20 February | Scholar's awards event