

TOKORO A I N T E R M E D I A T E S C H O O L



TOGETHER IN SUCCESS

KO TE ANGITU I TE WHAKAKOTAHI

Tokoroa Intermediate School has developed a proud history since its opening in 1962. The school believes in setting high standards in all areas of school life and has gained a reputation for its academic, sporting and cultural successes. School programmes provide students with a wide range of opportunities and experiences to encourage them to develop as individuals and gain the confidence to face the challenges of an ever-changing world.

MESSAGE FROM THE PRINCIPAL

Kia ora, kia orana, Talofa lava, Malo e lelei, Greetings

Intermediate school is an important stage of education focusing on the specific needs of 10 - 13 year old students. Programmes and teaching strategies are specially tailored to cater for the academic, social and physical development of emerging adolescents. I am committed to helping each and every one of you to have a positive, empowering experience during your time at Tokoroa Intermediate School.

It is our endeavour at Tokoroa Intermediate, to ensure to the best of our ability, that all students are making good progress in all curriculum areas. At the request of the community, the school is targeting literacy and numeracy as learning areas needing special attention. Timetabling hours, additional staffing, resources and Professional Development have been focussed on to achieve this.

The school takes pride in promoting academic achievement. We also believe that it is important for students to be given opportunities to experience and excel in sporting, cultural and leadership activities. We encourage all students to make the most of the opportunities that the Intermediate provides in these areas.

If young people are to achieve to their potential it is essential that they are supported from the home - it is a shared responsibility between the child, the home and the school. Please feel free to make the time to discuss this with staff to ensure we are working together as a partnership to achieve the best for your child.

When students move on from Tokoroa Intermediate we expect that they will have:

- Acquired the academic skills, knowledge and attitude to succeed in their secondary schooling.
- Become self-motivated to achieve to the best of their ability.
- Developed the social skills to interact successfully with all groups in the community.
- The confidence and self-esteem to make the most of their personal attributes.
- Developed pride in the school and their personal achievements.
- Made the most of the opportunities available to them.
- Enjoyed a positive, happy, challenging experience.

Suzanne Mariassoucé, Principal

VISION STATEMENT

Together with families and community Tokoroa Intermediate School develops students who are honest, respectful, motivated learners who can meet challenges, take responsibility and contribute positively to our community.

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Mrs Cathrine Kemp

Mrs Sharon Neho

Mrs Joyce Ross

Mrs Jillian Sheldrake

CARETAKER

Mr Stuart MacPherson

CLEANERS

Mrs Nita Buchanan

Mrs Kim Kiwara

Mrs Ngaire Tepania

Mrs Pio Tuakana

Mrs Helen Solomon-Ahipu

CANTEEN

Ms Debbie Cameron

TERMS AND VACATIONS - 2020

The following terms and holidays have been fixed for our school for 2020:

TERM ONE

- Monday, 3rd February to Thursday, 9th April
- School holidays: Friday, 10th April to Monday, 27th April

TERM TWO

- Tuesday, 28th April to Friday, 3rd July
- School holidays: Saturday, 4th July to Sunday, 19th July

TERM THREE

- Monday, 20th July to Friday, 25th September
- School holidays: Saturday, 26th September to Sunday, 11th October

TERM FOUR

- Monday, 12th October to Wednesday, 16th December

TEACHER ONLY DAYS

Monday, 16th March
Tuesday, 2nd June
Tuesday 27th October
One to be advised

2020 PUBLIC HOLIDAYS

Auckland Anniversary Day (School Holidays)	Monday, 27 th January 2020
Waitangi Day	Thursday, 6 th February 2020
Good Friday (School Holidays)	Friday, 10 th April 2020
Easter Monday (School Holidays)	Monday, 13 th April 2020
Easter Tuesday (School Holidays)	Tuesday, 14 th April 2020
ANZAC Day (School Holidays)	Monday, 27 th April 2020
Queen's Birthday	Monday, 1 st June 2020
Labour Day	Monday, 26 th October 2020

SCHOOL PROGRAMMES

Our school has a number of programmes and activities, which provide students with a wide variety of learning opportunities including cultural and sporting activities. Many of the cultural and sporting activities involve the children during out of school time. There is balance between the academic, sporting and cultural programmes.

