

PROSPECTUS 2025

# Tokoroa High School



“The best  
and highest  
qualifications  
for all”

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# Welcome to Tokoroa High School

## Tena Koutou, Kia Orana, Talofa Lava



It is a joy to welcome students and parents to our school. We know that your association with our school will be both challenging and rewarding.

Our aim at Tokoroa High School is to provide an education of first choice for students and parents in the South Waikato. We are here to serve the needs of our community.



We believe in the unlimited potential of our young people and so we encourage all students to develop a sense of responsibility, high level of key competency and an appreciation of lifelong learning.

Our school provides a rich curriculum. We offer a wide range of subjects and options, all supported by a lively cultural, sporting and social tradition.

We aim to prepare our students for future tertiary and vocational training and to foster the skills, values, principles and competencies of the new curriculum all

of which will lead to success in a chosen career.

We encourage our students to be responsible, critically aware citizens.

We believe that educational success is best achieved through a strong partnership between students, parents and teachers.

We look forward to sharing with you what we have to offer.

Willam Ford  
PRINCIPAL



I ROTO I TE HŪMĀIRE - KO TO KAHA KI TE AO  
IN QUIET CONFIDENCE LIES YOUR STRENGTH  
TEI TE NGAKAU AU E TE MARU TOOOU MATUTU  
O LE FA'AUTAUTA LELEI E FA'ATUPU AI LOU  
MALOSI  
IN SPE FORTITUDO

We expect all students to gain:

- 14 PLUS credits in all subjects
- Have 90% PLUS attendance in all subjects

Our key priorities are:

- The right to learn
- Active learning

# Multi Cultural

The multi-cultural nature of the school's population, since the early 1960s has given the school the unique ability to allow all, regardless of origin or ability, to stand tall.

Te Whanau a Noa captures this quality as a place with a distinct marae layout and a truly multi-ethnic interior.



# Creativity

Creativity and design are strong and often unrecognised talents of Tokoroa youth. We focus each year on giving students the opportunities to find, develop and expand these skills and interests.

These opportunities include:

- Drama and stage productions
- Fashion and fashion design
- Art and design
- Musical groups
- Kapa Haka
- Cook Islands dance and music

The tradition of success at local, regional and national level in performing arts has grown into an impressive tradition.





# Student Achievement

- Each year there is a focus on student achievement. We emphasise achievement in NCEA (National Certificate of Educational Achievement). Our goal for students, parents and staff is for students to achieve at least 14 credits in each of their six subjects.
- The emphasis in the junior school is on “literacy and numeracy achievement”.
- Staff also target development areas such as homework and personal organisation.

# Leadership

Our student council has a lengthy history in developing leadership talents. The council has to manage its own finances and organise student activities and involvement. The mature judgement of our student decision makers over the years has created a pattern where our students regularly have an input into the running of our school. The school's prefect body augments the student council and is a very visible section of student leadership.





# Junior Curriculum

Years 9 and 10 education is aimed at excellence. We believe students at Years 9 and 10 need to experience a wide range of subjects in order to make informed choices at Year 11, so as to reach their full potential. Wherever possible students are grouped according to ability.

All students in Year 9 will study the following subjects

- English
- Mathematics
- Science
- Social Studies including Economic Studies and Careers
- Physical Education including Health and Dance
- Technology and Arts (Music, Art, Digital Technology, Food, Wood and Metal)
- Language – Maori, Japanese, Cook Island Maori, Samoan
- Sport in Education Programme - Year 9 SiE Academy

All students in Year 10 will study the following subjects

- English including Drama
- Mathematics
- Science including Electronic Technology
- Social Studies including Economic Studies and Careers
- Physical Education including Health and Dance
- Several options including Te Reo, Japanese, Cook Island Maori, Music, Art, Digital Technology, Food, Graphics, Metal/Wood Technology, Financial Literacy, Maori
- Dance
- Sport in Education Programme - Year 10 SiE Academy

# Junior Diploma

All year 9 and 10 students will work towards our Junior Diploma. This Diploma encourages students to strive for excellence in their academic achievement. Top achievers can have their diploma endorsed at Merit or Excellence level.

Each department in the school has specific assessments that will be used to give an overall picture of where a student is at in terms of learning. Assessments will be marked in the same way the senior school assessments are marked. The diploma will help create a smoother academic transition for our students into NCEA.



