



TOGETHER IN SUCCESS

KO TE ANGITU I TE WHAKAKOTAHI

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

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, emotional 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.

We are a PB4L school - Positive Behaviour for Learning. We have developed a matrix of expectations which is taught across the school to get consistency in every understanding. We are also a Cool School - where we will be supporting peer mediation.

We are proud to be part of the Tokoroa Kahui Ako - Community of Schools - Te Puāwaitanga o te Māhuri Tōtara.

We have introduced the Houses of Principles: Tika, Pono, Hōnore, Maanaki.

The concept of the Houses will promote teamwork, enabling a sense of belonging. The school has a proud history, and we intend to create more history with this change.

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. While we focus on achievement across the curriculum we are also very aware of the holistic child and their needs. We have a strong learning support team that works collaboratively to ensure the best for all students' needs.

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 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. We found in our survey from parents that during the Covid lockdown parents had the time to be involved more closely with their child and their learning. We encourage this to continue as best as they can because the child also benefited considerably from this involvement. The best way to keep in touch with the teacher is by email.

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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Whaea Beth Long

Ms Gennie McCloskey

Ms Rachel Toy

Mrs Kersty Stephenson (Huarahi - Pathways)

TEACHERS

Miss Helen Awheto

Mr Ethan Coombridge

Mr Jayleb Dean

Mrs Atapo Coxhead

Ms Paerakau Maskell

Mrs Chloe Pomare

HUARAHU TEAM

SPECIALIST STAFF

Miss Sharron Livingstone (Food Technology)

Mrs Kereta Anderson (Art & Music)

Mr Marko Olls (Hard Materials)

Mrs Kersty Stephenson (Digital) - Leader

Mrs Awhina Stewart (Te Reo Maori)

Mrs Kathleen Van Der Putten (Information Skills)

KAHUI AKO LEARNING SUPPORT

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(Student Support)

Mrs Kath Cortesi

Mrs Alison Hopson

Mrs Sharon Neho

Mrs Joyce Ross

Miss Cherie Tuck-Hood

Miss Brooke Baldwin

Miss Renee Ross

Ms Tavier Letoga-Levao

CARETAKER

Mr Stuart MacPherson

CANTEEN/Lunches

Ms Debbie Cameron

TERMS AND VACATIONS - 2023

The following terms and holidays have been fixed for our school for 2023:

TERM ONE

- Tuesday, 31 January @ 8.50 am - Year 8 students
- Thursday, 2 February @ 11 am - Year 7 students - Powhiri, meet on the school basketball courts
- Term ends Thursday, 6th April
- School holidays: Friday, 7th April to Sunday, 23rd April

TERM TWO

- Monday, 24th April to Friday, 30th June
- School holidays: Saturday, 1st July to Sunday, 16th July

TERM THREE

- Monday, 17th July to Friday, 22nd September
- School holidays: Saturday, 23rd September to Sunday, 8th October

TERM FOUR

- Monday, 9th October to Friday 15th December

TEACHER ONLY DAYS

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

2023 PUBLIC HOLIDAYS

Auckland Anniversary Day (School Holidays)	Monday, 30 th January 2023
Waitangi Day (observed)	Monday, 6 th February 2023
Good Friday (School Holidays)	Friday, 7 th April 2023
Easter Monday(School Holidays)	Monday, 10 th April 2023
ANZAC Day	Tuesday, 25 th April 2023
Queen's Birthday	Monday, 5 th June 2023
Matariki(School Holidays)	Friday, 14 th July 2023
Labour Day	Monday, 23 rd October 2023

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.
- 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.

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 2024.

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:

- 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

We have the STARS Teina programme - a follow on from Kiwi Can. This is delivered by Dingle Foundation and covers a large part of our health programme. The students attend a 45 min session every week.

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 2023 will be covered by the school.
For safety reasons parent help may be required to enable EOTC trips to proceed.

LEARNING SUPPORT PROGRAMMES

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

LEADERSHIP

The fostering of leadership qualities is seen as an important part of the children's education. We have four student councils in which children can be part of.

Student Councils

- ECO
- Student Wellbeing and Curriculum
- Sport
- Social and Celebration

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.

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 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), phone (07 886 7687), text message (021 08496221) or the Skool Loop App.

The Tokoroa Integrated Attendance Service regularly patrols 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.



DOWNLOAD OUR SCHOOL APP NOW!

- Receive instant notifications to your device about school news and notices
- Translation function available
- View newsletters
- Notify us of your child's absence
- Sign permission forms
- Book interviews and more!

Simple free download:

In Google play & App Store search 'Skool Loop' & 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 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.

The stationery list is provided with this prospectus and 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.

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.

CELL PHONES

Students are able to bring cellphones to school, but must hand these to their class teacher when they arrive. Cell phones are collected 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.

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

We are privileged to be able to deliver the STAR TEINA programme.

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

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 SkoolLoop app. The school website (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 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 2023 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 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 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 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 on the 'reflection wall' outside the staffroom.

The school is a Positive Behaviour for Learning (PB4L) School, which focuses 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 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
10.40 to 11.00 am	Morning interval
12.45 to 1.15 pm	Lunch break
1.15 - 1.20 pm	Sit Down Lunch in class (Lunch Supplied by Bitelab)

End of school day:

3.10 pm on Mondays, Tuesdays, Thursdays, Fridays

2.40 pm on Wednesdays

Wet lunches:

If it rains, the lunchtime is shortened to 30 minutes and school does finish early at 2.40 pm. The decision is made at lunch time and parents are informed through our SkoolLoop App and Facebook page.

SCHOOL UNIFORM - the Tokoroa Intermediate School uniform is:

Compulsory for all children

- Choice of two school monogrammed polo shirts
- Dark grey skorts or black shorts
- Plain black sandals (without socks), strap around the ankle or plain black lace up shoes (not track shoes or high tops) - and black or white socks 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

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

Uniforms can be ordered online: <https://uniformhub.co.nz/collections/tokoroa-intermediate>

There is a sample rack at school, please ring the office to arrange a time.

A POPUP SHOP WILL BE OPERATING ON THE FOLLOWING DATES IN THE SCHOOL HALL:

TUESDAY, 25TH JANUARY 2022 FROM 10.00 AM TO 5.00 PM

WEDNESDAY, 26TH JANUARY 2022 FROM 9.00 TO 5.00 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.

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.

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.