ASSEMBLIES

Assemblies are a regular part of the school programme and are used to:

- Develop personal pride as well as pride in the school.
- Give leadership opportunities.
- Convey messages to all students.
- Practise singing.
- Recognise student achievement in academic, sport and cultural endeavours as well as for desirable behaviour.
- Invite guest speakers from our community to talk about their careers and their lives.

CULTURAL

The school has very strong Choir, Kapa Haka and Polynesian groups. They participate in a variety of activities such as the South Waikato Culture Fest and Waikato Intermediate Kapa Haka Festival.

During the two years students are at Tokoroa Intermediate, they have the opportunity to be involved in a school production. The next production is planned for 2020.

As the need arises other activities and programmes are introduced.

CURRICULUM COVERAGE

All children cover the National Curriculum requirements.

The children build on and extend the scope of the work carried out in the primary schools. There is special attention paid to the core curriculum areas of language, reading and mathematics. The establishment of sound work habits to equip the students to further their education is seen as important.

A number of new programmes are introduced to the students at Intermediate. They include:

- Technology / Arts
This is broken into four areas:
 - Food Technology and aspects of Health
 - Hard Materials Technology (Wood and Metal)
 - ICT (Information and Communication Technology and Electronics)
 - Visual Arts and Music

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

This involves students being involved in programmes outside the school grounds. It may involve day trips around Tokoroa or programmes outside Tokoroa. On occasions it may involve overnight stays. All students will be involved in this programme.

- Year 7 students will have a class and syndicate bonding programme early in Term 1. This will often include a science study.
- There will be other EOTC excursions during the year, which will have a curriculum (subject) focus.

The total cost for EOTC programmes for 2020 will be covered by the school. Parents / guardians will be advised of the Term 1 / 2020 programme prior to the end of the 2019 school year and the full year's programme will be supplied early in Term 1 / 2020.

For safety reasons parent help is also required to enable EOTC trips to proceed. It is also important that parents / guardians fill in permission slips and make the payments in the time frame provided.

EXTENSION PROGRAMMES

Students whose parents wish them to learn Te Reo Maori (Maori language) attend classes on a Friday morning.

There are also enrichment programmes in:

- Mathematics
- English
- Information Communication Technology (primarily computers)
- Visual Art and Music
- Food Technology
- Materials Technology
- Mandarin

LANGUAGE SUPPORT PROGRAMMES

Teacher aides are employed to work on programmes supportive for students' learning.

For students who require additional practice with their reading, voluntary Reading Tutors come into the school to work 1:1 with these students.

LEADERSHIP

The fostering of leadership qualities is seen as an important part of the children's education. This takes place primarily through the School House system, School Council, cultural activities and sport.

ORGANISATION

On entering Tokoroa Intermediate School, children are placed in a Year 7 class. Classes work together in groups ranging from 2 to 3 classes. These are called syndicates. In 2021 classes will be Year 7 & 8 composite.

PHYSICAL EDUCATION AND SPORT

Physical education and sport is a compulsory part of the Health and Physical Well-Being curriculum. Students who are unable to participate in this area of the curriculum must have a signed note from home explaining this.

If a child is unable to take part in phys-ed or sport for any length of time a note from his/her doctor is required.

For hygiene reasons students must change into their physical education uniform for physical education and sport.

SPORTING

There are a variety of summer and winter sports catered for during lunchtimes as well as during sports periods on Thursday afternoons in Term 1, part of Term 2 and in Term 4.

Inter-class sport, which creates a great deal of interest, takes place during lunch times.

School teams participate weekly through the season in basketball, netball, soccer and touch competitions.

The school takes an active part in the Waikato Intermediate & Middle Schools Sports days. These are spaced at regular intervals throughout the year and include 13 sports next year. Our school has established a proud record in this competition.

Sportsmanship is seen as an integral part of all sport the students are involved in and we embrace the "Fair Play Charter" Code of Conduct.

ABSENCE

It is the legal responsibility of parents/guardians to send school age children to school. Illness and family bereavement are the only legal reasons students may be absent. Shopping, visiting relatives, inclement weather, getting out of bed late, etc, are not acceptable reasons.

