



# Tokoroa Intermediate School



TOGETHER IN SUCCESS  
KO TE ANGITU I TE WHAKAKOTAHI

Kahui Ako School -  
Strong Heart, Strong Mind, Strong Community

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## MESSAGE FROM THE PRINCIPAL

Kia ora, kia orana, Talofa lava, Malo e lelei, Greetings to you all

### Welcome to Tokoroa Intermediate School: Embracing the Unique Journey of Pubescence

At Tokoroa Intermediate School, we recognize that the intermediate years, typically from ages 10 to 13, mark a pivotal stage in a young person's life. This period, often referred to as pubescence, is characterised by rapid growth and transformation—not just physically, but emotionally, socially, and intellectually. Understanding and responding to these changes is at the heart of our educational approach.

As a Mana school, we are committed to upholding the dignity and well-being of every student. Our school culture is shaped by a matrix of expectations, grounded in Whare Tapa Whā, a holistic model that recognises the importance of balance between the physical, mental, spiritual, and social aspects of life. We strive to be trauma-informed, recognising the unique challenges each student may face and working to enhance their Mana—their sense of self-worth and pride.

Our identity is also deeply rooted in our Houses of Principles: Tika, Pono, Hōnore and Maanaki, each representing core values that guide us. These Houses, gifted to us by Toreakore Ford and Nigel Te Hiko, are divided into ropu (teams) representing natural elements fire (ahi), water (wai), land (whenua), and air (hau). These teams foster a sense of belonging and promote teamwork, encouraging students to connect with each other and with the values that define our school.

At Tokoroa Intermediate, we are committed to nurturing both academic achievement and the holistic development of every student. We recognise that a strong foundation in the curriculum is essential, but we also place great importance on supporting the emotional and social needs of our students. Our dedicated learning support team works collaboratively to ensure that every student receives the personalised assistance they need to thrive.

In addition to academic excellence, we believe in providing students with opportunities to excel in sports, culture, and leadership. These activities are essential in helping students discover their passions and develop the confidence to pursue their goals.

We also recognise that a student's success is a shared responsibility between the school and home. The partnership between parents, teachers, and students is vital in helping young people achieve their full potential. During the Covid lockdown, many parents had the opportunity to become more closely involved in their child's learning, and the benefits of this involvement were clear. We encourage parents to continue this engagement and stay in touch with teachers, primarily through email, to ensure we are working together to support each child's growth.

At Tokoroa Intermediate School, we are dedicated to making these formative years a positive and empowering experience for every student. Together, we can help them navigate the unique challenges of pubescence and emerge stronger, more confident, and ready to take on the world.

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

- A positive self-concept in relation to learning and success..
- A sense of belonging to a place and space
- Developed the social skills to interact successfully with all groups in the community.
- Show persistence and determination
- Confidence and are open to appreciating differences
- 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 strives to develop students who are honest, respectful, motivated learners who can meet challenges, take responsibility and contribute positively to our community.**

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## BOARD OF TRUSTEES

### **PRESIDING MEMBER**

Ms Tracey Ramanui

### **SECRETARY**

Mrs Suzanne Mariassoucé (Principal)

### **COMMITTEE**

Mr Douglas Alsop

Mr Hamish Daine

Mrs Lynnda Misa-Tilivea

Ms Toni Sinton

Mr David Wilson

Mr Robert Wehipeihana (Kaumatua)

Mr Jayleb Dean (Staff Representative)

## STAFF

### **PRINCIPAL**

Mrs Suzanne Mariassoucé

### **ASSOCIATE PRINCIPAL**

Mr Ron Creigh-Smith

### **DEPUTY PRINCIPAL/SENCO**

Mrs Jeannette Beale

### **Strategic Lead team**

Mrs Emma Martin

Ms Gennie McCloskey (Hōnore Lead))

Ms Rachel Toy (Maanaki Lead)

Paerakau Maskell (Tika Lead)

Kirsty Puke (Pono Lead)

### **Operations Leadership Team**

Paerakau Maskell (Cultural Lead)

Atapo Coxhead (Sports)

Mrs Kersty Stephenson (GATE, Garden Champion)

**Kaiako (Teachers)**

Miss Helen Awheto  
Mrs Alex Sanft  
Mrs Chloe Pomare  
Mr Schalk Pienaar

**HUARAHI TEAM****SPECIALIST STAFF**

Mrs Kath Cortesi (Food Technology)  
Mr Shane Tito (Art & Music)  
Mr Marko Olls (Hard Materials)  
Mrs Kersty Stephenson (Digital)  
Mr Cappy Te Kanawa (Te Reo Maori)  
Mrs Kathleen Van Der Putten (Information Skills)

**LEARNING SUPPORT**

Ms Daphne John

**COORDINATOR****SPORTS COORDINATOR**

Mrs Alison Hopson

**SCHOOL SECRETARY**

Mrs Silvia Clarke

**FINANCE SECRETARY**

Mrs Ozelle Loye

**TEACHER AIDES**

(Student Support)