STARS is a Foundation for Youth Development programme that supports Year 9 students during their first year of high school through five planned and fully integrated phases - adventure camp, community project, community adventure, careers expo and peer mentoring.

The programme aims to make the transition into high school a positive experience for Year 9 students and helps strengthen the sense of community within the school, by bringing younger and older students together through Peer Mentoring. Senior students are guided and supported through the Peer Mentoring process by teachers.

## Learning Support Department

The Learning Support Department provides valuable learning opportunities for many of our students. The key areas of focus are:

- Overseeing our Te Kahui Whetu unit that runs programmes for students with disabilities and learning difficulties that meet their personal needs.
- Assessing individual students learning in Mathematics and English.
- Adapting programmes to meet the needs of mainstream students.
- Providing extra English for students with English as a second language.
- Facilitating weekly extension lessons for gifted and talented (GATE) students.





# Senior Curriculum

We offer a wide range of courses in the senior school both, academic and vocational. All subjects fit into the NQF (National Qualifications Framework) including the nationally recognized NCEA (National Certificate of Educational Achievement) qualifications.

While students have a lot of choice

in the senior school at Years 11 and 12 there are still some compulsory requirements:

Year 11 - Language (English or Te Reo). Mathematics and science are highly recommended.

Year 12 - Language (English or Te Reo or Communication Skills). Mathematics is highly recommended.

Year 13 - No compulsory subjects. English and mathematics are recommended.

YEAR 14 - TE ARA HOU  
This programme is a cooperative

programme where the enrolled students are doing papers through the University of Waikato. This programme is one of two cooperative programmes which Tokoroa High School offers in conjunction with the University of Waikato.

For further details please refer to the 2024 NCEA Level 1, 2 and 3 Student Handbooks

# Gateway Trades Academy

- Funded by Tertiary Education Commission
- Integrated school programme, offering structured work placement programmes in the community to senior students who are achieving at school.
- Students are expected to gain a minimum of 10 credits including, where possible, a range of industry level unit standards.
- Needs 90% attendance to participate in this programme.
- We do specialist full year programmes in
  - Fashion Tec
  - Hospitality
- Students interested in a careers pathway in the trades will be able to join the Bay of Plenty Trades Academy. The Trades Academy is run by Waiariki Polytechnic in Tokoroa and Rotorua. The student will become a Polytechnic student for one full day of the week where they will study practical and theoretical aspects of their chosen trade. The course content is at NCEA Level Two and the students can earn between 45 and 65 credits depending on the course.
- The courses are all structured to follow certain Career Pathways and students can earn a pre-trade certificate in a chosen Pathway. Pre-trade certificates are highly valued in the trades and will help the student to gain employment. The practical component is structured in such a way that students gain valuable 'real life, working experience'.
- There will be limited spaces available and students need a good academic record and very good attendance record to be accepted.
- The courses available may vary every year as they are structured to meet the needs of all the South Waikato schools.
- Parents and students interested can contact the Head of Technology, for more details.

WE BELIEVE ALL STUDENTS ARE  
ABLE TO GAIN QUALIFICATIONS



# Services Academy

Our Services Academy delivers a military-focused program within Tokoroa High School. The purpose of a services academy is to allow students to stay engaged in learning whilst following their core values, which are:

1. Comradeship
2. Commitment
3. Courage
4. Integrity

The academy will help students to gain improved qualifications and help them prepare to move successfully into the workforce or further education and training. The students will be offered experiences that will earn them credits towards their NCEA qualifications. Examples of this are: 1st Aid certificate, outdoor education experiences and navigation – to name just a few.

The academy is woven into the fabric of the school and students are encouraged to join from year 10. The Junior Services Academy started in 2011 as a way of helping students to instill confidence, discipline and comradeship into our year 10's. Our students enjoy having a robust structure yet they still have an environment where they can be themselves. The Services Academy caters for both a military ethos as well as addressing their academic needs.

The Ministry of Education contracts the New Zealand Defence Force

to provide courses for Services Academy students so they can participate in a range of motivating and challenging learning experiences in association with the New Zealand Defence Force's youth development unit. These include a two-week induction course, a leadership course, an advanced leadership course, a coast-to-coast course and other outdoor based activities.

The academy is also involved in the community and assists whenever possible - a task the students enjoy.

Students are also offered the chance to enroll into the Duke of Edinburgh Hillary Awards. This runs alongside the NCEA framework and awards can be earned in three levels – Bronze, Silver and Gold. The Duke of Edinburgh Awards are recognised world-wide and students have to fulfill definite criteria to gain an award.