It is the responsibility of the Principal to advise the Board of Trustees of absenteeism not satisfactorily explained as illness, based on Statute Law. The attendance regulations are necessary to enable your child to gain full value from the programme offered by the school.

As regular checks are made of absentees **we would appreciate it if parents contact the school before 9.00 am on the day to inform us that children are away.** This saves time ringing parents or having the Truancy Service visit home to check on reasons for absenteeism. You can also advise us of an absence through the Skool Loop App.

The Tokoroa Integrated Attendance Service regularly patrol Tokoroa. They have authority to pick up truants they find. Schools also contact the Truancy Officers to carry out home visits of children not at school.

We are also working with the Ministry of Education on improving student attendance. Attendance incentive schemes are in place and will be outlined in newsletters.

Only the Principal is able to approve absence from school other than justified absences – illness, medical appointments, close family bereavements.

HAVE YOU DOWNLOADED OUR SCHOOL APP YET?

NEVER MISS IMPORTANT SCHOOL INFORMATION AGAIN!



- * Events
- * Notices
- * Notifications
- * Absentee
- * Newsletters
- * Permission Slips



Simple free download:
In the Play Store and App Store search 'Skool Loop NZ' and choose our school once installed.



ATTENDANCE

To enable students to make the educational progress they are capable of, high levels of attendance are necessary. Absence does not only hamper learning on the day students are away from school but also impacts on their learning once they return to school because of the work they have missed.

Students are expected to be at school prior to the start of classes at 8.50 am. As with absence, frequent lateness does not assist learning.

BICYCLES / SCOOTERS

All bicycles/scooters brought to school must have a lock to ensure their safe keeping at school. The school has erected a fence around the bicycle stands to minimise damage and interference to bicycles & scooters. The wearing of cycle helmets to and from school is compulsory, by law for bikes.

BOOK ROOM

For convenience the school operates a book room for all the usual stationery requirements. These items of stationery are sold at the ruling RETAIL PRICE of our local stationers, thus there is no reason why pupils cannot be fully equipped at all times for their classroom work.

Through our stationery supplier we are once again competitive with the Warehouse and other retailers at the beginning of the year. As we have committed ourselves to providing low cost stationery, we hope you will support the school by purchasing your school material from us. To maintain school-wide consistency the school has decided on specific books for each subject. If you decide to purchase books from sources other than the school, please make sure you obtain a stationery list to ensure your child has the correct books.

The stationery list will be provided to parents / guardians on the first day of the school year. The initial book list at the start of the year is intended to cover most of the year's requirements. Any additional material will depend on usage.

BULLYING

The school has developed an anti-bullying policy and programme in an effort to eliminate bullying in the school. This includes both physical and verbal bullying. We believe all children have the right to be safe when they come to school. Student surveys are also carried out in an endeavour to identify students who are responsible so appropriate action can be taken.

CANTEEN

There is a canteen at school, which carries a wide range of foodstuffs and drinks. The canteen complies with the healthy food criteria. Staff have gone to considerable effort to source healthy, tasty options.

We offer healthy lunch options from Ka Pai Kai lunches. We also supply fruit, as we are part of the 'Fruit in Schools' programme.

CELL PHONES

Students are able to bring cell phones to school but must hand these into the office and sign the receipt slip when they arrive. Cell phones are collected by re-signing the slip after school. This is to keep students and cell phones safe. Students who do not hand their phones in to the office, will have their phone confiscated, parents will be contacted to collect the phone and the child will not be able to bring their phone for a one-month period.

DAMAGE TO SCHOOL PROPERTY

Wilful damage or damage to school property as a result of misbehaviour will be a charge to the parents/guardians.

GRAFFITI

We have a Graffiti Policy aimed at eliminating graffiti at our school. Since the introduction of this policy there has been a marked reduction in graffiti. Personal gear, which includes clothing, books, bags, etc, which have graffiti on them are not allowed at school.

HEALTH AND STUDENT WELFARE

A school Health and Physical Well-Being Programme has been developed to cover the requirements of this curriculum. Parent consultation was a part of this process. The programme aims at developing the skills, knowledge and attitude required for students to cope with the ever-changing world as emerging adolescents.