Ms Jess Cuff  
Mrs Kecyn Handcock  
Ms Zeta Howden  
Mrs Joyce Ross  
Miss Cherie Tuck-Hood  
Miss Tavier Letoa-Palea  
Mr Cappy Te Kanawa  
Ms Makaia Riki-Te Kanawa  
Mr Here Tuhi  
Ms Maleina Nooroa  
Ms Alana Ramea  
Ms Kimai Ruru  
Ms Awhina Stewart

**CARETAKER**

Mr Richard Mowbray

**CANTEEN**

Mrs Debbie Gurr

## TERMS AND VACATIONS - 2026

The following terms and holidays have been fixed for our school for 2026:

### TERM ONE

- Monday, 2 February @ 8.50 am - Year 8 students
- Wednesday, 4 February @ 11 am - Year 7 students - Whakatau, meet on the school basketball courts
- Term ends Thursday, 2 April
- School holidays: Friday, 3 April to Sunday, 19 April

### TERM TWO

- Monday, 20 April to Friday, 3 July
- School holidays: Saturday, 4 July to Sunday, 19 July

### TERM THREE

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

### TERM FOUR

- Monday, 12 October to Wednesday 16 December

### TEACHER ONLY DAYS

There is provision for Teacher Only Days. Dates will be advised.

### 2026 PUBLIC HOLIDAYS

Waitangi Day	Friday, 6 February
Good Friday	Friday, 3 April
Easter Monday (School Holidays)	Monday, 6 April
ANZAC Day	Monday, 27 April
King's Birthday	Monday, 1 June
Matariki (School Holidays)	Friday, 10 July
Labour Day	Monday, 26 October

## **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 a 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.
- Practice 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.

### **RAHINA HUI**

Monday mornings - 8.50am - a time to get together and set the week.

### **CULTURAL**

The school has a very strong Choir, Kapa Haka and Polynesian group. 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 2027.

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 Reading, Writing 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:

- Huarahi - Pathways - Technology/ Arts. This is broken into six areas:
  - Food Technology and aspects of Health
  - Hard Materials Technology (Wood and Metal)
  - Digital Technologies
  - Visual Arts and Music
  - Te Reo Maori
  - Information Skills

## **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. There will be other EOTC excursions during the year, which will have a curriculum (subject) focus.

The total cost for EOTC programmes for 2026 will be covered by the school.

For safety reasons parent help may be required to enable EOTC trips to proceed.

## **GARDEN TO TABLE**

We are working toward our students having the opportunity and resources to GROW and SHARE their own fresh kai as part of daily life. This is alongside our Food tech programme. We are planting the seeds that inspire children to grow their knowledge and participate actively in our school garden.

## **LEARNING SUPPORT PROGRAMMES**

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

## **STUDENT LEADERSHIP**

The fostering of leadership qualities is seen as an important part of the children's education.

- We have 8 school leaders - 2 per whare
- We have 2 Cultural leaders
- Our Whare are lead by 4 leaders
- Within the Whare they have 5 ropu leaders for sport and huarahi
- Leaders for each of our huarahi groups

We have four student councils in which children can be part of:

Student Councils

- ECO
- Sport
- Social
- We have a school council, and each class is represented by two students per class. This group is our student voice, and will also become our peer mediators under the guidance of Mrs Stephenson.

## **ORGANISATION**

On entering Tokoroa Intermediate School, children are placed in a composite (Year 7 & Year 8) class. They will be in house groups. These house groups are in 2 to 3 classes.

## **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. (but if the weather is good we go for it as well).

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 (WIMS). 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 sports the students are involved in and we embrace the "Fair Play Charter" Code of Conduct.

## **ORGANISATIONAL & POLICY INFORMATION**

### **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 8.50 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 email ([office@tokoroa.school.nz](mailto:office@tokoroa.school.nz)), phone (07 886 7687), text message (021 08496221) or the Hero App.

The Tokoroa Integrated Attendance Service regularly patrols Tokoroa. Schools also contact the Truancy Officers to carry out home visits of children not at school.

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

### **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. Please contact the school if your child is going to be absent.

We call all homes of children who are absent. This enables us to check the reasons, also to ensure our students are safe. If we do not know why a student is absent you will be called or sent a txt message. If we do not hear in three days we engage the truancy service.

## **BICYCLES / SCOOTERS**

All bicycles, scooters or skateboards 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.

Stationery lists are provided at the beginning of the year and are 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. We are not naive enough to the fact that bullying does happen, and when you have a community of people it can be inevitable for upsets to occur. However, bullying is persistent, regular nasty behaviour. We will not tolerate this and really appreciate when we are told about concerns. We encourage our children to tell their teacher or another adult in the school, but we also encourage children to talk to their parents or significant adults, who can talk with us.