The Tokoroa High School Services Academy welcomes Year 10-13 students and the academy works as one to ensure that every academy student gets support; not only from the directors but also from their fellow students.



# Student Welfare

The tutor is the key to the student welfare network in the school and has responsibility for a group of students.

Tutors deal with daily matters related to attendance and achievement. They keep records of student achievements and give tutor reports on the overall progress of students each year.

Advice and guidance for students in their group is a key activity. Te Rito is the vertical Maori tutor group aimed at promoting Te Reo

and Tikanga Maori. Te Manava is the vertical Pasifika tutor group promoting Pasifika language and culture. To be eligible students must be studying the relevant language or be of Tangata whenua descent in Te Rito or Pasifika descent in Te Manava.

Overall student achievement and discipline matters are their responsibilities.

Deans provide advice and guidance on all aspects of student growth and achievement and place students into

classes and arrange their individual timetable.

The school guidance counsellor is available to work with students and families on personal concerns when required to support student achievement.



# Sporting and Culture

Students can take part in a wide variety of sporting activities.

The following activities are organised, coached or co-ordinated by the school: Cricket, Basketball, Boys' Rugby, Rugby League, Girls Rugby, Soccer, Touch, Athletics, Netball, Hockey, Waka-Ama.

Many other sports take place depending on student interest and opportunities in any one year. The following may also be available Triathlon, Badminton, Volleyball, Swimming, Cross-Country Golf Weight training and Ki O Rahi.

Students can develop their creative talents and expand their cultural awareness and knowledge through participation in: Maori/Cook Island cultural activities, Design competitions, Wearable Arts competition, Shakespeare Competitions, Stage Challenge Stage shows, Talent quests, Instrumental and vocal tuition, Musical groups.

Many of these activities occur outside normal school hours and require high levels of commitment.



# Professional Sports Pathways

This class is designed to meet the needs of students who have been identified as having potential in the area of sport.

This class caters for students who can cope with, and enjoy, being physically, academically and attitudinally challenged in a variety of ways. We strongly believe that for students to do their best they must be challenged and it is this process that will help to develop further the attitude needed by successful sports people.

The focus on the class is to gain physical preparedness and academic success in an environment that allows students to demonstrate that their attitude is one that will lead to future success.



# Personal Participation

Students at Tokoroa High School are expected to rapidly widen their personal skills and knowledge by participating fully in school life.

This participation can be in school activities and groups such as: cooking and catering for visitors, participating in powhiri, drama groups and performances, cultural groups, music tuition and band trips, careers expos, making the school magazine, fundraising and student council affairs.

The school rules seek to train students in basic citizenship and respect for others and their property.

Punctuality, preparedness, reliability, consistency, flexibility and consideration are all qualities developed by the rules.



# Reporting

Reports are issued three times each year:

- **Term One**  
Progress reports for Senior students  
Full report for Junior students
- **Term Two**  
Full reports for Senior students
- **Term Three**  
Verbal reports for Junior and Senior students
- **Term Four**  
Full reports for Junior and Senior students



# Homework Requirements

## Year 9 and 10

Students can be expected to spend a minimum of 5 hours a week on homework.

## Year 11

A student studying at Level 1 NCEA should spend a minimum of one and a half hours per night on homework.

## Year 12

A student studying at Level 2 NCEA should spend a minimum of two hours per night on homework.

## Year 13

Level 3 NCEA students should timetable themselves for at least fifteen hours of homework per week. Some of this homework may be done in the timetabled study periods at school but most of it will be done at home. Students working in paid employment after school must ensure that they meet the requirements of NCEA courses.

The purpose of homework is to

- Reinforce what is taught in the classroom.
- Complete unfinished work.
- Prepare or research information for upcoming units.
- Review what is taught in the classroom.
- Encourage independent learning.



# Uniform



Year 9-12 students wear uniform

Year 13 students wear mufti

(Acceptance of this uniform code is a required part of enrolment.)

Most Uniform items may be purchased from Tokoroa Sports and Outdoors  
PE uniforms and school jackets should be purchased from the school office.