ILLNESS AND ACCIDENTS AT SCHOOL

If a child becomes ill at school, we shall endeavour to get in touch with parents. If we are unable to make contact, we will then try the emergency person listed on the enrolment form. If this fails, the Principal will use her discretion about getting medical aid. If parents change addresses or phone numbers, we need to know in case of emergencies. To avoid any unnecessary delays and misunderstandings, it would be appreciated if parents, who know of any ill health in their children, to let us know on enrolment. It is also necessary to know where parents can be contacted (if working).

NEWSLETTERS

These will be issued every Monday and will keep parents/guardians up to date on what is happening at school. The school web site (www.tokoroa.school.nz) includes school newsletters as well as other information on the school and examples of students' work.

PERMISSION TO LEAVE GROUNDS

To enable parents and teachers to know where all pupils are during the school day, students are not to leave the school grounds without authority. This will take place as a result of a phone call or written request from the parent to the school. Permission to leave during the lunch hour will be granted by means of a lunch pass, which will be issued upon receipt of a written request from the parent or guardian. This only entitles the student to go to their own home.

PRIZE GIVING

At the end of the year the children are recognised for their achievements at school in the academic, sporting, cultural and leadership fields. There are also citizenship awards.

REPORTS AND PARENT INTERVIEWS

All parents are given an opportunity to meet their child's teacher early in the school year.

A term one report and interview afternoon / evening to discuss this report will take place before the end of Term 1. The purposes of this first interview are to view test results and then set a whanau plan with learning goals for the 2020 school year. Parents will also gain an understanding of their child's achievement levels in relation to New Zealand

Curriculum levels in reading, writing and mathematics. It is important that parents attend these interviews with their child so that valuable learning conversations can occur.

A mid-year written report will be issued early in Term 3 to be followed by a second interview.

The final written report for the year will be given out in the last week of school in Term 4. This report will include an overall teacher judgement in relation to the New Zealand Curriculum levels for literacy and numeracy.

Written reports are also provided at the start of Term 3 and at the end of Term 4 for the two Technology / Arts subjects that students are involved in during each half-year.

Parents are welcome to contact the school at any time to discuss their child's progress or any problems which may occur.

SCHOOL BEHAVIOUR MANAGEMENT

A school wide behaviour plan for both in-class and out-of-class behaviour is in operation to provide consistency throughout the school and to outline to the students and parents what the rules are and the consequences if they are broken. A reward system is an important part of the programme.

The majority of the rules are ones in operation in most primary schools and are aimed at enhancing learning, for the safety and well-being of all children and the protection of personal and school property.

Parents will be supplied with a copy of the behaviour plan early in the school year.

Finishing School, which is from 3:15 – 3:45 p.m., is a part of the school Behaviour Plan and is a form of detention, under teacher supervision, where the children are given school work to do. Attendance is the result of consequences as a part of the school behaviour plan.

The students may phone home before going to Finishing School and will have a note provided by the teacher to explain the reason for the Finishing School. Bus children will carry out their Finishing School during lunchtimes if they are unable to do it after school. To ensure parents are aware that their child has attended, the Finishing School slip must be signed by a parent / guardian and returned to school.

Parents of children who regularly attend "Finishing School" will receive a letter outlining the school's concerns and inviting parents to contact the school to discuss the problems.

A time out area outside the former dental clinic is used for playground misbehaviour where students need to sit down for a short period of time to avoid more serious consequences.

Students, who are being disruptive during intervals / lunchtimes and are refusing to abide by school rules, are placed in the 'time out area' outside the staffroom.

The school is a Positive Behaviour for Learning (PB4L) School, which focusses on the consistent teaching of expected behaviours for all students. Developing positive relationships are a key focus throughout the school.

SCHOOL FEES

We charge a \$40.00 Technology / Arts fee for the work students will bring home.

Some parents/guardians find, that paying fees and other costs like stationery or track suits by automatic payment through their bank over several months the most convenient method.

The following details are required by your bank to commence an automatic payment into Tokoroa Intermediate School's bank account:

Bank: ASB Bank

Account Name: Tokoroa Intermediate School Deposit Account

Account No.: 12 3268 0009421 01

Reference: Please use your child's name as a reference so it will appear on our bank statements

An up-to-date financial position is available from the Secretary of Accounts (school office) for parents who have automatic payments in place.