## **BYOD (BRING YOUR OWN DEVICE)**

All classes have chromebooks available for students to use. If students choose to bring their own device, they need to sign a BYOD agreement. This is available from the school office. We are looking at becoming a BYOD school and are currently working with a partner to help with enabling parents to access an option to buy chromebooks. This is because we know children are digital and need to have this ongoing in their education path.

## **CELL PHONES**

All cellphones need to be registered prior to them being brought to school. This form is in the enrolment pack or at the school office. Students are able to bring cellphones to school, but must hand these to their class teacher when they arrive. They are locked securely in a safe and handed back at the end of the school day. This is to keep students and

cell phones safe. Students who do not hand in their phones, 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.

### **CHROMEBOOK ACCESS AND DIGITAL LICENCE FEE UPDATE**

To support student learning and digital access, a \$20 bond (non-refundable and included in the digital licence fee) will be required for the use of school Chromebooks.

For families interested in long-term access, a rent-to-buy option is being considered. This option allows families to make minimal weekly payments, and by the end of the student's time at Tokoroa Intermediate, ownership of the Chromebook will transfer to the student.

Further information and details will be provided once arrangements with the supplier are finalised.

### **DAMAGE TO SCHOOL PROPERTY**

Wilful damage or damage to school property as a result of misbehaviour will be charged 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).

### **LUNCHES & FRUIT IN SCHOOLS**

We are part of the ministry funded Ka Ora, Ka Ako (Healthy Lunches in Schools) programme. Each child receives a healthy lunch daily, supplied by Tokoroa High School. Please let us know if your child has any dietary requirements or has food allergies.

Fresh fruit is also supplied for each student.

### **NEWSLETTERS**

Newsletters are emailed out fortnightly on a Thursday to those parents/caregivers who have supplied us with an email address and are also available through the Hero app. The school website ([www.tokoroa.school.nz](http://www.tokoroa.school.nz)) includes school

newsletters as well as other information on the school and examples of students' work. We also have a Facebook page to keep the school community informed.

### **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 whanau 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 2026 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 at the end of Term 2 to be followed by a second interview.

The final written report for the year will be given out at the end of Term 4. This report will include an overall teacher judgement in relation to the New Zealand Curriculum phases 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 office at any time to make an appointment to discuss their child's progress or any problems which may occur.

### **SCHOOL BEHAVIOUR SUPPORT**

A school-wide behaviour plan for both in-class and out-of-class behaviour is used to support the schools management matrix.

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.

A time out area outside the former dental clinic is used for playground concerns 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 on the 'reflection wall' outside the staffroom.

Students who are not adhering to our school behaviour expectations will incur Te Ako Ora - morning tea/ lunchtime coaching. Depending on the need they can be in this activity for up to three breaks.

Developing positive relationships are a key focus throughout the school.

## **SCHOOL FEES**

We charge:

- \$40.00 Technology / Arts fee for the work students will bring home
- \$50.00 Digital Licence Fee (\$30 for the use of digital learning platforms/\$20 nonrefundable bond for the use of chromebooks)

Some parents/guardians find that paying fees and other costs like stationery or school uniform by automatic payment through their bank over several months is 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 am	Commence Morning Classes
10.50 to 11.10 am	Morning interval
1.00 to 1.40 pm	Lunch break
1.40 to 2.50 pm	Afternoon Classes

## **SCHOOL UNIFORM - the Tokoroa Intermediate School uniform is:**

### **Compulsory for all children**

- Choice of two school monogrammed polo shirts
- Dark grey skorts or black cargo shorts
- Plain black sandals, strap around the ankle (not to be worn with socks) or plain black lace up shoes (not track shoes or high tops) - and plain black or white socks (above the ankle) or thick black tights in winter. Shoes need to be plain without labels or coloured stitching.
- Bucket hat (school monogrammed, black)

### Phys Ed

- Plain t-shirt in House colours (red, blue, yellow or green)
- Plain black shorts

### **Optional for all children**

- Plain black or black & red softshell jacket (school monogrammed)
- Plain black school track pants
- Black beanie (school monogrammed)

School tracksuits can be worn as part of the uniform. Outside jackets will be only worn outdoors.

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

There is a uniform sample rack at school, please ring the office to arrange a time. We also keep some stock at school for purchase.

**A uniform popup shop will be operating in the school hall before the term starts on the**

**following dates:**

**Tuesday, 27 January 2026 from 10 am - 5 pm**

**Wednesday, 28 January 2026 from 9 am - 4.30 pm**

### **HUARAHI 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.

### **UNIFORM EXPECTATIONS**

***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.

The only jewellery that can be worn to school is a watch, signet ring, taonga and only pierced ears, a maximum of 2 studs. We do not allow piercing of the nose.

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

Non-regulation sweatshirts are not to be worn at school. Crocs are not to be worn at school.