## BOYS:

Trousers	Charcoal full-length regulation
Shorts	Grey regulation
Shirt	Plain grey regulation shirt or regulation polo shirt
Socks	Black
Jersey	Regulation black with school crest
Jacket	Regulation black with school crest
PE Gear	Regulation shorts and regulation sports shirts
Footwear	Black sandals without socks, or plain black shoes with socks
Headgear	Regulation black cap with crest
Scarf	Plain black
Eifaikaga	Regulation black with school crest

NB: A shirt must be worn under the jersey and garments worn underneath the shirt should not be visible.

## GIRLS:

Skirt	Regulation grey pleated
Shirt	White regulation blouse or regulation polo shirt
Socks	Black or white (Black tights may be worn with the skirt)
Jersey	Regulation black with school crest
Jacket	Regulation black with school crest
PE Gear	Regulation shorts and regulation sports shirt
Footwear	Flat black sandals without socks or plain black shoes with socks
Headgear	Regulation black cap with crest
Scarf	Plain black

NB: A shirt must be worn under the jersey and garments worn underneath the shirt should not be visible.

## DRESS UNIFORM (in addition to the above)

Boys and girls	Collared black or white shirt with school tie
	Regulation jacket or blazer

## NOTE

- Closed in shoes must be worn in the workshops

# School Rules

## ASSERTIVE LEARNING AND SCHOOL RULES

Students are expected, at all times, to bring credit to themselves, their families and the school.

- All students will respect others and be sensitive to the mana of others.
- All students are expected to work hard.
- All students have a right to learn without being disrupted by others.
- All students and staff have a right to work in a clean and attractive environment. It is the responsibility of individuals and groups to leave classrooms and grounds in a neat and tidy condition.
- All students are asked to respect and care for school property.

The school rules applied to all class and school group activities are:

- Follow staff directions the first time they are given.
- Be punctual and ready to work.
- Listen while others are speaking and raise a hand and wait to be invited to speak.
- Behave sensibly.
- Wear correct uniform.

The School's Jurisdiction

- Pupils are under the jurisdiction of the school from the time they leave home for school until their return home. This applies to pupils attending as spectators or involved as participants in any school function, sports fixture, field trip or camp held outside normal school hours.
- Regulation uniform as prescribed in the Prospectus must be worn by students during their first four years. Year 13 students will wear mufti.
- All students are expected to be clean, neat and tidy in their dress. High standards of grooming and hygiene are required.
- At least part of the cost of damage caused to school or other people's property must be paid by the students responsible.
- No student is allowed to smoke, consume liquor or be in the possession or under the influence of alcohol or illegal drugs on school property or while under the control of the school.
- Parents may be asked to have their child undertake tests for illegal drug use if that child's behaviour suggests there are problems related to drug use.

Attendance

- All students must have 90% plus attendance. A note or phone call from home to the Tutor teacher or office is required for any absence.
- Students are to carry their ID Cards at all times to assist with library issues and lunch passes.
- Students are not permitted in town, or the Lomond Street shop, between 8.50 a.m and 3.10 p.m on school days, unless accompanied by a parent or issued with a leave pass from school.
- Students may go home for lunch if they have parental approval and an approved lunch pass.
- During class time, students may not leave the grounds without permission from the school.

# Fees

## POLICY AND PROCEDURE

The School's operation policies and procedures are defined in the Information, Policy and Procedure manual to ensure that the school is meeting Ministry of Education requirements and the requirements of the laws related to school operation.

Copies are available to the public and on our website.

## FEES

### a) Subject Fees

These occur in subjects where any materials used by students result in the student having something to take home (e.g. a wooden item in a workshop course) or through economic of the school buying in bulk so students' costs can be reduced for stationery or work materials (e.g. art materials). These fees are set annually and amounts are available in November each year. Subject fees must be paid in February. Costs for class trips and stationery are met by the student.

### b) Sports Fees

Joining fees are charged to students who play for school sports teams.

### c) External Fees

New Zealand Qualification Authority certificates and examinations have set fees. These are usually paid in July; financial assistance is available for those families who meet the criteria.