SYSTEM OF BELLS

8:50 a.m.	Commence morning classes
10:35 a.m.	Morning interval
10:55 a.m.	Interval ends
12:30 p.m.	Lunch bell
12:30 – 12:40 p.m.	Lunch in class
12:40 – 1:30 pm	Students released for play
1:30 p.m.	Commence afternoon classes
3:10 p.m.	End of school day

On Wednesdays school closes at 2.40 pm to allow for staff professional development.

Short lunch days

On days when the weather is wet or extremely cold, the lunchtime may be shortened to 30 minutes.

01.00 pm – Commence afternoon classes

02.40 – End of school day

This decision is made at 12.30 pm on the day.

Parents wishing to check if the lunchtime has been shortened may ring 886 0804 after 12.30 pm and listen to the recorded message or download our Skool Loop to receive notifications.

SCHOOL UNIFORM - the Tokoroa Intermediate School uniform is:

Optional for all children

- Black school tracksuit with white piping – available from school – price will be advised
- Regulation school monogrammed red polar fleece top

Compulsory for all children

Phys Ed

- T-shirt in House colours (Cobham green, Freyberg blue, Grey yellow, Hobson red).
- Plain black shorts

Gender specific uniform items

Boys Summer

- White polo type short sleeved knit shirt
- Mid grey shorts
- Plain black or dark brown Roman sandals (without socks) or plain black leather or leather look lace up shoes (not track shoes or high-tops) and black crew socks (above the ankle). Shoes need to be plain without labels or coloured stitching.

Boys Winter

- White roll neck skivvy or white polo type short sleeved knit shirt
- Grey summer shorts or grey winter shorts
- Plain black leather or leather look lace up shoes (not track shoes) and black socks up to the knee. Shoes need to be plain without labels or coloured stitching.
- School tracksuit (optional).

Girls Summer

- Dark grey pleated skirt as supplied by Tokoroa Sports & Outdoors
- White polo type short sleeved knit shirt
- Plain black or dark brown Roman sandals (without socks) or plain black leather or leather look lace up shoes (not track shoes) and plain black crew socks (above the ankle). Shoes need to be plain without labels or coloured stitching.

Girls Winter

- Dark grey pleated skirt as supplied by Tokoroa Sports & Outdoors (as for summer)
- White roll neck skivvy or white polo type short sleeved knit shirt
- Plain black leather or leather look lace up shoes (not track shoes or high-tops) and thick black tights or plain knee-high black socks. Shoes need to be plain without labels or coloured stitching.
- School tracksuit (optional).

School tracksuits for boys and girls can be worn during intervals and lunchtimes and for school sport trips. These can be worn as part of the winter uniform. Jackets can be worn all year but not inside the classrooms. Tracksuit pants are not part of the summer uniform.

New uniforms are available from Tokoroa Sports & Outdoors.

Summer uniforms are worn during the first term and fourth term. Winter uniforms are worn in terms 2 & 3. There is a two-week change over period. All students are encouraged to wear hats during the summer months.

ALL BOYS AND GIRLS ARE REQUIRED TO CHANGE FOR PHYSICAL EDUCATION AND SPORT.

**A SECOND HAND UNIFORM SALE WILL BE HELD AT THE SCHOOL ON
THURSDAY, 30TH JANUARY FROM 10:30 AM TO 11:30 AM**

TECHNOLOGY-ARTS REQUIREMENTS

Students must have their hair trimmed to a safe length or wear a hairnet. This is for the students' own protection and Ministry of Education requirements.

All items of clothing should be clearly named. It is also important that expensive jackets and caps are not brought to school. The school cannot be held responsible if they go missing. School uniforms, which include phys-ed gear, are not to be written on – (signed by others).

The only jewellery that can be worn to school is a watch, signet ring, taonga and for children with pierced ears, a maximum of 2 studs.

Hair must be of the student's natural colour and not have accessories, which are a safety concern or to make a fashion statement.

Children are not permitted to bring i-Pods or other electronic devices to school. The school will not accept any responsibility for them if they are stolen or broken.