# Term Dates

## Term 1

Tuesday 28 January	Teacher Only Day
Wednesday 29 January	Year 9 and 13 start
Thursday 30 January	Full school start
Friday 11 April	End of Term

## Term 2

Monday 28 April - Friday 27 June

## Term 3

Monday 14 July - Friday 19 September

## Term 4

Monday 6 October - Monday 8 December

# 2024 STAFF



## PRINCIPAL

Mr W Ford: MBS, DipSp.St, PG DipSp, DipTchg, TTM

## DEPUTY PRINCIPALS

Mr B Reid: MSpLS, BLS, DipTchg, Unitech Cert in Sport

Mrs D Manu: BEd, DipTchg, GDJst, MEd TESOL

Mr S English: BA(Hons), PGCE, PGCert DCL

## SENIOR LEADERS

Ms T Tarai: BEd, DipTchg

Mr P Chandra: MBA, PGCert DCL, BEd, DipEd, Cert.TESOL

## HEADS OF DEPARTMENTS AND TEACHERS WITH RESPONSIBILITIES

### Guidance

Mrs G Hughes: MSc(Hons), MCouns(Hons), DipTchg

Mrs Rachael Phillips: BSc, PGDip Sci (Bio), GradDip Tchg, MCouns

Mrs T Solomon: MEd, BTchg(Hons)

### English

### Languages/Arts

Ms T Tarai: BEd, DipTchg

### Mathematics

Mr A Phayer: BSc, DipTchg, CNA

### Physical Education/Sport

Mr N Manu: BEd, DipTchg

### Science

Mr Alan Utanga: NZCE(civil), BA(Hons), BSci, MA, DipTchg

### Social Sciences

Mr M Olsen: BA, DipTchg

### Learning Support

Mr D Ngatipa: BEd(Hons), PGCert DCL

### Technology

### Service Academy

Mr R Stott: Dip OLR, CET

### Pa Harakeke Teen Parent Unit:

Mrs I Hakaria: MCouns(Hons), PGDip Maori Ed, BTchg, NZ DipBus

### Te Ao Maori

Mr P Winikerei: BMMs, PGradDipTchg, Dip(Whakairo), BOHS

## TEACHING STAFF

Mr S Tito: BTchg

Mr D Baker: BMA(Hons), DipTchg, PGDipEd, MEd(Hons)

Miss A Chung: BA, DipTchg

Mr W Maea: GradDipTchg, B.Lib.St, Adv.Cert.Ter.Tchg

Mrs J Manu: BTchg

Mrs K Fowlie: BSc(Chem), DipTchg, NZDipAgBusMgt

Mrs N Fa'agalua: BTchg, JP, PGCert, DCL

Ms R Miller: BTchg

Miss T Ford: BSPLS, DipTchg

Mrs S Chandra: MA Ed, PGDipEd, BEd, Cert.TESOL, TGATECert, PGCert DCL

Mr D Tereu: BSocSci (Hons), DipTchg

Mr H Burke: BVA, DipTchg

Miss L Jacobi: DipTch(Sec) BSc(Bio)

Mr K Ngapo: BA(Hons), GradDipTchg, MA(Hons), TTH(Hons)

Mrs E Lotter: HDipED

Mr G Surucic: LLB(Hons), PGDipSportMgt, MIR, GradDipTchg

Mr R Carroll-Maher: BA, GradDipTchg

Mr Parkinson: BA, BA Hons), MSc, GradDipTchg

Ms T de Muth: DipTchg, DipVA, MFA

Mrs S Singh: PGradDipEd, BEd, Dip PVL, PGCert DCL

Mr D Manu: BTchg

Mr S Singh: MEd, PGCert Tchg, Cert Te Reo Maori

Mr K Joseph: LAT

Ms H Dunn: JP, MC, MM&Mgt, PG.Dip.BilTchg, TTC

Mr M Ahsin: LAT

Miss R Ford: LAT

## NON-TEACHING STAFF

### Executive Officer:

Mrs P Ngatai

Principal's Personal Assistant:

Mrs E Appel

### Reception/Attendance

Ms T Jessop/Ms H Petera

Technology Technician:

Mrs L Maea

### Caretaker:

Mr K Rugg

Kamar Assistance/Data Analyst:

Mr B Rothman

### Sports Coordinator:

Mr T Teaukura

ICT Manager:

Mr R Trotter

### Groundsman:

Mr N Bell

Manager of Healthy Lunches:

Mrs A Taniwha

### Library Managers:

Mrs L Henderson

Mrs L Coffin

### Photography + Social Media:

Miss R Treadaway

### Healthy Lunches Team:

Mr H Vano, Mrs L Quaife, Mr I Vano, Ms M Appel, Mr I Marriner.

### Gateway and Trades Academy Coordinator/Science Technician:

Ms D Collins

## TEACHER AIDES

Ms Y Voss

Mrs D Dewhurst

Ms S Kara

Ms R Siaki

Ms N Tahere

Ms T Rikiau

Ms K Brear





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